



Australian Government
Department of Home Affairs

Westpac Online Payment Facility

Registered Users – Accounts Payable

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Registered Users – Accounts Payable

Registered users can manage their payments to the Department of Immigration and Border Protection (DIBP) and keep a track of payment history using this facility.

After logging in (see [Registered Users – Login](#) for assistance), access the Accounts Payable pages by selecting **Accounts Payable** from the top of the screen.

The screenshot shows the top navigation bar of the Australian Government Department of Home Affairs website. It includes the Australian Government crest, the text 'Australian Government Department of Home Affairs', and icons for 'ACCOUNTS PAYABLE' and 'ADMINISTRATION'. On the right, there are links for 'Home', 'Log off', and 'Help Centre'. Below the navigation bar is a blue header with tabs for 'Introduction', 'Approve Invoices', 'Accounts Payable Schedule', and 'Payment History'. The 'Accounts Payable' tab is selected. The main content area has a heading 'Accounts Payable' followed by a description: 'Accounts Payable allows you to approve payment of invoices, view a schedule of pending payments, and view your payment history.' Below this, it says 'In Accounts Payable, you can do the following :'. There are three items listed, each with a link and a description: 'Approve Invoices' (Approve and schedule payment of invoices), 'Accounts Payable Schedule' (View the schedule of approved payments. You can also stop a payment.), and 'Payment History' (View payments that have been made.). Each item has a corresponding icon to its right: a clipboard with a checkmark for 'Approve Invoices', a magnifying glass over a document for 'Accounts Payable Schedule', and a magnifying glass over a document with a checkmark for 'Payment History'.

Accounts Payable
Accounts Payable allows you to approve payment of invoices, view a schedule of pending payments, and view your payment history.

In Accounts Payable, you can do the following :

- [Approve Invoices](#)
Approve and schedule payment of invoices.
- [Accounts Payable Schedule](#)
View the schedule of approved payments. You can also stop a payment.
- [Payment History](#)
View payments that have been made.

For help with this page please click on the Help icon at the top of the screen or contact the Help Desk on corporate.treasury@homeaffairs.gov.au
For information on the Department's payment processing timeframes please visit the Department website.

From this screen you can:

- [Approve Invoices](#);
- Manage your [Accounts Payable Schedule](#); and
- View your [Payment History](#)

Approve Invoices

The Approve Invoices page displays a list of unpaid invoices for the Customer Account of the logged in user. From this screen users can approve and schedule invoices for payment. Once approved, invoices will be processed immediately or appear on the [Accounts Payable Schedule](#) where the payment date has been set for a future date.

1. From the **Accounts Payable** homepage, select **Approve Invoices**.



The **Accounts Payable Approval** screen displays.

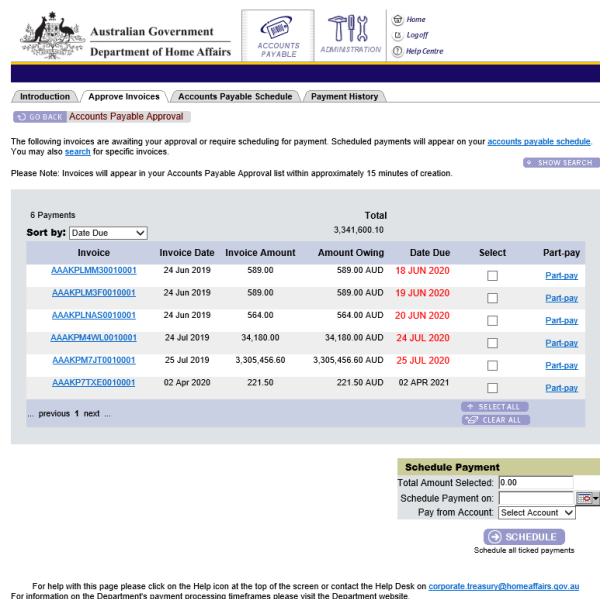
2. All invoices that have not yet been approved for payment will be displayed.

