

Raising a Faster Payment Request through T1.

WHO can raise a T1

- ✓ Staff paid via main payroll

T1 raise a faster payment request in T1-
<https://exe.t1cloud.com/>

BEFORE YOU START



Is your invoice in T1? If it is not, we will not process this request.



Has your invoice been processed?



Faster Payments incur a £10 processing fee. Do you know the budget this will be posted to?



Is the budget holder aware of the £10 charge to be incurred?



Does this invoice have to be paid as a faster or can it be paid through a payment run with an earlier payment date change?



We cannot process faster payments to foreign beneficiaries.



If an invoice is to be paid before it is due, University's standard terms are 30days, you can send an email to accountspayableenquiries@exeter.ac.uk with the amendment reason, and we can update the due date pending approval.

HELP, SUPPORT and useful links

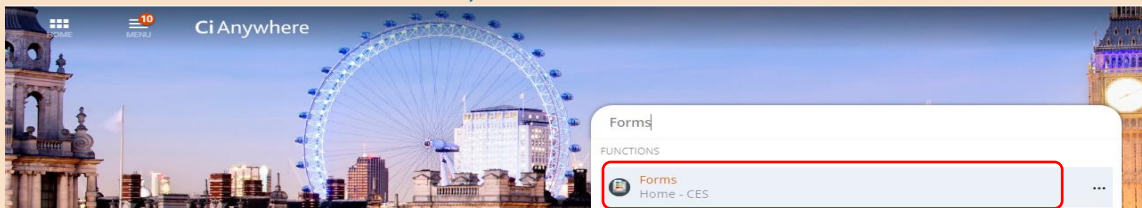
T1 queries:
financehelpdesk@exeter.ac.uk
01392 726981

Code Dashboard
[Code Dashboard](#)

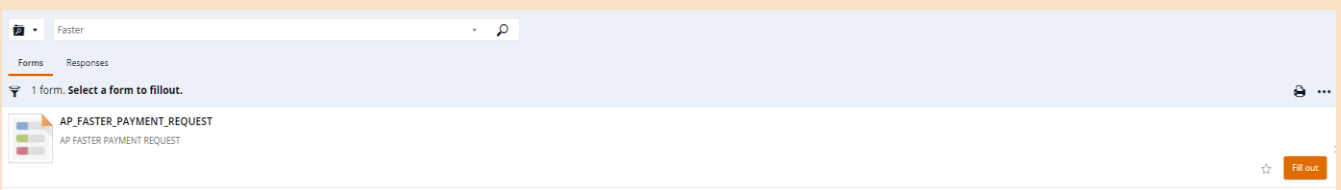
Finance Services Webpage
[Finance Services](#)

Finding and Completing the Form

1 Use search field to find the 'Forms' function, select the below result:



2 Search for 'Faster' when results are returned select 'Fill Out':



3 Enter details about faster payment and reason for request:

Faster Payments Request

Submit for approval



Form Guidance

This form is only to request urgent payment of a document that has already been authorised and posted for payment. Please include as much detail as possible to enable us to correctly identify the correct invoice/expense claim/ad-hoc request

Section

Requested By *

Insert your name.

Clearly state why the payment is required, for example why an invoice cannot be paid on the normal weekly payment run.

All faster payment requests are subject to approval by Accounts Payable. Clearly state the exceptional reason why this invoice is required to be paid outside of a weekly payment run.

Reason for Request *

Date Payment Required *

Insert the date the beneficiary needs the funds by. Note we can pay faster payment for beneficiaries to receive funds the next day.

Email Address of requestor

Insert your *exeter.ac.uk* email address.

Payee Type

- Staff
- Student
- Supplier
- Other

Payee Type, is the person that we are paying. Select Supplier if they are a supplier, student if they are a student etc.

Payroll Number *

Once you have updated the payee type this field will update appropriately. You will need to enter the relevant account number for the supplier, student or employee as appropriate. For example if you would like to pay DHL, the account number 107014 must be entered here.

Payment reference e.g. Invoice No. *

Include the reference number of the document we are to pay. For example, invoice number.

Please complete the accounting details for the £10 fee

Project / Research Related?*

- Non-Project / Research
- Project / Research Related

This is the budget we will charge the £10 fee to.

If the £10 fee is not coming out of a project, select Non- Project /Research. If the £10 fee is coming from a project, select Project/ Research Related.

Entity *

Budget Centre *

Nominal Code *

This section will update to the correct format based on the values you enter in the step above. You can find your full code by visiting the [Code Dashboard](#) in T1. Further help on coding can be found on the [T1 help webpages](#)

Attachments

Please attach supporting details, if required

You can add an attachment, by either dropping and dragging your file here, or by select the 'Add' function.



Output Fields for Chart Account

Selection Type: Budget Manager

Budget Holder Information will auto fill based on the code that you provided above. You are unable to amend this field. Note that only once a budget holder has approved the form in T1 will Accounts Payable receive it for review.

4 Check your form, and then submit it for approval.

AP_FASTER_PAYMENT_REQUEST

Faster Payments Request Submit for approval

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Section

5 Review your form and what stage it is.

On your forms screen (see step 1 and 2) search for faster, and then select responses.

You can see that this form is submitted

Faster

Forms Responses

4 responses. Select a response to view.

Version	Assignment Description	Submitted
1		05-Jul-2022 10:45:35

AP_FASTER_PAYMENT_REQUEST - 05-Jul-2022 09:41:04 SUBMITTED

To drill down further, select view

Faster

Responses

4 responses. Select a response to view.

AP_FASTER_PAYMENT_REQUEST - 05-Jul-2022 09:41:04 SUBMITTED View

Faster Payments Request

Select Auditing

Enterprise search

Withdraw Workflow is not assigned to you

AP_FASTER_PAYMENT_REQUEST - 05-Jul-2022 09:41:04 Submitted

Faster Payments Request

Auditing

Faster Payments Request

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Section

By selecting the drop down arrows, you can see the actions that have been taken on this form, actions that have not been taken, and who is required to undertake these actions.

Withdraw Workflow is not assigned to you

AP_FASTER_PAYMENT_REQUEST - 05-Jul-2022 09:41:04 Submitted

Faster Payments Request

Auditing

- Create
- Approve
- AP Action
- Notify Approved
- Approved End Task