Finance Department Module – NDIS CMS Brief & Checklist

# Scope & Objectives

• Automate participant billing and staff payroll/payments.

• Ensure compliance with NDIS Pricing Arrangements, SCHADS Award, Fair Work, ATO, Superannuation.

• Integrate with HR & Service Delivery modules for timesheets, rosters, and shift records.

# Roles & Permissions

• Finance Officer (Billing): Generate invoices, manage claims, reconcile payments.

• Finance Officer (Payroll): Process staff pay runs, reimbursements, allowances.

• Finance Manager: Approve invoices, pay runs, adjustments, reporting.

• General Manager/CEO: Oversight dashboards, compliance reports.

• Auditor/Quality: Read-only access to financial compliance records.

# Workflows – Participant Billing

• Shift/Service Data Import (from Service Delivery, validated against NDIS Price Guide).

• Validation & Pre-Bill Check (detect over-claims, missing notes, budget overrun).

• Invoice Generation (PDF + NDIS bulk claim file).

• NDIS Portal Integration (batch upload, reconciliation).

• Payment Reconciliation (bank match, remittance advice).

• Debt & Recovery (unpaid invoices, reminders, escalation).

# Workflows – Payroll/Payments

• Timesheet Import (from Service Delivery, billable vs non-billable).

• Award Interpreter (SCHADS: base, casual loading, penalties, overtime, allowances).

• Pay Run Creation (gross → tax → super → net).

• Payment Execution (ABA file or PayID/OSKO).

• Compliance & Reporting (STP to ATO, super lodgement, PAYG summaries).

# Integrations

• NDIS Portal API/CSV for claims.

• Banking: ABA file generator or API.

• ATO: STP reporting.

• Superannuation Clearing House export.

• Accounting systems sync (Xero, MYOB, QuickBooks).

# Data Model (Core Entities)

• participants, service\_records, invoices, staff, timesheets, payruns, audit\_log.

# Automation & Rules

• Billing validation (hours vs cap, overlaps, missing notes).

• Payroll automation (overtime, penalties, caps).

• Alerts: budget low, overtime, expired compliance docs.

# Dashboards & KPIs

• Finance: total invoiced vs received, aged debtors, claim rejection %, participant budget utilisation.

• Payroll: gross wages vs revenue ratio, overtime %, cost per participant hour.

• Compliance: STP status, super lodgement %, award audit log.

# Security & Compliance

• Role-based access, PII encryption, audit trails.

• Document retention: 7 years.

• Automated backups.

# Requirement Checklist

• Participant billing aligned to NDIS Pricing Arrangements.

• Invoice generation (PDF + claim export).

• Claim reconciliation workflow.

• Timesheet import + SCHADS interpreter.

• Payroll processing (gross, tax, super, net).

• ABA file/payment API integration.

• STP reporting to ATO.

• Super lodgement export.

• Role-based dashboards.

• Audit log & compliance reporting.

• Pre-bill checks, budget alerts, auto-penalty calc.

• Integrations: NDIS Portal, Banking, ATO STP, Super Clearing House, Accounting.

• Compliance: SCHADS Award, Fair Work, 7-year retention, RBAC separation.