You can sort the list of invoices by selecting from the **sort by** drop down list or use the **search** facility to locate a particular invoice.

The list can be sorted by:

- Due date;
- Invoice;
- Amount Owning;
- Invoice Date; and
- Invoice Amount

See [Approve Invoice Fields](#) for a description of the fields.



3. To approve an invoice for payment, tick the **select** checkbox to the right of the invoice(s) – this will populate the **schedule payment** fields.

Complete the following fields in **schedule payment**:

Total Amount Selected	This amount will default into this field according to the amount owing on the invoice(s) that have been selected. This is a read only field and cannot be changed.
Schedule Payment on	The date will automatically default into this field as per DIBP terms of payment according to the invoices selected. If the due date has passed the date will default to the current date. You can use the calendar to select what date you would like the payment to come out of your account or alternatively enter directly into the field DD MMM YYYY. E.g. 20 Feb 2007
Pay from Account	Select from the drop down box one of the active cheque, savings or credit/debit card accounts that you have set up to make payments from.

The screenshot shows the 'Accounts Payable' screen with a table of invoices. A 'Schedule Payment' pop-up window is open, showing the 'Total Amount Selected' as 76.18 and the 'Schedule Payment on' date as 12 Dec 2012. The 'Pay from Account' dropdown menu is open, showing options: Credit Card, Select Account, Savings Account, and Cheque Account. The 'Credit Card' option is selected.

Click the **SCHEDULE** button to schedule payment for the selected invoices.

The **Accounts Payable Approval** screen displays.

4. Review the details that you have entered and click the **CONFIRM** button to approve the payment of the invoice(s).



Important: Users who choose to pay using a credit/debit card will incur a surcharge fee. This fee will differ according to the type of card used and will be displayed on this screen. The surcharge shown in this example may not reflect the current surcharge rate.

The screenshot shows the 'Accounts Payable Schedule' tab. It displays the following details:

- Confirm Details:**
 - Amount: 589.00
 - Surcharge: 5.77
 - A surcharge of 0.98% is payable for payments.
- Total:** 594.77
- Date:** 23 Sep 2020
- Account:** 520000 - 957

At the bottom, there are two buttons: **CANCEL** and **CONFIRM**.

The **Accounts Payable Schedule** tab is selected.

5. If you are making a payment using your credit/debit card scheduled for the same day you will receive a message advising that the payment has been made.

A remittance advice will be sent to the email address on the account once the payment is made.

Payment made by direct debit or scheduled for a future date will be listed in the **accounts payable schedule**.

From here you can:

- [Change the date for payment](#); or
- [Stop the payment](#)

Refer to [Payment Processing Times](#) for information on when your payment will be processed.

The screenshot shows the 'Accounts Payable Approval' screen. It includes a header with the Australian Government logo and navigation links. The main content area displays 'Payment Created' and 'Your credit card payment will now be processed.' Below this, there is a section for 'Accounts Payable Schedule' with a table of payments.

Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
AAAKPLM3F0010001	24 Jun 2019	589.00	589.00 AUD	28 Sep 2020	First Account	<input type="checkbox"/>
AAAKP3EPY0010001	27 Feb 2020	1,216.60	11.92 AUD	27 Feb 2021	Credit Card	<input type="checkbox"/>

At the bottom of the screenshot, there is a 'SAVE' button and a note: 'Stop locked payments and save changes'.

Approve Invoice Fields

1 Payment			Total		66.00	
Sort by: Date Due ▼						
Invoice	Invoice Date	Invoice Amount	Amount Owing	Date Due	Select	Part-pay
0017329	09 Jul 2003	66.00	66.00 AUD	08 AUG 2003	<input type="checkbox"/>	Part-pay
... previous 1 next ...					<input type="button" value="SELECT ALL"/>	<input type="button" value="CLEAR ALL"/>

Field	Description
Invoice	This is the number that represents the invoice. In this example this invoice is from an ICS transaction. You can click on the invoice number to view more information about the invoice and its audit history.
Invoice Date	The date the invoice was generated.
Invoice Amount	The total amount of the invoice.
Total	The total amount owing on all unapproved invoices (or the invoices that match the search criteria).
Amount Owing	The remaining amount owing on the invoice (part of the invoice may already have been paid).
Due Date	The date the invoice is due to be paid to DIBP. If the due date has passed it will be displayed in red.

Payment Processing Times

Credit/Debit Card Payments

1. Login in today; schedule a payment for today (banking day or non-banking day).
The payment will be processed immediately and transferred to the Department of Home Affairs within 15 minutes. Once submitted it cannot be stopped.
2. Login today; schedule a payment for a future date (banking day).
The payment will be made at 3am on the scheduled day. The payment can be stopped prior to 3am on the scheduled day.
3. Login today; schedule payment for a future date (non-banking day).
The payment will be made at 3am on the next banking day after the scheduled date. The payment can be stopped prior to 3am on that day.

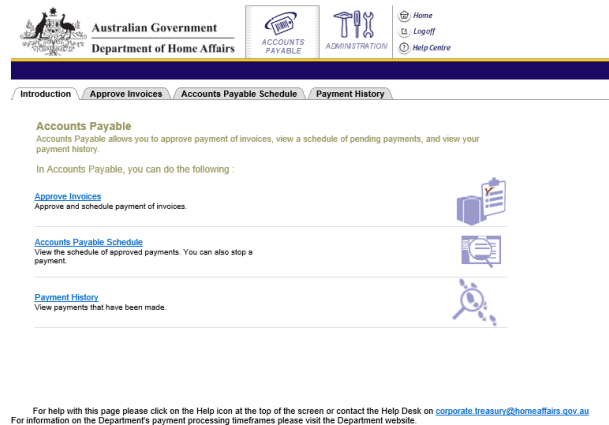
Direct Debit (Direct Entry) Payments

1. Login in today; schedule the payment for today (banking day prior to 16:00).
The payment will be processed in overnight banking. The payment can be stopped prior to 16:00 on that day.
2. Login in today; schedule the payment for today (banking day after 16:00 or non-banking day) or schedule the payment for a future date (non-banking day).
The payment will be processed in overnight banking the following banking day. The payment can be stopped prior to 16:00 on that day.
3. Login in today, schedule the payment for a future date (banking day).
The payment will be processed in overnight banking that day. The payment can be stopped prior to 16:00 on the scheduled day.

Accounts Payable Schedule

The Payments Schedule page enables users to view invoices scheduled for payment on a future date. Payments are displayed in reverse chronological order and totals are displayed above the columns. All totals reflect all of the payments scheduled not just those visible on the screen.

1. From the **Accounts Payable** homepage, select **Accounts Payable Schedule**.



The **Accounts Payable Schedule** screen displays.

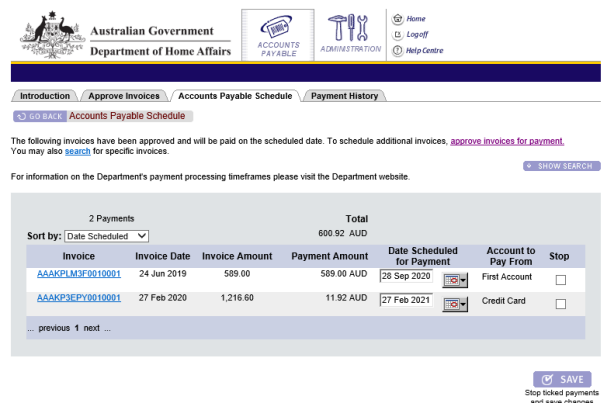
2. All invoices that have been approved for payment will be displayed.

You can sort the list of invoices by selecting from the **sort by** drop down list or use the **search** facility to search for a particular invoice.

The list can be sorted by:

- Due date;
- Invoice;
- Amount Owning;
- Invoice Date; and
- Invoice Amount

See [Accounts Payable Schedule Fields](#) for a description of the fields on this page.



