Payment Request eForm

Work Instructions

Contents

Overview

A Payment Request eForm is required to be completed by all staff, students and others (clients) who require the following:

- Expense Reimbursement
- Travel Reimbursement
- Travel Advance Request
- Travel Advance Acquittal

Once the information required has been completed, the Payment Request eForm including attachments of tax invoices & receipts will need to be submitted for approval.

Payment Request forms must be completed in accordance with Australian Tax Office requirements and University policies and procedures. Failure to comply may result in Fringe Benefits Tax being incurred and charged to the relevant budget center or recovered from the employee.

The Payment Request eForm is available through the eForms Portal on the UTAS intranet to all staff and students and can be submitted by a delegate on behalf of a staff member, student or other.

If you would like the Payment Request assessed before authorisation it can be submitted for Finance Review before it is electronically workflowed to the relevant person within your budget center with financial delegation for approval.

Once the eForm has been authorised for payment it will be reviewed by Financial Services and finalised for payment

Please note that all employee reimbursements will be paid through payroll and all student and other payments will be paid via the Finance system T1F.

The following work instructions explain how to successfully complete a Payment Request eForm and submit for review or approval.

For further information on University purchasing/travel policies and procedures please refer to the Financial Services website.

http://www.utas.edu.au/__data/assets/pdf_file/0003/261534/Travel-Policy.pdf

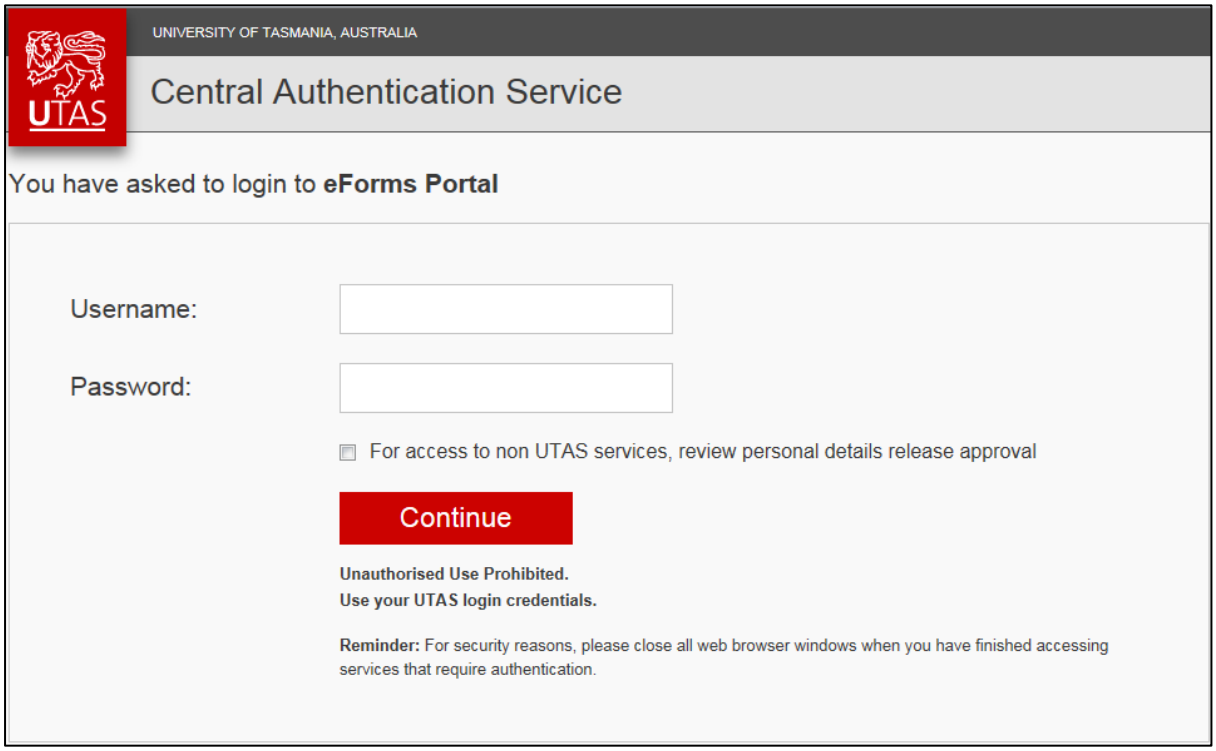
eForm Access

The eForm portal is a gateway to electronic forms and can be accessed via the UTAS internet. Below is the URL to access the Portal.

It is recommended that you use Google Chrome as your internet browser.

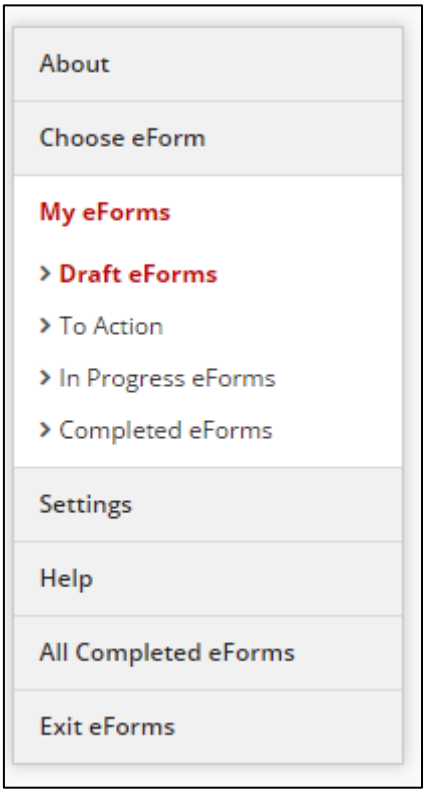
https://eforms.utas.edu.au

- Log on using your UTAS username (Pop ID) and password
- Select "Continue" to log into the eForm portal



eForm Portal Navigation

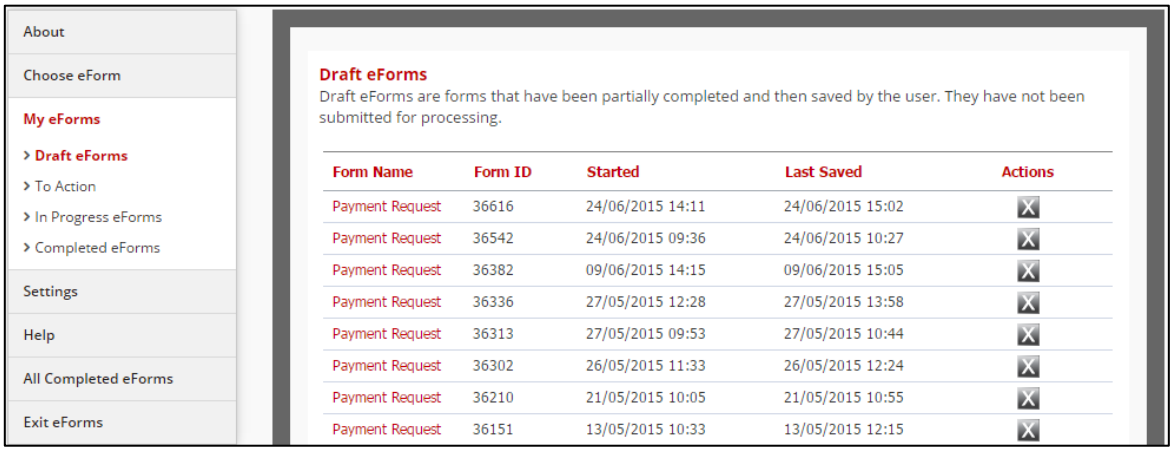
On the left hand side of the eForm Portal home page there are a number of different options available to the user. Please note that you can only search on Payment Request forms that you have submitted, are included in, have actioned or completed.



By clicking on the “My eForms” header, you will find a number of different options to search on.

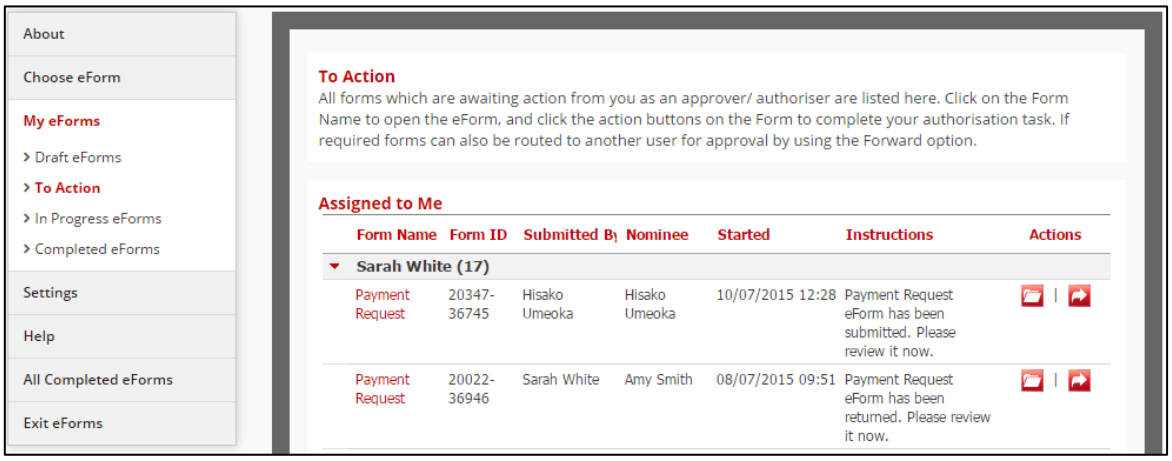
Draft eForms

Draft eForms are forms that have been partially completed and then saved. They have not yet been submitted for processing. Once the form is saved it will be allocated a Payment Request number (Form ID). Click on the relevant form name in red to access the eForm.



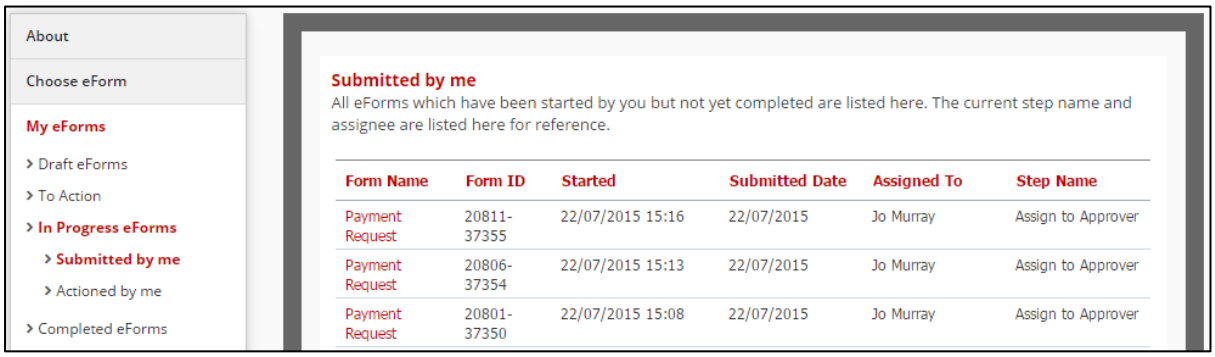
To Action

All forms which are awaiting action from you as the Reviewer or Approver are listed under the "To Action" tab. Select the relevant form name in red to open an eForm and complete your authorisation task. Forms can be redirected to another Approver by selecting the forward option from within the form. Shortcut options are available under the "Actions" heading by using the "Document" button to open the form and the "Arrow" button to forward on the form.



