Contents

1 INTRODUCTION ........................................................................................................................................... 2
  1.1 PRE-REQUISITES .................................................................................................................................... 2
    1.1.1 Authority ....................................................................................................................................... 2
  1.2 COURSE OBJECTIVES .............................................................................................................................. 2
  1.3 ENVIRONMENT ....................................................................................................................................... 2
  1.4 CONVENTIONS ....................................................................................................................................... 2

2 REQUEST TO AMEND OR CREATE A VENDOR FORM .............................................................................. 3
  2.1 Completing the Form ............................................................................................................................... 4

3 COMPLETING AN INVOICE AUTHORISATION FORM .............................................................................. 5
  3.1 Completing the Form ............................................................................................................................... 6

4 COMPLETING A CREDIT NOTE AUTHORISATION FORM ........................................................................ 8
  4.1 Completing the Form ............................................................................................................................... 9

5 COMPLETING A FOREIGN CURRENCY PAYMENT AUTHORISATION FORM .................................. 11
  5.1 Completing the Form ............................................................................................................................. 12

6 COMPLETING A FOREIGN CURRENCY TELEGRAPHIC TRANSFER FORM .................................... 14
  6.1 Completing the Form ............................................................................................................................. 15

7 COMPLETING A DIRECT DEBIT AUTHORISATION FORM ................................................................. 16
  7.1 Completing the Form ............................................................................................................................. 17

8 GLOSSARY OF TERMS ............................................................................................................................... 19
  8.1 ASSOCIATED DOCUMENTS & REFERENCES ....................................................................................... 19
    i. Finance Manual ....................................................................................................................................... 19
    ii. Forms ................................................................................................................................................... 19
    iii. Web Page Hyperlinks ............................................................................................................................ 19
  8.1.1 IT Services and Obtaining Access to Software Applications ............................................................ 19
1 INTRODUCTION

The PeopleSoft Financials application was introduced to the University of Western Australia in 1999. At this time three modules were implemented; General Ledger, Purchase Orders and Accounts Payable. In 2003 additional modules of PeopleSoft Financials are being introduced, namely Accounts Receivable and Asset Management.

The Business Practices and Processes covered here detail the changes in processing New Forms.

The PeopleSoft Accounts Payable Module has the following benefits:

- Ability to view data on-line, including drill-down from the Ledger.
- Check on the progress of payments.
- Ability to view vendors and invoices/credit notes.

Please consult the Finance Manual – Section 500: Expenditure to view the policies and procedures.

1.1 Pre-Requisites

Access to the University Web site and PeopleSoft Accounts Payable module

1.1.1 Authority

A “Request for Access to the Financial System (PeopleSoft) Form” should be completed for new PeopleSoft users, or a “Request for Amendment to the Financial System (PeopleSoft) Form”, for existing users, should be completed, signed by the relevant School/Area Manager and forwarded to Financial Services Helpdesk. This is a requirement for the system audit.

1.2 Course Objectives

The aim of this course is to cover the correct procedures when completing the accounts payable forms.

1.3 Environment

The live database used throughout the University is referred to as the Production database.

1.4 Conventions

Go > Reports > Ledger

<TAB>

[OK]

‘abcde 12345’

[space]

“Parameters”

#Message#

Italics

Follow this menu navigation within PeopleSoft.

Press this particular keyboard key or combination of keys.

Click on button or icon within the window

Text to be entered via the keyboard.

Space key

The panel or field name.

Message displayed when an error or problem has occurred.

Additional notes and comments.
2 REQUEST TO AMEND OR CREATE A VENDOR FORM

To download the Amend or Create a Vendor Form please click here:

http://www.finserv.uwa.edu.au/page/13387
2.1 Completing the Form

1) To be completed by School/ Business Unit
   • Vendor ID
     Vendor ID is only to be entered when amendments are to be made to a current vendor.
     To look up a vendor go to the following navigation in PeopleSoft:
     Go > Administer Procurement > Maintain Vendors > Use > Vendor Information >
     Identifying Information > Update/Display
     Set ID = 99999
     Then simply enter vendor name under Name 1

2) To be completed by School/ Business Unit
   • Vendor/ Address Details
     Complete full name and address details of the Vendor for whom a new account is to be
     created.

3) To be completed by School/ Business Unit
   • ABN Number
     This is required for all vendors unless not applicable.
     To look up a vendors ABN number click on the link in Section 7.1 Web Page Hyperlinks.
     Enter the Vendors name in the search box.

