# Property Accounts Payable (PM8.2)

This process details the steps required to receive and pay invoices for both property operational costs and property acquisition/disposal costs. For property operational costs, it is assumed that all improvements, repairs and maintenance costs are 'expenses' due to the fact that NZTA does not hold property for capital gain.

Note: Reference to 'NZTA Property Manager' encompasses NZTA Property Acquisition/Disposal Managers as well as NZTA Property Management Managers.

Process flow diagram

The process flow is shown below.
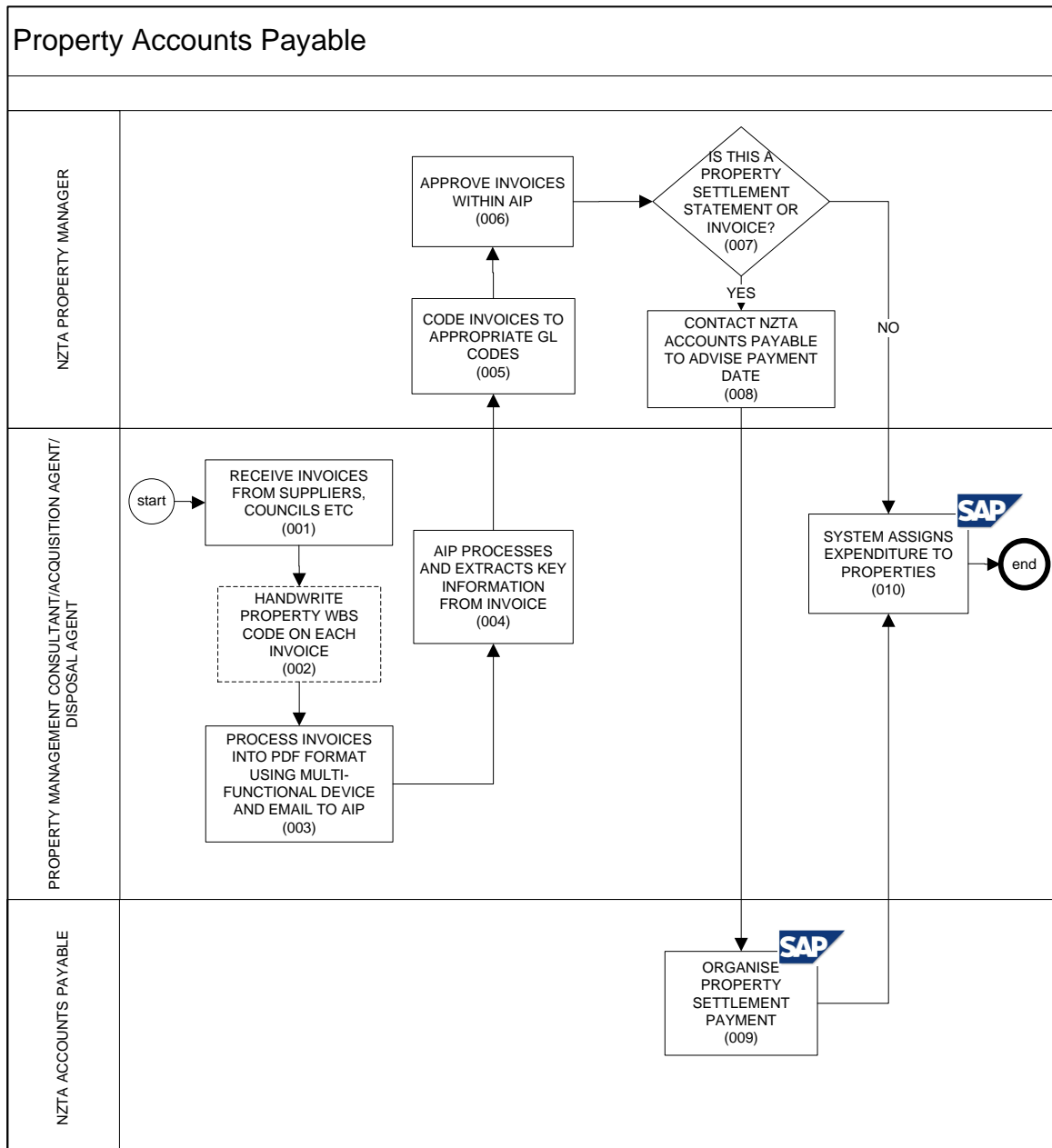
Process steps

The steps for this process are detailed below.

Step	Action
1.	The Property Management Consultant or Acquisition/Disposal Consultant receives invoices from suppliers, councils (etc.).
2.	Ideally, every invoice includes the WBS code of the property the invoice relates to. In the instances where the code is not included, the Property Management Consultant will write the property WBS code on the invoice. (This is needed for AIP workflow.)
3.	The Property Management Consultant or Acquisition/Disposal Consultant scan all the invoices to a multi-function device into PDF format and email to AIP.
4.	AIP scans the invoice and extracts key information to allow the coding and approval of payments for each invoice line.
5.	The NZTA Property Manager logs in to AIP and codes the invoices to the correct General Ledger (G/L) codes for tenancy related or non-tenancy related (for GST in-use 85% claim purposes).
6.	The NZTA Property Manager approves the invoices for payment within AIP and make any changes to coding as necessary.
7.	If the invoice is: • a property settlement statement or settlement invoice, go to step 8. • not a property settlement statement or settlement invoice, go to step 10.
8.	The Property Acquisition Agent contacts NZTA Accounts Payable to advise the payment date for property settlement.
9.	NZTA Accounts Payable organises settlement payment on the scheduled date as per the AP12 Payment Process business process.
10.	SAP assigns the expenditure to the appropriate WBS elements and G/L as coded by the External Agents.

Business rules

AIP is the system used for authorising property related invoices including rates bills (as was previously done in OPM).