



Lodgment of Invoices for Payment Procedure

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VERSION CONTROL

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Version	Date	Author	Approval	Comments
0.1	01/06/2021	Guy Peterson	James Hyndes	Initial Draft
1.0	02/06/2021	Guy Peterson	James Hyndes	First Release
1.1	5/12/2023	Guy Peterson	James Hyndes	Update

1.0 INTRODUCTION

1.1 BACKGROUND

Whilst most fixed costs for Redhill Hospitality motels are paid through direct debit payment arrangements, our variable costs are generally paid through invoicing. This ensures that 'trusted' accounts for routine critical services such as utilities are paid with minimal or no intervention, and that variable costs often associated with smaller 'higher risk' business partners are correctly validated prior to payment.

1.2 PURPOSE

This document is intended to outline the procedures for correctly uploading the invoices of our suppliers to ensure they are paid timely and in accordance with Redhill Hospitality terms and conditions.

1.3 AUDIENCE

All Redhill Hospitality management and operational staff.

1.4 SCOPE

This procedure is applicable to all Redhill Hospitality group properties.

1.5 LEGAL & REGULATORY

This procedure is consistent with the Australian Accounting Standards as set by the Australian Accounting Standards Board (AASB).

2.0 PROCEDURES

2.1 LODGMENT OF INVOICES

2.1.1 RECEPTION STAFF:

To avoid potential duplication of lodgment, only property managers are to submit invoices for payment using this procedure. If an invoice is received by reception staff, it is to be handed over to the property manager at earliest convenience for lodgment.

The only exception to this rule, is when a manager is on leave for a period of more than 2 days.

2.1.2 MANAGER(S):

When preparing an invoice for lodgment, the following procedure is to be followed:

- Step 1:** Review the content of the invoice to ensure it is genuine, and that the product or service has been satisfactorily delivered.
- Step 2:** Confirm that the invoice has not already been submitted by:
- a) Keeping a log of all invoices submitted for payment;
 - b) Searching emails already forwarded (if unsure);
- Step 3:** If the received invoice is valid and has not previously been submitted for payment, prepare an email for submission by either opening a new email or pressing the forward button on the received Email, ensuring that the invoice has been correctly attached.
- Step 4:** Address the Email so it will be sent to:
invoices@redhillhospitality.com.au
- a) Notes.
 - i) Invoices must be attached in .pdf format.
 - ii) Do not share this Email address with any companies for direct lodgment.
 - iii) Do not include any external email addresses on this correspondence.
- Step 5:** Format the subject line as follows:
<Motel Name>, <Expense Type>, <Invoicing Company Name>.
For example: Crest Motor Inn, Laundry Expenses, Ensign
- Step 6:** As per the above, in the second field you will need to insert an expense type, this will most commonly be one of the following:
- a) Cleaning Expenses;

- b) Donations & Sponsorship;
- c) Electricity & Gas;
- d) Insurance;
- e) Internet & Website Expense;
- f) Laundry Expenses;
- g) Land Tax;
- h) Licensing & Compliance;
- i) Office Expense;
- j) Repairs & Maintenance – General
- k) Repairs & Maintenance – Refurbishments
- l) Staff Training
- m) Subcontractors
- n) Waste Removal
- o) Not Sure

Step 7: If you have selected 'Not Sure' as the expense type, please provide a description of the expense within the body of the Email, so that the accounts team are able to understand the expense and classify / code correctly.

Step 8: If the invoice requires immediate attention, please append '- HIGH IMPORTANCE' at the end of the subject line.

- a) For example: Crest Motor Inn, Laundry Expenses, Ensign – HIGH IMPORTANCE.
- b) Note. Please only do this in exceptional circumstances.

Step 9: For most invoices you are not required to provide any additional information; however, if additional context for the invoice is required, please provide this within the body of the Email.

Step 10: Following completion of all steps outlined above, the Email can now be sent.

2.1.3 ACCOUNTANT/BOOKKEEPER

Upon receipt of an invoice for lodgment, the accountant/bookkeeper is to:

Step 1: Check that the invoice has been lodged correctly, and includes all information required to successfully load into MYOB for later payment.

- Step 2: If insufficient information has been provided, or there is any confusion over information that has been provided, the manager is to be contacted for clarification.
- Step 3: Save the received invoice within the relevant motel under the following file structure:
Financials/Accounts/Accounts payable/<Motel>.
- Step 4: When saving the invoice per the previous step, the invoice is to be renamed as follows:
<Due Date>_ <Invoice Number>_ <Supplier Name>
For example: 20210604_Inv03776_Ensign
- Step 5: Enter details of the invoice in the “Payment Due Sheet” spreadsheet under respective Motel