4) To be completed by School/ Business Unit
   • Contact Name
     This is the person for the University to contact should there be any problems with
     payment of the invoice.
   • Phone Number
     Vendor’s contact phone number – as above.
   • Fax
     Fax number for Vendor’s Accounts Receivable section.
   • Email Address
     Email address for correspondence (if available)

5) To be completed by Accounts Payable (Financial Services)
   Once the Vendor has been created Accounts Payable will complete these details – the
   Vendor number is generated automatically by PeopleSoft.

6) To be completed By School/ Business Unit
   • School Authorisation
     This is the authority from the School/Business Unit for a new Vendor account to be
     created and acknowledgement that all criteria have been met. The form should then be
     signed dated, and the School/Business Unit’s contact information completed.
3 COMPLETING AN INVOICE AUTHORISATION FORM

To download the Invoice Authorisation Form please click here:
http://www.finserv.uwa.edu.au/page/13387
3.1 Completing the Form

1) To be completed by School/ Business Unit
   • Vendor’s Full Name
     Complete the supplier’s full name for which the payment is to be made.
   • Purchase Order Number
     If applicable. Vendors Purchase Order reference if quoted.
   • Total Invoice Amount
     Complete the total invoice amount as shown on supplier’s invoice. Invoices must be paid in full.

2) To be completed by School/ Business Unit
   SECTION 1 – Voucher Line Details
   • Line Description
     You can have up to 30 characters per line item. This information will appear on your reports and the remittance advice and must be a meaningful description of the goods/services provided. This is to ensure the transactions are easily identified.

3) To be completed by School/ Business Unit
   SECTION 2 – Distribution Line Details
   • GST Details
     Complete GST Exclusive, GST amount and GST Inclusive amounts. Unless the Invoice is Zero rated (tick in NO GST box), the GST for the Invoice MUST be 1/11th of the GST Inclusive amount. (This translates to 10% of GST Exclusive amount)
   • Account
     Enter the 3 digit Account Number that refers to the type of expenditure. Refer to Account Code Use and Guidelines (Click on the link in Section 7.1 Web Page Hyperlinks) for further details if required.
   • Class
     Optional. If your School/Business Unit uses Class Codes for further analysis of Accounts this can be entered here.
   • Project/ Grant
     This is the 2 digit Fund Code followed by your 6 digit Project Code. Make sure that the number entered is a valid Project/Grant Code.

4) To be completed by School/ Business Unit
   SECTION 3 – Business Unit Authorisation
   • School Authorisation
     To be signed and dated by School/Business Unit Manager or equivalent, the name of the person signing must also be clearly printed, along with School/Business Unit details, Mail Point, and phone number.
   • Forwarding Instructions
     If the payment is urgent or the cheque needs to come back to the School/Business Unit for attachments, complete this section with the necessary action to be taken. Please highlight your instructions to ensure they are actioned.
5) **To be completed by Accounts Payable (Financial Services)**

Once the Invoice Authorisation has been entered by Accounts Payable - a Voucher number is generated automatically by PeopleSoft.
Completing a Credit Note Authorisation Form

To download the Credit Note Authorisation Form please click here:
http://www.finserv.uwa.edu.au/page/13387
4.1 Completing the Form

1) To be completed by School/ Business Unit
   • Vendor’s Full Name
     Complete the supplier’s full name for which the payment is to be made.
   • Purchase Order Number
     If applicable. Vendors Purchase Order reference if quoted.
   • Refer Invoice Number
     The original invoice number to which the credit note relates to.
   • Total Invoice Amount
     Complete the total credit note amount as shown on supplier’s credit note. Credit Notes must be paid in full.

2) To be completed by School/ Business Unit
   SECTION 1 – Voucher Line Details
   • Line Description
     You can have up to 30 characters per line item. This information will appear on your reports and the remittance advice and must be a meaningful description of the goods/services provided. This is to ensure the transactions are easily identified.

