Purchasing and Accounts Payable Process Steps

Approved Supplier			
Ref	Task	Responsibility	Process
1.0	Purchase Request initiated and budget approval.	Buyer/Approver	Buyer and Approver have an obligation to ensure all purchases are reasonable and have a valid business related purpose. They are responsible for ensuring there is sufficient funds in the budget, determining the department/project code and the method of purchasing (e.g., PO vs IC vs HR vs Tender).
1.1	Does a Vendor exist in myFinance?	Buyer/Requester/FS Hub	Before engaging a Vendor (for supply of goods or services), Buyer/Requester checks on myFinance if Vendor is available. If not, contact the FS Hub to source an existing Vendor already in myFinance.
1.2	Select an existing Vendor.	Buyer	If there is an existing Vendor in myFinance, the Buyer must select the existing Vendor, as a new Vendor will not be processed. Please be aware of the changes to Vendors offering contract services as payment methods have changed. For any contractor engagement, please contact the FS Hub for advice.
1.3	If no existing Vendor offering similar supply.	Buyer/ FS Hub	If no suitable Vendor available, Buyer contacts the FS Hub to determine how new Vendor should be paid (is there going to be ongoing business or a one-off purchase?)
1.4	One Off Purchases.	Buyer/Approver	One Off Purchases where the Vendor will not be used again can be paid via EFT/Cheque or a FS HUB purchase card. Payments via these methods will only be made once a completed and authorised (by a Financial Delegate) EFT/Cheque Request form is received by the FS Hub and accompanied by an invoice, which includes GST and/or freight costs.
1.5	Request quote/s.	Buyer	Do you have pre-approval? Quote/s should be inclusive of any GST applicable and freight costs. The following Threshold Values / number of quotes apply up to a purchase value of $350,000 (Purchases over $350,000 are to be open tender): Request quote(s) >$ 0-$50K = 1 quote >$50K-$350K = 3 quotes >$350k and above = Tender Contact Procurement for RFT advice Refer to Threshold Values and Financial Threshold Exemptions in the Procurement of Goods and Services Policy.

New Vendor /Change Vendor Details			
Ref	Task	Responsibility	Process
2.0	Request quote/s.	Buyer	Do you have pre-approval? Quote/s should be inclusive of any GST applicable and freight costs. The following Threshold Values / number of quotes apply up to a purchase value of $350,000 (Purchases over $350,000 are to be open tender): Request quote(s) >$ 0-$50K = 1 quote >$50K-$350K = 3 quotes >$350k and above = Tender Contact Procurement for RFT advice Refer to Threshold Values and Financial Threshold Exemptions in the Procurement of Goods and Services Policy.

Purchasing and Accounts Payable Process Steps

Ref	Task	Responsibility	Process
New Vendor /Change Vendor Details			
2.1	New Vendor /Change Vendor Details.	Buyer/Requester	When the determination is made to load a new Vendor into myFinance (or if there is a change of vendor details), the Buyer/Requester will manage this process and liaise with the Vendor for submission of form. Complete section A of the New Vendor/Change Vendor Details form and forward to Vendor.
2.2	Complete New Vendor / Change Vendor Details Application.	Vendor	Complete section B and return form to vendors@federation.edu.au
2.3	Approve New Vendor /Change Vendor Details Approval.	FS Hub Manager	Approve new vendor application for processing and add SIC and UNSPSC codes. Forward to Procurement to upload new vendor or change vendor details.
2.4	Upload New Vendor / Change Vendor Details.	Procurement/Management Accounting	New Vendor added to myFinance becomes Approved Supplier. Vendor Id emailed to Buyer/Requester or change of details made to Vendor by Procurement. Forward to Management Accounting to verify and approve new Vendor in myFinance.
Purchase Requisition Process			
3.0	Create a Purchase Requisition in myFinance. This task is a shared service between School/Directorate & FS Hub.	Requester/FS Hub	Do you have pre-approval? Create the Purchase Requisition via Science Warehouse (SWL) in myFinance. Refer myFinance/SWL Purchase Requisition System Flowchart and eProcurement myFinance Training Guide.
3.1	Raise a requisition for catalogue items in SWL.	Requester	If the Vendor has a catalogue in Science Warehouse (SWL) the Requester can select items from the catalogue, add to basket and checkout to myFinance. The Requester will be able to search items via browse categories or suppliers.
3.2	Raise a free format requisition in SWL.	Requester	For all non-catalogue purchases use free format order, current quote/s (according to the relevant thresholds) agenda, approved ESD form, ITS approval, contract etc. should be attached to the Purchase Requisition. When entering the item into the order make sure you type in a clear description of what you are purchasing, this will assist the Approver and for Procurement reporting purposes. If purchase relates to a mobile device or computer/laptop outside the standard operating environment, Requester needs to upload the approved ESD Request form and/or approval from ITS to the Purchase Requisition.
3.3	Save and Preview Approval.	Requester	Click on Save and Preview Approval.
3.4	Submit Requisition for Approval.	Requester	Submit requisition for approval.
3.5	System routes Requisition to approver/s.	myFinance System	This will be routed to appropriate approver/s based on $ value and type of commodity. Commodity Approvers include FS Hub, ITS, Print Services and Independent Contractors etc.

