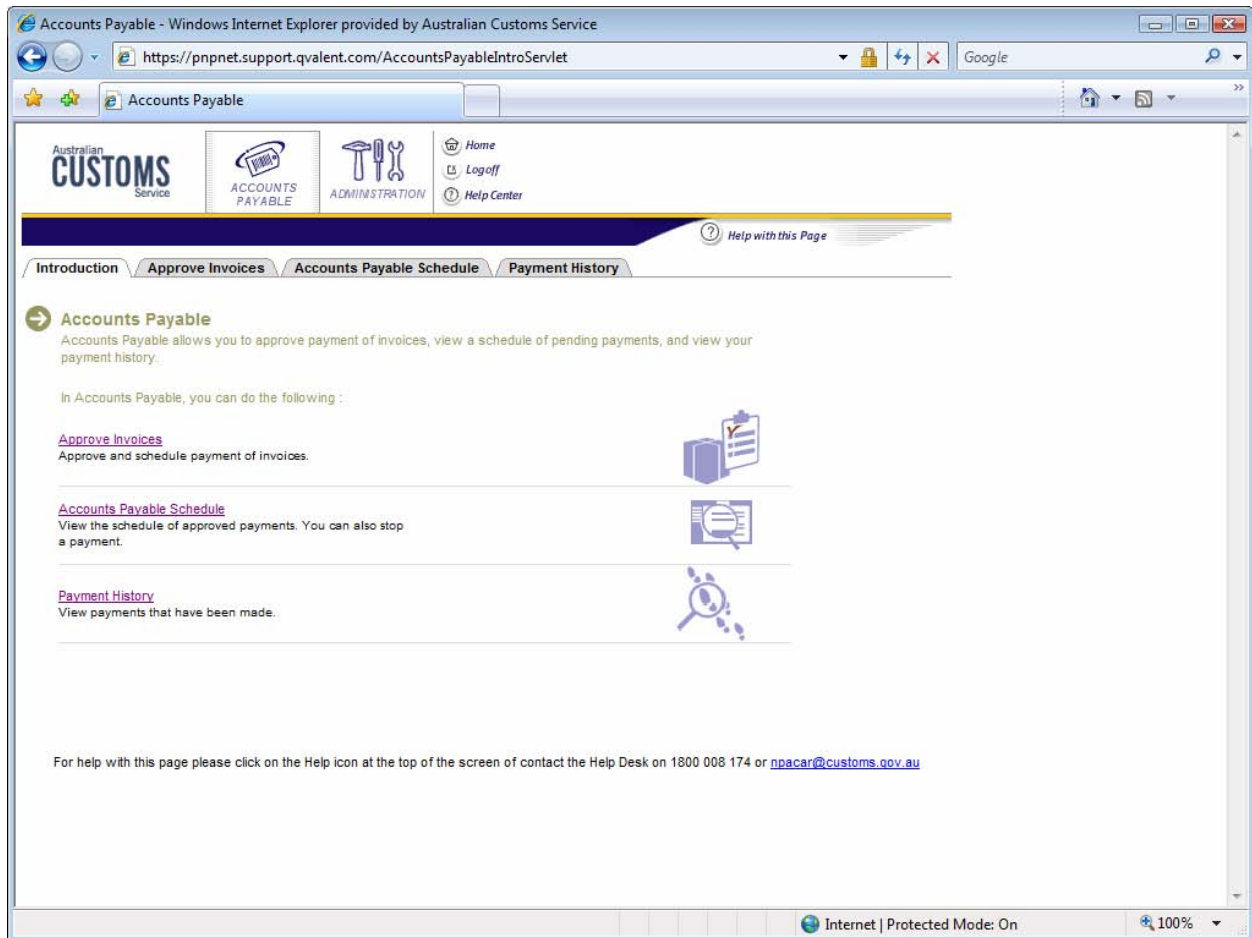


Registered Users – Accounts Payable

Registered users can manage their payments to Customs and keep a track of payment history using this facility. Integrated Cargo System (ICS) clients must become registered users if they wish to pay their invoices on-line.

After logging in (see [Registered Users – Login](#) for assistance), access the Accounts Payable pages by selecting **Accounts Payable** button from the top of the screen.



