



Version	Approved by	Approval date	Effective date	Next full review
2.1	Vice-President, Finance and Operations	15 May 2019	15 May 2019	July 2019
Procedure Statement				
Purpose	The purpose of this document is to outline the Accounts Payable process including payments that are applicable to UNSW			
Scope	This Procedure is University-wide and applies to all University staff regardless of their level or seniority			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document			<input checked="" type="checkbox"/> No
Procedure Processes and Actions				

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1. Accountabilities

The roles and responsibilities under the *Accounts Payable Procedure* are as follows:

Department	Accountabilities
Finance Shared Services	<ul style="list-style-type: none"> ❖ Invoice processing and payment ❖ Maintain Vendor master data in NSF
University staff	<ul style="list-style-type: none"> ❖ Purchase order creation and goods receipting ❖ Prompt submission of invoices with correct information to enable processing of invoices and payments by Accounts Payable ❖ Submit vendor creation request

2. Vendor creation

University staff can create a new vendor by completing the Online Vendor Request form available on the [Accounts Payable Vendor Creation](#) website. The following details are required:

- Type of request - create new vendor or change existing vendor
- Location where the vendor will be processed – Sydney or Canberra
- University staff primary and secondary contact details
- Secondary contact details are only required as an alternative contact, if the primary contact is expecting to be on leave
- Vendor/Supplier email address

The vendor will receive an email containing the vendor application form for completion. Once the vendor completes the form, the UNSW requestor will review the information provided by the vendor and then submit the request to Accounts Payable for creation in NS Financials.

Note: If the vendor cannot complete the online form, you should contact vendors@unsw.edu.au for assistance and guidance.

3. Invoice Processing

3.1. Invoice Requirements

The following criteria must be met before invoices can be processed:

- Invoice must be addressed to UNSW.
- Invoice should include Vendor/Supplier name, business address, amount and description of goods and or services provided.
- Australian Vendors must provide a Tax invoice. A Tax invoice must include the price of sale, whether it includes GST and the vendors Australian Business Number (ABN).
- If goods and or services are ordered using a UNSW purchase order the Vendors/Suppliers invoice must contain the relevant purchase order number.
- Invoices with UNSW purchase orders must meet matching requirements.

Unsuccessful three-way or two-way matching in NS Financials will result in exception errors. Invoices with exceptions are put on hold until the exceptions are resolved. Accounts Payable coordinates with the relevant University staff member to resolve these exceptions to enable posting and payment of invoices on hold.

Electronic PDF invoices are required and should be emailed to invoiceap@unsw.edu.au. If paper invoices are received in Accounts Payable, these will be returned to the relevant staff member to scan and submit as a PDF.

When goods or services have been delivered and accepted they must be receipted in NS Financials. You do not require a tax invoice to receipt the goods/services. Receipting should be completed on the delivery of goods/services.

3.2. Payment Request Form (PR1)

UNSW's preferred method of paying vendors is through the use of Purchase Orders accompanied by a vendor invoice. However, it is recognised that there are certain approved (one off exception) payment types where a purchase order and invoice are not appropriate. In these exceptional circumstances, the form to be used for payment is the [Payment Request Form-PR1](#).

3.3. Invoice Processing Time

Invoices and other requests received by Accounts Payable that meet all invoice and purchasing requirements will be processed in NS Financials within 3 business days. Payments will be made according to agreed terms and schedule listed in section 5.

3.4. Advances

3.4.1. Travel Cash Advances (TR3 Form)

In exceptional circumstances, a travel cash advance may be required to cover significant expenses of a business nature that are not covered by a travel allowance (TR2). A travel cash advance must be approved by a financial delegate and is paid before the date of travel. Acquitting the travel cash advance (TR4) occurs when the staff member submits all tax invoices and receipts no more than 30 days after the returned date of travel.

- TR2 – Travel allowance for meals, accommodation and incidentals. Can be paid in advance and is not required to be reconciled or acquitted.
- TR3 – Travel cash advance for business expenses. Must be reconciled and acquitted upon return. Any unused funds to be repaid.
- TR4 – Travel cash advance settlement form.

A further travel allowance advance will not be issued to an employee until their outstanding travel advance has been acquitted. Furthermore, there are also FBT implications if a travel allowance advance is not acquitted in a timely manner.

Please refer to the UNSW [Travel Policy](#) and [Procedure](#).

3.4.2. Non-Travel Advances (NT1 Form)

Non-travel advances are paid to employees for other sorts of business related advances where a UNSW credit card or other purchasing method are not available (excludes travel). The requestor for non-travel advances must seek approval from a financial delegate.

All non-travel advances must be acquitted within 6 months from the date of the request to avoid FBT liability charges.

3.5. Staff and Student Reimbursements

The purpose of reimbursements is to refund staff or students when personal funds are used to incur UNSW related expenditure.

Reimbursements can be completed in NS Financials by the staff member who incurred the expense, or entered on behalf of a student or other staff member. Approval of these claims must be submitted to a person with financial delegation.

To ensure prompt and efficient payment, any changes to your personal details must be updated via myUNSW.

The approver must ensure that the expenditure is appropriate in accordance with the *Business Expense Procedure* and that receipts and tax invoices are attached to the claim.

Once a claim is approved payment will be made in the next payment run.

All enterers will receive a system generated report on a monthly basis to review and action all aged expenses.

For further information please use this [link](#).