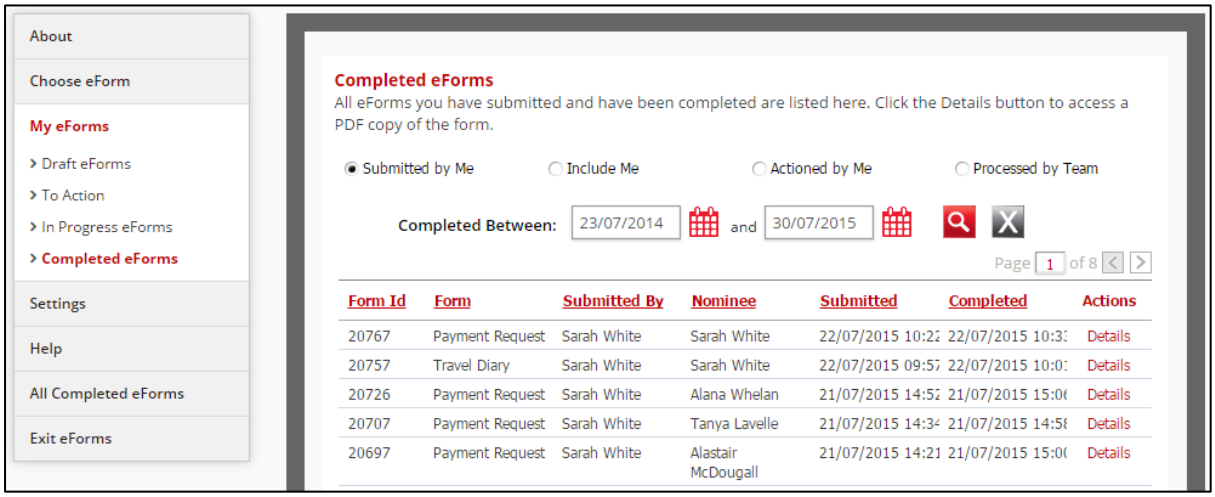
In Progress eForms

All eForms which have been started by you but not yet completed are listed under the "Submitted by Me" or "Actioned by Me" tab. The current step name and assigned to details can be found here. Select the form name in red to access the eForm.



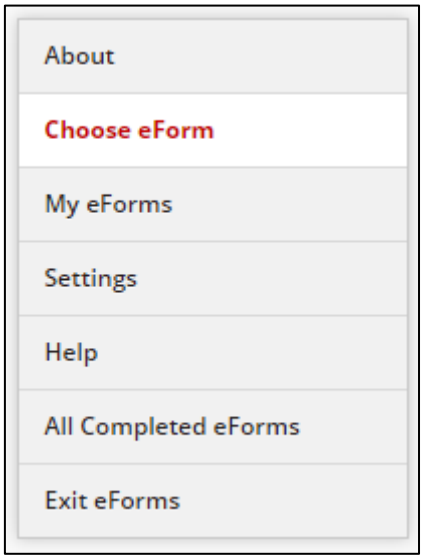
Completed eForms

All eForms that you have submitted or actioned and have been completed can be found under the "Completed eForms" tab. Select the "Details" option in red under the action heading to access a PDF copy. You can also complete a refined search by selecting the completed between dates or by selecting the different radio buttons - Submitted by Me, Include Me, Actioned by Me and Processed by Team (Finance use only)

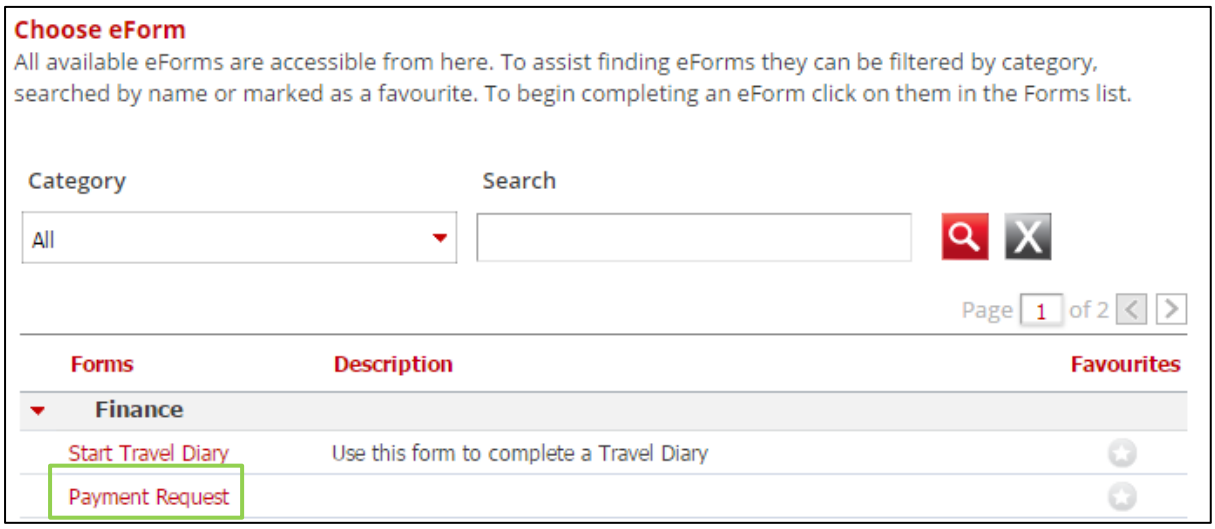


How to Start a Payment Request eForm

From the left hand side of the eForm Portal home page select the “Choose eForm” option.

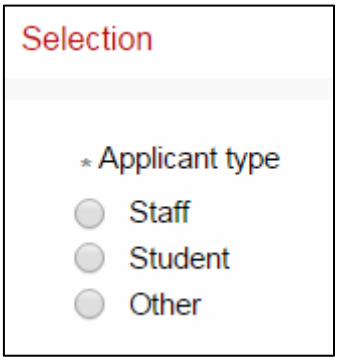


- To initiate a Payment Request click on the form name “Payment Request”



Selection

The first step is the selection, please chose the relevant applicant type for the person who will be receiving the reimbursement payment.



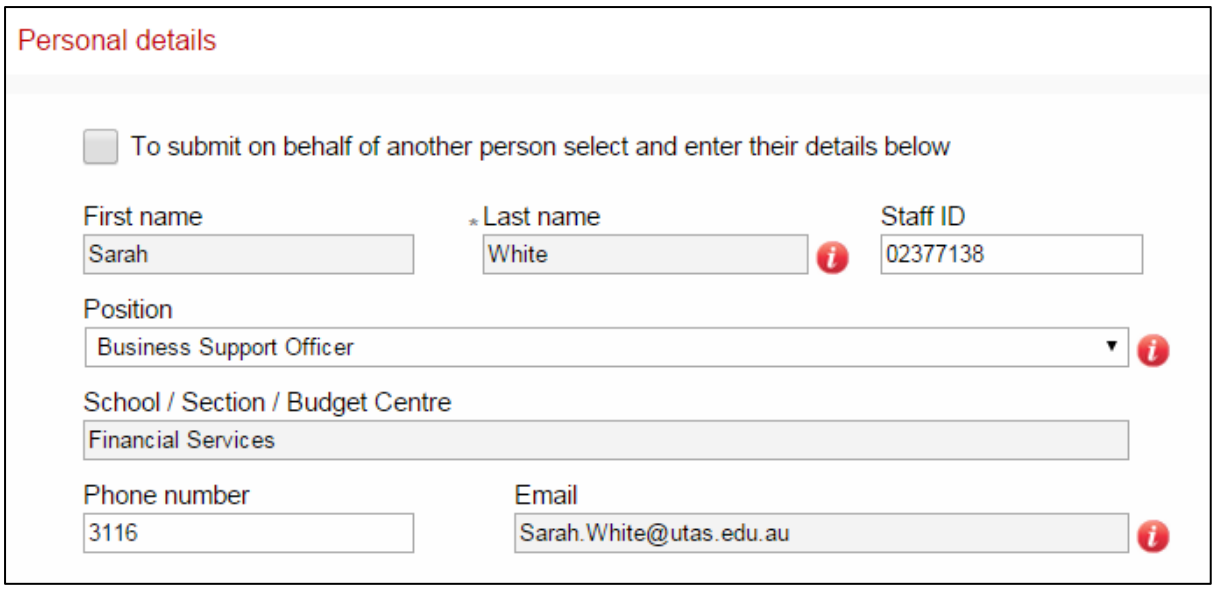
Please note that for all University Honorary Employees please select the applicant type "Other"

Personal Details

In the Personal Details section of the Payment Request eForm your employee details will automatically default from your log on details when the staff or student option is selected. The form will use data from the UTAS active directory to retrieve names and e-mail addresses and person/position related data from HRMS (Human Resources Management System).

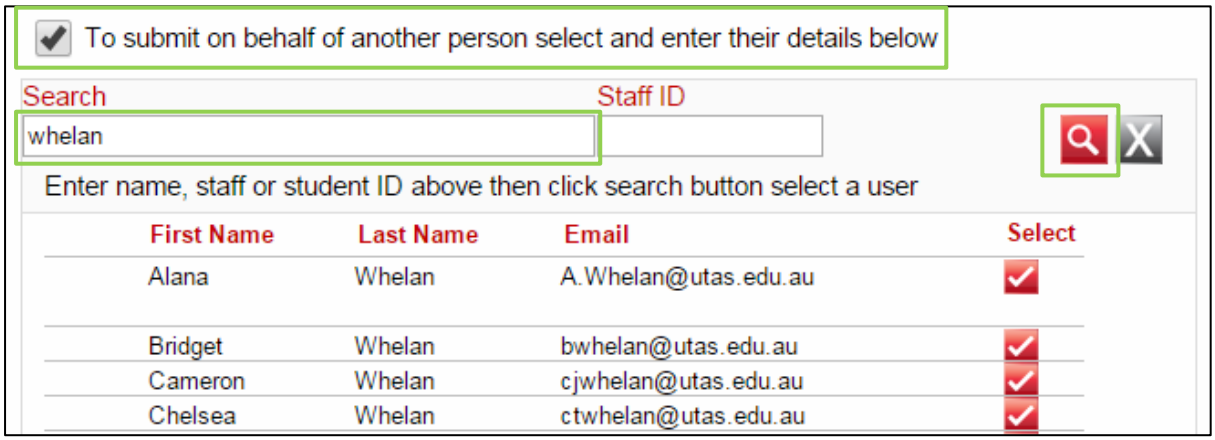
All students who are currently enrolled with UTAS will also be available to select using their first/last name or student ID to validate their name and e-mail address. No further address details are required for student reimbursements.

