

## A quick guide to The UCT Payment Process

A step-by-step reference guide through the payment options and processes.



### What is the Payment Process guide?

A step-by-step guide through the payment options and processes for duly procured UCT expenses by UCT staff members or students.

#### Important contacts

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### Overview

UCT currently processes an estimated 110,000 invoices annually, paying approximately 8,000 vendors centrally. The Creditors team comprises of 14 staff members.

The Creditors' team mandate is:

- To pay both internal and external UCT vendors on time.
- To ensure maximisation of UCT cashflow by enforcing agreed Vendor payment terms.

### Local payments

It should be noted that the payment process can only commence once:


- The goods or services, that were ordered, have been received (except for accommodation, rental and conferences that require payment prior to the service being delivered) by the relevant Department. This creates an obligation for UCT to pay.
- A Purchase Order has been Goods Receipted in the SAP system by the Purchaser to create a liability to the Vendor. See purchase order request form MM010 [www.forms.uct.ac.za](http://www.forms.uct.ac.za)
- An invoice or payment request document has been received from the Vendor by the UCT payment services team.



### Local payment channels

Type	Purchase Order & Goods Receipt	Terms	Method	Frequency
Visitors	✓	✗	Cheque	Weekly
Staff	✓	✗	EFT	Weekly
Student	✓	✗	EFT	Weekly
Trade	✓	✓	EFT	Weekly
Temporary	✓	✓	EFT	Weekly
P-Card	✗	✗	Card	Daily
Instant Money	✓	✗	Cell phone	Daily

These payment methods are mutually exclusive, only one maybe be selected.

 **Note: You cannot do both, this is called double dipping and it is NOT ALLOWED.**

#### Instant money


Instant Money applies to:

- Once off payments to individuals that are Non-UCT Vendors or Employees.
- Reimbursement for research, projects, exhibitions, etc.
- Amounts not exceeding R5,000 per payment and to a maximum of R25,000 per month per individual.

#### Staff payments

For Reimbursements, Subsistence & Travel and Mileage claims, request the PO for your claim from the Purchaser.

This will assist if you have any queries regarding your claim.

 **Note: Authorisation levels – above R1500 must be signed by the HOD and all FM0 forms must be signed by the Faculty /PASS Finance Manager.**

#### Reimbursements

The form to use is the (FM045).

- Original slips are required and must have proof of payment (bank/receipt).
- Ensure amounts match the PO.
- Reimbursements for flights must be accompanied by either a letter or proof of conference to indicate that the flight is for UCT business.
- When claiming for fuel and submitting the fuel invoice, a letter of motivation is required for the claim.

#### Subsistence & Travel (S&T)

The form to use is the (FM032)

- S&T payment requests must be submitted **three weeks** prior to the travel date to allow for processing of the claim before departure. The following documentation and relevant forms must be attached and authorised.
- Correct rates to be claimed - proof of exchange rate must be attached as part of the documentation, as well as the flight itinerary.
- Screenshot of your leave approval and itinerary/flight tickets must be attached and authorised by the HOD.


#### Mileage claims

The form to use is the (FM030)

- Verify and validate all Rates, Effective Dates and Number of Kilometres, which must be clear and calculated correctly, on the relevant form which must be attached and authorised.

### External payments


For Reimbursements to External Staff and Advances, request the PO of your claim from the Purchaser. This will assist if you have any queries regarding your claim.

 **Note: Authorisation levels - above R1500 must be signed by the Payee, Fund holder/HOD and Faculty/PASS Finance Manager.**

#### Reimbursements external to UCT

The form to use is the (FM049)

- Ensure that you use the correct 800\* vendor number when raising the PO.
- The correct number of days to be claimed and the correct S&T SARS rate must be used.
- Supporting letter attached on a UCT letterhead, signed by the HOD.
- All relevant forms must be attached and authorised.