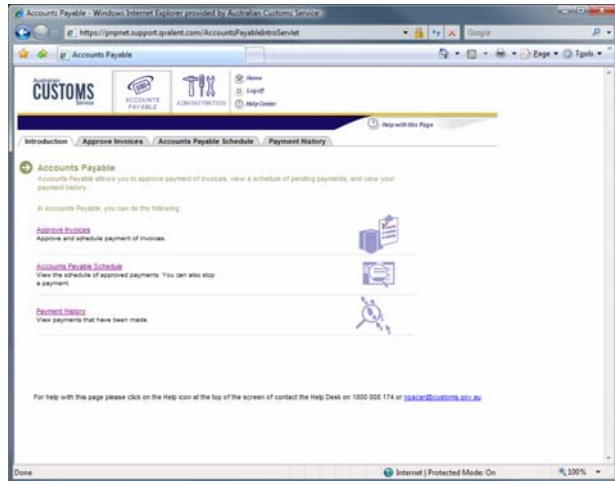
From this screen users have the ability to:

- [Approve Invoices](#);
- Manage your [Accounts Payable Schedule](#); and
- View your [Payment History](#)

Approve Invoices

The Approve Invoices page displays a list of invoices and related invoice information for unpaid invoices that have been received from Customs. Users can use this screen to approve invoices, select dates for payments to occur and select bank accounts from which to pay. Once approved, invoices will appear on the [Accounts Payable Schedule](#).

- From the **Accounts Payable** homepage, select **Approve Invoices**.



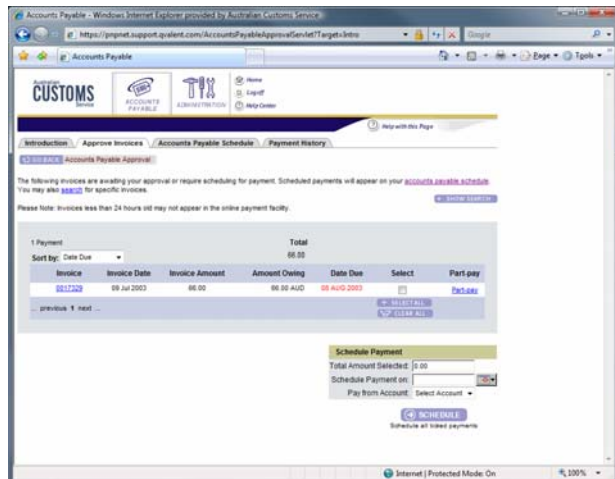
The Accounts Payable Approval screen opens

- All invoices that have not yet been approved for payment will be displayed.

You can sort the list of invoices by selecting from the **sort by** drop down list or use the **search** facility to search for a particular invoice.

The list can be sorted by:

- Due date;
- Invoice;
- Amount Owing;
- Invoice Date; and
- Invoice Amount



See the image on the next page for a description of the parts of this page.

Invoice

This is the number that represents the invoice. In this example this invoice is from the ICS. The Customer can click on the invoice number to view more information about the invoice and its audit history.

Total

The total amount owing on all unapproved invoices.

1 Payment				Total		
Sort by: Date Due				66.00		
Invoice	Invoice Date	Invoice Amount	Amount Owing	Date Due	Select	Part-pay
0017329	09 Jul 2003	66.00	66.00 AUD	08 AUG 2003	<input type="checkbox"/>	Part-pay
... previous 1 next ...					<input type="button" value="SELECT ALL"/> <input type="button" value="CLEAR ALL"/>	

Invoice Date

The date the invoice was generated.

Invoice Amount

The total amount of the invoice.

Amount Owing

The remaining amount owing on the invoice (part of the invoice may already have been paid).