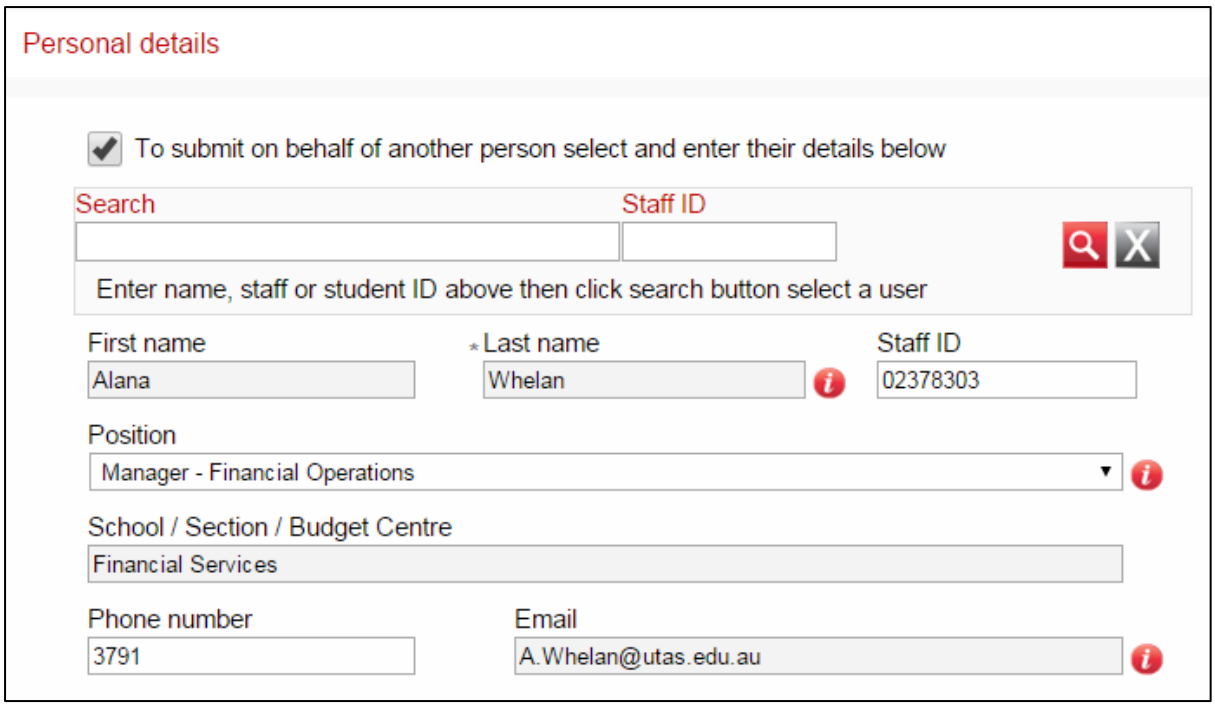
This section will capture the details of the person to whom the reimbursement is required. If you are the Applicant please leave the default details.



If you are a Delegate and submitting a Payment Request on behalf of somebody else, you will need to update the personal details.

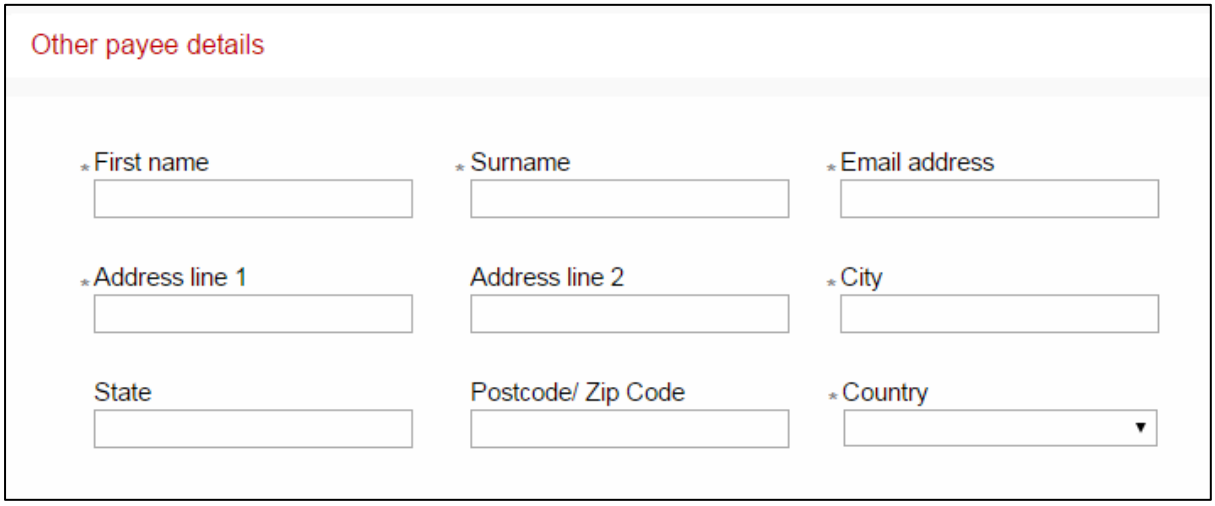
- Select the tick box "To submit on behalf of another person select and enter their details below"
- Enter their staff ID in the Staff ID field and hit the magnify glass to validate or
- From the search box enter the person's first name and/or last name
- Select the magnify glass to search and retrieve a pick list of related names
- From the returned list select the red tick box next to the correct name to populate the personal information





Other Payee Details

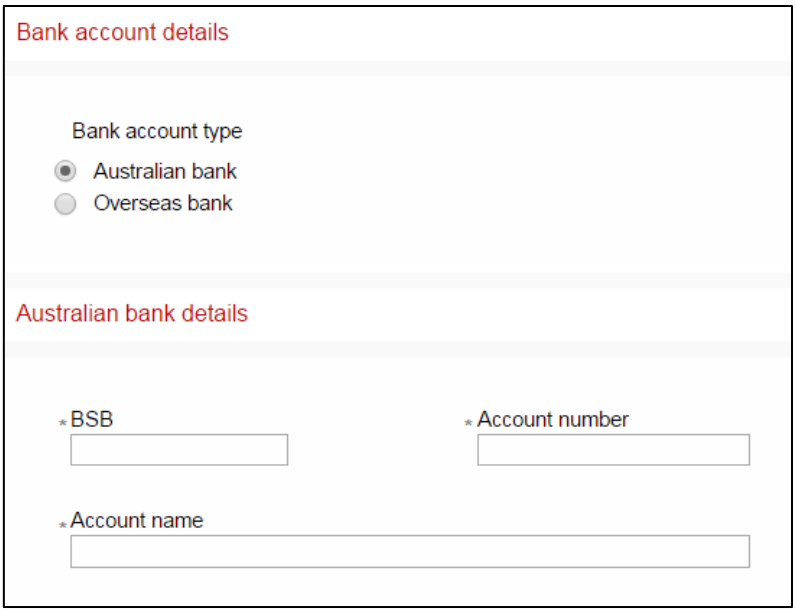
All other payee address details will need to be entered each time a reimbursement is entered as this information is not stored in the eForm system.

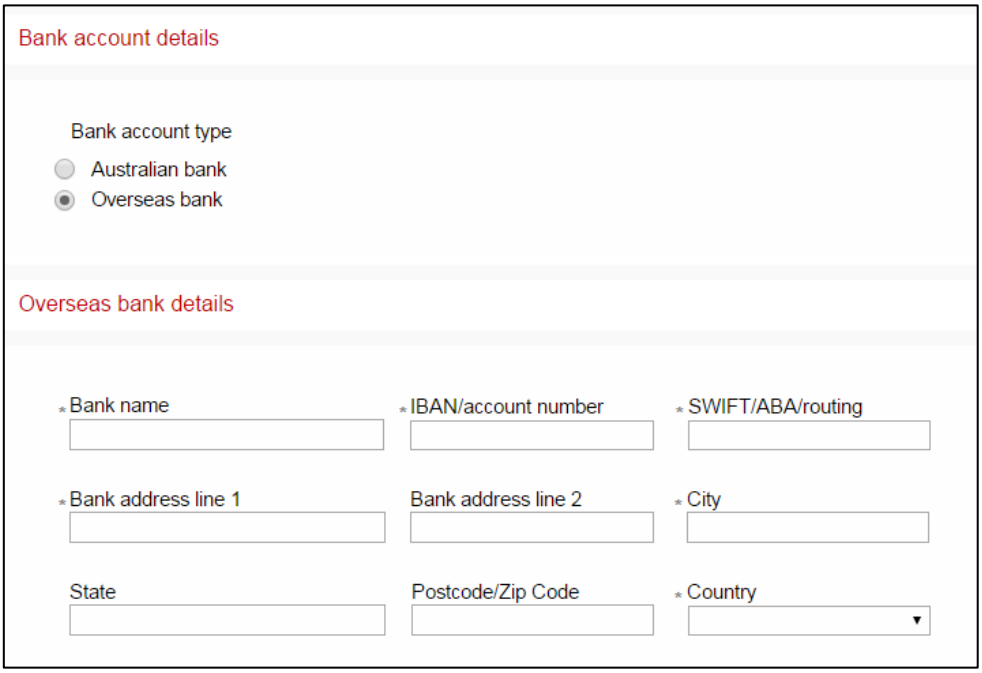


Bank Account Details

All University employee payments will be reimbursed through payroll.

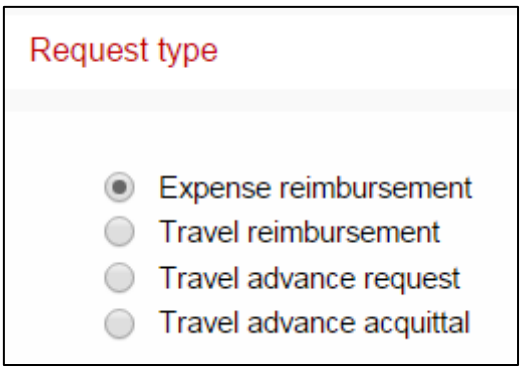
Student & Others (including all Honorary Employees) bank details are not stored and will need to be manually entered into the eForm system each time that a reimbursement is entered. The option is available to enter Australian bank details or overseas bank account details.





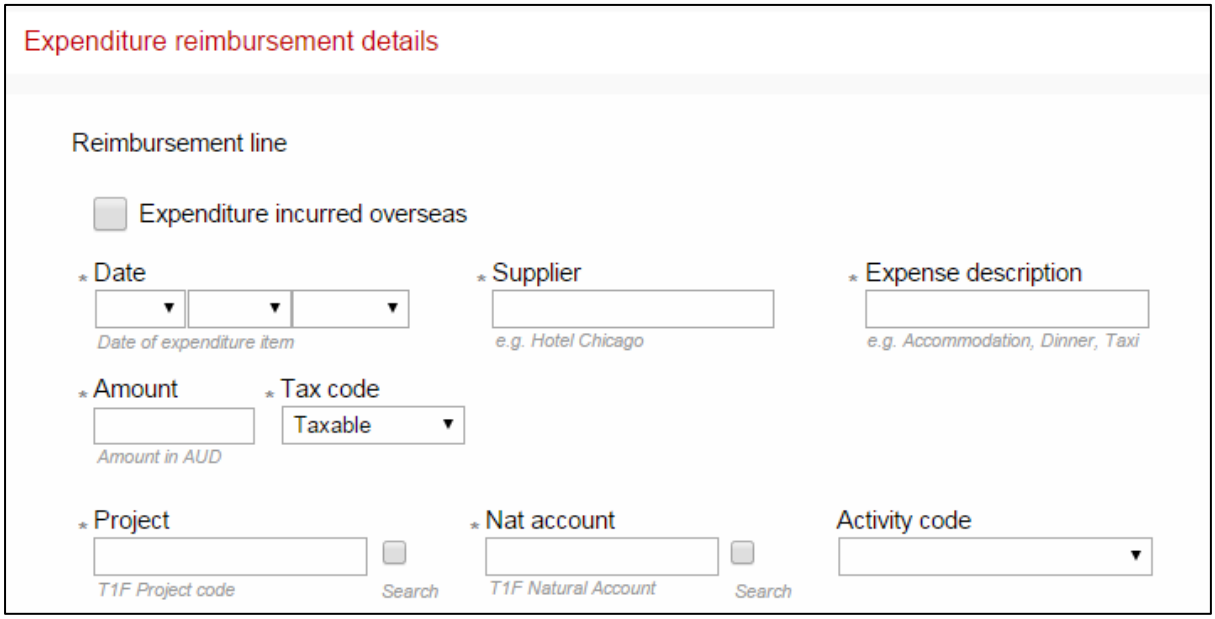
Request Type

From the Request type section of the form select the radio button next to what request you would like to submit. By selecting the radio button the relevant details relating to that request will appear below. Please note that the mandatory fields are marked with an asterix.

