

Payment Request – No Invoice (FS03)

Quick Reference Guide

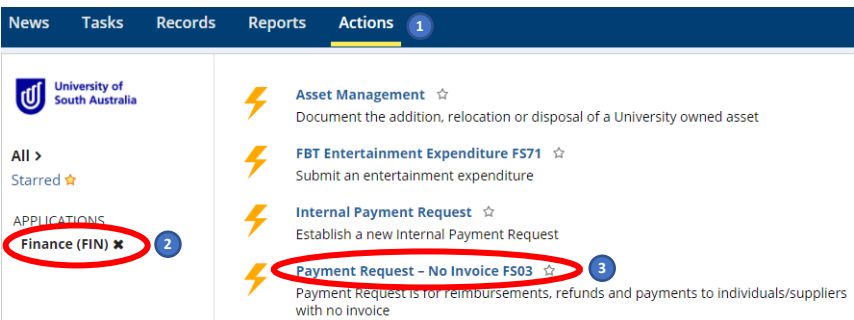
Purpose: This guide provides an overview of how to submit a request for a reimbursement, refund, or payment to an individual or supplier with no invoice.

References: Refer to the [Accounts Payable Handbook](#)

Index:

1. Launch the Form from Appian
2. Completing a Payment Request
3. Saving a Payment Request
4. Tracking the Progress of the Payment Request
5. List of Email Generated during Payment Request Process

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	 <p>1. Click on the Actions tab in the blue header.</p> <p>2. Click on the Finance (FIN) folder in the left-hand menu to filter the forms.</p> <p>3. Select 'Payment Request – No Invoice FS03.'</p>

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 organisation

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 *

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).

UniSA Student Details a

Student ID *

Enter a current email address *

Emeritus or Adjunct Professor Details b

Enter an Employee ID or Name

Enter a current email address *

Research Participant Details c

Payee First Name *

Payee Middle Name

Payee Last Name *

Address 1 *

Enter a physical address for the beneficiary. Address cannot be a PO Box.

Address 2

Address 3

Suburb / City *

State

Post Code

Country *

Australia

Payee Email *

Contact Number *

Other Individual Details d

Enter one of the following:

Payee First Name *

Payee Middle Name

Payee Last Name *

OR

Examiner's Employee ID 

Please enter in format 'EXTNNNNNN'

Other Organisation Details e

Please enter one of the following

Organisation ABN

or

Vendor Code

Organisation Name

Address 1 *

Enter a physical address for the beneficiary. Address cannot be a PO Box.

Address 2

Address 3

Suburb / City *

State

Post Code

Country *

Australia

Payee Email *

Contact Number *

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.*

Bank Account Details a

Payee Name on Bank Account *	Account Number *
<input type="text"/>	<input type="text"/>
BSB *	Bank
<input type="text"/> <small>Maximum of 6 digits in the format of 'NNNNNN'</small>	<input type="text"/>

International b

Select the country of bank account *			
<input type="text"/>			
Payee Name on Bank Account *	Suburb/City		
<input type="text"/>	<input type="text"/>		
Bank Name *	State	Post Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bank Address 1 *	IBAN (or Bank Account No if no IBAN) *		
<input type="text"/>	<input type="text"/>		
<small>Enter the physical address for bank branch. Address cannot be a PO Box.</small>			
Bank Address 2	SWIFT Code *		
<input type="text"/>	<input type="text"/>		
Bank Address 3	Verify Swift Code		
<input type="text"/>	Other Bank Code		
<input type="text"/>	<input type="text"/>		

e.g Branch code, Bank code, Clearing code

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.