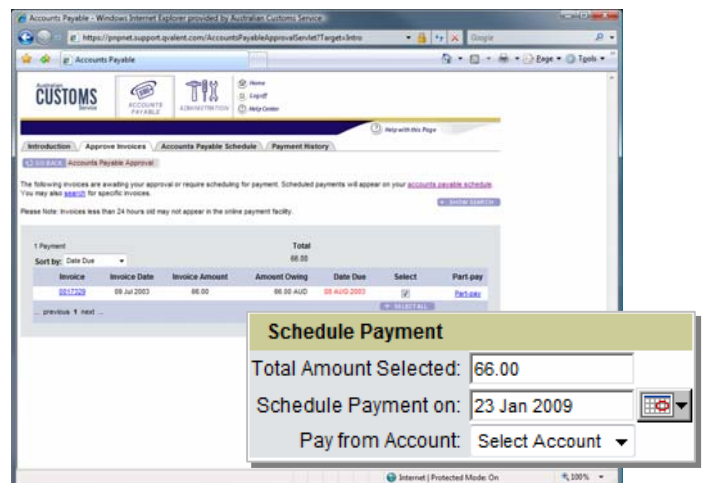
Due Date

The date the invoice is due to be paid to Customs. If the due date has passed it will be displayed in red.

- To approve the invoice, tick the **select** checkbox to the right of the invoice(s) – this will populate the **schedule payment** fields.

Complete the following fields in **schedule payment**:

Total Amount Selected	This amount will default into this field according to the amount owing on the invoice(s) that have been selected. This is a read only field and cannot be changed.
Schedule Payment on	The date will automatically default into this field as per Customs terms of payment according to the invoices selected. If the due date has passed the date will default to the current date. You can use the calendar to select what date you would like the payment to come out of your account on or alternatively enter directly into the field DD MMM YYYY. E.g. 20 Feb 2007
Pay from Account	You can select from the drop down box one of the active cheque, savings or credit/debit card accounts that you have set up to make payments from.



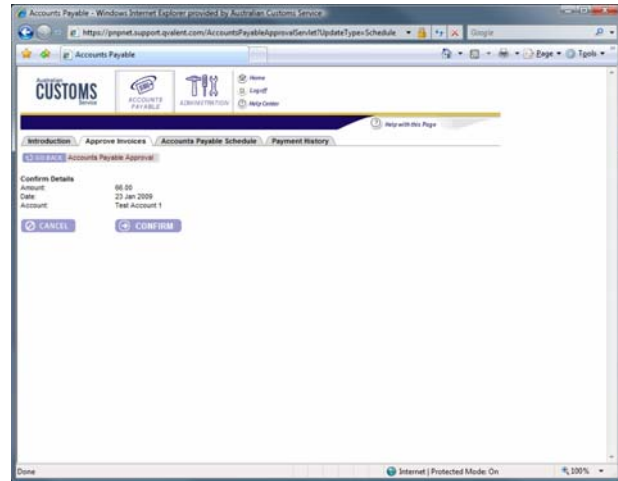
Click to schedule the payments for the selected invoices.

The **Accounts Payable Approval** screen opens

- Review the details that you have entered and click **CONFIRM** to approve the payment of the invoice.



Important: Customers who choose to pay using a credit/debit card will incur a surcharge fee. This fee will differ according to the type of card used and will be displayed on this screen.



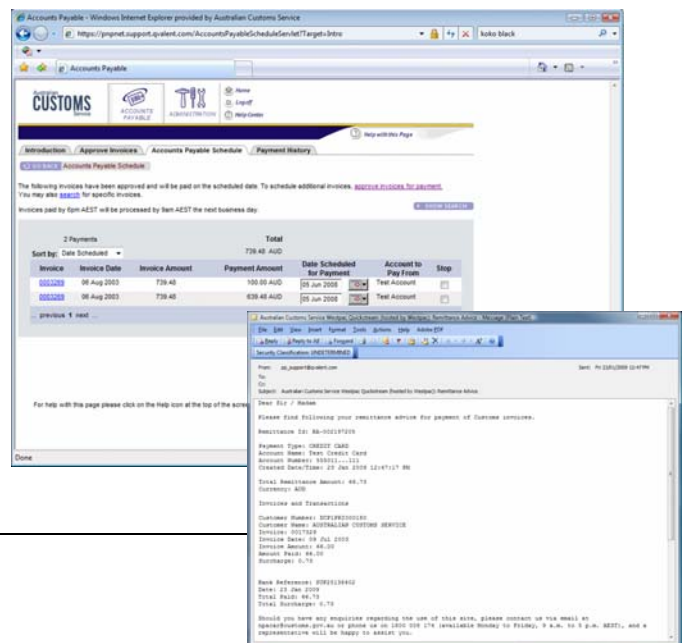
The **Accounts Payable Schedule** tab is selected

- The invoice has been approved for payment and is sitting in the schedule waiting for the **date scheduled for payment** to hit.