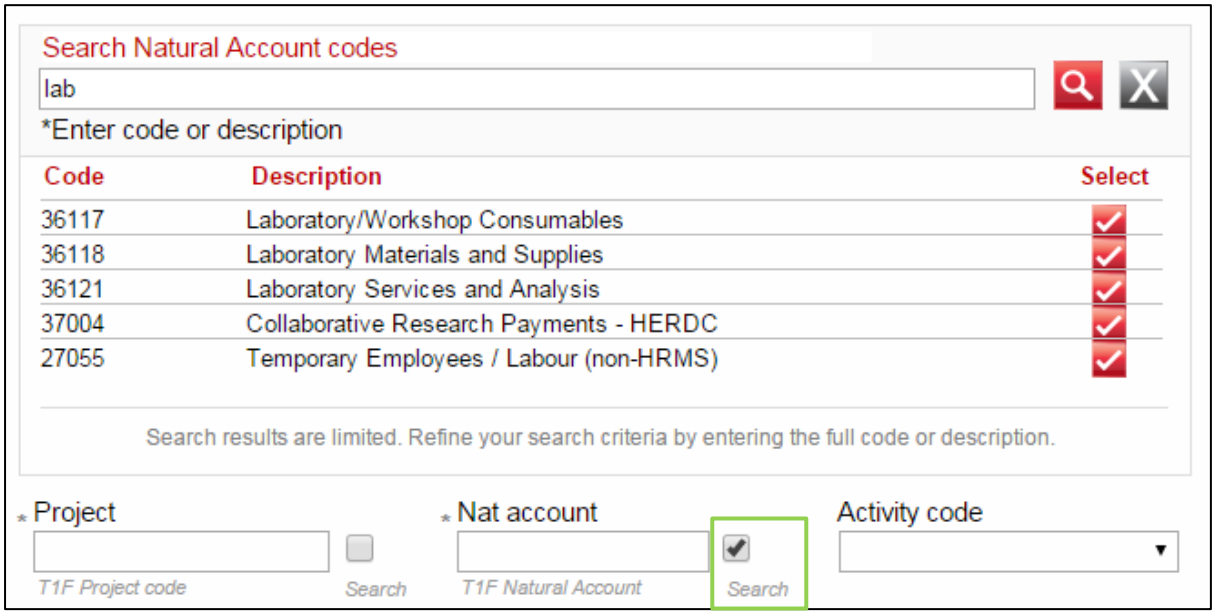


Expenditure Reimbursement Details

This form can be used for all expenditure claims which are not travel related. The option is available to enter the Australian dollar expense amount, or foreign currency amount by selecting the expenditure incurred overseas tick box. See below for further details.



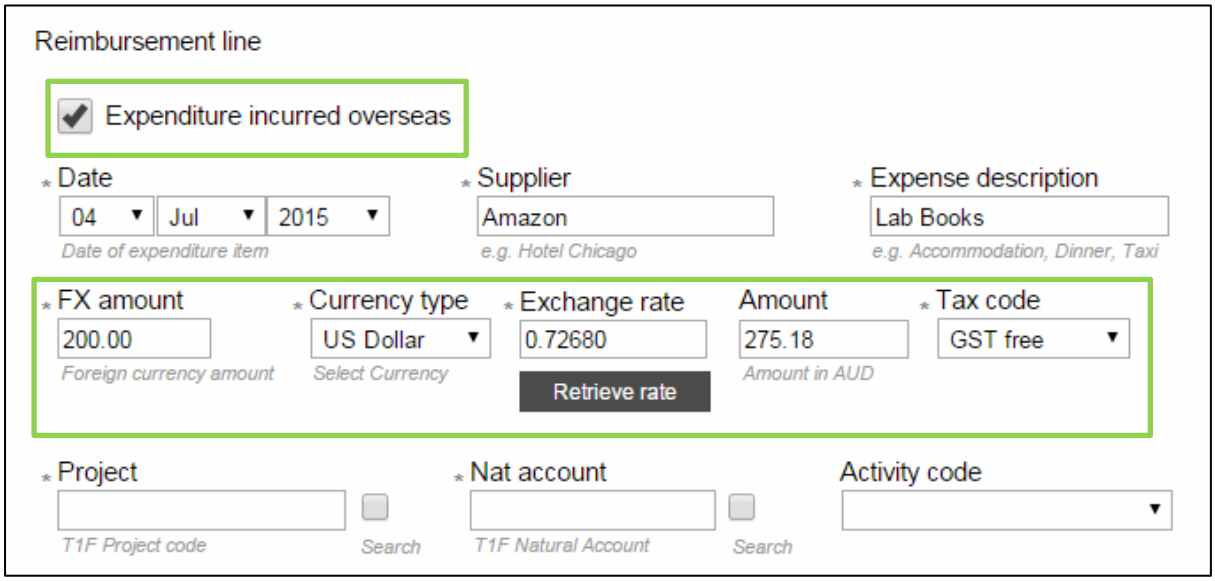
- Use the drop down box to select the Date, Tax code (defaults to taxable, but can be amended by using the drop down box) and Activity Code.
- If you have a mixed supply tax invoice, you will need to split the expense into two amounts, making one component taxable & the other tax free.
- Supplier, Expense description and Amount are all free text fields. The Supplier and Expense description details that are entered are the narratives that will appear in T1F reports.
- If you know the Project and Natural account number these can be manually entered into the relevant fields and selected by the enter key on your keyboard.
- To search on a Project or Natural account name select the search box next the relevant field for e.g. enter the word "lab" into the search field that appears for the Natural account and click the magnify glass to search and return a list of Natural accounts which have the word "lab" in the description
- Choose the required Natural account by selecting the red tick button which will populate the number into the Nat account field



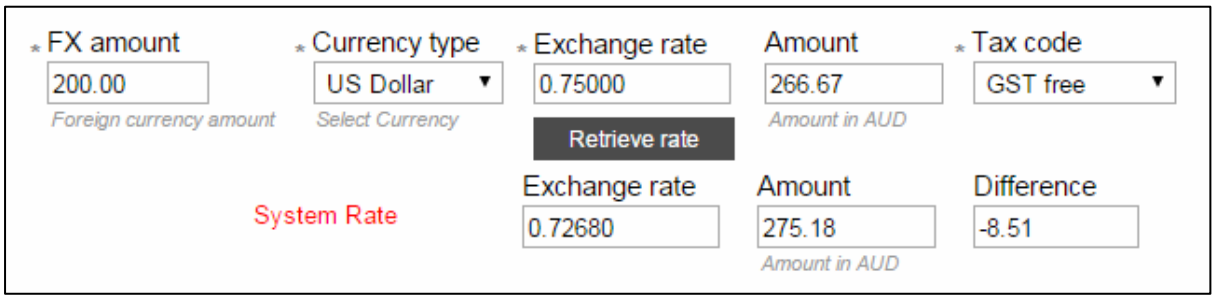
- Project and Natural accounts are validated and will return an error message if the account is inactive or incorrect.
- To add another expenditure line select the "Add Expenditure" button or the "Remove" button to remove

- The expenditure amounts fields will automatically calculate into the Total of expenditure field at the bottom of the form.

The Expenditure incurred overseas check box when selected will provide you with more fields to complete and can complete a currency conversion for you.



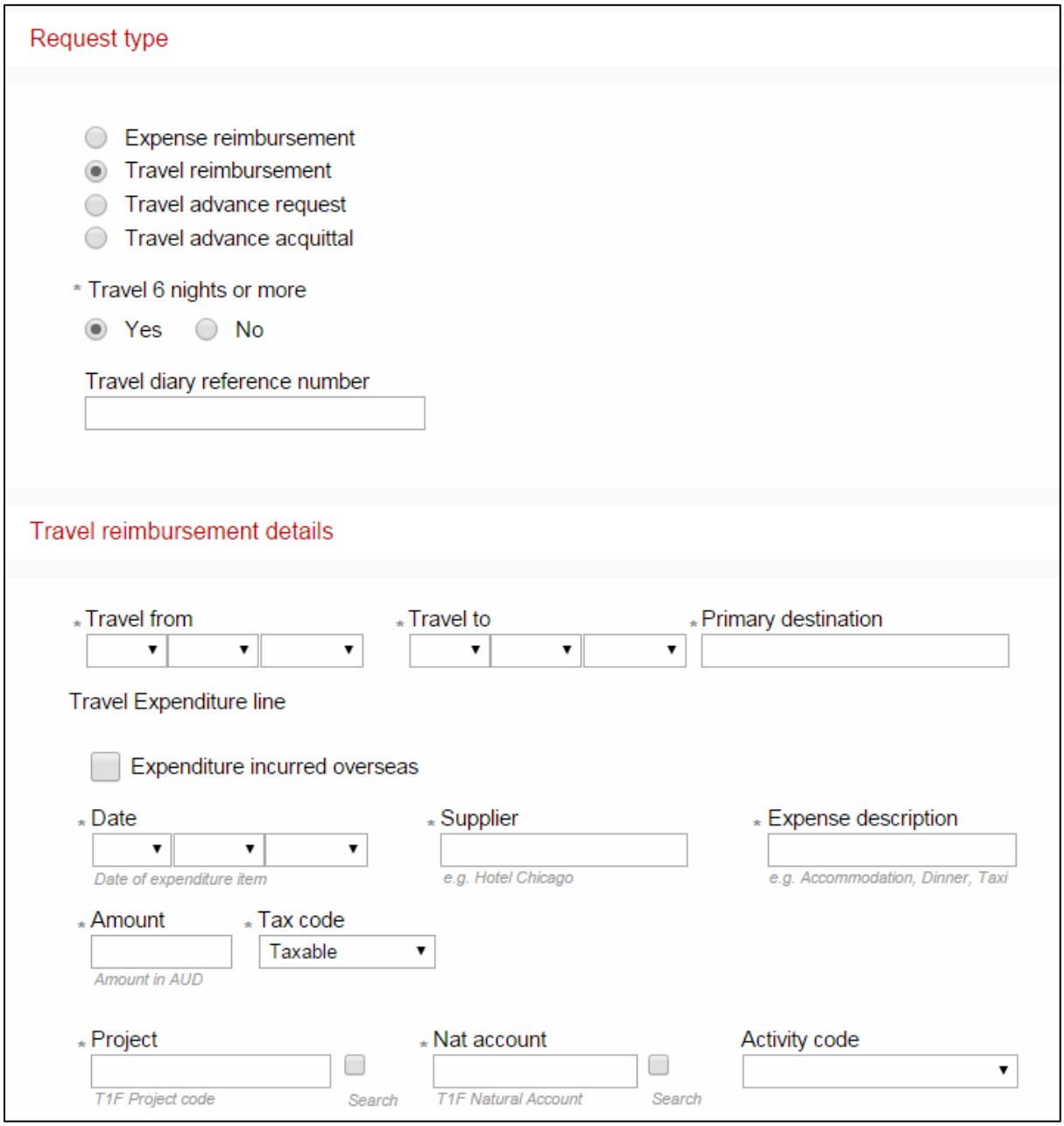
- Enter the Foreign Currency amount “FX amount”
- Use the drop down box to select the currency type
- Hit the “Retrieve rate” button under the Exchange rate field and the currency will convert the foreign currency amount to the Australian dollar amount for the expense date specified above.
- The exchange rate can be manually changed if the exchange rate is different to the rate that you were given through another means, however a warning message will appear so that the budget center is aware that there is a difference.



