Payment Request – No Invoice (FS03) Quick Reference Guide

Purpose: This guide provides an overview of how to submit a request for a reimbursement, refund, or payment to an individual or supplier with no invoice.

References: Refer to the [Accounts Payable Handbook]

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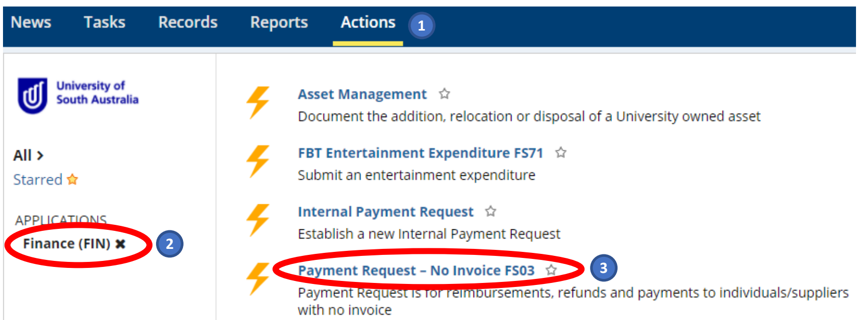
1. Launch the form from Appian

Step 1: Access Appian	To access the Payment Request, click on the following link from the Appian environment – https://bpi.unisa.edu.au/suite Use your University Network ID and password to enter the site
Step 2: Create Payment Request – No Invoice FS03 1. Click on the Actions tab in the blue header. 2. Click on the Finance (FIN) folder in the left-hand menu to filter the forms. 3. Select 'Payment Request – No Invoice FS03.'	

2. Completing a Payment Request

Step 1: Payment Request Details

1. The contact details defaults to the name of the person completing the Appian form.
2. An alternate email contact details can be included for notifications to be sent during the process.

Please provide a contact name to direct any questions relating to payment request: *

Cassandra Cursaro 1

The payment request will be workflowed to the applicable Finance One Coding Pool for the organisatio

Please provide an alternate email address relating to this request (optional) 2

Any correspondence will also be sent to this contact.

Step 2: Category of Payee

A category of payee type must be selected to determine what purpose the payment relates to. The selection of purpose types will vary against each payee category.

Category of Payee

In which role is the payment for the Payee's activities related to?

If the payee holds multiple roles within the University eg staff member and student, the payment for reimbursement of student fees will be related to their activities as a student.

- UniSA Student
- Emeritus or Adjunct Professor
- Research Participant
- Other Individual
- Other Organisation

Step 3: Purpose of Payment

The list of purposes will vary depending on the category of payee.

Note: *Alert messages will appear providing guidance on the GST code for the type of payment. The GST code will be defaulted to the drop-down field in the coding details section.*

Purpose of Payment

- Refund of Student Fees and Charges
- Refund of Short Course Fees and Charges
- Reimbursement of Expenses Incurred on Behalf of the University
- Reimbursement of Expenses Incurred on Behalf of the Student
- Other Miscellaneous

GST Code - F = GST free short courses,
T = Taxable short courses
GST Code = F for all international payments

Step 4a: Does the vendor have an Australian (AUD) bank account in Australia?

- Select '**Yes**' if payee has a domestic (AUD) bank account.
- Select '**No**' if payee has an overseas or foreign currency bank account.

Does the vendor have an Australian (AUD) bank account in Australia? *

Yes No

Step 4b: Payment Currency

If **No** is selected above, please select the currency in which the payment is required to be paid.

Please select the currency of the payment *

---Select---

Step 5a: Coding Details for Payment

The coding details should be inserted, including cost centre and item code. The coding details will be used to create an invoice and sent to the Finance One Coding Pool workflow.

Coding Details for Payment

Search for Item Code

Description of Payment	Sub Ledger	Cost Centre	Cost Centre Description	Item Code	Item Code Description	GST Code	Amount $
Maximum of 40 characters	--Select--					--Select--	
Total Amount							$0.00

Add Additional Description Line

Step 5b: Summary of Expenses to appear in Finance One (International Only)

For non-AUD payments, the AUD equivalent amount is shown as indicative only, and will be finalised at the time of payment.