Purchasing and Accounts Payable Process Steps

Purchase Requisition Process

Ref	Task	Responsibility	Process
3.6	Approval is requested for Requisition ID.	myFinance/Approver/s	All approver/s receive email stating 'Approval is requested for Requisition ID'.
3.7	Email notification of Approval.	myFinance System/Requester	Notification email sent to Requester 'Requisition ID Business Unit Federation University Has Been Approved'.
3.8	Email notification of Approval Denied.	myFinance System	Notification email sent to Requester stating 'Approval Has Been Denied'. Requester can view why the requisition was denied by clicking Manage Requisitions, Select Action - View Approvals and then View Comments. Refer to eProcurement myFinance Training Guide.
3.9	Purchase Order created (Batch Processes run at 10:00am, 12:00pm, 3:00pm and 6:00pm).	myFinance System	Purchase Order is created via next batch job.
3.10	Email notification of Purchase Order.	myFinance System/Requester	Notification emailed to Requester 'Your requisition has been sourced to a Purchase Order'.
3.11	Waiting for notification of Purchase Order.	Requester/Approver/s	If no notification is received for Purchase Order, check approval status by going into Manage Requisitions. This will allow the Requester to keep track of the requisition. If approval is still pending, the Requester may need to send the approver/s a reminder. Refer to eProcurement myFinance Training Guide.
3.12	GST Query Report run for GST mismatches.	myFinance System	GST Query Report runs between Purchase Order batch jobs to identify GST mismatches on Purchase Orders.
3.13	Adjust GST mismatches.	FS Hub	FS Hub adjusts GST mismatches on Purchase Orders.
3.14	Purchase Order Dispatched via next batch job.	myFinance System	Purchase Order dispatched to Vendor via next batch job.

Change/Cancel Dispatched Purchase Order

Ref	Task	Responsibility	Process
4.0	Change/Cancel to Purchase Order.	Requester/Buyer/ Approver/s	If a Purchase Order has been dispatched and an error is identified e.g. incorrect account code, $ amount or quantity, log incident in Finance Service Now to request change to Purchase Order. Written approval required from Financial Delegate in accordance with the Delegation Band Value Limit Table, if the change in $ amount is greater than 10%. If a Purchase Order needs to be cancelled, log incident in Finance ServiceNow Portal to request cancellation.
4.1	Change/Cancel to Purchase Order.	FS Hub	Make change/cancel Purchase Order if appropriate approvals received, incident is resolved in Finance ServiceNow Portal.

Goods/Services Receipting

Ref	Task	Responsibility	Process
5.0	If goods are not received.	Requester/Vendor	If goods are not received contact Vendor for ETA. If goods are required by a specific date, make sure there is a note to Vendor on the Purchase Order stating the date goods are required.