An email will be sent to the email address on the account once the payment is made.

From here you have the ability to:

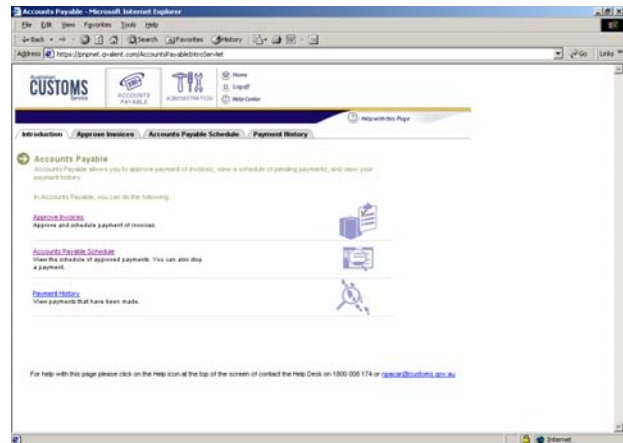
- [Change the date for payment](#); and
- [Stop the payment all together](#)



Accounts Payable Schedule

The Payments Schedule page enables users to view invoices scheduled for payment at a future date. Payments are displayed in reverse chronological order and totals are displayed above the columns. All totals reflect all of the payments scheduled not just those visible on the screen.

1. From the **Accounts Payable** homepage, select **Accounts Payable Schedule**.

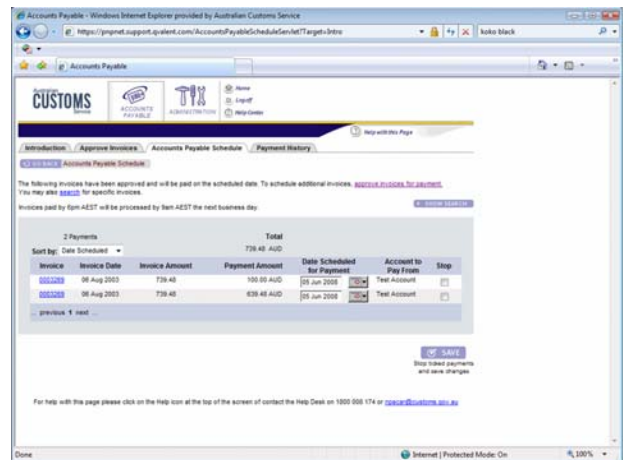


The **Accounts Payable Schedule** screen opens

2. All invoices that have been approved for payment will be displayed.
You can sort the list of invoices by selecting from the **sort by** drop down list or use the **search** facility to search for a particular invoice.

The list can be sorted by:

- Due date;
- Invoice;
- Amount Owing;
- Invoice Date; and
- Invoice Amount



See the image on the next page for a description of the parts of this page.

Invoice
This is the number that represents the invoice. The Customer can click on the invoice number to view more information about the invoice and its audit history.

Total
The total amount owing on all approved invoices.

Account to Pay From
The registered account or credit card that the payment will be made from.

2 Payments		Total				
Sort by: Date Scheduled		739.48 AUD				
Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
0003269	06 Aug 2003	739.48	100.00 AUD	05 Jun 2008	Test Account	<input type="checkbox"/>
0003269	06 Aug 2003	739.48	639.48 AUD	05 Jun 2008	Test Account	<input type="checkbox"/>

... previous 1 next ...

Invoice Date
The date the invoice was generated.

Invoice Amount
The total amount of the invoice.

Payment Amount
The amount that will be paid on this invoice.

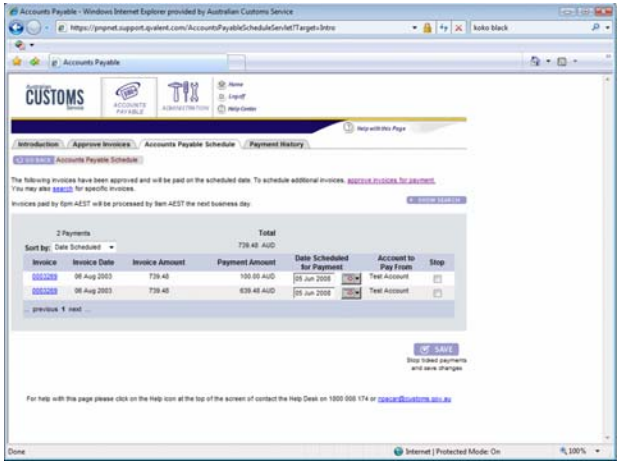
Date Scheduled for Payment
The date the invoice is due will automatically default. If the due date has passed this will default to the current date.