 **Note: No parking at UCT will be reimbursed.**

**Note: For Foreign reimbursements, please use the Foreign vendor numbers 201450 or 204154**

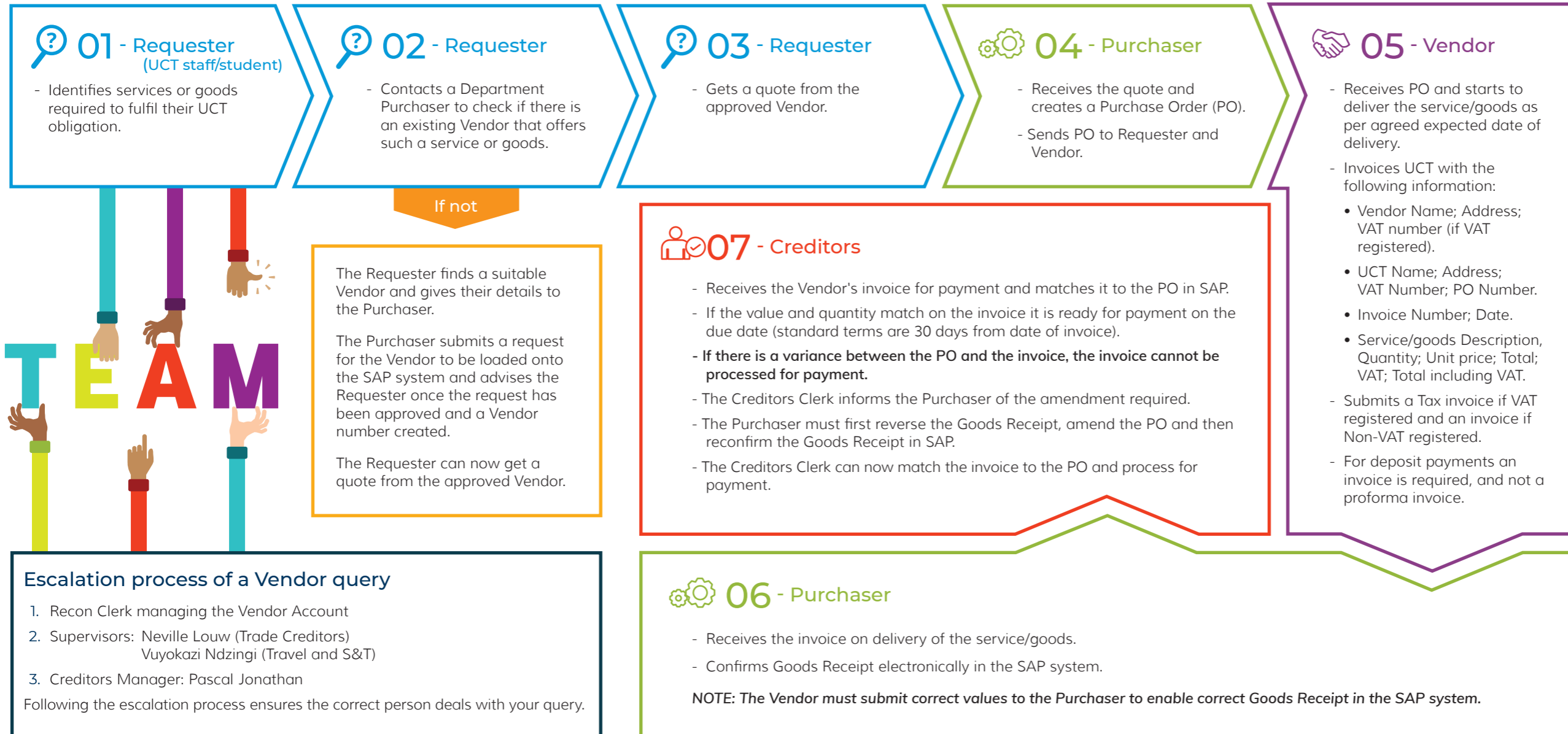
#### Advances

The form to use is the (FM031).

- Ensure the correct vendor number is used - usually a staff or student vendor number.
- Supporting letter must be attached and the correct General Ledger used.
- All relevant forms must be attached and authorised (banking details or Visa/Passport).
- When the Advance is cleared the (FM033) is used and a letter signed by the recipient is sent to the General Ledgers Department – not to Creditors.
- Cash Advances are paid via the Cashiers Office at the Kramer Building Level 3.
- Advances paid electronically needs to be submitted to the Creditors Dept.

# Step-by-step Payment Process

## A quick reference guide



### Do's & Don'ts

- ✓ **DO** ensure your Service Provider is loaded in SAP as a vendor before using them.
- ✓ **DO** issue a PO to Vendors before they send an invoice to UCT.
- ✓ **DO** goods receipt the PO in SAP upon receipt of Goods/Services from Vendor.
- ✓ **DO** advise your Vendor of their payment terms to avoid unnecessary queries.
- ✓ **DO** allow sufficient time for payment (Dept./Faculty/Creditors/Central Finance checks and signatories). Weekly run and 2-3 days to reach recipient's bank account.
- ✓ **DO** utilise the appropriate and most cost effective payment method for your purchases, e.g. use PCard for your subscriptions.
- ✗ **DO'NT** promise a payment to your Vendor without checking with the relevant Clerk in Creditors.
- ✗ **DO'NT** promise immediate payments to Vendors – our process does not cater for such.

### FAQs

- Q Why is the invoice for travel more than the quote?
- A This is due to the additional charges for car hire, e.g. admin fees, km charges, fuel, e-tolls and traffic fines. The additional charges cannot be given at the time of the quote.
- Q Why is the invoice more than the PO raised?
- A Additional services/products are requested, but the PO was not amended.
- Q When did the VAT change to 15%?
- A Invoices dated until 31 March 2018 should be charged at 14%. As of 1 April 2018 VAT increased to 15%.