Purchasing and Accounts Payable Process Steps

	Goods/Services Receipting		
Ref	Task	Responsibility	Process
5.1	Delivery of Goods Mt Helen, SMB and Horsham Campuses.	Vendor/Courier	Goods are delivered directly to School/Directorate.
5.2	Delivery of Goods Berwick and Gippsland Campuses.	Vendor/Courier	Goods are delivered directly to Logistics/Stores Gippsland/Berwick, then to School/Directorate.
5.3	Tax Invoice received by FS Hub.	FS Hub	If tax invoice received by FS Hub – copy of invoice email notification sent via Kofax to Requester to confirm goods/services received (full or partial).
5.4	Tax Invoice received by School/Directorate.	Requester/Buyer	If tax invoice received by School/Directorate – Requester/Buyer email copy of invoice to financehub@federation.edu.au advising if 'Okay to Pay' (full or partial payment). Please make sure Purchase Order number is on tax invoice.
5.5	Goods/Services Receipt created in myFinance.	FS Hub	Goods/Services receipting completed in myFinance by the FS Hub (with the exception of Facilities and Campus Life).
5.6	Tax Invoice.	FS Hub	Tax invoice processed and paid by FS Hub.
	Return of Goods		
Ref	Task	Responsibility	Process
6.0	**Return items - Confirm goods received have been duplicated.**	Requester/Buyer/Vendor	Report the problem to the Vendor immediately. Liaise with Vendor to discuss return of goods.
6.1	If Vendor is prepared to accept return of goods.	Requester/Buyer/Vendor	Negotiate with Vendor on who pays freight costs for return. Complete return slip (if applicable) and arrange for Courier to pick-up from area. Request Credit Note from Vendor.
6.2	Credit Note Request.	Requester/Buyer/FS Hub	Forward Credit Note to FS Hub for processing.
6.3	If Vendor is not prepared to accept return of goods.	Requester/Buyer	Log incident in Finance Service Now to get Purchase Order changed or create new Purchase Order to cover additional goods.
6.4	If change of Purchase Order.	FS Hub	Make change to Purchase Order and resolve incident in Finance Service Now.
6.5	Approve Tax Invoice.	Requester/Buyer	Forward invoice to FS Hub for processing stating 'Okay to Pay'.
6.6	Goods Receipt in myFinance.	FS Hub	Goods Receipt in myFinance for additional goods received.
7.0	**Confirm goods have been partially received.**	Requester/Buyer/FS Hub	Report the problem to the Vendor immediately if there is a discrepancy with the quantity.
7.1	Does invoice reflect quantity received?	Requester/Buyer/Vendor	If no, you received less than you ordered and this is not reflected in the invoice, liaise with Vendor to amend invoice or wait until goods are fully received.
7.2	Approve Tax Invoice.	Requester/Buyer/FS Hub	Forward amended invoice to FS Hub for processing stating 'Okay to Pay'.
7.3	Goods Receipt in myFinance.	FS Hub	Goods Receipt in myFinance.

Return of Goods			
Ref	Task	Responsibility	Process
8.0	**Damaged/Incorrect goods** **Confirm goods are damaged or incorrectly dispatched.**	Requester/Buyer/Vendor	Report the problem to the Vendor immediately. Liaise with Vendor to replace and return damaged/incorrect goods.
8.1	If damaged/incorrect goods have been replaced.	Requester/Buyer	Request a Tax Invoice for replaced goods.
8.2	Approve Tax Invoice.	Requester/Buyer/FS Hub	Approve Tax Invoice and forward to FS Hub for processing stating 'Okay to Pay'.
8.3	Goods receipt in myFinance.	FS Hub	Goods receipt in myFinance.
8.4	If damaged/incorrect goods have not been replaced.	Requester/Buyer/Vendor	Request Credit Note from Vendor and forward to FS Hub for processing.
Close Off Purchase Orders			
Ref	Task	Responsibility	Process
9.0	Close Off Purchase Orders.	FS Hub Manager	Run monthly Purchase Order Report and send to School/Directorate to determine which purchase orders can be closed.
9.1	Confirmation of complete or no longer required Purchase Orders to close.	School/Directorate	Advise which purchase orders are complete or no longer required.
9.2	Close Off Purchase Orders.	FS Hub	FS Hub closes off purchase orders based on advice from School/Directorate.
Other Payments			
Ref	Task	Responsibility	Process
10.0	EFT Request.	Requester/Financial Delegate, School/Directorate/FS Hub	Provide EFT Request form and supporting documentation to FS Hub for processing. FS Hub scans and processes payments via Kofax with the exception of sundry payments, which are processed manually. Financial Delegate in accordance with the Delegation Band Value Limit Table must digitally sign section A and Claimant/Vendor section B of form. EFT Request will only be paid if the claimant has signed the form confirming bank account details. For payments greater than $10,000 (excl. GST), please contact the FS Hub to verify payment. Return request to financehub@federation.edu.au
10.1	Cheque Request.	School/Directorate/FS Hub	Provide Cheque Request form and supporting documentation to FS Hub for processing digitally signed by FedUni Authorised Delegate in accordance with the Delegation Band Value Limit Table. For payments greater than $10,000 (excl. GST), please contact the FS Hub to verify payment. Please remit completed form via a Finance Service Now request.

	Other Payments		
Ref	Task	Responsibility	Process
10.2	International Wire Transfer Request/Beneficiary Details	School/Directorate/FS Hub	Provide International Wire Transfer Request/Beneficiary Details form and supporting documentation to FS Hub for processing. Please complete section A and have it digitally signed by FedUni Authorised Delegate in accordance with the Delegation Band Value Limit Table. Do not proceed any further. Please lodge this request via Finance Service Now attaching invoice (with bank details)/signed agreement/backing documents including email. For payments greater than $10,000 (excl. GST), please contact the FS Hub to verify payment.