Stop
If this payment is to be stopped there will be a tick in the checkbox.

Stop an Invoice Payment

Should it be required, you can stop a payment to Customs prior to 2:00 a.m. AEST on the date the payment is scheduled to be made, from the **accounts payable schedule** tab.

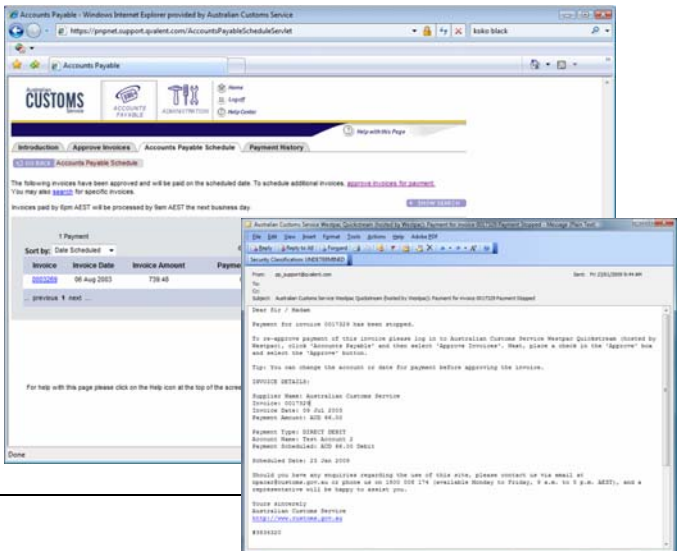
1. Select the **stop** checkbox to the right of the invoice and click **SAVE** to record the changes.



2. The screen will refresh and the payment will be removed from the schedule.

An email will be sent to the email address on the account advising of the stopped payment.


If you wish to reschedule the payment at a later date you will need to approve the invoice again (see [Approve Invoices](#)).

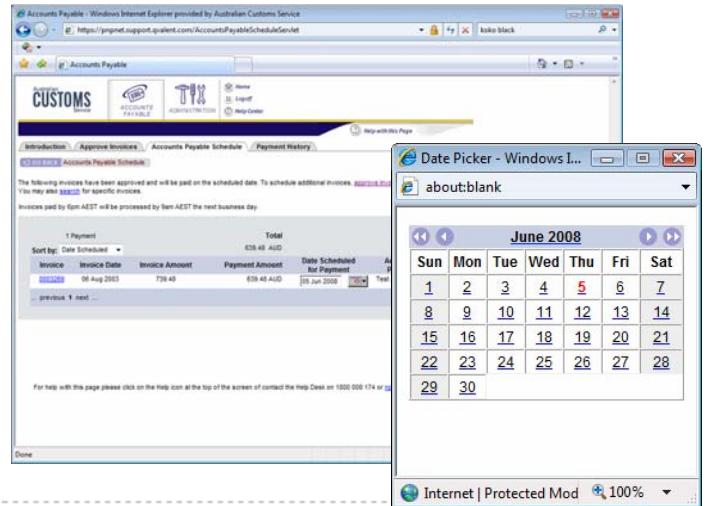


Change the Scheduled Date of Payment on an Approved Invoice

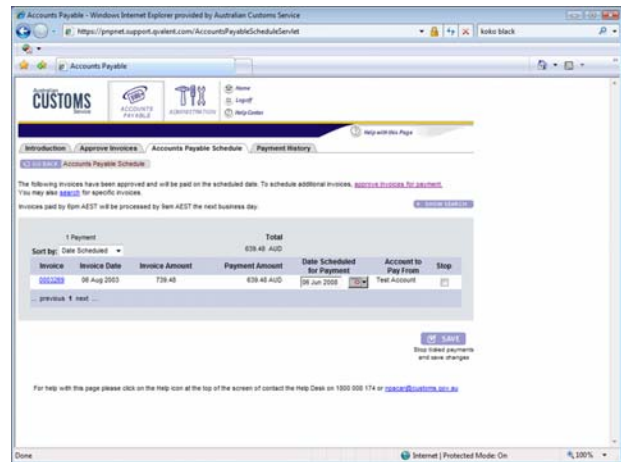
At any time prior to 2:00 a.m. AEST on the date the payment is scheduled to be made you can change the scheduled payment date of the approved invoice. Should you wish to change the payment amount or the account to pay from you will need to stop the payment and go through the process of entering it again, this time selecting the correct details. See [Stop an Invoice Payment](#).

