

# DTE - Fin - Paying a Bill (WIP)

This a document attempting to explain the process and steps in paying a bill

## Related Documents

- Sharepoint Equivalent
  - File - Getting a bill paid - [SPoint](#)

## Questions/Statements

How does a service provider get a bill paid?

Where are directors involved in payment of bills and where are they not?

How much can be set up by an authorised member for directors to approve

It is not up to the data entry person to argue an entries validity, that is another process

International Payments?

Recurring Bills?

## Bank Codes

- ANZ = ANZ
- Bendigo = BND
- Bendigo Department Card = BNDDC

what is the process from the time a service provider gives us a bill

## Process So far

it gets sent to which email

- [finance@dte.coop](mailto:finance@dte.coop)
- [finance\\_group@dte.coop](mailto:finance_group@dte.coop)
- [finance@dte.org.au](mailto:finance@dte.org.au)
- [directors@dte.coop](mailto:directors@dte.coop)

it gets logged where

- is there a process

it gets processed???

\* Where does the ANZ fit in?

Transfer money from BND into BDGDC

it gets transferred from the Bendigo Dept Card to the provider

Provider is notified

- by email?

kariyad

Relevant Link

DTE Disbursements Instructions 20190210 - [SSheet](#)

- This sheet shows what's under consideration
- Where is this in the flow
- How do things get added to it?

Money should already be in the account so payments are approved online

[Xero - Seamless and Real-time Integration with Verifyhttps://www.verify.com › Connected Apps](https://www.verify.com › Connected Apps)  
<https://www.receipt-bank.com/add-ons/xero/>  
<http://www.accon.services/xero-pricing.html>

We receive a bill

The Transaction is entered into bendigo

Other directors approve payment

XERO entry??

Who is community sector banking contact -

when my card comes, is that roughly the same time i would see the accounts in my internet banking?

Steps

- Estimator
- Appropriation
- Meeting - unpack budget
- Agree on plan and expenses
- Incur Cost
- In by mail
  - Collect in Hughesdale
- Enter into Xero first
- List of bills should go to OC for payment

Which bills are we talking about  
Paid where there is no budget for a bill

There are departments where budgets have never been applied for and we still pay bills on them

Finance Crew Administration of following budgets and payment of bills

- Xero bills
- Auditor
- Bookkeeper Bills

And against the budget

Who decides account definitions with our Chart of Accounts?

Bookkeeper

An example Bookkeeper didn't have a budget  
Auditor

When Malcolm had write access Xero

- Put into draft Xero
  - Those that then got approved
    - Meetings would approve
    - got shifted to approved
- GM - OC need 150K for next year -
- Budgets against the appropriation
- Budget - 5k Repairs to Auto
- - Auto repairs were made
- Coral Get bill from Mechanic
- Checks bill to see if its asking for money
- If is Sends to facilitator
  - Coral contacts Facilitator and checks the validity of the bill
- Can go into Xero to check whether its been paid or not
- If not paid
  - And facilitator says good bill
  - Instructs facilitator to pay of their card

- What if not

Secretary receives second bill redirects to finance

There maybe reasons where a director can step in and pay the bill on the card on behalf of the facilitator

Do application Budgets include GST

- As it goes to how much we can recover

Can we use that

Money can flow into the system after the gathering

- Overflow
- GST

---

From Coral

## DTE - FIN - Bill Paying

Don't Forget

Automatic payment set up

Bill arrives

Bill is paid

Invoice is matched against payment

Bills inwards.

- Secretary saves the invoice on own computer
- Saves the invoice in Sharepoint / Board / Bills to pay
- Inputs details into a "Bills To Pay" form (see below)
- Inserts payment form into minutes template
- Presents bills at applicable meeting
- Bills are to be authorised for payment at meeting
- Director sets up payment in Bendigo Bank, three directors authorise payment

Inv No.	Issue Date	From	For	Due Date	\$