Introduction
This guide explains how to request a non-invoiced payment. The process applies to payments such as:

- Student stipends (department-funded)
- Guest lecturer and external examiner fees/expenses (depending on nature of work)
- One-off payments e.g. student prizes, locker refunds, interviewee expenses.

⚠️ If you are not sure whether a guest lecturer or external examiner should be paid through payroll or using the “Non-invoiced Payment” process, contact your HR Business Partner.

Audience
Staff in schools and departments that are responsible for requesting non-invoiced payments.

A. Request a non-invoiced payment

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select <strong>Procurement</strong> then <strong>Procurement invoices</strong> &gt; <strong>Registration of incoming invoices</strong></td>
</tr>
<tr>
<td>2.</td>
<td>In the <strong>Transaction date</strong>, enter the desired payment date (payment runs are made weekly on a Wednesday). Note this is NOT guaranteed, as actual payment date will depend on the time it takes for the request to get approved and posted.</td>
</tr>
<tr>
<td>3.</td>
<td>Complete the <strong>Invoice</strong> tab.</td>
</tr>
</tbody>
</table>

![Invoice tab screenshot]

- **For use by Payments Team only**
- **Supplier** – enter “SS” to display the list of Sundry Suppliers. Select the GBP option to make the payment in GBP. Select the Non-GBP option to make the payment in a Euros or USD. For other foreign currency payments see instructions on page 5.
- **Name** – enter the name of the individual receiving the payment. The **Sundry supplier information** window opens.
The Sundry Trade Supplier options in the list of values above are for use by the Payments Team only. If you have an invoice from a trade supplier send it to the Payments Team for input.

4. In the Sundry supplier information window, complete the Address and Bank details and click OK. When completing the form:
   - See page 5 for instructions on how to complete the bank details section for UK and non-UK bank accounts.
   - Although it is not marked as mandatory you must complete the Town/City field in the Address section. If you do not, the request will fail to save.

   If the Sundry supplier information window does not open automatically click the Supplier information button.

1. In the Invoice description enter a description. Provide as much detail about the payment as you can.

   ![Invoice description](image1)

2. Check the Use description on entire invoice box. This will copy the description through onto the Accounting tab.

3. Enter an Invoice number. The number must be unique. Suggested conventions are:
   - For student-related invoices enter the student ID + date (on request form)
   - For non-student invoices enter the person’s name + date (on request form), or supplier’s reference + date

   ![Invoice](image2)

   Leave the other fields in this section as is.

4. In the Amounts section:
   a. Invoice amount - enter the currency amount as a MINUS sum.
   b. Currency – if you selected a GBP sundry supplier, this will default to GBP. If you selected a Non-GBP sundry supplier, change to either EUR or USD.
5. Complete the Accounting tab:
   a. **Account** – select an appropriate account code (e.g. studentship – maintenance, staff interview expenses). *Note, the subsequent fields to complete depend on which Account code you select. The example show here is for account 3210 (Studentship – maintenance).*
   b. **Costc** – autopopulated from the Subproject
   c. **Project** – autopopulated from the Subproject
   d. **Acyear** – academic year. Enter in the format 201819
   e. **Subproject** – the budget the payment will be charged to
   f. **Detail** – select a category if obvious, otherwise leave as General.
   g. **Cat 7** – autopopulated from the Subproject
   h. **Description** – autopopulated from the Invoice tab (if ‘Use description in entire invoice’ box is checked)
   i. **Currency** – currency selected on the Invoice tab.
   j. **Tax code/Tax system** – leave as is
   k. **Posted amount** – autopopulated as a PLUS sum
6. Check the Amounts box. The Remaining amount should be 0.00

- If the Remaining amount is NOT 0 and the payment is being made in EUR or USD then leave as is.
- If the Remaining amount is NOT 0 and the payment is being made in GBP then click Balance transaction to balance the transaction to 0.00.

7. Click the Document icon on the toolbar to attach the completed form or other relevant paperwork to the request. Select the document type ‘Incoming invoices’.

- You MUST attach all supporting documentation (e.g. forms, evidence of approval). Failure to do so is likely to delay payment to the supplier.
- You MUST attach receipts for reimbursement claims, and the receipts MUST show the amount paid by the claimant.
- If you see unexpected attachments in the Documents window and are unable to delete them (Actions/Delete), leave them as they are. The Approver will only see your attachment when they approve the request.

8. Click Save to submit the request. A success message is displayed and the requisition is assigned a transaction number.

Write the transaction number on your records. This will make it easier if you want to amend or check the status of your request later, or if there is a query.

**What happens next?**

If the amount is less than £25K the request is routed straight to the Approver (level 1), for budgetary approval. If the amount is greater than £25K the request is sent first to the Invoice Checker for checking.
Bank details

Enter bank details on the **Sundry Supplier Information** window as follows:

<table>
<thead>
<tr>
<th>UK Bank Accounts</th>
<th>Non-UK Bank Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bank account type=Bank/postal account</td>
<td></td>
</tr>
<tr>
<td>• Bank account number – 8 digits with no spaces or dashes</td>
<td></td>
</tr>
<tr>
<td>• Sort code – 6 digits with no spaces or dashes</td>
<td></td>
</tr>
<tr>
<td>• Bank account type = IBAN</td>
<td></td>
</tr>
<tr>
<td>• Bank account number – as given in documentation</td>
<td></td>
</tr>
<tr>
<td>• Swift code – as given in documentation</td>
<td></td>
</tr>
<tr>
<td>• Sort code – leave blank</td>
<td></td>
</tr>
</tbody>
</table>

### Making payments in foreign currency

<table>
<thead>
<tr>
<th>Payment in Euros or USD</th>
<th>Payment in other foreign currencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supplier = Sundry Other-NON-GBP</td>
<td></td>
</tr>
<tr>
<td>• Currency = either EUR or USD</td>
<td></td>
</tr>
<tr>
<td>• Invoice amount – enter EUR or USD amount, as a minus sum</td>
<td></td>
</tr>
<tr>
<td>• Use Western Union website to convert currency amount to GBP</td>
<td></td>
</tr>
<tr>
<td>• Supplier = Sundry Other-GBP</td>
<td></td>
</tr>
<tr>
<td>• Currency=GBP</td>
<td></td>
</tr>
<tr>
<td>• Invoice amount – enter GBP amount, as a minus sum</td>
<td></td>
</tr>
<tr>
<td>• Invoice description – indicate actual amount and currency to be paid (as given in the supporting documentation)</td>
<td></td>
</tr>
</tbody>
</table>

**Where to go for help**

Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk