| **DEPARTMENT: Finance** | | | **PROCESS NAME: Invoice TA** | | | **PROCESS NUMBER: NDP – FIN – 03 - 004** | | | **REVISION: 0** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** | |
| **SYSTEM** | **FILE** |
| Activity 1  **Municipal Co-ordinator (Technical Advisor)**  Submit Invoice  (courier or hand delivered ) | NONE | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | |
| Activity 2  **Team Assistant**  Sign the waybill and date stamp the invoice | * Invoice (Delivered) * Waybill | * Receive the Invoice and Waybill * Sign the Waybill and date stamp the Invoice | * Signed Waybill and date stamped invoice | * Signed Waybill and date stamped invoice | * None | * Document control requirements for receipt into the NDP | Microsoft | **Hard Copy**  **Electronic Copy**  None – work in progress | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 3  **Team Assistant**  Record all documents received in the NDPG receipt book and Tracking Spread sheet | * Invoice (date stamped) * NDPG receipt book * Tracking spread sheet | * Enter the Invoice details into the NDPG receipt book as well as the Tracking spread sheet | * NDPG receipt book and Tracking sheet updated | * NDPG receipt book and Tracking sheet updated reflects current status of documents received into NDP | * None | * Document control requirements for receipt into the NDP * Updating of NDPG receipt book and Tracking sheet | Microsoft | **Hard Copy**  Receipt book and Tracking sheet held with Team Assistant  **Electronic Copy**  None – work in progress | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 4  **Team Assistant**  Scan and save all documents received to the I-drive on the relevant project number | * Invoice (date stamped) * Waybill | * Scan the Invoice ( date stamped) and waybill to the I:/Drive/Finance / Project / Invoices * Update Tracking spread sheet to indicate it has date scanned. | * Scan and save all documents received to the I:/Drive/Finance / Project / Invoices * Update Tracking spread sheet | * I:/Drive/Finance / Project / Invoices updated * Update Tracking spread sheet | * None | * Document control requirements for receipt into the NDP * Filing requirements on I:/Drive | Microsoft | **Hard Copy**  Where is the hardcopy invoice and waybill filed  **Electronic Copy**  I:/Drive/Finance / Project / Invoices | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 5  **Project Administrator**  Sign the Tracking spread sheet , upload and link the Invoice (date stamped) into Paper Trail | * Invoice (date stamped) * Update Tracking spread sheet * Access to scanned invoice in I:/Drive/Finance / Project / Invoices * Paper Trail system | * Sign the Tracking spread sheet. * Open “Paper Trail”, Locate scanned invoice and upload into “Paper Trail” system | * Tracking spread sheet signed with date invoice uploaded into “Paper Trail”. * Uploaded invoice into Paper Trail | * Uploaded invoice into Paper Trail noted in Tracking spread sheet | * Team Assistant | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 6 and 7  **Project Administrator**  Verify the validity of the claim according to the check list on Paper Trail  Note the constraint on paper Trail | * Invoice (date s amped) * Paper Trail system | * Open Paper Trail validity checklist within Paper Trail and complete. * If any constraints identified, ensure they are noted on the Paper Trail | * Validity checklist in Paper Trail completed * Note the constraint on paper Trail | * Validity checklist in Paper Trail completed | * None | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 8  **Project Manager**  Verify that all the required documents are attached and work conducted | * Paper Trail system * Paper Trail Checklist * Information received from the **Municipal Co-ordinator (Technical Advisor)** | * Verify that the information received corresponds to the details captured with Paper Trail * Note any missing information for request from the **Municipal Co-ordinator (Technical Advisor)** and note on Paper Trail | * Verified information received against information captured in Paper Trail. | **Business Rule :**   * Invoices must be checked and issued within 2 days * Verified information on Paper Trail | * Municipal Co-ordinator (Technical Advisor) * Project Administrator | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 9  **Project Manager**  Request more information/ supporting documents | * Request more information/ supporting documents via e-mail | * Any missing information requested from the **Municipal Co-ordinator (Technical Advisor)** via e-mail and note on Paper Trail | * E-mail for additional information sent to the Municipal Co-ordinator (Technical Advisor) | * Paper Trail updated | * Municipal Co-ordinator (Technical Advisor) | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 10  **Municipal Co-ordinator (Technical Advisor)**  Submit Information | NONE | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | |
| Activity 11  **Project Director**  Final recommendation of the requirements to approve the invoice. | * Paper Trail system * Paper Trail Checklist * Information received from the **Municipal Co-ordinator (Technical Advisor)** | * Verify that the information received corresponds to the details captured with Paper Trail * Make final recommendation on Paper Trail for approval of invoice | * Final recommendation of the requirements to approve the invoice | * Paper Trail updated | * Project Manager | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 12  **Chief Director**  Review and sign Invoice | * Paper Trail system * Paper Trail Checklist * Invoice (Recommend Final Approval on Paper Trail) | * If value of Invoice is GREATER than R200 000 review invoice and detail on Paper Trail and approve invoice on Paper Trail. * If any queries or incorrect, send back to Project Administer at Activity 5   **Validation :**   * + valid as per S20(4) of the VAT Act   + Confirm the validity of the TCC   + Confirm that all payments to the Service Provider including the current one are within the Contractual Value   + Confirm that all payments to the Service provider including current one are within current year Gazette allocation   + Check calculations of the invoice | * Review and sign Invoice on Paper Trail | * Invoice reviewed against validation criteria | * Project Director * Project Manager | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 13  **Specialist Finance**  Review and sign Invoice | * Paper Trail system * Paper Trail Checklist * Invoice (Recommend Final Approval on Paper Trail) | * If value of Invoice is LESS than R200 000 review invoice and detail on Paper Trail and approve invoice on Paper Trail. * If any queries or incorrect, send back to Project Administer at Activity 5   **Validation :**   * + valid as per S20(4) of the VAT Act   + Confirm the validity of the TCC   + Confirm that all payments to the Service Provider including the current one are within the Contractual Value   + Confirm that all payments to the Service provider including current one are within current year Gazette allocation   + Check calculations of the invoice | * Review and sign Invoice on Paper Trail | * Invoice reviewed against validation criteria | * Project Director * Project Manager | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 14  **Project Administrator**  Prepare invoice payment batch summary sheet | * Paper Trail system * Invoice (Approval Signature) * Batch Summary sheet Book | * Using the Batch Summary Sheet, enter the invoice details. * Submit to Specialist Finance and Chief Director for signing | * Prepare invoice payment batch summary sheet | * Batch Summary Sheet completed in line with approved invoices on Paper Trail | * Specialist * Chief Director | * MS Suite * Document control requirements for receipt into the NDP * Use of Paper Trail system | Microsoft  Paper Trail | **Hard Copy**  **Electronic Copy**  Paper Trail | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 15  **Project Administrator**  Update the Report template | * Report template (Up dated) | * Update the Report template with the current status | * Updated Report template | * Updated Report template | * Specialist * Chief Director | * MS Suite * Document control requirements for receipt into the NDP | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/Finance / Project / Reports | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 16  **Specialist Finance and Chief Director**  Sign invoice payments batch summary sheet | * Payment Batch Summary Sheet * Invoice (Approval Signature) * Limits of Authority | * Review and sign in accordance with Limits of Authority | * Signed Invoice | * Signed Invoice in accordance with Limits of Authority | * Project Administrator | * MS Suite * Document control requirements for receipt into the NDP | Microsoft | **Hard Copy**  **Electronic Copy**  None – work in progress | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 17  **Project Administrator**  Scan and forward the batch to the financial service provider | * Payment Batch Summary Sheet (Signed) * Invoice (Approval Signature) | * Complete Payment Authorisation Form * Scan and forward the batch to the financial service provider | * Scan and forward documents to financial service provider | * Complete Payment Authorisation Form | * financial service provider | * MS Suite | Microsoft | **Hard Copy**  **Electronic Copy**  I:/Drive/ Project / Invoices | * ISO 9001:2008 (4.2.4 Control of records). | * None | |
| Activity 18  **Deloitte**  Final release of tax invoice payments as per invoice payment batch summary sheet | * Payment Batch Summary Sheet (Signed) * Invoice (Approval Signature * Payment Authorisation form | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | External process to the NDP | |