

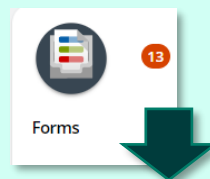
Important Information

- There are different T1 forms depending on the type of payment or recipient. Each form contains a clear description so it's easy to work out which form to use.
- A payment request has three stages:
 1. **Fill in the form** - staff member or student completes a T1 Form to request the payment. Can be filled in on behalf of another colleague, if needed.
 2. **Approval of the payment request** - up to four approvals may be needed depending on the purpose and amount of the payment. Use the [Payment Forms Dashboard](#) to check progress.
 3. **Send the payment** - once approved, the payment is issued from the University's bank in the next available weekly payment run or as per the date selected on the form. Use the [Payment Forms Dashboard](#) to track the payment.
- Previously completed forms can be copied and edited to make it quicker to request another similar payment. Partially completed forms can be saved as drafts to return to later.
- Before starting a form, ensure you know:
 - When paying for a service, if the [IR35 procedure](#) needs to be carried out first.
 - Which T1 budget centre or project will be funding this payment - [T1 Code Dashboard](#).
 - The beneficiary's name, postal address, email address and bank details (only needed for payments to external organisations or visitors).
 - If the payment is to include VAT or not. If yes, a VAT invoice must be attached to the T1 form.
- Any balance sheet payments cannot yet be requested with these T1 forms - use the current excel form/email process on the [Payments page](#).

1 Open T1 Forms

[Login to T1](#) and open the 'Forms' function on the 'Home' page:

Select this tab to view the list of available blank forms - use the search field to narrow the list down e.g. look for 'payment' or 'student'



Click when ready to start a form

Forms

payment

Submitted, completed, rejected and your saved draft forms are stored here

Fill out

Forms

Responses

7 forms. Select a form to fillout.

External Payment Request Form (

External Payment Request Form (UK Bank ...
Use this form to make an ad hoc GBP payment into a ...

Page

Payment Details

Participa
Use this fo

Click on a form name and read the preview to check it's the right one

This form is used to pay into a UK bank a
nal organisation or an external person su



GBP PAYMENT REQUEST FORMS

2 Complete the form fields with the relevant details then submit for approval

Each form version has slightly different fields. Details about some of the common sections:

Reason For Payment *

Submit

Cancel
 Save

Is this related to work/services received? *

Yes No

* = this is a mandatory field

Can save as a draft to finish off and submit later, if needed

A hidden calculator will check the 'Total Payment Amount' £ value equals the £ amount(s) entered in the T1 coding fields – this warning message will appear at the top of the form until the amounts match up

1 WARNING

⚠ Ensure the 'Total Payment Amount' equals the 'Gross Amount' totals entered in the Coding Details section

Unless a future date is specified, the payment will be include in the next available weekly payment run after the form is fully approved. If attaching an invoice, the payment will be included in the next available payment run after the invoice date

When should this payment be processed? *

Next Available Payment Run

Future Date

Date for Payment *
30-Mar-2023

Enter the shortened version of the T1 code called the Charge code – use the link to look this up, if needed. NB balance sheet codes cannot be used – use the excel form instead

Coding Details

[Lookup Charge Code details](#)

Charge Code 1 *

000000G001|

Nominal Account *

25710 (Travel Overseas)

Narrative 1 - Line 1 *

VAT Rate *

Add New Dissection

Select the relevant Nominal Code from the drop-down list – this is the reason for this payment or reimbursement e.g. external services/contracts, accommodation, travel UK etc.

Information entered here will appear on the budget holder's report

Select whether any VAT should be included in this payment as 0% (none) or 20% – a hidden calculator will work out the correct VAT code automatically

Tick if payment is being split over two or more budget centre and/or project codes – up to three codes can be used per form



GBP PAYMENT REQUEST FORMS

3 Track your submitted form.

Use the [Payment Forms Dashboard](#) to check your form's progress through the approvals needed and to find out when it's been paid to the beneficiary:

- Link is stored in the 'My Finance Portal' function
- Bookmark its URL if using it regularly
- Dashboard is refreshed at 8am, 12pm and 4pm each day.

'My' Useful Functions

- Tasks
- Supplier Dashboard
- Travel & Expenses
- Payment Forms Dashboard**

Search using any of the column details – form ID, date, amount, beneficiary name etc.

Each column has sorting and filtering options.

Click approval pool number to find out who is in this pool

Search

Fill Out ID	Beneficiary Name	Date Created	Form Stage	VAT Review	AP Review	IR35 Review	Financial Approval	Finance Approval Assigned To
132397	[Redacted]	20-Mar-2023	Completed	Approved	Approved	Not Required	Awaiting Approval	Glenn Allen
132392	[Redacted]	17-Mar-2023	Draft	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
132382	[Redacted]	11-Mar-2023	Approved	Not Required	Not Required	Not Required	Awaiting Approval	0000A
132375	[Redacted]	10-Mar-2023	Completed	Not Required	Approved	Not Required	Rejected	111132A
132376	[Redacted]	10-Mar-2023	Completed	Not Required	Approved	Not Required	Rejected	111132A
[Redacted]	[Redacted]	10-Mar-2023	Draft	Not Required	Rejected	[Redacted]	[Redacted]	[Redacted]
132376	[Redacted]	10-Mar-2023	Submitted	Not Required	[Redacted]	Awaiting Ap...	[Redacted]	[Redacted]

Click the Fill Out ID to open the form and view the contents. Draft forms can be edited.