Summary of Expense to appear in Finance One

For non AUD payments, the amount is indicative only, and will be finalised at the time of payment

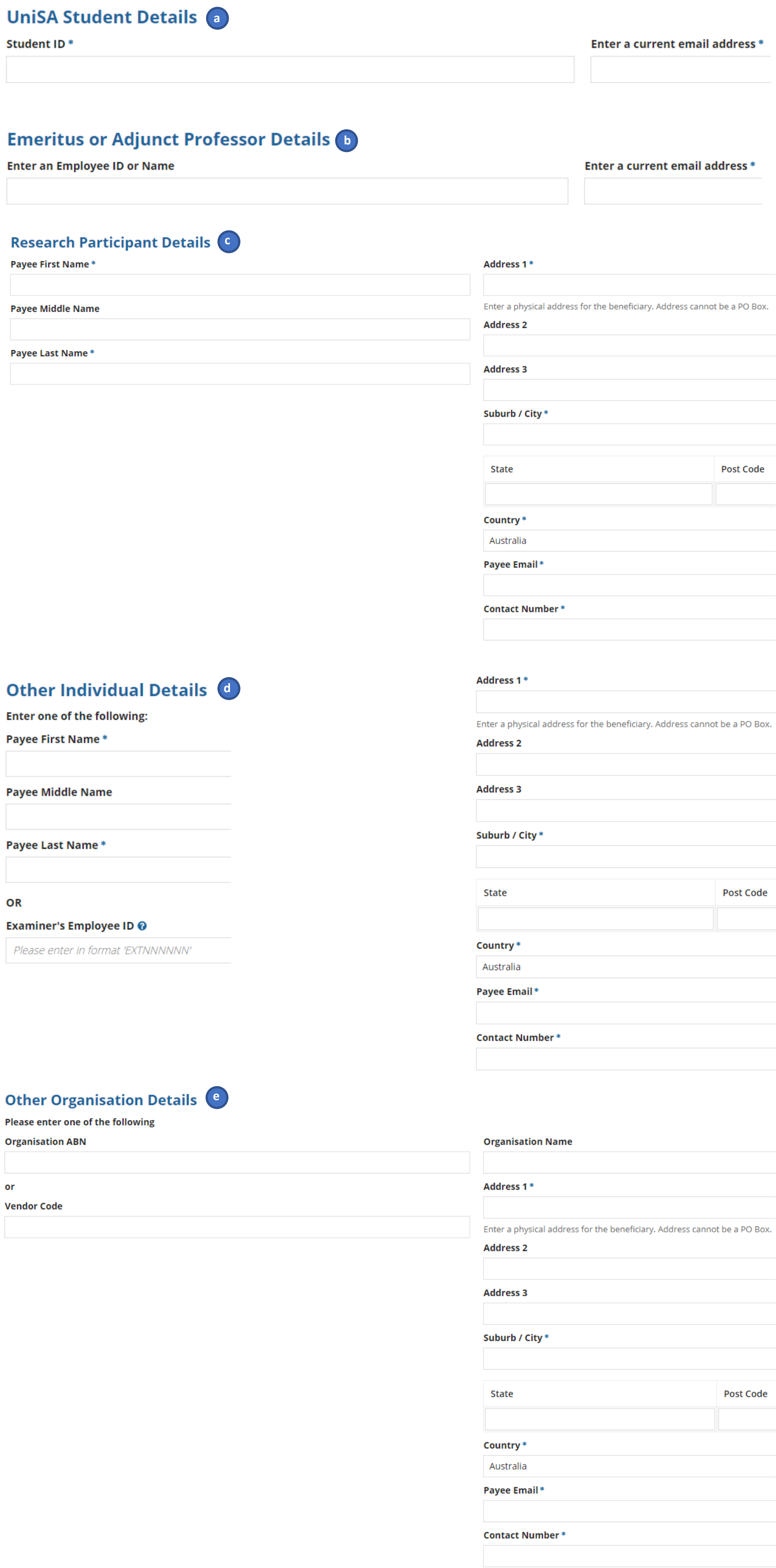
Cost Centre Allocation	Cost Centre Description	Item Code Description	Amt (Ex GST)
AD071040-2490	CORPORATE EXPENSES	Bank Fees & Charges	$34.75
Total Amount (in AUD)			$34.75

