Contract Notification

CN No.	2019-18	Date:	8 October 2019
To:	Chief Executive Officer or equivalent		
Purpose:	For information		
Scope:	All VET Funding Contracts		
Subject:	**SVTS 10.4 Claim Confirmation and Payment Processing Timetable Update**		

For all Data Reporting and Financial Management staff

Purpose

- This Contract Notification is to remind training providers that following the introduction of SVTS 10.4 on 8 October 2019, the Skills Victoria Training System (SVTS) *automatic claims confirmation* process that previously ran once a month (on the first business day of the month), will instead run <u>each night</u> after the claims processor has run.

Background

- Before the implementation of SVTS 10.4, the SVTS *automatic claims confirmation* process ran <u>once a month (on the first business day of the month)</u>, giving training providers a short window before payments were processed to 'unconfirm' any claims that it did not want paid.

- This process identified payment records payable for the month, and changed the status of these records to 'PAY', indicating they are to form part of the next payment processing cycle.

Main Points

- Following the implementation of SVTS 10.4, the *automatic claims confirmation* process (now referred to as *claim confirmation*) will run <u>every night</u> after the claims processor runs, instead of just once a month.

- Therefore, once a training provider has completed its final data upload for a given month, it may begin the process of 'un-confirming' claims that it does not want to be paid from the next day.

- Training providers will have until 10:00am on the third working day of each month to 'unconfirm' claims (if necessary), after which payment processing will commence.

- For example, if a training provider uploads its final data for October 2019 on 25 October 2019, it may begin 'unconfirming' claims (if required) on 26 October 2019, and must complete this process by 10:00am on 6 November 2019.

- Training providers are reminded that each time data is uploaded, all claims are confirmed, <u>including any claims from the previous upload that were 'unconfirmed'</u>.

- The payments timetable provided with Contract Notification 2019-08 has been updated to reflect these changes and can be found in the 'Updated Critical Dates' section below.

Use of the 'unconfirm' claims function

- VET Funding Contacts require the submission of data that is accurate and compliant with the standards set out in the *Victorian VET Student Statistical Collection Guidelines*. If data previously submitted is inaccurate or incorrect, the training providers must resubmit correct data by no later than the following month's submission.

- Whilst the 'unconfirm' claims functionality in SVTS is not net, training providers are reminded of it's use in the context of nightly claims confirmation.

- In the event that a training provider is unable to correct training delivery data before their final data upload for the month, it must manually 'unconfirm' relevant claims so they are not processed for payment.

- For example, a training provider may realise that for its November 2019 upload, it reported a claim for a student who was scheduled to commence training on 5 November 2019, but actually withdrew from the course on the day before it commenced (4 November 2019). The training provider realises this reporting error before the cut-off time for payment processing (10:00am on 4 December 2019), but does not have enough time to correct the error and re-upload the files. The training provider therefore uses the 'unconfirm' claims function to ensure that SVTS does not process the payment for that claim. The training provider then corrects the data before the next payment cycle.

- It is expected that appropriate management and monitoring of training delivery data uploaded to SVTS would mean that the 'unconfirm' process would only be necessary in exceptional circumstances.

Resources

- The *Guide to SVTS Claims (2019 Version 1)* and other relevant system documentation, published on 8 October 2019 in the 'Documents' section of SVTS.

- The 'SVTS 10.4 - System updates to payment logic' document, published on 13 August 2019 in the 'Documents' section of SVTS.

- All enquiries concerning this Contract Notification should be lodged via the SVTS under any one of the following categories: *Claims / Claims Confirmation / Claims Payments*.

Updated Critical Dates

The changes described in this Contract Notification will come into effect for the October 2019 payment month.

Monthly *automatic claims confirmation*	Payment processing begins	Payment to nominated bank accounts
N/A (replaced by nightly *claim confirmation*)	10am Wednesday 6 November 2019	Wednesday 13 November 2019
N/A (replaced by nightly *claim confirmation*)	10am Wednesday 4 December 2019	Wednesday, 11 December 2019
N/A (replaced by nightly *claim confirmation*)	10am Monday 6 January 2020	Tuesday 14 January 2020
N/A (replaced by nightly *claim confirmation*)	Mid-January (TBC)	Mid-January (TBC)

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