3) To be completed by School/ Business Unit
   SECTION 2 – Distribution Line Details
   • GST Details
     Complete GST Exclusive, GST amount and GST Inclusive amounts. Unless the Credit Note is Zero rated (tick in NO GST box), the GST for the Credit Note MUST be 1/11th of the GST Inclusive amount. (This translates to 10% of GST Exclusive amount)
   • Account
     Enter the 3 digit Account Number that refers to the type of expenditure. Refer to Account Code Use and Guidelines (Click on the link in Section 7.1 Web Page Hyperlinks) for further details if required.
   • Class
     Optional. If your School/Business Unit uses Class Codes for further analysis of Accounts this can be entered here.
   • Project/ Grant
     This is the 2 digit Fund Code followed by your 6 digit Project Code. Make sure that the number entered is a valid Project/Grant Code.

4) To be completed by School/ Business Unit
   SECTION 3 - Business Unit Authorisation
   • School Authorisation
     To be signed and dated by School/Business Unit Manager or equivalent, the name of the person signing must also be clearly printed, along with School/Business Unit details, Mail Point, and phone number.
• **Forwarding Instructions**

If the payment is urgent or the cheque needs to come back to the School/Business Unit for attachments, complete this section with the necessary action to be taken. Please highlight your instructions to ensure they are actioned.

5) **To be completed by Accounts Payable (Financial Services)**

Once the Credit Note Authorisation has been entered by Accounts Payable – a Voucher number is generated automatically by PeopleSoft.
5 COMPLETING A FOREIGN CURRENCY PAYMENT AUTHORISATION FORM

To download the Foreign Currency Payment Authorisation Form please click here:
http://www.finserv.uwa.edu.au/page/13387
5.1 Completing the Form

1) To be completed by School/ Business Unit
   • Vendor’s Full Name
     Complete the supplier’s full name for which the payment is to be made.
   • Currency
     Complete the appropriate currency for the invoice (If left blank the default of ‘AUD’ will be used)
   • Require Telegraphic Transfer
     If being paid direct into a bank account tick the box and complete the Foreign Currency Telegraphic Transfer Form. (Click on the link in Section 6)
   • Total Invoice Amount
     Complete the total invoice amount as shown on supplier’s invoice. Invoices must be paid in full.

2) To be completed by School/ Business Unit
   SECTION 1 – Voucher Line Details
   • Line Description
     You can have up to 30 characters per line item. This information will appear on your reports and the remittance advice and must be a meaningful description of the goods/services provided. This is to ensure the transactions are easily identified.

3) To be completed by School/ Business Unit
   SECTION 2 – Distribution Line Details
   • Amount Details
     Enter the relevant amount for each Project/Grant in dollars and cents.
     Note: Foreign Currency payments do not include GST.
   • Account
     Enter the 3 digit Account Number that refers to the type of expenditure. Refer to Account Code Use and Guidelines (Click on the link in Section 7.1 Web Page Hyperlinks) for further details if required.
   • Class
     Optional. If your School/Business Unit uses Class Codes for further analysis of Accounts this can be entered here.
   • Project/ Grant
     This is the 2 digit Fund Code followed by your 6 digit Project Code. Make sure that the number entered is a valid Project/Grant Code.

4) To be completed by School/ Business Unit
   SECTION 3 – Business Unit Authorisation
   • School Authorisation
     To be signed and dated by School/Business Unit Manager or equivalent, the name of the person signing must also be clearly printed, along with School/Business Unit details, Mail Point, and phone number.
• **Forwarding Instructions**
  
  If the payment is urgent or the cheque needs to come back to the School/Business Unit for attachments, complete this section with the necessary action to be taken. Please highlight your instructions to ensure they are actioned.

5) **To be completed by Accounts Payable (Financial Services)**

  Once the Foreign Currency Authorisation has been entered by Accounts Payable - a Voucher number is generated automatically by PeopleSoft.
6 COMPLETING A FOREIGN CURRENCY TELEGRAPHIC TRANSFER FORM

To download the Foreign Currency Telegraphic Transfer Form please click here:
http://www.finserv.uwa.edu.au/page/13387
6.1 Completing the Form

1) To be completed by School/ Business Unit

- **Vendor’s Full Name**
  Complete the supplier’s full name for which the payment is to be made.

- **Currency**
  Complete the appropriate currency for the invoice (If left blank the default of ‘AUD’ will be used)

- **Total Invoice Amount**
  Complete the total invoice amount as shown on supplier’s invoice. Invoices must be paid in full.

2) To be completed by School/ Business Unit

**BANKING ACCOUNT DETAILS**

*Note: It is most important that all information given is the exact information otherwise the payment will not reach it’s correct destination.*

- **Name as shown on Account**
  Must be the actual bank account name and not the company name. The name in which the bank account is held.