Step 6: Payee Details

The required payee details will vary depending on the category of payee selected.

a) UniSA Student
b) Emeritus or Adjunct Professor
c) Research Participant
d) Other Individual
e) Other Organisation

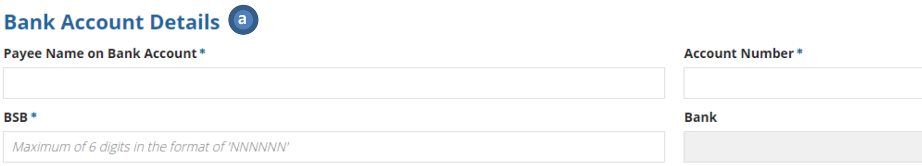
Note: *For the categories; UniSA Student and Emeritus or Adjunct Professor, the payee's details will prepopulate from integrations with the various University's systems; Medici (student system) and Empower (HR system).*



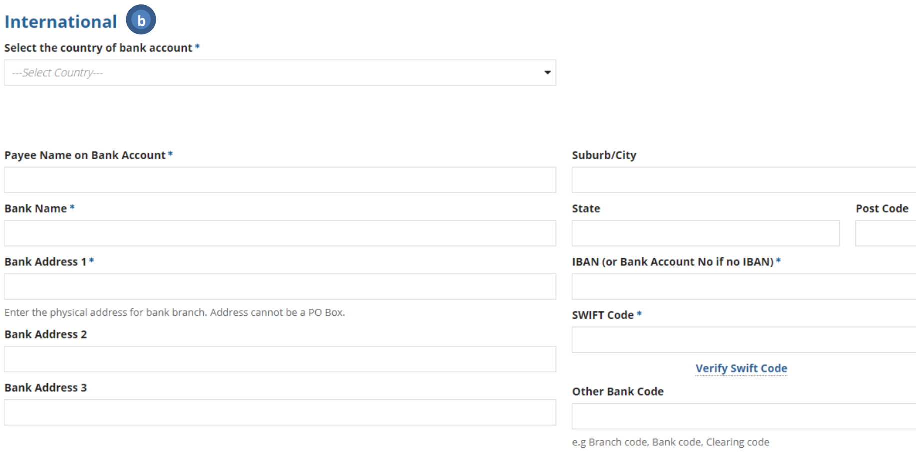
Step 7: Bank Account Details

The beneficiary's bank account details must be entered and will be validated against any existing vendor profile in Finance One.

a) **Domestic Bank Account** fields are displayed for completion – enter the:
- Payee Name on the Bank Account,
- BSB and
- Account Number.



b) **International Bank Account** fields are displayed for completion – enter the:
- Country of bank account,
- Payee Name on the Bank Account,
- Bank Name
- Bank Address,
- IBAN (or Bank Account No if no IBAN)
- SWIFT Code – use the Verify Swift code link to confirm the swift code is correct, and
- Other Bank Code.

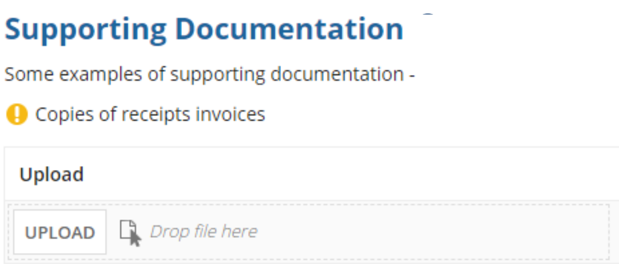


International Notes:
- *Addresses cannot be PO boxes.*
- *Banking specific fields display depending on the country selected (e.g. India = IFSC Code, UK = Sort Code, US = Fedwire / ABA / Routing Transit Number, China = CNAPS Code).*
- *Other Bank Code is available for all other countries if additional bank or branch codes are provided.*

Step 8: Supporting Documentation

Supporting documentation should be attached to support the payment request being made to the payee. Examples of the type of supporting documentation will be displayed to provide guidance when completing the request.

