

We are developing a new workflow for Accounts Receivable

- Budget Centre raises and approves invoice
- Invoice automatically workflowed to Finance for compliance review
- Once reviewed invoice workflowed back to the initiator for transmitting to the customer
 - This needs to be actioned in a timely manner
 - Finance will be chasing all reviewed but not transmitted invoices
- Adjustment notes will still be raised by Finance and workflowed for approval

We have finally finalised our Operations structure 😊



- Alana Whelan is the leader of Accounts Payable team.
 - All vendor invoices – Domestic and International
 - Payment runs – cheques and EFT's
- Sarah White is the leader of BCMS team.
 - Business Cards
 - People Reimbursement Payments
- Megan Tucker is the leader of Revenue team.
 - Debt Collection
 - Student Payments
 - AP and AR chart maintenance

Generic Email Addresses

- Business Card requests, enquiries or issues
 - Credit.Card@utas.edu.au
- Personal Reimbursements, enquiries or issues
 - Credit.Card@utas.edu.au
- Accounts Payable requests, enquiries or issues
 - Finance.Payables@utas.edu.au
- Accounts Receivable requests, enquiries or issues
 - Accounts.Receivable@utas.edu.au
- Student Payment requests, enquiries or issues
 - Student.Payments@utas.edu.au
- Supplier/Customer chart requests, enquiries or issues
 - Chart.Maintenance@utas.edu.au



- AP Payment Runs are made on a Wednesday
- Invoice via workflow correctly coded & approved by 5pm the preceding Monday will be posted ready for payment
- Invoices will only be paid if they are due for payment
- Personal Reimbursements are not workflowed for approval via T1F at this stage
- Finance need 14 days to process and make personal payments

- Petty Cash float reimbursements are made on Tuesday
- To ensure inclusion in the run, please have the reimbursement correctly coded & approved by 5pm the preceding Friday
- Cheques should arrive on Thursday for cashing
- Remember, if you attach your paperwork in T1F there is no need to keep the paper in your office



- Overseas payment run is made on Fridays
- To ensure inclusion in the run, please have invoices correctly coded & approved by 5pm the preceding Wednesday
- It can take up to one week (from the payment run) for the funds to be received into the beneficiary account
- We try to pay invoices in FX rather than AUD as it is cheaper for you 😊



- If you receive the invoice directly into the budget centre and it is within your limit you can pay on your Business Card
- If the invoice has been received directly in Finance and it has been workflowed then you should pay via T1F
- If you find that you have already paid an invoice that has been workflowed then REJECT so it can be deleted
- Do not split transactions to bypass your BCMS transaction limit. Raise a PO.