- **Complete Bank Name**
  No Abbreviations can be used, must be full Bank Name.

- **Complete Bank Address**
  This must be the street address.

- **Account Number**
  Must be entered.

- **BSB Number**
  Must be entered.

- **SWIFT / Sort / Routing Number**
  This number helps identify the branch.

3) To be completed by School/ Business Unit

- **School Authorisation**
  To be signed and dated by School/Business Unit Manager or equivalent, the name of the person signing must also be clearly printed, along with School/Business Unit details, Mail Point, and phone number.

- **Forwarding Instructions**
  Not necessary as funds are directly debited to a bank account.
7 COMPLETING A DIRECT DEBIT AUTHORISATION FORM

To download the Direct Debit Authorisation Form please click here:
http://www.finserv.uwa.edu.au/page/13387

---

<table>
<thead>
<tr>
<th>DATE</th>
<th>18/10/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>1.1</td>
</tr>
<tr>
<td>Page</td>
<td>16 of 21</td>
</tr>
</tbody>
</table>
7.1 Completing the Form

1) To be completed by School/Business Unit

- **Vendor’s Full Name**
  
  Complete the supplier’s full name for which the payment is to be made.

- **Purchase Order Number**
  
  If applicable. Vendors Purchase Order reference if quoted.

- **Total Invoice Amount**
  
  Complete the total invoice amount as shown on supplier’s invoice. Invoices must be paid in full.

2) To be completed by School/Business Unit

**SECTION 1 - Voucher Line Details**

- **Line Description**
  
  You can have up to 30 characters per line item. This information will appear on your reports and the remittance advice and must be a meaningful description of the goods/services provided. This is to ensure the transactions are easily identified.

3) To be completed by School/Business Unit

**SECTION 2 - Distribution Line Details**

- **GST Details**
  
  Complete GST Exclusive, GST amount and GST Inclusive amounts. Unless the Direct Debit is Zero rated (tick in NO GST box), the GST for the Direct Debit MUST be 1/11th of the GST Inclusive amount. (This translates to 10% of GST Exclusive amount)

- **Account**
  
  Enter the 3 digit Account Number that refers to the type of expenditure. Refer to Account Code Use and Guidelines (Click on the link in Section 7.1 Web Page Hyperlinks) for further details if required.

- **Class**
  
  Optional. If your School/Business Unit uses Class Codes for further analysis of Accounts this can be entered here.

- **Project/Grant**
  
  This is the 2 digit Fund Code followed by your 6 digit Project Code. Make sure that the number entered is a valid Project/Grant Code.

4) To be completed by School/Business Unit

**SECTION 3 - Business Unit Authorisation**

- **School Authorisation**
  
  To be signed and dated by School/Business Unit Manager or equivalent, the name of the person signing must also be clearly printed, along with School/Business Unit details, Mail Point, and phone number.

- **Forwarding Instructions**
  
  Not necessary as funds are directly debited to a bank account.
5) **To be completed by Banking Officer (Financial Services)**

This number is issued by the banking officer. The reference number refers to the payment date as per the bank statement and is entered by Accounts Payable on entry of the voucher.

6) **To be completed by Accounts Payable (Financial Services)**

Once the Direct Debit Authorisation has been entered by Accounts Payable – a Voucher number is generated automatically by PeopleSoft.
8 GLOSSARY OF TERMS

| ACS   | = Administrative Computing Services |
| BU    | = Business Unit                     |
| GST   | = Goods and Service Tax             |
| PG    | = Project/Grant                     |
| PO    | = Purchase Order                    |
| PS    | = PeopleSoft                         |

8.1 Associated Documents & References

i. **Finance Manual**
   Finance Manual - 0500 Expenditure

ii. **Forms**
   Amend / Create a Vendor
   Invoice Authorisation
   Credit Note Authorisation
   Foreign Currency Authorisation
   Foreign Currency Telegraphic Transfer
   Direct Debit Authorisation

iii. **Web Page Hyperlinks**
   Search for ABN
   Account Code Use and Guidelines
   Month End Timetable

8.1.1 IT Services and Obtaining Access to Software Applications

Access to Administrative Computing Services (application form)
People soft Access and Installation (application forms)
Changing an Existing (Computer) Account
IT Facilities and Support Services
Common Problems and their Solutions