Accounts Payable Schedule Fields

2 Payments		Total				
Sort by: Date Scheduled ▼		739.48 AUD				
Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
0003269	06 Aug 2003	739.48	100.00 AUD	05 Jun 2008	Test Account	<input type="checkbox"/>
0003269	06 Aug 2003	739.48	639.48 AUD	05 Jun 2008	Test Account	<input type="checkbox"/>
... previous 1 next ...						

Field	Description
Invoice	This is the number that represents the invoice. You can click on the invoice number to view more information about the invoice and its audit history.
Invoice Date	The date the invoice was generated.
Invoice Amount	The total amount of the invoice.
Payment Amount	The amount that will be paid on this invoice.
Total	The total amount owing on all approved invoices.
Date Scheduled for Payment	The date the invoice is due will automatically default. If the due date has passed this will default to the current date.
Account to Pay From	The registered account or credit card that the payment will be made from.
Stop	If this payment is to be stopped there will be a tick in the checkbox.

Stop an Invoice Payment

Should you need to, you can stop a payment to the Department of Home Affairs depending on the account you have scheduled the payment from and the date that the payment was scheduled for. Refer to [Payment Processing Times](#) for more information.

1. Select the **stop** checkbox to the right of the invoice and click the **SAVE** button to record the changes.

Australian Government
Department of Home Affairs

ACCOUNTS PAYABLE

ADMINISTRATION

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GO BACK Accounts Payable Schedule

The following invoices have been approved and will be paid on the scheduled date. To schedule additional invoices, [approve invoices for payment](#). You may also [search](#) for specific invoices.

For information on the Department's payment processing timeframes please visit the Department website.

2 Payments

Total: 600.92 AUD

Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
AAAKPLM3F0010001	24 Jun 2019	589.00	589.00 AUD	28 Sep 2020	First Account	<input checked="" type="checkbox"/>
AAAKP3EPY0010001	27 Feb 2020	1,216.60	11.92 AUD	27 Feb 2021	Credit Card	<input type="checkbox"/>

... previous 1 next ...

SAVE
Stop ticked payments and save changes

For help with this page please click on the Help icon at the top of the screen or contact the Help Desk on corporate.treasury@homeaffairs.gov.au. For information on the Department's payment processing timeframes please visit the Department website.

2. The screen will refresh and the payment will be removed from the schedule.

An email will be sent to the email address on the account advising of the stopped payment.

If you wish to reschedule the payment at a later date you will need to approve the invoice again (see [Approve Invoices](#)).

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GO BACK Accounts Payable Schedule

The following invoices have been approved and will be paid on the scheduled date. To schedule additional invoices, [approve invoices for payment](#). You may also [search](#) for specific invoices.

For information on the Department's payment processing timeframes please visit the Department website.

1 Payment

Total: 11.92 AUD

Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
AAAKP3EPY0010001	27 Feb 2020	1,216.60	11.92 AUD	27 Feb 2021	Credit Card	<input type="checkbox"/>

... previous 1 next ...


SAVE
Stop ticked payments and save changes

For help with this page please click on the Help icon at the top of the screen or contact the Help Desk on corporate.treasury@homeaffairs.gov.au. For information on the Department's payment processing timeframes please visit the Department website.

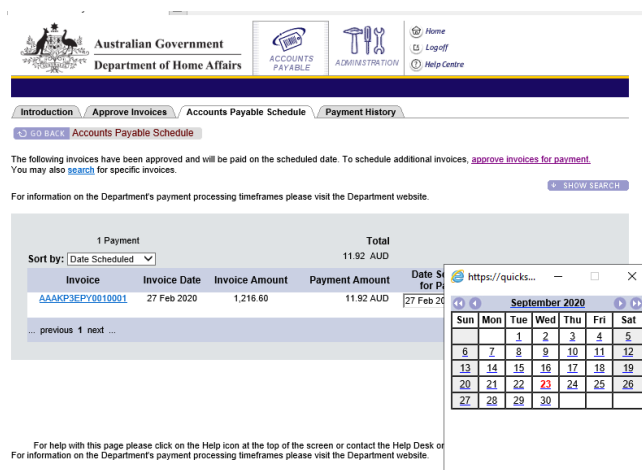
Change the Scheduled Date of Payment on an Approved Invoice

Should you need to, you can amend the date a payment is scheduled to be made to the Department of Home Affairs depending on the account you have scheduled the payment from and the date that the payment was scheduled for. Refer to [Payment Processing Times](#) for more information.