- The Tax code is defaulted to Tax free, but can be amended by using the drop down box
- All the other fields can be completed as above
- Please ensure that all relevant tax invoice and receipts are attached to the request. See pages 26-27 attaching.

Travel Reimbursement Details

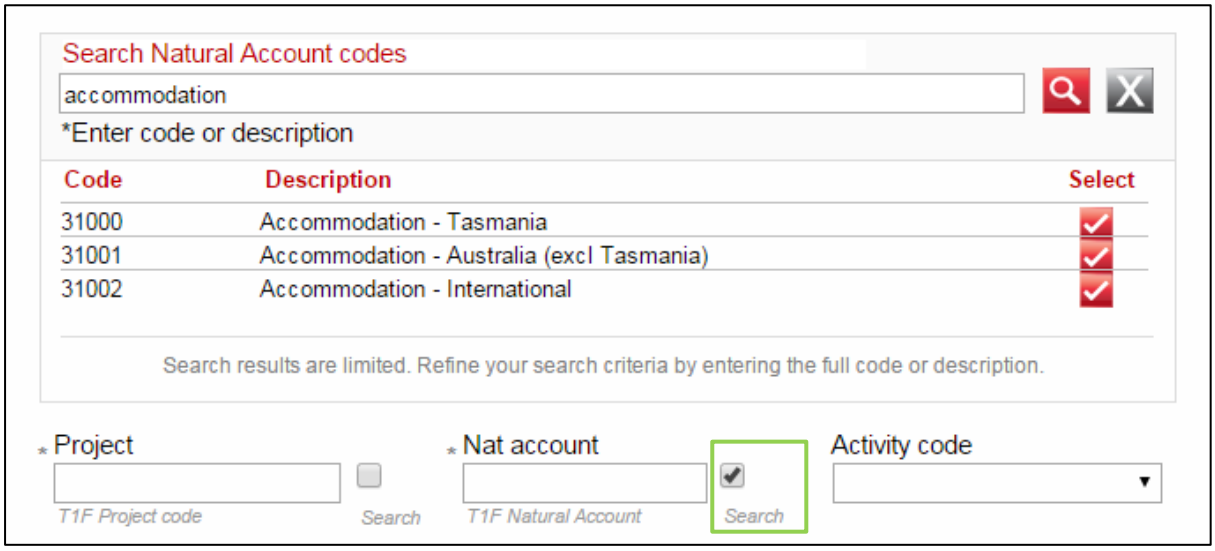
This form can be used for all expenditure which is travel related/ The option is available to enter the Australian dollar expense amount, or foreign currency amount by selecting the expenditure incurred overseas tick box. See page 14 for overseas details



- Select the radio button yes or no for travel 6 nights or more. When selecting “yes” a free text field will appear for the Travel diary reference number to be entered. If you

have not completed a Travel Diary a Travel Diary eForm can be submitted using the eForm portal.

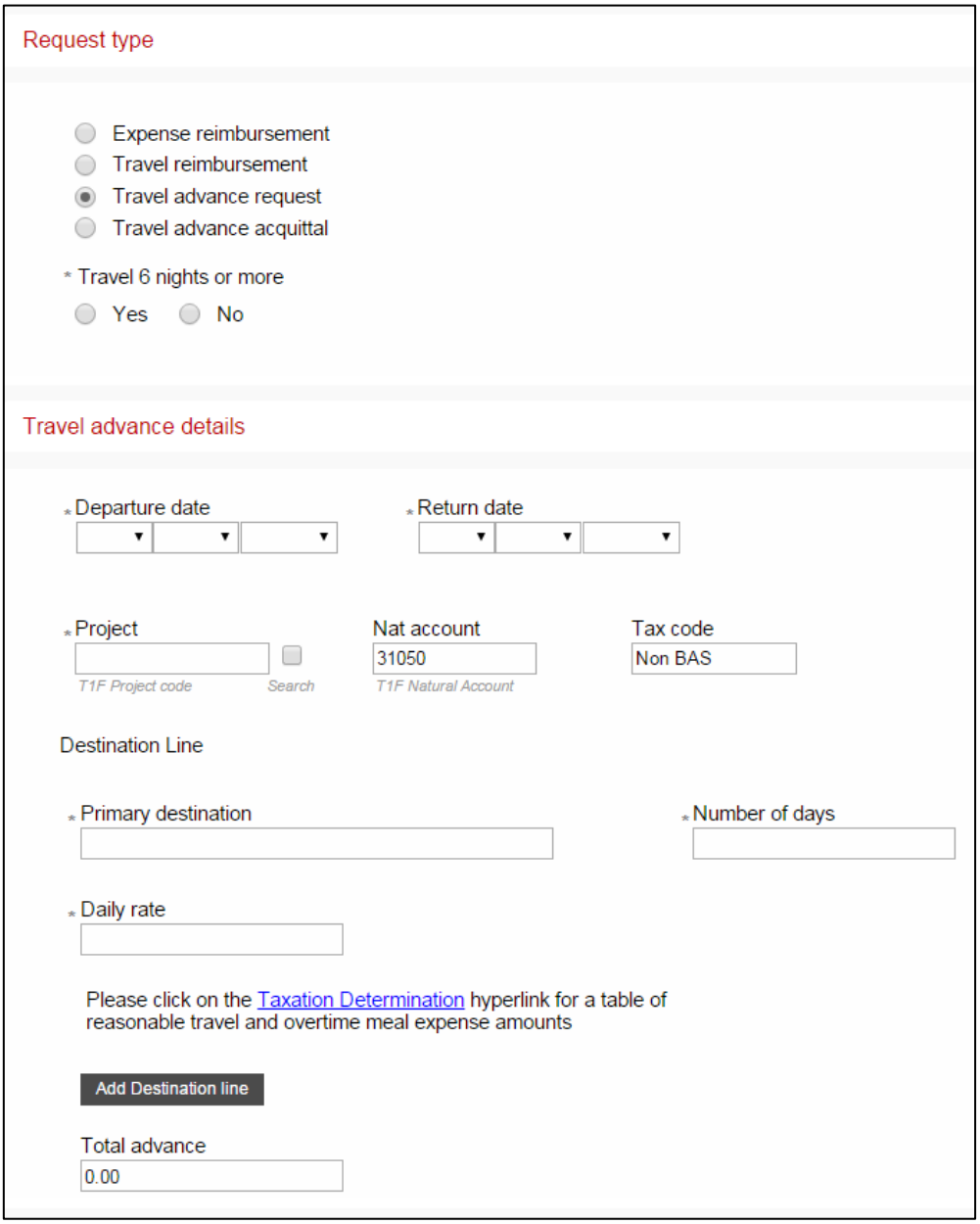
- Travel from and Travel to dates can be entered by using the drop down boxes
- Primary destination can be manually entered
- To complete the Travel Expenditure lines details, use the drop down box to select the Date (of expense), Tax code (default to taxable, but can be amended by using the drop down box) and Activity Code.
- If you have a mixed supply tax invoice, you will need to spilt the expense into two amounts, making one component taxable & the other tax free.
- Supplier, Expense description and Amount are all free text fields. The Supplier and Expense description details that are entered are the narratives that will appear in T1F reports.
- If you know the Project and Natural account number these can be manually entered into the relevant fields and selected by the enter key on your keyboard.
- To search on a Project or Natural account name select the search box next the relevant field. for e.g. enter the word “accommodation” into the search field that appears for the Natural account and click the magnify glass to search and return a list of natural accounts that have the word “accommodation” in the description
- Choose the required Natural account by selecting the red tick button which will populate the number into the Nat account field



- Project and Natural accounts are validated and will return an error message if the account is inactive or incorrect.
- To add another expenditure line select the “Add Expenditure” button or the “Remove” button to remove
- The expenditure amounts fields will automatically calculate into the Total of expenditure field at the bottom of the form.
- Please ensure that all relevant tax invoice and receipts are attached to the request. See pages 26-27 attaching.

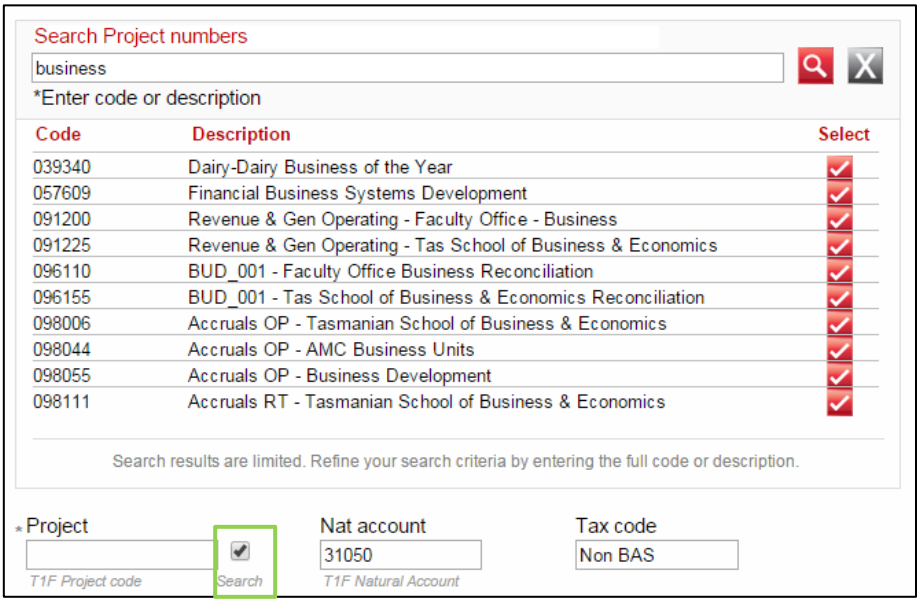
Travel Advance Request Details

This form can be used to request a Travel Advance Request prior to Travel.



- Select the radio button yes or no for travel 6 nights or more. When selecting “yes” a free text field will appear for the Travel diary reference number to be entered. If you have not completed a Travel Diary a Travel Diary eForm can be submitted using the eForm portal. This can also be completed on return.

