|  **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 TrailNote 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 |