PROCEDURE: Payments

Last Updated: Aug 2014

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WORONI   anusa

	Supplier EFT	Reimbursement	Debit Card	Bookshop (ANUSA Only)	GAC (ANUSA Only)	SEEF Round 1 - 75% (PARSA Only)	SEEF Round 2 - 25% (PARSA Only)	Wages/Honoraria	Petty Cash (PARSA Only)	Superannuation
1	Seek approval for payment: refer to Purchases Policy			Refer to Online Shop Man	Refer to GAC Handbook a	Applications close, decision made via meeting, offer letters sent, acceptance received within 10 days	Applicants submit receipts via Orgsync	Casual staff only: complete Xero timesheet	Seek approval for paymen	
2	Obtain tax invoice	Make purchase and obtain tax invoice		Finance Officer retrieves stamped orders from BKSS		SEEF Officer sends Finance Officer a spreadsheet of grants payable	SEEF Officer reviews receipts	Casual staff only: Timesheets approved by authoriser	Obtain cash from PARSA Administrator, make purchase and obtain tax invoice	
3	Forward invoice to Finance Officer (Expense form may be requested if claimant lacks delegation to approve the expense)	Complete Expense Form		Finance Officer enteres booksellers as contacts in Xero	Finance Officer exports Payment Request from Orgsync and marks as 'complete' in Xero	Finance Officer enteres recipients as contacts in Xero			PARSA Administrator receives receipt and records transaction in a spreadsheet	
4	Finance Officer creates new bill in Xero with receipt attached		Finance Officer creates Spend Money entry with receipt attached	Finance Officer creates new bill in Xero				Finance Officer creates Pay Run	Monthly, Finance Officer enters spreadsheet into Xero as spend money transactions, and marks as reconciled	Finance Officer creates payment in Xero Auto Super
5	Ref: [Invoice #]	Ref: [Surname] Reimbursement [DDMMYY]	Ref: [Surname] Debit Card [DDMMYY]	Ref: Order [Order Number]	Ref: [Payment Request ID]	Ref: SEEF [Grant #]				Authoriser enters authorisation code
6	Finance Officer makes batch payment			Finance Officer makes batch payment		Finance Officer makes batch payment for 75% of the grant amount	SEEF Officer makes individual payments for 25% of the grant amount (or balance of receipts submitted)	ANUSA/Woroni: Finance Officer makes batch payment PARSA: Automated scheduled payment is generated		Payment is direct debited
7	Ref: BATCH [DDMMYY] Finance Officer emails bank authorities with screenshot of batch			Ref: BOOKS [DDMMYY]	Ref: GAC [DDMMYY] Finance Officer emails bank authorities with screenshot of batch	Ref: SEEF P1 [DDMMYY]	Ref: SEEF P2 [Grant No] SEEF Officer emails bank authorities with screenshots of payments			
8	Bank authorities review expense forms in Xero, ensure they are signed by relevant authoriser, and approve the transaction in Commbiz			Bank authorities review in Xero, then approve the transaction in Commbiz				Bank authorities review pay runs in Xero, and approve the transaction in Commbiz		
9	Finance Officer completes bank reconciliation									Finance Officer completes bank reconciliation
SLA	7-10 days			14 days	5 days			As per pay cycle		As per ATO deadlines