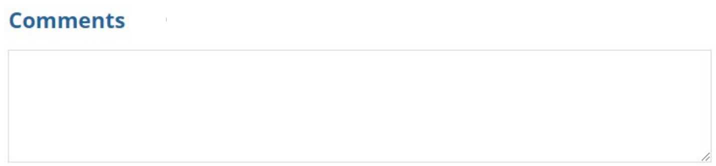
Note: *Attachments must not individually exceed 2mb.*



Step 9: Comments

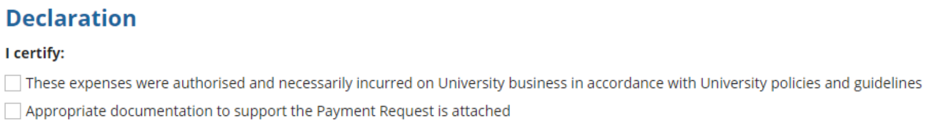
Allows for commentary to be made between Appian process participants.

If applicable, enter comment intended for the next subsequent process participant within the Appian form. **Comments will not go into Finance One and will not be seen by coders or approvers.**



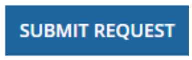
Step 10: Declaration

You are declaring the expenses raised have been incurred on University business and appropriate documentation has been attached to support the payment.



Step 11: Action Buttons

Submit Request – submits the request to Vendor Maintenance to perform a vendor check and confirm the vendor request.

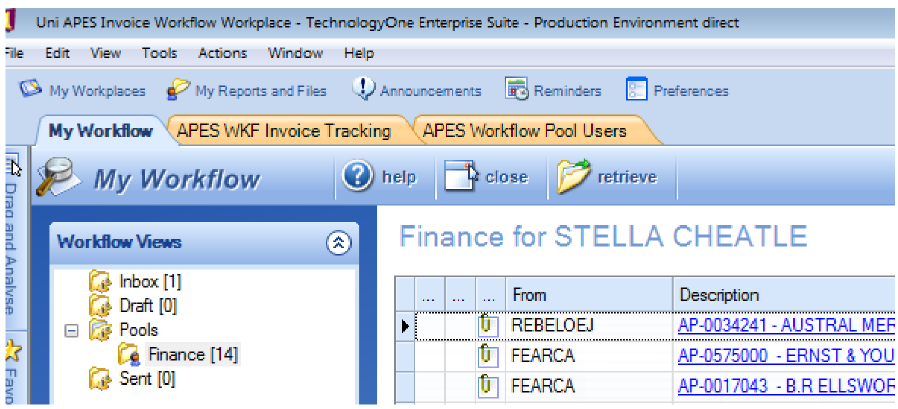


Discard Request – discards the request in Appian.

***Note:** Once you have submitted the request, the request will undergo a vendor review and approval process. This process is to ensure a vendor has been created for the payee and there are no fraudulent activities being performed by creating a vendor account.*

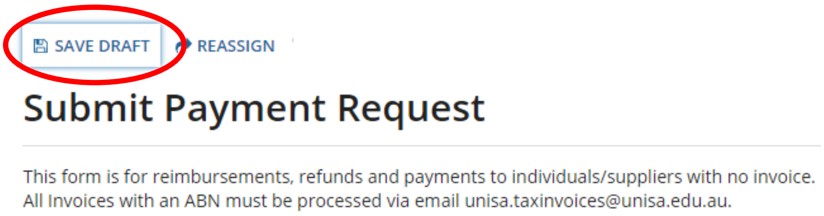
Step 12: AP Workflow

Upon completion of the vendor approval process, the payment request will be workflowed to the respective finance One coding pool. The payment request will be treated as an invoice and sent through the Finance One workflow process for the coder to check the details prior to sending for approval.



