

# Overhead Expenditure - Invoice Processing

RESPONSIBILITY	ALL MANAGERS
DEPARTMENT	ALL DEPARTMENTS
LOCATION	ALL STATES

## 1. Purpose

The purpose of this procedure is to provide guidelines on how all accounts payable invoices and credit notes relating to VISA overhead expenditure should be processed for payment and receive any necessary approval for payment.

## 2. Scope

This procedure pertains to all VISA Global Logistic employees who are involved in the payment of invoices relating to overhead expenditure, involved in securing the purchase of goods and services from suppliers and/or have delegated authority to approve overhead expenditure on behalf of VISA Global Logistics.

This procedure does not relate to the approval of invoices relating to direct job costs.

## 3. Responsibilities

All Accounts Payable (AP) staff will ensure the following occurs;

- All instructions in this procedure are followed.
- Invoices relating to overhead expenditure are not processed for payment outside this procedure.
- Suppliers and/or buyers are actively notified if invoices are not being received in accordance with this procedure.
- Any concerns about this process not being followed are reported immediately to their direct manager or the National Procurement Manager.

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All Buyers (defined as any VISA staff member responsible for securing goods and services from external suppliers that are considered overhead expenditure) will ensure the following occurs;

- All instructions in this procedure are followed.
- All invoices accepted and approved have been appropriately purchased in accordance with any existing VISA policies or procedures in effect at the time of purchase.
- Suppliers and/or buyers are actively notified if invoices are not being received in accordance with this procedure.
- You only accept invoices where you were responsible for arranging the purchase.

All Approvers (defined as any VISA staff member with authority to approve spending) will ensure the following occurs;

- All instructions in this procedure are followed.
- Invoices are only approved where you are satisfied that buyers have acted in accordance with any existing VISA policies or procedures in effect at the time of purchase.

## 4. Procedure

### Receipt of Invoices

- All VISA suppliers of goods and services should be instructed to send invoices relating to overhead expenditure by email to;
  - melap@visaglobal.com.au (suppliers of services to Melbourne & Adelaide offices)
  - sydap@visaglobal.com.au (suppliers of services to Sydney, Brisbane & Perth offices)
- Invoices should NOT be sent by suppliers directly to other staff within VISA.
- Invoices received by staff must be forwarded immediately to the appropriate Accounts Payable email address (see above) and the supplier should be provided with the correct details of where to send invoices.
- Forwarding an email to accounts for payment does not constitute approval of an invoice and will not be accepted as the authority to pay an invoice.

### Entering Invoices into Unimarket

- For specific information on how to enter invoices into Unimarket please refer to the **Unimarket Invoices User Guide**.
- Only AP staff are authorised to enter invoices into Unimarket
- Upon receipt of an invoice AP staff are to check all invoices received for existing Purchase Orders (PO's) in the Unimarket procurement platform.

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- All invoices should be entered in one of the following ways;
  - By matching an invoice to an existing PO
  - Creating the invoice against a 'Blanket' PO
  - Creating a Release Order against a pre-approved 'Blanket' PO (only in specifically designated situations where AP is to be the 'buyer' - see Procurement Policy: Overhead Expenditure - Purchase Orders)
  - Creating the invoice where there is no PO
- A copy of the supplier invoice should be uploaded at all times unless integrated electronic invoicing has been switched on for that supplier.
- If an appropriate supplier record does not exist in Unimarket for AP to create an invoice they should send a copy of the invoice and buyer details to National Procurement Manager.