- Departure & Return date can be entered using the drop down box. Please note that future dates only can be selected for this option, as Travel Advance Requests will not be paid for past dates.
- If you know the Project account number this can be manually entered into the relevant fields and selected by the enter key on your keyboard.
- To search on a Project account name select the search box next the Project field. for e.g. enter the word "business" into the search field that appears and click the magnify glass to search and return a list of Project accounts that have the word "business" in the description



- The Nat account and Tax code fields are hardcoded and cannot be changed
- Manually enter the Primary Destination, Number of days and Daily rate.
- The number of days and Daily rate will automatically calculate to give the advance total.
- You can add another destination line by selecting the "Add Destination Line" button to add another Daily rate, this will add to the Total of the advance field.
- If you are unsure of the daily rate, please click on the Taxation Determination hyperlink in blue, followed by the Taxation Determination TD 2014/19 link for a guide to the reasonable travel allowance rates.

Destination Line

* Primary destination
New Zealand

* Number of days
10

* Daily rate
100.00

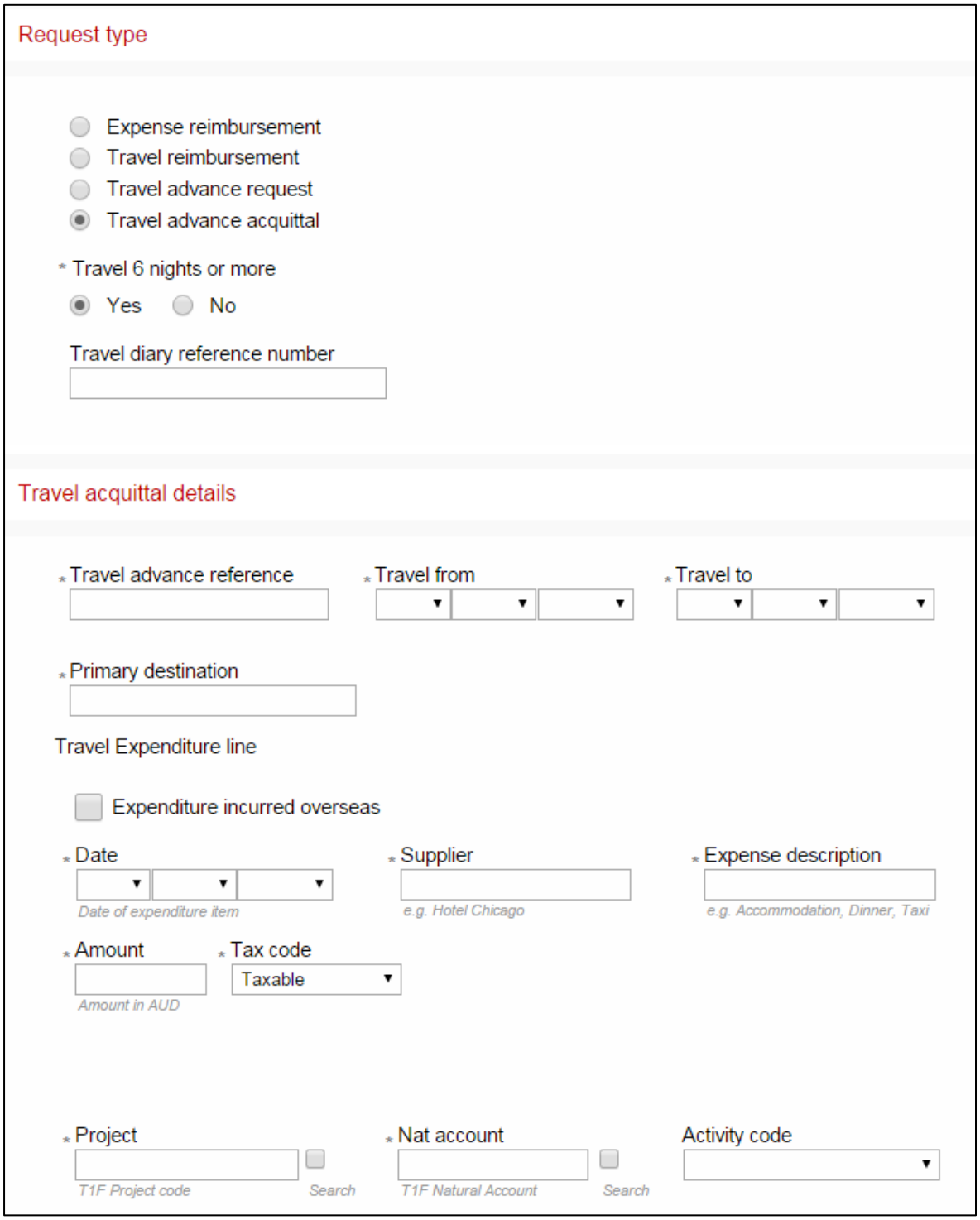
Please click on the Taxation Determination hyperlink for a table of reasonable travel and overtime meal expense amounts

Add Destination line

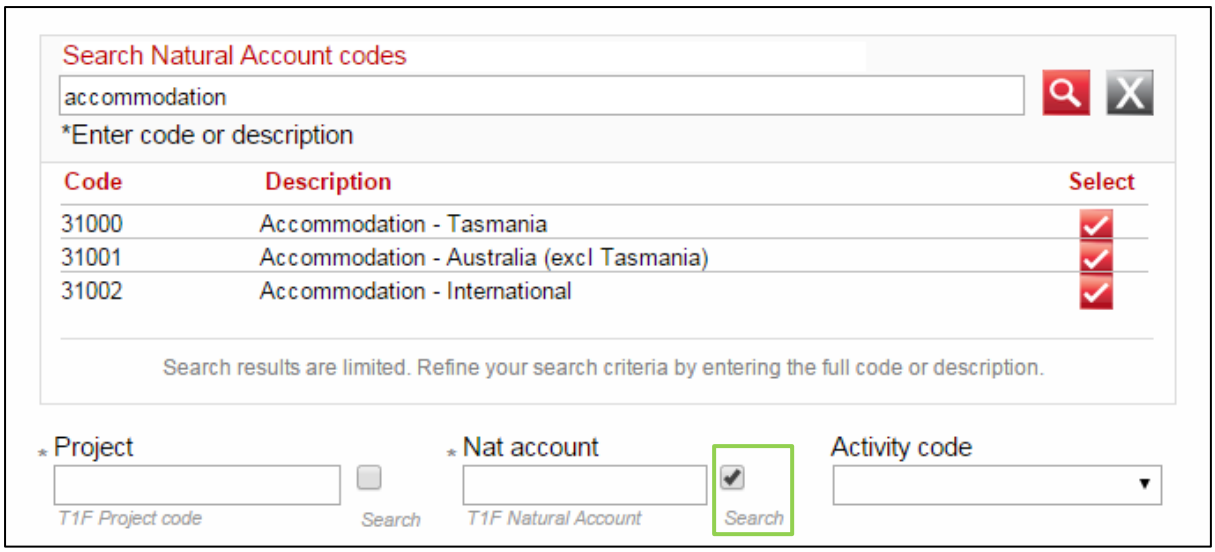
Total advance
1000.00

Travel Advance Acquittal Details

This form can be used to acquit a Travel Advance. The option is available to enter the Australian dollar amount of expenditure, or foreign currency amount by selecting the expenditure incurred overseas tick box. See page 14 for overseas details

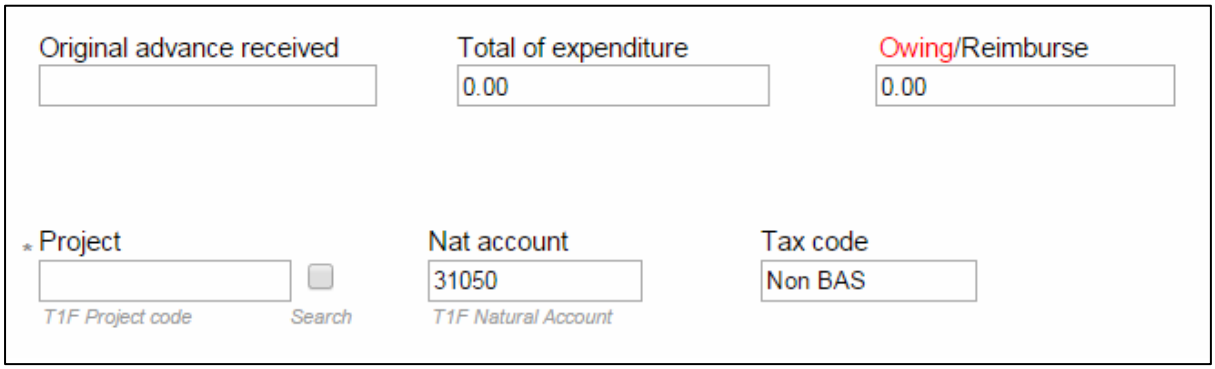


- Select the radio button yes or no for travel 6 nights or more. When selecting “yes” a free text field will appear for the Travel diary reference number to be entered. If you have not completed a Travel Diary a Travel Diary eForm can be submitted using the eForm portal.
- In the Travel advance reference number please enter the original Travel advance eForm number (Form ID)
- Travel from and Travel to dates can be entered by using the drop down boxes
- Primary destination can be manually entered
- To complete the Travel Expenditure line details, use the drop down box to select the Date (of expense), Tax code (defaults to taxable, but can be amended by using the drop down box) and Activity Code.
- If you have a mixed supply tax invoice, you will need to split the expense into two amounts, making one component taxable & the other tax free.
- Supplier, Expense description and Amount are all free text fields. The Supplier and Expense description details that are entered are the narratives that will appear in T1F reports.
- If you know the Project and Natural account number this can be manually entered into the relevant fields and selected by the enter key on your keyboard.
- To search on a Project or Natural account name select the search box next the relevant field. for e.g. enter the word “accommodation” into the search field that appears for the Natural account and click the magnify glass to search and return a list of Natural accounts that have the word “accommodation” in the description
- Choose the required Natural account by selecting the red tick button which will populate the number into the Nat account field



- Project and Natural accounts are validated and will return an error message if the account is inactive or incorrect.
- To add another expenditure line select the "Add Expenditure" button or the "Remove" button to remove
- The expenditure amounts fields will automatically calculate into the Total of expenditure field at the bottom of the form.

To acquit the original Travel advance plesae complete the two additional fields at the bottom of the form and it is important that this information is correct



- Original advance received enter the original amount paid to you as a Travel Advance Request
- Total expenditure field will autmoatically calulate forom the expenditure line fields

- Owing/Reimburse field will automatically calculate by using the Original advance field and subtracting the Total of expenditure field to calculate the overall balance.
    - If the amount appears in “black text” this is the amount that is owing to the applicant and will be reimbursed via payroll or T1F.
    - If the amount is returned in “red text” this is the amount of unspent funds remaining from the original Travel Advance Request and will need to be repaid to the university within 4 weeks of the travel return date. A webpage link will appear of the applicant to submit their credit card details to repay the unspent funds.

Original advance received	Total of expenditure	Owing/Reimburse
1000.00	500.00	500.00

Any unspent funds from the Travel Advance repayment need to be re-imbursed to the University within 4 weeks of the return date at the completion of the travel.

