

ACCOUNTS PAYABLE

HANDBOOK

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ACCOUNTS PAYABLE WEB PAGE:

<https://www.keele.ac.uk/intranet/finance/accountspayableoffice/#>

INTRODUCTION

This Handbook is intended as a basic guide of our core duties

The Accounts Payable Office is responsible for the following:-

Payments

- Payment of all supplier invoices
- Payment of amenity bills such as gas, electric etc.
- Payment of all other items such as conference fees, refunds, reimbursements

**The above payments are predominantly made using the Parabilis system
but the following are also via this office**

- Payment of interview expense claims, non-staff expense claims, staff relocation expenses
- Processing of foreign currency payments
- Input of credit notes, cancellations of cheques/BACS payments

Staff Expenses

- Audit/Verification and input of staff expense claim forms
- Advice/Guidance on the procedures for claiming expenses and subsistence

Certain Insurance matters are also dealt with from this office - please see the Insurance Web Page for details of the University insurances

<https://www.keele.ac.uk/intranet/finance/insuranceoffice/>

THE BASICS

PAYMENT METHODS

BACS – an electronic transfer into the recipient's bank account

*****PREFERRED METHOD OF PAYMENT*****

FOREIGN PAYMENTS – made via Western Union via either transfer to bank

*****BANK TRANSFER PREFERRED METHOD OF PAYMENT*****

STAFF EXPENSES – payments are made via within monthly salaries and claims are made using the Keele People Staff Expenses system

PAYMENT TERMS

- The University operate a standard 30 day payment terms – 30 days from date of invoice
- Certain suppliers etc. will have shorter terms (such as Contractors – 14 days)
- Arrangements can be made with Accounts Payable if a payment needs to be paid outside of the standard terms

THE BASICS

TYPES OF PAYMENT – KEY POINTS

PARABILIS – The E-Procurement System

- Invoices arrive into the system via electronic methods or entered manually by Accounts Payable.
- Orders must be raised in accordance with the Procurement Office Procedures and Guidelines
- Always ensure any invoices received are emailed to payments@keele.ac.uk

NON PARABILIS – MANUAL PAYMENTS

- Non staff expense claim forms, interview expenses, relocation expenses
- Bursary payments, prize awards
- One off supplier payments (approval given by both Procurement Office and Accounts Payable)
- Other ad-hoc payments re-agreed with Accounts Payable

OTHER PAYMENTS

- Staff expense claims – reimbursement of mileage costs and subsistence expenses via Keele People Staff Expenses System
- Foreign Payments – payments to overseas accounts (suppliers/visitors etc. made via Western Union)
- Payments for all Catering related supplies are also made via the Accounts Payable Office utilising the ProcureWizard system, Parabilis and manual payment methods when needed

DEADLINES

GENERAL PAYMENTS

<u>Payment Type</u>	<u>Deadline</u>	<u>Payment Made By.....</u>
<u>PARABILIS</u> Parabilis BACS	<p>Must be receipted by close of play on Friday for inclusion in BACS run to be paid into bank accounts the following Friday if due for payment</p> <p>Otherwise receipting/accepting must be done on a regular prompt basis to allow time for exporting to the BluQube and the timely payment of invoices based on the suppliers credit terms.</p>	<p>If Invoice is due (standard terms 30 days from invoice date)</p> <p>If payment required urgently (valid reason) - pre arrangement with Accounts Payable essential</p>
<u>NON- PARABILIS</u> Urgent BACS	<p>Friday Morning 10:00 am – received in the payments email inbox (manual, non Parabilis payments – coding slips etc.</p> <p>payments@keele.ac.uk</p>	<p>The following Friday - cleared funds into recipients bank account</p>

DEADLINES

OTHER PAYMENTS

<u>Payment Type</u>	<u>Deadline</u>	<u>Payment Made By.....</u>
<u>Foreign Payments</u>	Wednesday Morning 10:00 am – received in the payments email inbox Foreign payments are processed on a weekly basis, normally before the end of the week	The majority of payments take between 3-5 business days to reach their destination.
<u>Staff Expenses</u>	The deadline is broadly the 15th of every month to be received in Accounts Payable Keele People task box ready for approval/checking etc.	Paid into within your monthly salary payment and will be detailed on your payslip

