



# Covid-19 Finance Update

## Payment of invoices

During the COVID-19 pandemic the Finance team will continue to process accounts payable invoices as usual.

All invoices received by [finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au) will be entered into Convergica for processing, so please forward any invoices you receive to this address as soon as possible. If you are working from home you will be able to process the invoices assigned to your Convergica account by [logging into the website](#) with your email address and password. This can now be done from any internet access and does not require access to the Remote Desktop via RD Web.

All invoices should be processed and approved within five working days of being entered into Convergica. If an invoice is not processed within this timeline, Finance will contact the approving officer for an explanation. If you are unable to access Convergica, contact Finance immediately. Email approval will be arranged and Finance will process the invoice on your behalf.

## Check your emails

Please make sure to check your emails daily to ensure that any Tax Invoices sent directly to you are forwarded to [finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au), and that notices from Convergica are actioned as soon as possible.

If you receive paper copies of invoices from any of your vendors, please contact them to arrange for digital copies to be sent in the future.

## Emails from Convergica

To ensure that all verifiers and approvers are alerted when an invoice is in Convergica for processing, all accounts will now receive instant email notification when an invoice hits their account. This will replace the daily emails that are currently sent out to inform users of their outstanding invoices.

If you are not receiving Convergica notices, please check your Junk Email folder and mark any Convergica notices you find as Not Junk.

## Payment terms

To ensure that all Vendors are paid in a timely manner during this time, the payment terms of all *non-Government* vendors has been changed to one day. This means that all invoices

will be paid within the next available payment run once they have been processed and approved within the Converga system.

## COVID-19 related expenses

In an effort to capture all COVID-19 related expenses (eg, purchase of disinfecting materials, etc), a new analysis code has been created. We request that in the first instance, you code all invoices to the normal Cost Centre/Analysis code. If you believe the expense is COVID-19 related, please send a request to [finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au) with the subject header COVID-19 requesting a transfer. We will review all requests and complete as approved by EDCGO/DFAO.

Other indirect expenses (eg, unrefunded travel, cancelled events, etc) will also be transferred to this code at the discretion of the EDCGO/DFAO. If you would like to have an expense considered for recognition, please send your request to [finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au), with the subject header COVID-19 providing the following information:

- Amount of expense/lost revenue
- Description of expense/lost revenue
- Explanation of connection to COVID-19

All requests are to come via the manager of the relevant cost centre.

## Home office expenses

If you incur expenses in setting up your home office, please refer to the [ATO website](#) to learn about your options.

## Scams and fraud

Please make sure you thoroughly check the validity of your invoices.

It's possible that scammers will try to take advantage of the temporary upheaval to submit fraudulent invoices for payment. Make sure to check the details of any invoices you receive before sending them to [finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au) for loading and when processing in Converga, and if you suspect that they might be fraudulent contact Finance immediately.

## Contact Finance for assistance

[finance@slq.qld.gov.au](mailto:finance@slq.qld.gov.au)

3842 9054