Supporting documentation: Receipts and tax invoices must be obtained for all transactions for advance acquittals and expense reimbursements. In the event of lost or obtainable invoices/receipts a [Transaction Declaration Form \(PCDT\)](#) must be completed and submitted unless the transaction value is less than AUD\$75.00 (including GST). This is in accordance with the [Credit Card Procedure](#).

4. Other

4.1. Asset Instalments

A multi-line purchase order indicating milestone payments is required for asset instalments. Receipting should be completed according to payment due dates. A copy of the invoice or pro-forma invoice marked as "PREPAYMENT" should be sent to Accounts Payable for processing.

For further information please review [Asset Instalment](#)

5. Payment

5.1. Payment Terms

UNSW complies with agreed payment terms and endeavours to take advantage of discounts offered for prompt payment.

UNSW's default payment terms are 30 days end of month from invoice date. Where payment terms are less than 30 days, a higher payment term should be negotiated wherever possible.

If no payment term is specified on the invoice, UNSW shall pay within 30 days of the end of the month in which the vendors invoice is received. Any changes to the standard payment terms must be channelled through the Accounts Payable Team Leaders with an explanation so that the vendor master data information can be amended.

5.2. Payment channels

UNSW maintains multiple payments methods as part of its commitment to efficiently pay for goods and services. The payments channels are to be used appropriately to maintain payment efficiency and effectiveness for UNSW.

The payment channels are as follows:

- i) **Staff and Student Reimbursement** - the expense module in NS Financials must be used for staff and student reimbursements.
- ii) **Credit card** - UNSW credit cards are intended to provide an efficient method of purchasing travel, accommodation and low value goods and services where no preferred supplier agreement is in place for UNSW business purposes. Use of credit cards should strictly follow the Credit Card Policy and Procedure.
- iii) **Supplier Payment method:**

Domestic Payments	<ul style="list-style-type: none">• Electronic Funds Transfers - this is the preferred payment method for all domestic payments.• Cheques - these should be used in exceptional circumstances only (e.g. when the preferred payment method (EFT) is not available, for instance for Student Prizes)
Overseas Payments	<ul style="list-style-type: none">• WIRE payments - this is the preferred payment method for all international payments (including transfer if appropriate for visiting academics).• Drafts - these should be used in exceptional circumstances only.

5.3. Express Payments

Express payments may only be requested from Accounts Payable if the following criteria are met:

- Significant penalty or late fees will be incurred or discount foregone.
- Meeting UNSW statutory or compliance obligations (e.g. tax or payroll).

All express payments must be approved by the Manager Purchase to Pay – Finance Operations or nominated delegate.

The method of express payments is limited to electronic funds transfer (EFT) only.

5.4. Payment cycle

Payments are processed every Tuesday and Friday for local vendors including staff and student reimbursements and overseas vendors. All payment remittances are emailed electronically.

If the payment run fall on a public holiday, the payment run will be processed the next business day.

A \$20 processing fee will be charged to business units that have requested cheques or drafts. This fee will not be charged if the option to pay electronically is not available.

Accountabilities	
Responsible Officer	Director of Finance Operations
Contact Officer	Manager Purchase to Pay, Finance Operations (Finance Help Desk)
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Nil
Parent Document (Policy)	Nil
Supporting Documents	Nil
Related Documents	Credit Card Policy Credit Card Procedure Online forms UNSW Finance Procurement Policy and Procurement Procedure Travel Policy and Travel Procedure Asset Guidelines
Superseded Documents	Accounts Payable Procedure, v2.0
File Number	2015/19273
Definitions and Acronyms	
Accounts Payable	UNSW department responsible for processing invoices and payments.
Asset Instalments	Milestone payments made in advance of receipt of equipment or similar assets.
Express payment	A payment process used by Accounts Payable if an urgent payment is required.
NS Financials (NSF)	UNSW's finance system, which is a software application, provided by Oracle/PeopleSoft. The system is referred to as NS Financials at UNSW. It is the technology used for purchasing (and other) financial processes and transactions.
Payment Terms	Agreed number of days between delivery and payment.
Purchase Order	Formal document issued by UNSW to vendors specifying goods and or service requirements.
Tax Invoice	A document which shows the supplier charges for goods delivered or services provided. It contains pricing, details of types of goods or services sold, Australian Business Number, indicates whether it includes GST and the total charged.
Three-way matching	Matching the invoice price and quantity against the purchase order price and quantity and matching receipts. If not three-way matched the invoice will appear in the matched exception report for resolution.
Two-way matching	Matching the invoice price and quantity against the purchase order price and quantity. If not two-way matched the invoice will appear in the matched exception report for resolution.
University Staff	All employees of UNSW including fixed-term, casuals and persons who are engaged to perform work as independent contractors authorised to undertake purchasing on behalf of UNSW

Vendor	The external party or entity providing goods and or services to UNSW. They include Australian and non-Australian entities, sole-traders, firms, incorporated and publicly listed companies, GST registered and non-registered entities. They can be manufacturers, distributors, franchisors, retailers, resellers, merchants, agents and individuals. UNSW employees are not considered vendors.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Acting Vice-President, Finance and Operations	12 February 2015	1 January 2015	This is a new Procedure
2.0	Vice-President, Finance & Operations	14 July 2016	18 July 2016	Full review
2.1	Vice-President, Finance & Operations	15 May 2019	15 May 2019	Section 3.2 amended; position titles updated in Section 5.3 and Accountabilities.