

Contract Notification

CN No.	2020-02	Date:	29 January 2020
To:	Chief Executive Officer or equivalent		
Purpose:	General Information		
Scope:	All VET Funding Contracts		
Subject:	2020 SVTS Payment Processing Dates		

For all Data Reporting and Financial Management staff

Purpose

- This Contract Notification is to advise training providers of the SVTS Payment Processing Dates for 2020.

Background

- Before the implementation of SVTS 10.4, the SVTS automatic claims confirmation process ran once a month (on the first business day of the month). 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.
- Following the implementation of SVTS 10.4, claims confirmation now runs each night after claims processor, eliminating the requirement for the Department to run automatic claims confirmation.

Main Points

- The timetable for payment processing for the 2020 data collection year for training providers is detailed under the Critical Dates section.
- In 2019, training providers were given until 10:00 am on the third business day of each month to un-confirm claims (if necessary), after which payment processing commenced.
- In 2020, training providers will be able to un-confirm claims (if necessary) until the second business day of each month and invoice processing will commence on the third business day of each month.
- As described in the 2018-19 VET Funding Contract (extended to 31 December 2020), training providers must submit training delivery data compliant with the Victorian VET Student Statistical Collection Guidelines. In the event that data previously submitted is incorrect, the training provider must resubmit correct data by no later than the following month's submission.

Resources

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

Critical Dates

Payment Processing	Payment to nominated bank accounts
Monday, 6 January 2020	Tuesday, 14 January 2020
Friday, 17 January 2020	Friday, 24 January 2020
Wednesday, 5 February 2020	Friday, 14 February 2020
Wednesday, 4 March 2020	Friday, 13 March 2020
Friday, 3 April 2020	Tuesday, 14 April 2020
Tuesday, 5 May 2020	Tuesday, 12 May 2020
Wednesday, 3 June 2020	Friday, 12 June 2020
Friday, 3 July 2020	Friday, 10 July 2020
Wednesday, 5 August 2020	Friday, 14 August 2020
Thursday, 3 September 2020	Friday, 11 September 2020
Monday, 5 October 2020	Tuesday, 13 October 2020
Thursday, 5 November 2020	Friday, 13 November 2020
Thursday, 3 December 2020	Friday, 11 December 2020
Wednesday, 6 January 2021	Friday, 15 January 2021
Mid – January 2021 (TBC)	Mid – January 2021 (TBC)

Note:

- (i) Following each upload all claims are confirmed, including any previously un-confirmed claims.*
- (ii) The second business day of each month will be the last day to upload and un-confirm claims (if necessary).*

Greg Norton
Executive Director
Training Market Services