ES Financials Tips & Techniques
8/10/2015

Foreign Currency Scanned Invoices

Overview
This document details foreign currency payments and payment information in ES Financials using the Accounts Payable Scanned Invoice Workflow.

Navigation
Accounts Payable > Vouchers > Scanned Invoices > Scanned Invoice Workflow

Things you can do

Paying a Foreign Currency Invoice in a Foreign Currency
e.g. Paying a USD invoice in USD

This is the standard payment of a foreign currency invoice in a foreign currency. The invoice currency and payment currency are the same. See the Payments tab in the Scanned Invoice Workflow below. If paying by Telegraphic transfer (TT / Wire) then select a payment method of ‘Wire’. Note: Foreign bank details for TT payments are maintained at the vendor level now and you are no longer required to enter in payment comments.

Payments Tab

Note: All Foreign Bank Account details are now maintain in Vendor level.
Click magnifying glass to view details.
Email Vendor.maintenance@anu.edu.au to update information.
Occasionally an invoice will arrive with the amount specified in AUD but the vendor is requesting that the payment be made in a foreign currency. The invoice currency should be entered as AUD and AUD amounts should be entered against the lines of the scanned invoice. The payment currency should be changed to that which you wish to pay in (e.g. USD) in the Payments tab.

In the example above, this has the effect of AUD200.00 being paid by draft in USD.
**Things you can’t do**

**Cannot pay a foreign currency invoice in AUD**
*e.g. Invoice currency is USD and you want to pay in AUD*

The system does not allow foreign currency invoices to be paid in AUD. If you try to create a voucher with currency information such as this the system will issue a warning message and you will need to correct the error before continuing.

**Cannot pay a foreign currency invoice in a different foreign currency**
*e.g. Invoice currency is USD and you want to pay in GBP*

The system does not hold exchange rate information for conversions between the voucher transaction currency and the payment currency when they are both foreign currencies. The system will issue a warning message similar to the one below and you will need to correct the error before continuing.

**Message**

Bank Account must match the currency or currency must be ‘AUD’. (20001,3)

The Account on the Schedule Payment panel and the Transaction Currency on the Currency panel must be the same or the Transaction Currency on the Currency panel must be ‘AUD’.
Cannot select an inactive Currency Code
e.g. Invoice currency is AUD and you want to pay in ATS
The system will not allow inactive currency codes to be used. If you select an inactive currency code as the invoice transaction currency or the payment currency you will receive the error message below.

Other Foreign Currency Information

Telegraphic Transfers in AUD
Usually payments in AUD use the bank account (payment currency) of CHQ. If you use the bank account AUD as the invoice currency and payment currency then you can only select Wire as the payment method. This will result a telegraphic transfer in AUD.

Handling Code CA (Pay Cash – Pick up at bank)
This handling code enables cash to be collected from the bank. Usually used for Petty Cash float top-ups. If you select the handling method of CA then the bank account must be ‘CHQ’.

Exchange Gains / Losses
Exchange gains or losses are caused by the shift in currency exchange rates between the date of the invoice and the date that the payment is made. The AUD amount of the foreign currency invoice is posted to the ledger overnight when the voucher is created. The exchange rate used is that of the invoice date. When the payment is made any shift in the exchange rate (from the invoice date) will create a gain or loss. Exchange losses are posted to account 5823 and gains are posted to account 9216.
Payment Methodologies & Handling Codes

This section provides a summary on the different types of possible payments, as used by the ANU.

Navigation
Accounts Payable > Vouchers > Scanned Invoices > Scanned Invoice Workflow

Payments tab
Remit/Payment Details

Details:
Below is a list of payment options available – they can be selected within the ‘Remit/Payment details’ section under the ‘Payments’ tab when creating/updating a scanned invoice:

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Bank Account</th>
<th>Payment Method</th>
<th>Other Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque</td>
<td>CHQ</td>
<td>Check</td>
<td>Payments to AUD vendors by cheque</td>
</tr>
<tr>
<td>EFT</td>
<td>CHQ</td>
<td>EFT</td>
<td>Payments to AUD vendors by EFT</td>
</tr>
</tbody>
</table>
| Draft        | AUD or Foreign Currency | Check | - If paying an AUD Amount in a Foreign Currency – then enter the Voucher Currency as AUD and Bank Account on this Payment page as the Foreign Currency Code.  
$10 fee charged to area |
| Wire         | AUD or Foreign Currency | Wire | - If paying an AUD Amount in a Foreign Currency - then enter the Voucher Currency as AUD and Bank Account on this Page as the Foreign Currency Code.  
- Need to provide the following information to Vendor Maintenance team:  
  - Name of bank where account is held  
  - Address of the bank  
  - Account number of the account to be paid into  
  - Routing Number  
  - SWIFT  
  - IBAN  
  - Email for remittance advice  
$15 fee charged to area for foreign currency and $30 for AUD wire |
Payment Handling Codes

These codes specify how a payment is to be treated. The default is RE.

<table>
<thead>
<tr>
<th>Handling Code</th>
<th>What it Means</th>
<th>When to be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Voucher Adjustments</td>
<td>To be used <strong>ONLY</strong> where Voucher payment amount is 0.00 and a payment is not needed to be made. No remittance advice will be sent.</td>
</tr>
<tr>
<td>AT</td>
<td>Attachments to be mailed</td>
<td>Drafts, Cheques</td>
</tr>
<tr>
<td>CA</td>
<td>Pay Cash – Pick up at Bank</td>
<td>Cheques</td>
</tr>
<tr>
<td>CG</td>
<td>Commonwealth Government IDCs</td>
<td><strong>Not Used</strong></td>
</tr>
<tr>
<td>PU</td>
<td>School Pickup with Instruction</td>
<td>Drafts, Cheques</td>
</tr>
<tr>
<td>RE</td>
<td>Regular Payment</td>
<td>Any</td>
</tr>
</tbody>
</table>