Repayment can be made from the following webpage

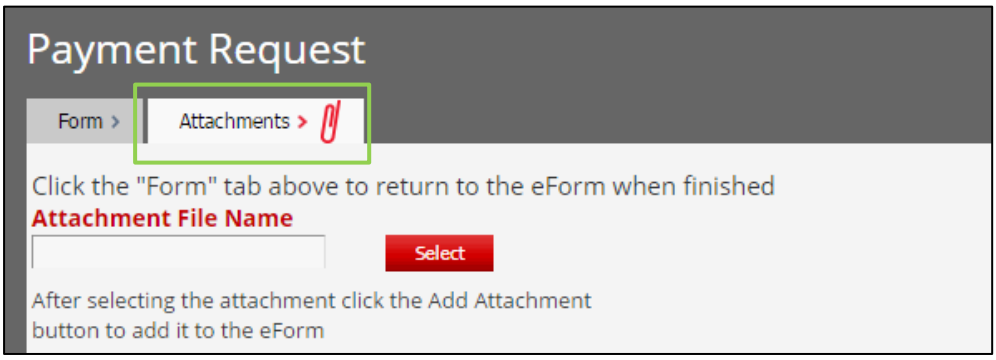
https://payments.utas.edu.au/OneStopWeb/aspx/tranform.aspx?TRAN-TYPE=B152ED19-946F-4408-93C7-6A6069466A51

- Project account, enter the project account that the original Travel Advance Request was paid from, this will ensure that the funds are acquittted against this account
- Natural account & Tax code are pre-populated fields and do not require completing
- Please ensure that all relevant tax invoice and receipts are attached to the request. See pages 26-27 attaching.

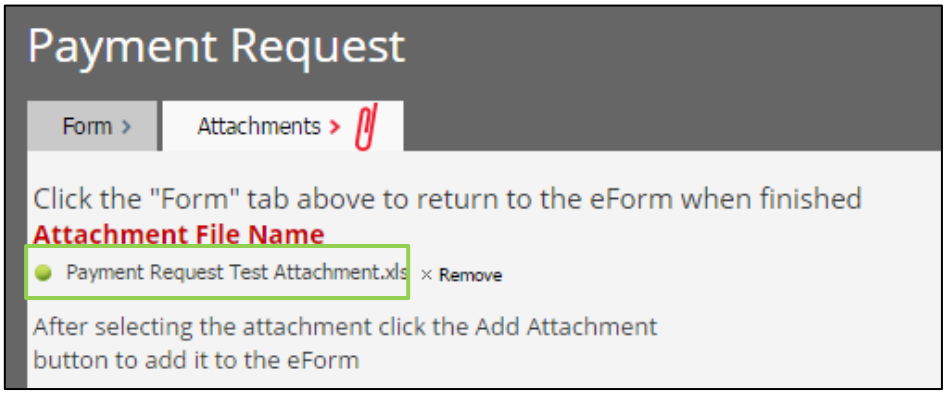
Attachments

All Request Types (excluding Travel Advance Requests) must have supporting documentation attached; this includes copies of all tax invoices and receipts. If you forget to add an attachment, the form will not submit to the next step and an e-mail notification will be sent informing you.

- Scroll to the top of the form and select the “Attachments” tab

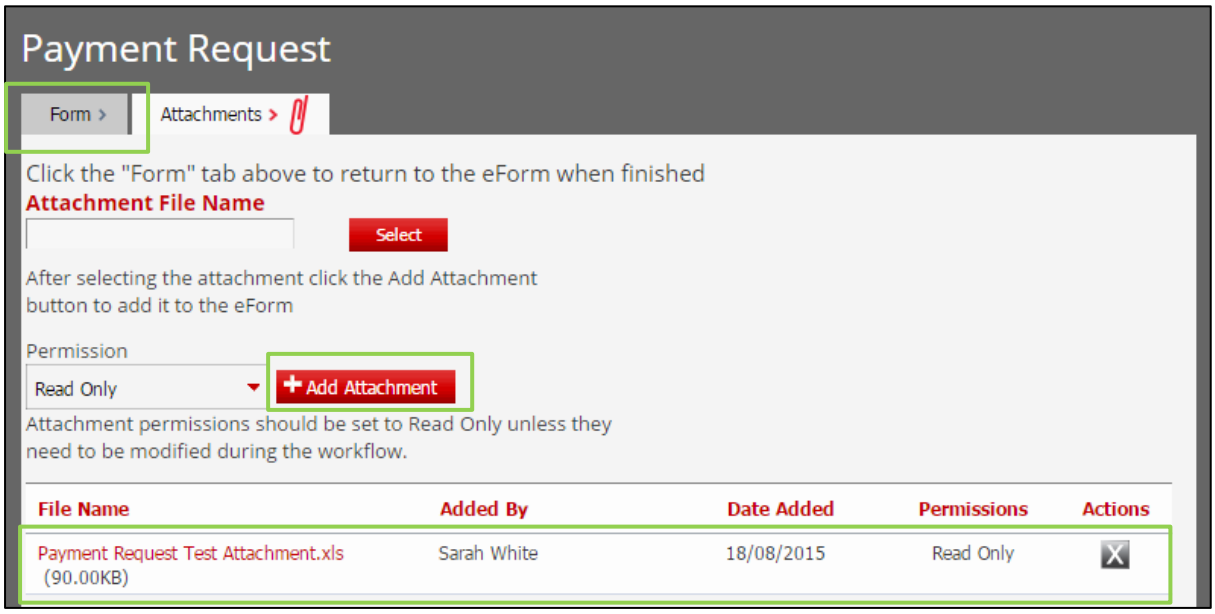


- Click on the “Select” button and locate and select the file to attach
- The attachment will appear next to a green bullet point



- The document can be removed by selecting the “x Remove” button next to the attached document
- Select the “+Add Attachment” button to add the attachment

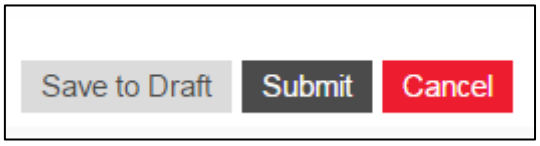
- The attachment details will display below
- Repeat the process again to add another attachment



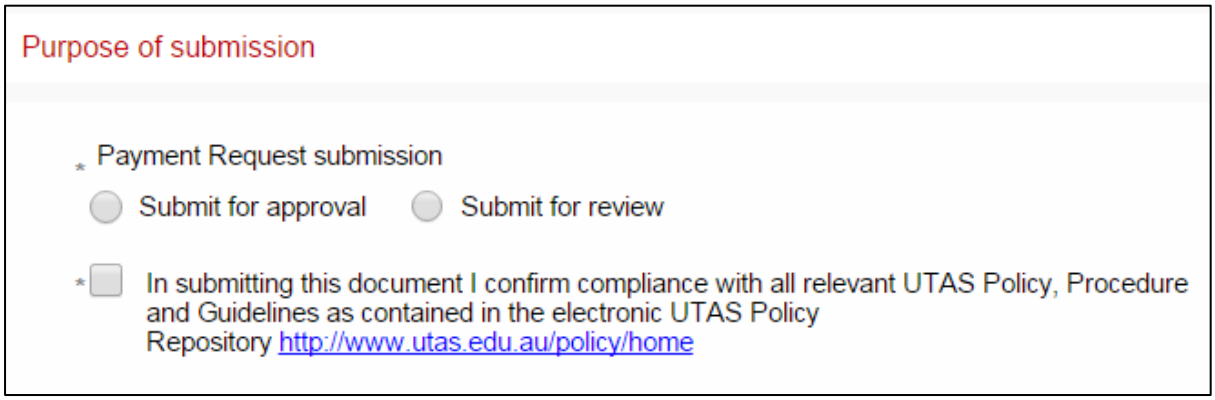
- The attachment can be removed at any time be selecting the “X” button
- Select the “Form” tab at the top of the screen to return to the reimbursement details

Saving & Cancelling

At any time the eForm can be saved to your drafts by selecting the “Save to Drafts” tab or Canceled by selecting the “Cancel” tab. Please note that if the cancel option is selected this will permanently remove the form.



Purpose of Submission



Once the Payment Request eForm has been completed, there are two options for submitting: Submitting for approval or review

"Submit for approval" radio button

- A Search Approvers box will appear where you can manually enter the Approvers name and hit enter on your keyboard. The Approver list contains all current employees with T1F financial delegation
- A search can also be performed by typing in the Approver's first/surname and selecting the magnify glass to search and retrieve a list of names. From this list select the red tick box next to the correct name to select the Approver. The Approver details will automatically default
- Please note that if the search only returns one name with the details you have entered, this name and details will automatically populate into the fields. You can override this by performing another search
- The tick box will need to be selected to confirm that the Delegate/Applicant has completed in compliance with University policy, please note that this is a mandatory field

“Submit for Finance Review” radio button

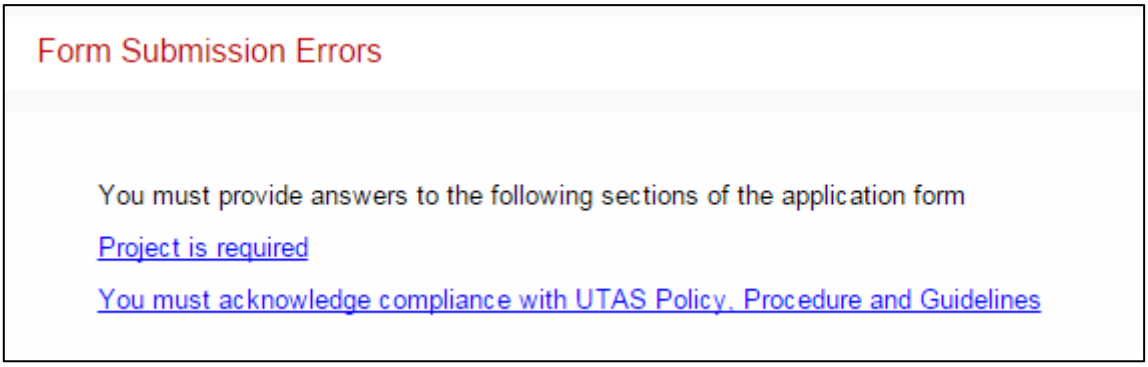
- The Payment Request will be sent to the Finance Pool for Review by Central Finance (this option is only available for review pre-approval)
- The tick box will need to be selected to confirm that the Delegate/Applicant has completed in compliance with University policy, please note that this is a mandatory field
- Once Finance has reviewed the reimbursement it will be workflowed back to the applicant with any additional notes for review or resubmission

Form Submission Errors

- The boxes marked with an asterisk * are mandatory fields and must be completed

- The form submission error will only appear if one of the mandatory fields in not completed and there is missing information. Details of the error/s will be provided and if the blue hyperlink is selected the Delegate/Applicant/Approver will be directed to the error on the form

- If there are multiple errors, then each issue will be detailed separately

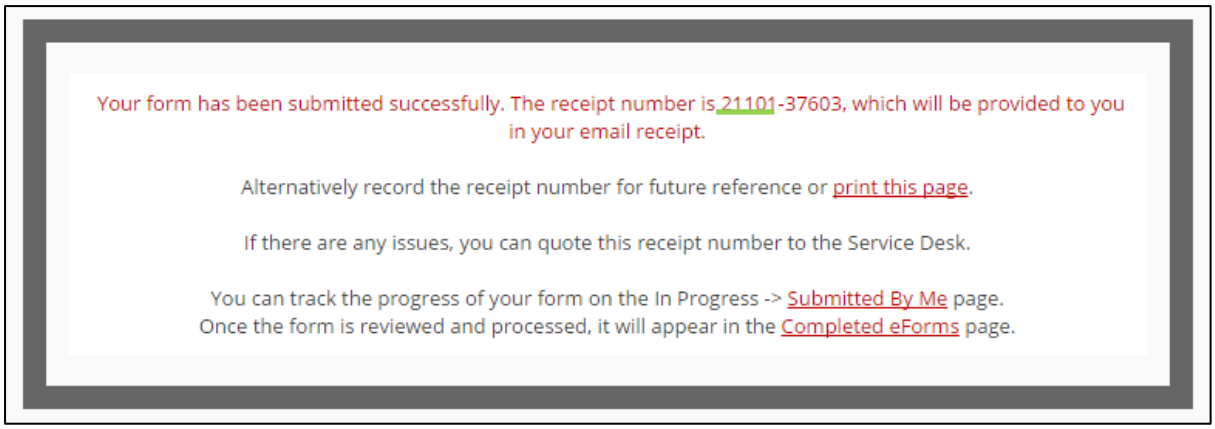


Payment Request Number

When the form is saved a Form ID, Payment Request number is generated.

