

Raising a tax invoice for an existing customer

A tax invoice should be created when requesting payment from an external company/organisation for goods and/or services provided by your department.

Raising a tax invoice

- 1 Navigate to **Receivables > UOM Invoices**.

The Transaction Summary screen will display.

- 2 Click on the **New** button.

The Transactions screen will display. The details in the Transaction section of the screen will automatically populate.

Note: you may wish to complete the Customer Reference field, if appropriate (e.g.: you may wish to enter the associated Purchase Order number if a purchase order has been raised before the invoice is sent).

- 3 In the **Main** tab of the Transactions screen, complete the following field.

Field	Action	Comment
Bill To Name	Select the name of the customer from the List of Values (LOV), using the % wildcard to narrow your search if required. Alternatively, type the customer name (or part of) and press Tab .	The customer's address and payment terms will default from the customer's Themis record. Note: if the default address details are not appropriate, click on the address line and update as required.

- 4 Click on the [] descriptive flexfield located at the bottom right of the Transaction section of the screen.

The Transaction Information screen will display. The Department Contact Name will default to your name, but you may alter this if appropriate.

Enter the phone number for the Department Contact and click **OK** to close the screen.

Note: the name and phone number recorded in this screen will display on the invoice as the person to contact regarding any queries.

5 In the **Main** tab of the Transactions screen, complete the following field.

Field	Action	Comment
Salesperson	Select your department number from the LOV.	Important: ensure you select the correct department number or you will be unable to enter account details in the Distributions screen.

6 Click on the **Line Items** button at the bottom left of the screen.

The Invoice Lines screen will display.

7 Complete the Line details.

Field	Action	Comment
Description	Click on the LOV to search for and select the cost type, then click on the Edit (pencil) icon in the toolbar to open a free text screen. Enter a summary description as it should appear on the invoice and click OK to close the editor pane.	Note: "type and tab" functionality does not work in this field. e.g.: <i>Brandon Cattle Themis Conference registration fee, 4 April 2008.</i>
UOM	The unit of measure (UOM) will default based on the cost type selected in the Description field above.	If the value does not populate, or you wish to alter the default, click on the LOV to select an appropriate value.
Quantity	Enter the number of units provided.	e.g.: hours of service or number of products requested.
Unit Price	Enter the price per unit provided.	Note: do not include GST in this price. Themis calculates GST separately using the details entered in this field.
Amount	The value in this field will calculate automatically based on the Quantity and Unit Price entered above.	
Tax Code	This field will default based on the Item selected above. Verify the details and update if required.	In most cases the value in this field will be <i>GST 10 EXCL.</i>

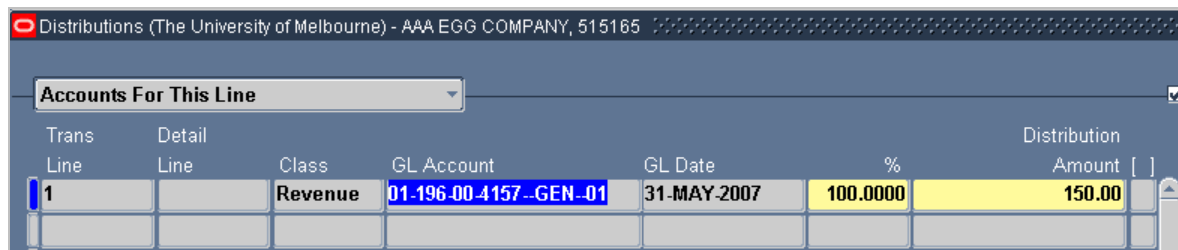
8 Click on the **More** tab and enter reference details, if required.

For example, you may wish to record an associated purchase order number, etc.

9 Click on the **Distributions** button.

A warning message will display asking you to correct the revenue account assignment. This message is simply advising you to complete the distribution details. Click **OK** to close this message.

The Distributions screen will display. Note: if you wish to view account details for all lines (including the Tax line) click on the Accounts For This Line drop-down list and select *Accounts For All Lines*.



Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount []
1		Revenue	01-196-00-4157-GEN-01	31-MAY-2007	100.0000	150.00

10 Click in the GL Account field in the Revenue line and complete your account string details.

To split the revenue across multiple GL Accounts:

- Alter the % field to the appropriate value for the first distribution line
- Click on the Trans Line field in the next available row to obtain a new blank distribution line
- Complete the GL Account code details and enter the % to be attributed to the account

11 Click on the **Save** icon on the toolbar to save the record.

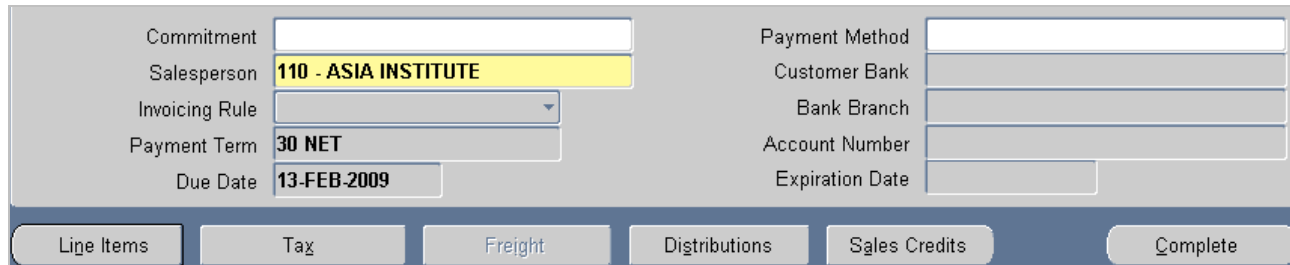
If you are entering an invoice with multiple lines/items:

- Close the Distribution screen to return to the Line Items screen
- Click on the Number field in the next available row to obtain a new blank line
- Repeat **steps 7 to 10** above for each item required

12 Close the Distribution and Line Items screens to return to the Invoice Entry screen.


13 Click on the **Complete** button in the bottom right hand corner of the screen to complete the transaction.

The transaction must be completed before it can be printed and before it will appear on any aging reports.



Note: an invoice will not print automatically when completed.

You may use the print icon located next to the invoice Number field or via the Submit Request function (refer to the *Printing a tax invoice* reference card for further instructions on printing an invoice).



Important:

The **Complete** button is an action button – it does not display the current status of the record. Once a transaction has been completed the button will change to **Incomplete**, allowing you to reopen the record and alter details before completing the process again.

Modifications or corrections to an invoice must be made within 30 minutes of completion. After this time, the invoice details are posted to the General Ledger and cannot be adjusted (you will need to complete a credit note, refer to the *Creating an invoice-related credit note* reference card for further details).