#### Invoices that match PO's

- When an invoice is entered against a matching PO, the invoice amount will be compared to the approved PO amount and receiving status of the order (3-Way Matching). A small tolerance applies to allow for rounding issues. When the invoice is entered;
  - If the invoice amount matches or is lower than the approved PO and goods / services have been received, the invoice will automatically be submitted to Cargowise for payment.
  - If the invoice amount matches or is lower than the approved PO and goods /services have not been received, a message will be generated to the buyer to receipt the goods. When the receipting process is complete invoices will be submitted to Cargowise for payment automatically. Partial receipting will allow partial invoicing of a PO.
  - If the amount of the invoice is higher than an approved PO, the invoice will be held in a rejected state until either a credit note is processed that balances to the approved PO value or is cancelled and matched to an approved PO.
- Where a shipping charge has been added to an invoice or the shipping charge is different to the amount shown on a PO, AP should check if the amount should be accepted with the buyer prior to entering the invoice. A note should be made at the time of invoice entry to verify this.

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### Creating an invoice against a pre-approved Blanket PO

- AP should enter the invoice lines and quantities with appropriate tax amounts and assign it to the appropriate blanket order number.
- The invoice will route to the people who were designated as authorised to operate the blanket (buyer/s) for approval.
- Any person authorised to operate the blanket can approve an invoice and if permitted change the default GL coding.
- Invoices will be submitted to Cargowise for payment upon approval of the invoice

### Creating an invoice where no PO exists

- AP should enter the invoice lines and quantities with appropriate tax amounts and assign it to a 'buyer'. The buyer should be the person responsible for arranging the purchase of the goods and services and is not necessarily the 'approver'.
- If there is uncertainty as to who the buyer is, AP staff should check with relevant departments first to make sure the correct buyer is identified prior to entering. AP should not put themselves as they buyer unless;
  - They were in fact the buyer responsible for arranging the goods & services
  - They have been specifically asked to put themselves as the buyer by the National Procurement Manager or CFO
- The invoice will route to the buyer in the first instance for first level approval.

### Approving Invoices - Buyers

- If an invoice has not been matched to a PO or has been matched to a blanket PO a message will be received from Unimarket that an invoice requires your approval.
- Upon receipt of an invoice via Unimarket for approval, buyers should;
  - Check that the invoice should not have been applied to an existing PO
  - Check the invoice amount and quantity of goods entered is correct.
- If the invoice is correct;
  - Approve the invoice and add the appropriate General Ledger coding for accounting purposes. Any queries relating to the GL codes that apply should be referred to the Financial Controller.
  - If you have an appropriate self-approve limit for the invoice no further action is required and the invoice will be submitted to Cargowise.
  - If you do not have an appropriate self-approve limit, please ensure a justification for the purchase is entered into the 'Justification' field along with any supporting documentation.
  - On your approval the invoice will route for additional approval based on the rules determined by the GL code.

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- If the invoice is for an incorrect amount;
  - Buyers are responsible for liaising with suppliers for corrections. In the event that an invoice has been overcharged either a replacement invoice or credit note should be requested.
  - If a replacement invoice will be sent the invoice approval should be declined.
  - If a credit note will be sent do not approve the invoice until such time as the credit note is also received to ensure invoices are paid correctly.
- If the invoice should not be accepted, should have been assigned to a PO or you are not the correct buyer, the invoice should be declined along with details of the necessary action that should be taken by AP.

#### Approving Invoices – Approvers only

- If you are not the buyer on an invoice you may still receive invoices for approval via Unimarket if you have been given delegated authority to approve overhead expenditure.  
If you are approving an invoice you should;
  - Check that the buyer has given the purchase an appropriate GL code. If the GL code is incorrect it should be corrected before approving. Amending a GL code on an invoice may re-route the invoice for approval to another Unimarket user as determined by the delegated authority rules.
  - Only approve invoices where you are satisfied the spend is appropriate in accordance with any existing VISA policies.
- Once all necessary approvals are received the invoice will be submitted to Cargowise for payment automatically.

## 5. Related Documents & Forms

- HR Policies: Employee Code of Conduct
- Procurement Policies: Supplier Code of Conduct
- Unimarket Buyer Guide
- Unimarket Receiving & Returns
- Unimarket Invoice Guide

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