BACS - the preferred and majority method of payment

****PAPERWORK MUST BE FILTERED THROUGH ON A REGULAR BASIS AND NOT SENT ACROSS ON THE DEADLINE DAY ITSELF. THE SECTION DEALS WITH LARGE QUANTITIES OF PAYMENT REQUESTS AND ALL NEED VARIOUS STAGES OF VERIFICATION AND INPUT BEFORE PAYMENTS ARE MADE SO PLEASE GIVE US TIME TO PROCESS YOUR PAYMENTS****

WHERE TO FIND.....

Links to our web pages and what information can be found

Accounts Payable

Standard Form Guide
How to complete a Coding Slip
Using the Payments Enquiry Screen
Foreign Payments Guide
Deadlines
Signatory Forms

<https://www.keele.ac.uk/intranet/finance/accountspayableoffice/#>

Staff Expenses

<https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/keelepeopleexpenses/>

WHERE TO FIND.....

Links to our web pages and what information can be found

Parabilis

Procurement Web
Parabilis User Guides –

<https://www.keele.ac.uk/intranet/finance/procurementoffice/>

<https://www.keele.ac.uk/intranet/finance/procurementoffice/e-procurement/>

Insurance

<https://www.keele.ac.uk/intranet/finance/insuranceoffice/>

PARABILIS

Parabilis is the University's E-Procurement System. Purchase Orders are raised via this system, invoices entered against the relevant order and once fully verified and approved the payment details are exported to the Finance System for payment

The Accounts Payable Office deals with the following areas of Parabilis:-

- Input of emailed copies of invoices on to the system (referred to as "flipping")
- Queries related to invoices on Parabilis
- **ALL OTHER PARABILIS QUERIES SHOULD BE DIRECTED TO THE PROCUREMENT SECTION**

REIMBURSEMENT OF EXPENSES

Reimbursement of expenses broadly is split into two categories –
Staff Expenses and Non-Staff expenses

Expenses regulations – the document covering all expenses regulations can be found at:-

<https://www.keele.ac.uk/finance/accountspayable/travelandexpenses/keelepeopleexpenses/>

STAFF EXPENSES

- Verifying of all Staff Expense Claims for compliance with the University Travel Procedures & Guidelines document
- Checking of claims on the Keele People system and approving through for payment in salaries
- Processing of Casual Workers and External Examiners expense claims

NON - STAFF EXPENSES

- Verifying of all Non Staff Expense Claims for compliance with the University Travel Procedures & Guidelines document
- Inputting of all claims into the system for payment
- Paying the claims into the recipients bank account via the weekly BACS runs or in exceptional circumstances payment sent as a cheque

KEY POINTS

Paperwork

Payments General

- All payments must be made in accordance with the University Financial Regulations

Parabilis

- No paper invoices must be sent, only electronic/pdf documents are now accepted
- If emailing invoices to AP, always ensure an order number is stated
- If a foreign currency invoice on Parabilis, always ensure an “FC Signature Slip” is attached

Non Parabilis

- No payment requests can be received via an email message or telephone – the correct paperwork/invoices/coding slips must always be emailed to payments@keele.ac.uk
- A completed authorised Coding Slip must always be attached – signature must be in the format of an attached image of the signature
- Full description of the request must be stated and adequate back up evidence must always be attached.
- All other routes of payment (invoice/procurement card/credit card) must be explored before paying for items individually and reclaiming via expenses

Non Parabilis Payment Types

- Non staff expenses
- Prize cheques
- One-Off Suppliers (MUST be pre-approved by the Procurement Office)
- Interview Expenses
- Relocation Expenses
- Refunds
- Expense Advance requests

KEY POINTS

PAYMENTS

One-Off Payment Requests (suppliers/companies/organisations)

- One-Off payment requests must only be made with **PRIOR** agreement with the Procurement Office (proof must be supplied)
- Will only be agreed to in exceptional circumstances
- Correct Procurement Section regulations must be followed in the first instance
- All attempts to use approved suppliers etc. and existing payments methods such as Procurement Card/Credit Card must be exhausted
- If payment is for expenses or similar reimbursement – the appropriate expense claim form must be used