To change the payment amount or the account to make the payment from you will need to stop the payment and go through the process of approving it again, this time selecting the correct details. See [Stop an Invoice Payment](#).

1. To change the payment date, select the **calendar**  icon next to the date and make the desired change.

Click the **SAVE**  button to record the changes.



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ACCOUNTS PAYABLE ADMINISTRATION

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GO BACK Accounts Payable Schedule

The following invoices have been approved and will be paid on the scheduled date. To schedule additional invoices, [approve invoices for payment](#). You may also [search](#) for specific invoices.

For information on the Department's payment processing timeframes please visit the Department website.

1 Payment Total 11.92 AUD

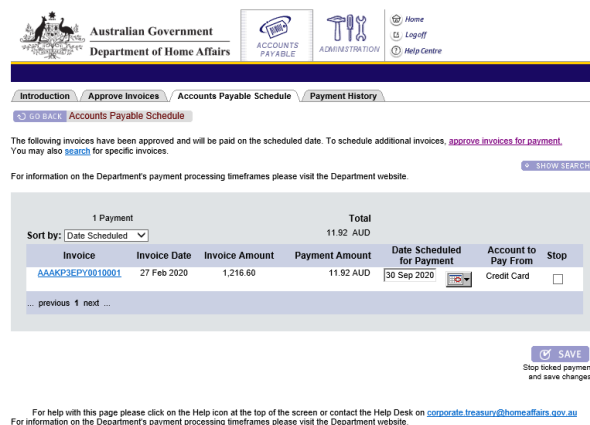
Sort by: Date Scheduled

Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment
AAAP3EPY0010001	27 Feb 2020	1,216.60	11.92 AUD	27 Feb 20

... previous 1 next ...

For help with this page please click on the Help icon at the top of the screen or contact the Help Desk or For information on the Department's payment processing timeframes please visit the Department website.

2. The screen will refresh and the payment date will be updated.



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ACCOUNTS PAYABLE ADMINISTRATION

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Introduction Approve Invoices Accounts Payable Schedule Payment History

GO BACK Accounts Payable Schedule

The following invoices have been approved and will be paid on the scheduled date. To schedule additional invoices, [approve invoices for payment](#). You may also [search](#) for specific invoices.

For information on the Department's payment processing timeframes please visit the Department website.

1 Payment Total 11.92 AUD

Sort by: Date Scheduled

Invoice	Invoice Date	Invoice Amount	Payment Amount	Date Scheduled for Payment	Account to Pay From	Stop
AAAP3EPY0010001	27 Feb 2020	1,216.60	11.92 AUD	30 Sep 2020	Credit Card	<input type="checkbox"/>

... previous 1 next ...

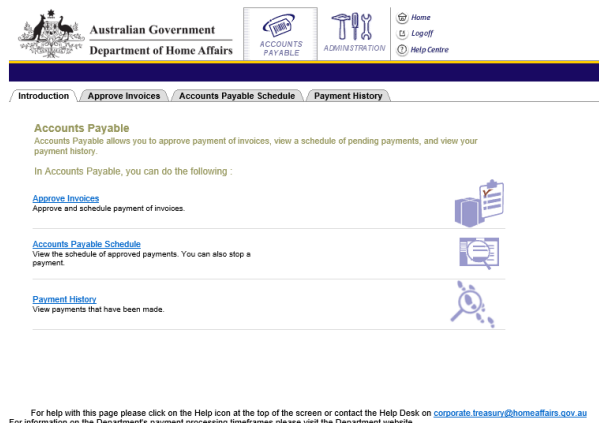
SAVE
Stop ticked payments and save changes

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Payment History

The Payment History page enables users to search and view payments previously made to DIBP.