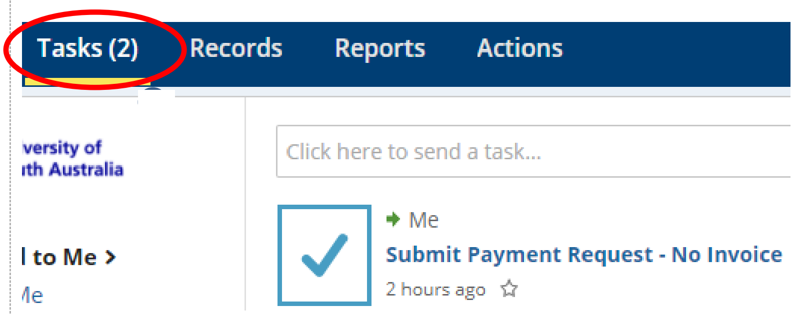
3. Saving a Payment Request

The save function on the left-hand side of the Appian standardised menu has the functionality to save your request during the process



Saved requests that have not been submitted will be saved in the Tasks folder.

Note: *any tasks no longer required should be discarded.*

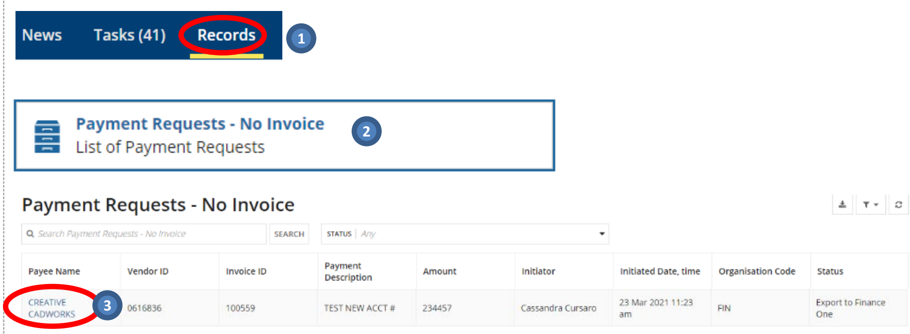


4. Tracking the Progress of the Request

1. To view your Payment Request, click on the Records menu.

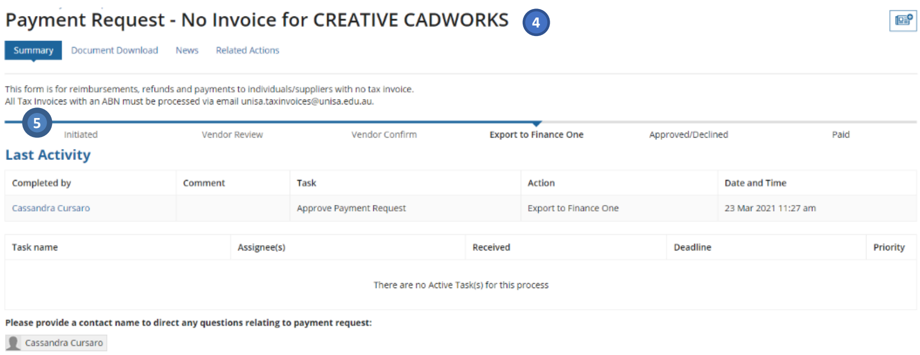
2. Select the record listing for Payment Requests – No Invoice.

3. Select the record from the hyperlink attached to the record.



4. The hyperlink will display the Payment Request – a sample of the Appian request

5. The milestones bar shows the progress of the request.



5. List of Email Generated during Payment Request Process

1. Initiator – 'Submit Request' – email to Vendor Maintenance Team (VM Team) to process the request.
2. VM Team - 'Return to initiator' - notification email will be sent to the Initiator.
3. VM Team - 'Send for Vendor Approval' - notification email will be sent to the AR Team to review any amendments by the VM Team.
4. AR/VM Teams - 'Create Vendor' action selected - notification email will be sent to the Initiator.
5. AR/VM Teams - 'Update Vendor' action selected - notification email will be sent to the Initiator.
6. AR Team - 'Return to the VM Team' notification email will be sent to the VM Team.
7. If AR/VM Teams Clicks on 'Export to Finance One'- a notification email will be sent to the Initiator.