Payments to individuals (prizes/refunds/bursaries)

- Standard payment request form normally completed with attached completed green coding slip
- Full description and any appropriate back up documentation included

Ledger Codes/Cost Codes

- Always supply the ledger code/cost code in full – basic minimum requirement is “Br”, “Dept” and “Subj” – e.g. A0400~~~~590
- Ledger code supplied **MUST** be a valid code/code combination in the system (check with your Management Accountant if unsure)

Frequently made mistakes

- Inadequate information/back up to a payment
- No Coding Slip/invalid details/missing details
- Insufficient time allowed to make payment to meet a deadline
- Coding Slip on manual/one off payment not authorised by an approved signatory
- Bank details not included/obtained

KEY POINTS

EXPENSES

Payments General

- All expense claims must be made in accordance with the University Procedures for the Reimbursement of Travel Subsistence and other Allowances

Submitting Claims

- Staff can only now submit claims via the Keele People Staff Expenses system
- Correct forms relevant to the claimant must always be used (Non Staff, Casual Worker, External Examiner, Interview Expenses, Relocation Expenses)

Deadlines

- The deadline for submission of Staff Expense Claims is a basic of the 15th of every month. Should this fall at the weekend then the following Monday will be the deadline. This deadline is the same for Casual Worker Expense claims and External Examiner Expense claims. Staff Claims must be approved through to Finance by the 15th of every month
- The deadline for Non Staff Expense claims is the Friday of every week (paid via the normal weekly BACS run)

Frequently made mistakes

- Not complying with the Procedures for the Reimbursement of Travel Subsistence and other Allowances document
- Not including appropriate receipts or evidence of payment
- Including photocopied or scanned receipts (Regulations require original receipts and not copies)
- Not including/obtaining bank details for non staff expense claims
- Invalid cost code/ledger code boing used

KEY POINTS

PARABILIS

- Accounts Payable administer the invoices side of Parabilis.
- Anything relating to raising an order/suppliers/procuring goods or services is the responsibility of the Procurement Office
- For full guidance on raising orders, requesting new suppliers and any other matter relating to the actual ordering of goods, please contact the Procurement Office

Invoices

- Invoices are entered against orders by either full electronic methods by either the supplier or Proactis, or manually (known as “flipping”, again by either the supplier or in the this case by Accounts Payable
- Some suppliers will email invoices directly to the end user or Accounts Payable. In order for the invoice to be “flipped” it **MUST** have an order number quoted (Order numbers begin “KU.....”). Invoices with correct order number quoted should be sent to payments@keele.ac.uk
- Receipting – you must ensure that you check your Invoice Task Box on a daily basis and receipt any outstanding invoices or resolve any other problems such as “pending mapping”, “pending account code distribution” etc. if you are responsible for your areas receipting. If this lies with your Procurement Link person, please ensure they are aware the invoice is ok to receipt/accept.
- Purely raising an order/basket item does not mean that the payment will be made – we always need an invoice to enter onto the system and make payment against

BASIC GLOSSARY OF TERMS

PARABILIS – E-Procurement system – raising orders and processing invoices for upload into the accounting system

ORACLE/GREEN SCREENS – Basic accounts system, querying payments, entering staff expense claims

BLUQUBE – University main Accounting System – used by Accounts Payable for inputting of documents, payment runs etc.

INVOICE - A list of goods sent or services provided, with a statement of the sum due for these; a bill.

ORDER - A printed form on which the details of a product or service are stated to the supplier you wish to order from

RECEIPTING – “Accepting” the invoice goods and values are correct. Receipting an order will allow the invoice to flow for payment if the three way match applies

VARYING – changing the order in some way that will allow receipting to occur or changing details such as goods description, goods value after the order has been raised and the change in details has occurred. Other details on the order which could be a cause for varying are – a change in ledger code, an addition of a delivery charge

MAPPING – typically mapping involve splitting goods or costs to either the order lines or splitting to different ledger codes

FLIPPING - A way in which invoices are entered onto Parabilis against the correct order number