1. To change the payment date, select the **calendar** icon next to the date and make the desired change.

Click  to record the changes.



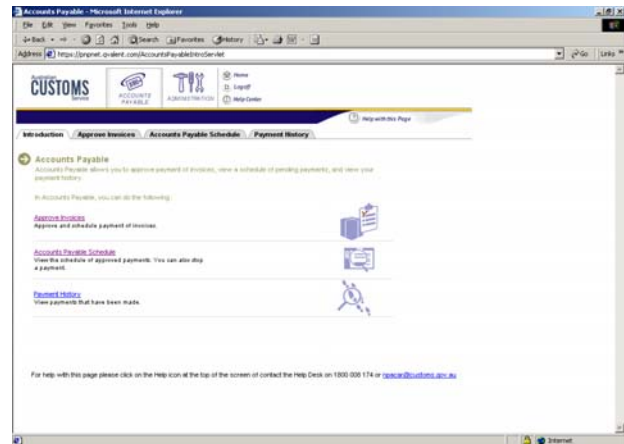
2. The screen will refresh and the payment date will be updated.



Payment History

The Payment History page enables users to search and view payments made to Customs.

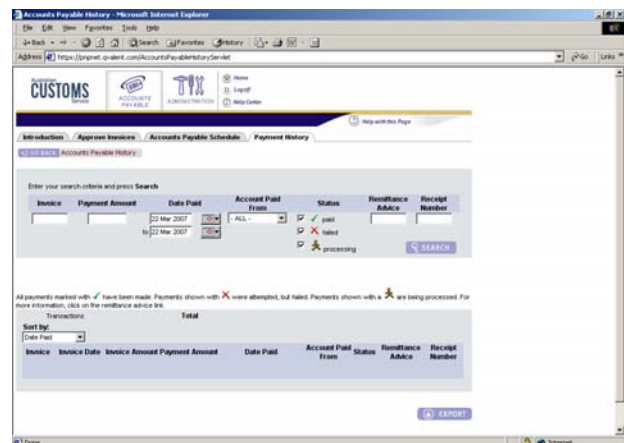
1. From the **Accounts Payable** homepage, select **Payment History**.



The **Accounts Payable History** screen opens

2. Enter their search criteria into the appropriate entry boxes. If more than one box is filled in then all of the entered search criteria is applied as an AND action.

See the image on the next page for a description of the search fields.



<p>Invoice The invoice number.</p>	<p>Date Paid The date range (to and from) that the invoice was paid to Customs.</p>	<p>Remittance Advice An electronic document indicating the success or failure of an attempted payment. Also contains other payment related information e.g. bank reference</p>	<p>Receipt Number The number allocated to the transaction upon success of payment.</p>
---	--	---	---

Enter your search criteria and press **Search**

Invoice	Payment Amount	Date Paid	Account Paid From	Status	Remittance Advice	Receipt Number
<input type="text"/>	<input type="text"/>	22 Mar 2007 <input type="button" value="v"/> to 22 Mar 2007 <input type="button" value="v"/>	- ALL - <input type="button" value="v"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> paid <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> failed <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> processing	<input type="text"/>	<input type="text"/>

Payment Amount
The amount that was paid to Customs. **Note: this amount will include any surcharge paid.**

Account Paid From
Select from the dropdown list the registered accounts for this Customer.

Status
By default all of these checkboxes will be ticked. They indicate that:
All payments marked with have been successfully made.
Payments shown with were attempted, but failed.
Payments with are being processed.

4. After you have entered the search criteria click .

Based on the criteria entered the **transaction table** at the bottom of the screen will update.

Click to export the data in the table to an Excel spreadsheet.