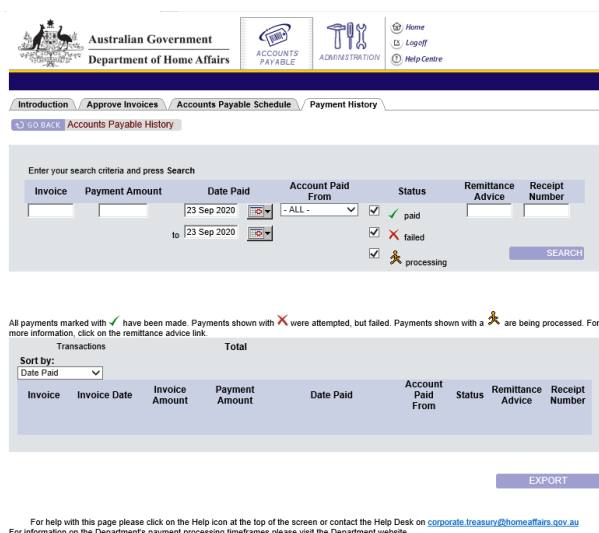
1. From the **Accounts Payable** homepage, select **Payment History**.



The **Accounts Payable History** screen displays.

2. Enter the search criteria into the appropriate entry boxes. If more than one box is completed, all of the entered search criteria is applied as an AND action.

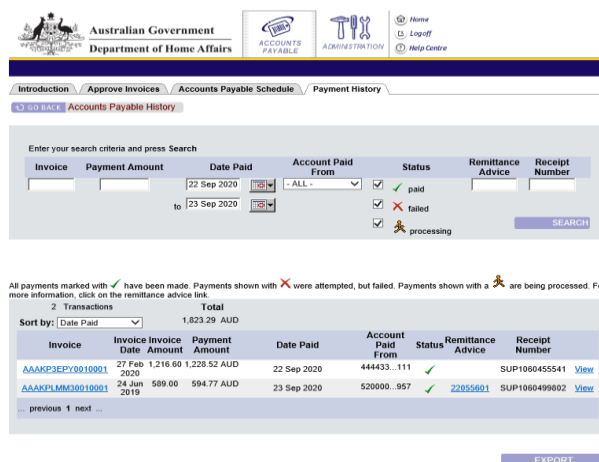
See [Payment History Search Fields](#) for a description of the search fields.



3. After you have entered the search criteria click the **SEARCH** button.

Based on the criteria entered the **transaction table** at the bottom of the screen will update.

Click the **EXPORT** button to export the data in the table to an Excel spreadsheet.



Payment History Search Fields

Enter your search criteria and press **Search**

Invoice	Payment Amount	Date Paid	Account Paid From	Status	Remittance Advice	Receipt Number
<input type="text"/>	<input type="text"/>	<input type="text" value="22 Mar 2007"/> <input type="text" value="22 Mar 2007"/>	- ALL -	<input checked="" type="checkbox"/> paid <input checked="" type="checkbox"/> failed <input checked="" type="checkbox"/> processing	<input type="text"/>	<input type="text"/>

SEARCH

Field	Description
Invoice	The invoice number.
Payment Amount	The amount that was paid to DIBP. Note: this amount will include any surcharge paid.
Date Paid	The date range (to and from) that the invoice was paid to DIBP.
Account Paid From	Select from the dropdown list the registered accounts for this Customer.
Status	By default all of these checkboxes will be ticked. They indicate that: All payments marked with a icon have been successfully completed. Payments marked with a icon were attempted, but failed. Payments with a icon are being processed
Remittance Advice	An electronic document (sent via email) indicating the success or failure of an attempted payment. Also contains other payment related information e.g. bank reference.
Receipt Number	The number allocated to the transaction upon success of payment.