	NAB Purchase Card, Staff Reimbursement and Cash Advance – Concur Travel and Expense Management System		
Ref	Task	Responsibility	Process
11.0	NAB Purchase Card/Airplus expenses reconciled in Concur Travel and Expense System.	Staff/Approver	All NAB purchase card and Airplus expenses whether they are travel related or for routine purchases are managed through the Concur Travel and Expense Management System. Staff reconcile expenses on a monthly basis and submit claims for approval. Refer to Processing Expenses within Concur – Quick Reference Guide located under Company Notes in Concur Travel and Expense Management System.
11.1	Staff Reimbursement - Submit an Expense Reimbursement claim through Concur Travel and Expense System.	Staff/Approver	If a staff member is owed cash for purchases or travel, complete and submit claim through Concur – receipts and travel diary (if applicable) must be attached to Concur claim. Refer to Process Staff Reimbursement – Quick Reference Guide located under Company Notes in Concur Travel and Expense Management System.
11.2	Cash Advance Request.	Staff/Approver	Request for a Cash Advance is completed and reconciled in Concur. Refer to Process Cash Advance – Quick Reference Guide located under Company Notes in Concur Travel and Expense Management System.
11.3	Expense Reimbursement or Cash Advance Payments.	Accounts Payable Officer	The Accounts Payable Officer will arrange an Expense Reimbursement or Cash Advance for the staff member. Reimbursements and Cash Advances are incorporated in the fortnightly pay run; approval must be completed by the Friday prior to the pay week.
11.4	Expense Reimbursement/Cash Advance.	HDR Students	For non-staff HDR students, they won't have a profile in Concur, any requests for Cash Advances or Expense Reimbursements will need to be made via the online Cash Advance or EFT Request forms.

Related Documents and Links	
Finance Forms	
Finance Forms Policy Code (FN1723) EFT Request, Cheque Request, Vendor Application/Change of Vendor Details	Finance Forms FN1723
Training Notes	
eProcurement myFinance Guide for instructions on how to create a Purchase Requisition	Provided once Science Warehouse face-to-face training is completed
Policies and Procedures	
Accounts Payable	Accounts Payable
Concur Travel and Expense Management System	Concur Travel and Expense Management System
Delegations-Contract, Financial Staff and Tender Policy	Delegations - Contract, Financial, Staffing and Tender Policy FN1449 Delegations - Contract, Financial, Staffing and Tender Procedure FN1829
Financial Delegation	Delegation Band Value Limit Table

Purchasing and Accounts Payable Process Steps

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Purchasing Card Procedure FN1285</td></tr>
<tr><td>Purchasing & Procurement</td><td>Procurement of Goods and Services Procedure FN1454
Procurement of Goods and Services Policy FN1523</td></tr>
<tr><td>Threshold Values</td><td>Threshold Values</td></tr>
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Tender Evaluation Guidelines FN1532</td></tr>
<tr><td colspan="2" style="text-align:center">Process Flowcharts</td></tr>
<tr><td>Purchase Requisition Flowchart</td><td>Attached</td></tr>
<tr><td>myFinance/SWL Purchase Requisition System Flowchart</td><td>Attached</td></tr>
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<tr><td colspan="2" style="text-align:center">myFinance Instruction Guides – Finance Use Only</td></tr>
<tr><td>001 Add a Line to a Purchase Order
002 Delete a Line in a Purchase Order
003 Cancel a Purchase Order
004 Close Off a Purchase Order
005 Amend a Purchase Order to Amount Only
006 Amend GST Defaults in a Purchase Order
007 Amend the Description in a Purchase Order
008 Amend Account, Department, Project Code in a Purchase Order
009 Amend the Amount in a Purchase Order
010 Amend the Quantity in a Purchase Order</td><td>Located Sharepoint: Finance Staff > Financial Services > 1. Administration > Processes & Planning > Guides & Training > AP > myFinance Instruction Guides > Purchasing</td></tr>
<tr><td>011 Allocate Requisition to Multiple Account/Department/Project Codes
012 Amend GST Defaults in a Requisition
013 Check were a dispatched PO was emailed
014 Dispatch a Purchase Order
015 Expedite an Approved Requisition
016 Get a copy of a Purchase Order
017 Insert an Ad-hoc Approver into a Requisition
018 Reopen a Closed Purchase Order

019 Partially Goods Receipt a Purchase Order
020 Change a Goods Receipt
021 Goods Receipt a Changed Purchase Order
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023 Goods Receipt a Credit Note for an Amount Only
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