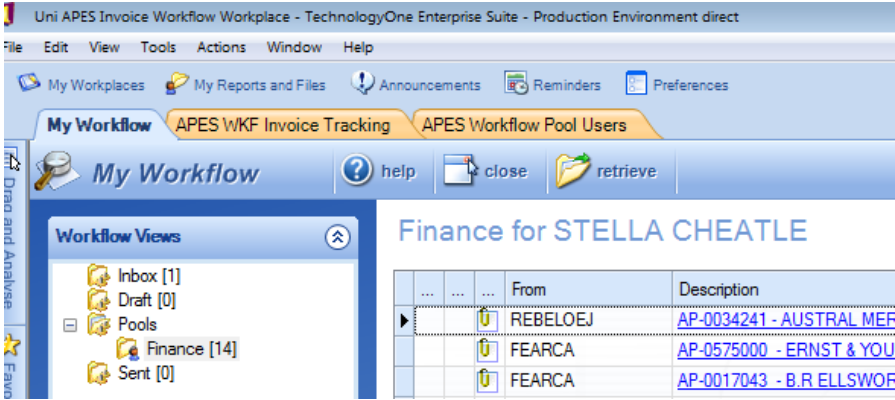
Supporting Documentation

Some examples of supporting documentation -

- 📄 Copies of receipts invoices

Upload

 Drop file here

<p>Step 9: Comments</p> <p>Allows for commentary to be made between Appian process participants.</p> <p>If applicable, enter comment intended for the next subsequent process participant within the Appian form.</p> <p>Comments will not go into Finance One and will not be seen by coders or approvers.</p>	<p>Comments</p> <div></div>								
<p>Step 10: Declaration</p> <p>You are declaring the expenses raised have been incurred on University business and appropriate documentation has been attached to support the payment.</p>	<p>Declaration</p> <p>I certify:</p> <p><input type="checkbox"/> These expenses were authorised and necessarily incurred on University business in accordance with University policies and guidelines</p> <p><input type="checkbox"/> Appropriate documentation to support the Payment Request is attached</p>								
<p>Step 11: Action Buttons</p> <p>Submit Request – submits the request to Vendor Maintenance to perform a vendor check and confirm the vendor request.</p> <p>Discard Request – discards the request in Appian.</p> <p><i>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.</i></p>	<div>SUBMIT REQUEST</div> <div>DISCARD REQUEST</div>								
<p>Step 12: AP Workflow</p> <p>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.</p>	 <p>The screenshot shows the 'Uni APES Invoice Workflow Workplace' interface. The 'My Workflow' section is active, displaying a list of workflow views: Inbox [1], Draft [0], Pools, Finance [14], and Sent [0]. To the right, a table titled 'Finance for STELLA CHEATLE' lists invoice items.</p> <table border="1"> <thead> <tr> <th>From</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>REBELOEJ</td> <td>AP-0034241 - AUSTRAL MEF</td> </tr> <tr> <td>FEARCA</td> <td>AP-0575000 - ERNST & YOUNG</td> </tr> <tr> <td>FEARCA</td> <td>AP-0017043 - B.R. ELLSWORTH</td> </tr> </tbody> </table>	From	Description	REBELOEJ	AP-0034241 - AUSTRAL MEF	FEARCA	AP-0575000 - ERNST & YOUNG	FEARCA	AP-0017043 - B.R. ELLSWORTH
From	Description								
REBELOEJ	AP-0034241 - AUSTRAL MEF								
FEARCA	AP-0575000 - ERNST & YOUNG								
FEARCA	AP-0017043 - B.R. ELLSWORTH								

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

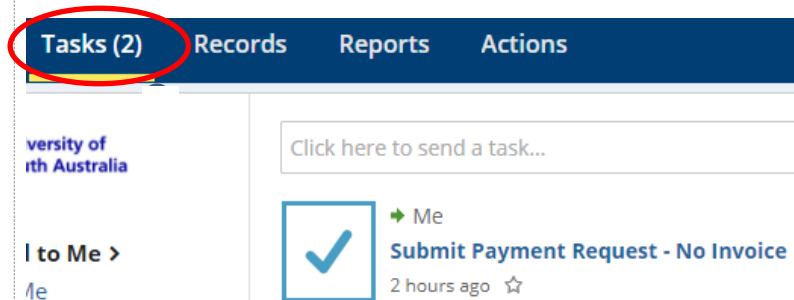


Submit Payment Request

This form is for reimbursements, refunds and payments to individuals/suppliers with no invoice. All Invoices with an ABN must be processed via email unisa.taxinvoices@unisa.edu.au.

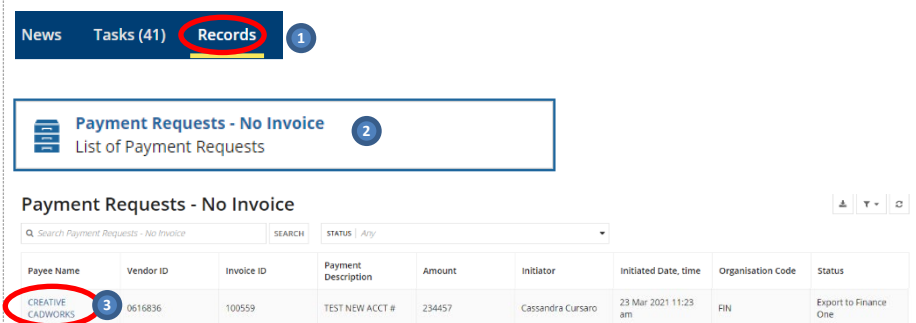
Saved requests that have not been submitted will be saved in the Tasks folder.

Note: any tasks no longer required should be discarded.

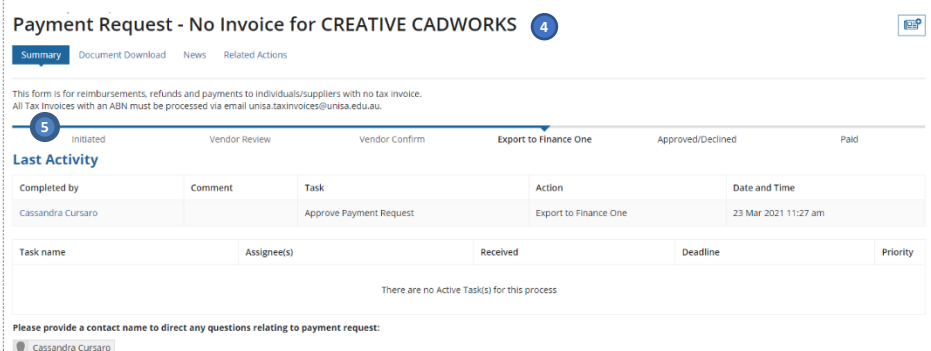


4. Tracking the Progress of the Request

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.