Track approval progress – up to four types of approval may be needed depending on the payment reason and value. Approvals take place in the L-R order shown here.

'Paid' = payment has been sent to beneficiary's bank

Amount	Payment Status
250,000.00	Paid
0.00	[Redacted]
0.00	[Redacted]

Form Status

- AP Review
- Awaiting Payment Run
- Creator to Review
- Financial Approval

Use the 'Form Status' filter menu to look up forms by approval pool, if paid yet, etc.



What if ?

The financial approval hasn't yet been done

Use the [Payment Forms Dashboard](#) to view which approval(s) are outstanding. If awaiting financial approval, click the pool number to view the pool member names.

Contact the financial approver/pool members to enquire about any delay.

Advise the [Finance Helpdesk](#) of any workflow or approval pool issues.

Your form is rejected

If your form is rejected by the **IR35 team**, the **VAT team** or **Accounts Payable**, you will be emailed with the rejection reason. A rejected form can be edited and resubmitted, or cancelled if no longer required.

To locate and resubmit a rejected form:

- Open the [Payment Forms Dashboard](#)
- Locate the rejected form using the filters
- Click the Fill Out ID to open the form:

Fill Out ID	Beneficiary Name	Date Created	Form Stage	VAT Review	AP Review	IR35 Review
132377	Dr Andi Zareb	10-Mar-2023	Draft	Not Required	Rejected	

- Click the 'Auditing' tab in the opened form and click on the speech bubble icon to view the rejector's comments:

- To edit the form:
 - On the 'Page' tab, click the 'Edit' button
 - Make the changes needed, then 'Save' and 'Submit' for approval.
- Or to cancel the form, click the drop-down button and select 'Cancel'

Page



Forms Use and Other Forms

Use this form to make an ad hoc payment to a member

To request a UK bank payment to a student, a member

- [External Payment Request Form \(UK Bank Detail\)](#)
- [Student payment](#)
- [Participant Payments \(Staff\)](#)

If your form is rejected by the **Financial Approval Pool/Budget Holder**, you will be emailed by Accounts Payable who will pass on any rejection reason provided by the pool member/budget holder.

Forms rejected by financial approver cannot be edited and resubmitted – you will need to copy the form, edit as required then submit this fresh request for approval. See next page for details

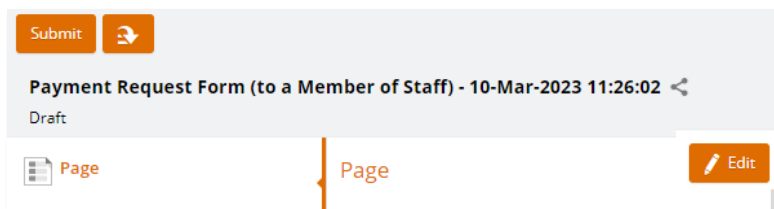
What if ?

You want to finish off a saved draft or copy a completed or rejected form

- Open the [Payment Forms Dashboard](#)
- Locate the draft, completed or rejected form using the relevant column filters
- Click the 'Fill Out ID' to open the form

Fill Out ID	Beneficiary Name	Date Created	Form Stage	VAT Review	AP Review	IR35 Review
132377	Dr Andi Zareb	10-Mar-2023	Draft	Not Required	Rejected	

- To finish off a draft, click the 'Edit' button and complete the required fields, then 'Submit' for approval and track as per steps 2 and 3:



Submit

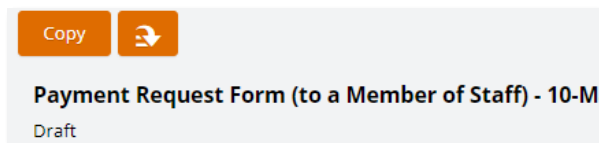
Payment Request Form (to a Member of Staff) - 10-Mar-2023 11:26:02

Draft

Page

Edit

- To copy a completed or rejected form, click the 'Copy' button and make any changes needed, then 'Submit' for approval and track as per steps 2 and 3:



Copy

Payment Request Form (to a Member of Staff) - 10-M

Draft

This payment is urgent

In **addition** to the payment request form, complete a [T1 Faster Payment Form](#) - see the [Payments](#) page for full details.

You need to make the same payment to five or more people

Bulk requests to pay more than five people with UK bank details at the same time are not yet available via T1 forms - continue to use the current excel form/email process on the [Payments](#) page.

Four or fewer should be requested individually using the T1 forms.

The payment hasn't arrived in the claimant's bank account

Use the [Payment Forms Dashboard](#) Payment Status column to check if the payment has been issued.

UK GBP payments take around 2 working days and **international payments** take around 3 - 15 working days to arrive in the recipient's bank account once they have left the University's bank.

If you are informed that the payment has still not arrived after these timescales have elapsed, contact [Accounts Payable](#) for advice.