Please note that the first 5 numbers is the Payment Request Number.

The five numbers after the Payment Request number will change after each workflow action & are referred to as receipt numbers. These numbers are used to track specific workflows within the system.



E-mail Notification

Notification e-mails will be sent to the Delegate and Applicant when the form is submitted (only one e-mail if these are the same). The Delegate and Applicant will be sent standard e-mails advising when a form has been approved, returned or Cancelled by the Approver or Central Finance.

A reminder e-mail will be sent to the person who the workflow action is with, when a form has not been actioned, and will be sent 14 days after submission.

In addition to the e-mails, a Delegate or Applicant can track their forms through the eForms Portal.

Example E-mail

Finance Payment Request

eforms.notifications@utas.edu.au

Sent: Wed 22/07/2015 10:23 AM

To: Sarah White

Thank you for completing a Finance Payment Request form. This document has been sent for review/ approval. Once the request has been actioned you will be notified via email.

Form reference number: 20767-37340.

Date/time form created: 22-07-2015 10:22

Date/time form submitted: 22-07-2015 10:22

Delegate: Sarah White

Applicant: Sarah White

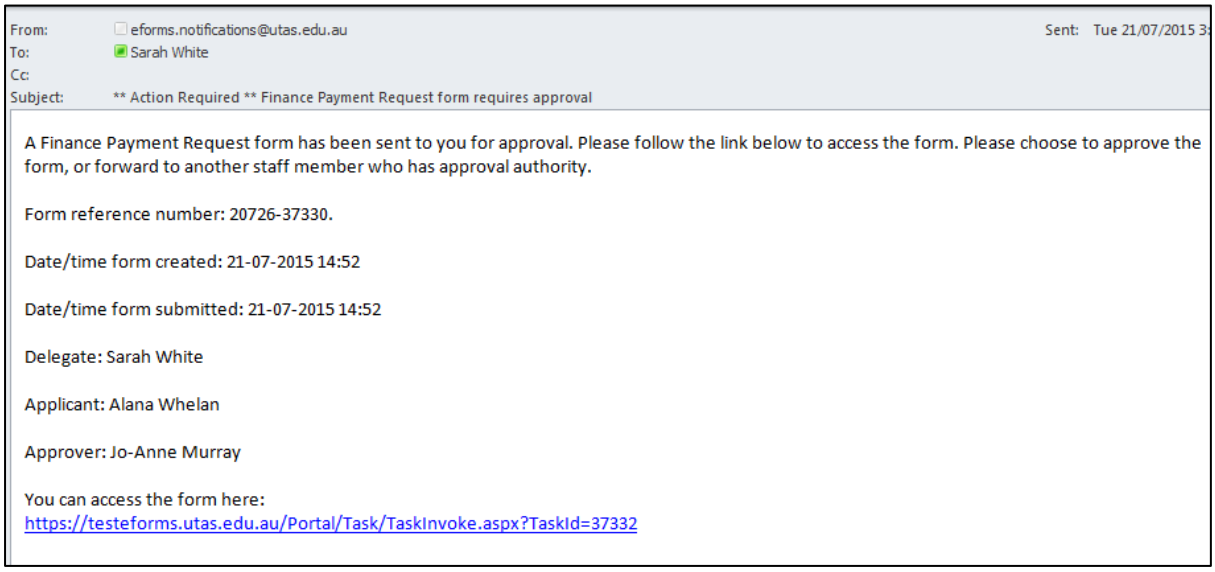
Approver: Alana Whelan

Authorisation

Once the Payment Request eForm has been submitted for approval the Approver will also receive a notification e-mail.

The Approver can select the blue hyperlink from this e-mail and will be directed to the relevant Payment Request form within the eForm portal.

Please refer to page 5 for details on accessing the eForm without the e-mail notification link



From: eforms.notifications@utas.edu.au Sent: Tue 21/07/2015 3:
To: Sarah White
Cc:
Subject: ** Action Required ** Finance Payment Request form requires approval

A Finance Payment Request form has been sent to you for approval. Please follow the link below to access the form. Please choose to approve the form, or forward to another staff member who has approval authority.

Form reference number: 20726-37330.

Date/time form created: 21-07-2015 14:52

Date/time form submitted: 21-07-2015 14:52

Delegate: Sarah White

Applicant: Alana Whelan

Approver: Jo-Anne Murray

You can access the form here:
https://testeforms.utas.edu.au/Portal/Task/TaskInvoke.aspx?TaskId=37332

Once the Approver has reviewed the Payment Request form, they have four options to choose from.

Approve

- The Approver can approve the Payment Request form and add any additional comments to the approver notes field (this is not a mandatory field)

- The Approver will need to select the tick box to confirm compliance with University policy

Forward to another approver

- The Approver can select this option and search for another approver with financial delegation to forward the eForm on

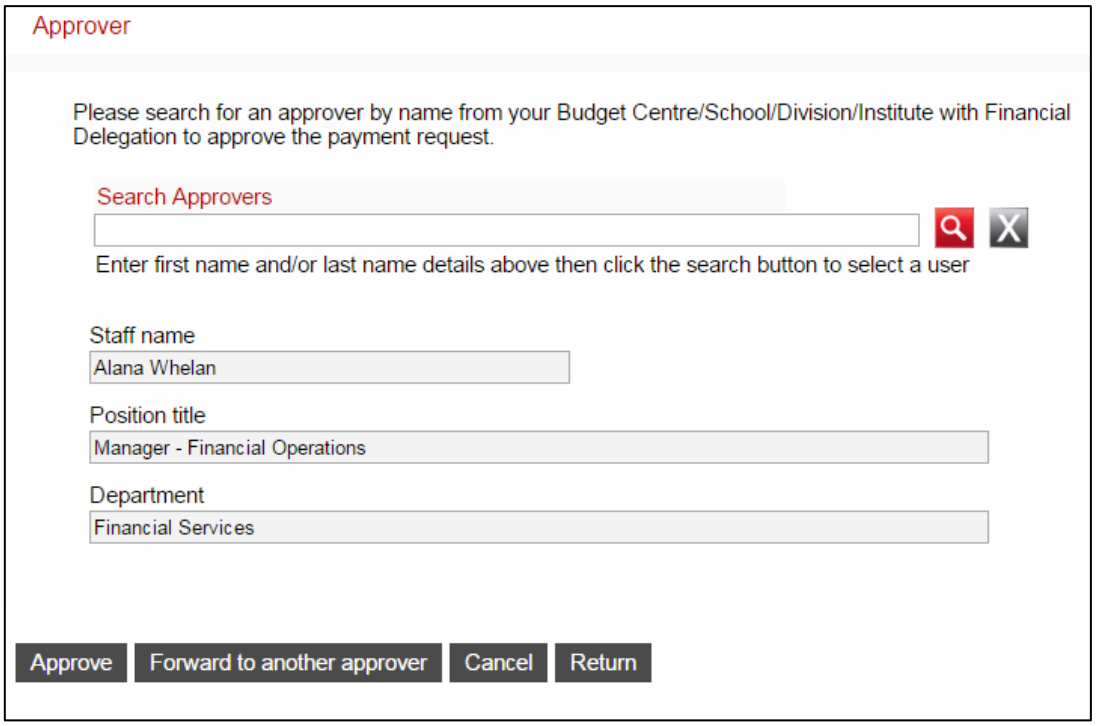
Cancel

- Cancel will permanently delete the eForm from the system

Return

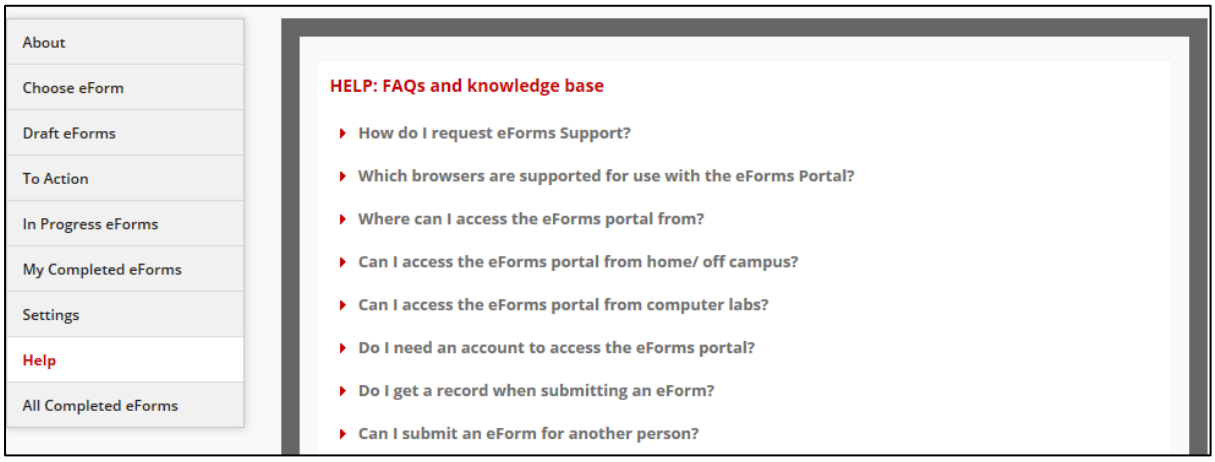
- The Approver can return the Payment Request *(Please note that the Approver is unable to amend the Payment Request as this must be workflowed back to either the Delegate or Applicant to amend & resubmit)*

- Once approved, the Payment Request eForm will be workflowed to Central Finance for final approval & payment.



Help

From the “Help” Tab you will find some useful Frequently Asked Questions & Answers.



For any further questions or assistance when completing a Payment Request eForm please contact Financial Operations by phoning 3780 or e-mail Finance.Reimbursements@utas.edu.au

Pay Cut Off Times

Please note that reimbursements must be approved and received in Finance by 5pm the Monday of the week prior to the pay run for the reimbursement to be paid in in the following pay. Please note that no exceptions can be made

Reimbursement details will appear on employees payslips, however are not reflected in the employees payment summary.