

All payments made to the University for goods or services rendered must be recorded in Themis. Departments and Faculties may record cash, cheque and credit card payments via the Cash Receipting function in Themis Financials.

Note: before you may enter receipts in Themis, you must have set your Cash Receipting (Printer and Cash Drawer Location) profiles. Refer to the *Setting your Themis user profile* reference card for further details.

Important: official donations made to the University **must** be forwarded to the Advancement Office for processing. Departments should not use Themis to raise receipts for such gifts or generate invoices soliciting payment of promised donations.

Entering a receipt

1 Navigate to **Cash Receipting > Enter Receipts**.

The Cash Receipts Entry screen will display.

2 Complete the Receipt Details section.

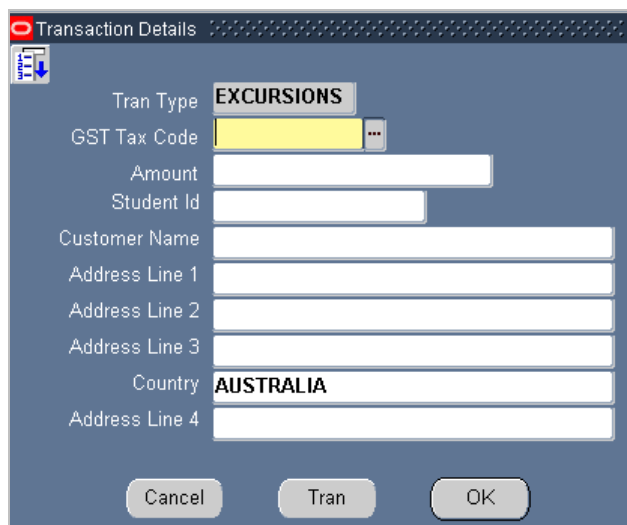
Note: most fields in this section will default from your user preferences/profiles.

Field	Action	Comment
Printer	This field will default to the printer specified in your user profiles, but may be changed if required.	Use the list of values (LOV) to select an alternative printer, if required.
Message	Enter the details of the transaction.	Note: this field is not mandatory, but it is recommended as it will display on the printed receipt.

3 Complete the Transaction Details section.

Field	Action	Comment
Tran(saction) Type	Select the appropriate classification from the LOV.	For example: conference registration, excursion, keys deposit, etc.
Charge Account	Click on the LOV to open the Chart of Account screen. Complete all fields that have not defaulted from your user profile.	The natural account value will default according to the transaction type selected above. Note: income natural accounts fall within the 4XXX series.

- 4 Click on the **OK** button to close the Chart of Accounts screen.
The Transaction Details screen will display.



- 5 Complete the transaction details.

Field	Action	Comment
Tran Type	This field will display the transaction type selected in step 3 above.	
GST Tax Code	This field will default based on the transaction type selected. If no value has defaulted, select the appropriate GST code from the LOV.	
Amount	Enter the amount of the receipt.	Note: do not include punctuation in the amount (i.e.: enter 1250.20 not \$1,250.20).
Student ID	If the payment was received from a student, you may select the appropriate student ID from the LOV.	This will populate the contact details fields (i.e.: name, address, etc) from the student record.
Customer Name	Enter the name of the customer, including the title.	
Address Line 1	Enter the customer's street address.	This is a mandatory field.
Address Line 2	Enter the 2 nd line of the customer's address, if appropriate.	
Address Line 3	Enter the 3 rd line of the customer's address, if appropriate.	
Country	This field will default to <i>Australia</i> , but you may select an alternative country from the LOV, if required.	
Address Line 4	Select the postcode from the LOV (Australian addresses only).	This is a mandatory field. The postcode may be manually entered, if required.

- 6 Click on the **OK** button to save the transaction details and progress to the Payment Details section or click the **Tran** button to enter another transaction line.

If you have made an error in the Transaction details section:

- click in the Charge Account field then click **OK** to progress to the Transaction screen
- update the details as required and click **OK** to close the screen.

7 Select the appropriate Pay Type from the LOV and complete the relevant Payment Details fields.

Note: the Pay Type selected will determine the Payment Details fields that display.

Payment Type	Payment Details	Comments
Cash	Amount	
Cheque	Amount Drawer name BSB number Account number Cheque number	
EFTPOS	Currency Code Amount Authority Number EFTPOS Number Deposit Number	<p>Important: you must process the card payment <i>before</i> entering the receipt in Themis as you will need the Authority number (displayed on the EFTPOS receipt) in order to complete the transaction.</p> <p>If an EFTPOS payment is made using a credit card you must enter the transaction as EFTPOS (transaction type) otherwise the payment will be processed twice.</p>
Credit Card	Amount Card type (Visa or MC) Card name Card number Expiry date	<p>The University only accepts Visa or MasterCard.</p> <p>Note: do not include spaces, dashes or slashes in credit card details.</p> <p>Themis will validate the card number and details entered.</p>

8 Click on the **OK** button to save the payment details or click the **Pay** button to enter another payment line.

9 Once you have entered (and checked) all transaction and payment details, click the **Save** icon on the Toolbar.

Note: once you have saved the receipt transaction you will not be able to update or alter any of the receipt details. A confirmation message will display at the bottom of the screen when your record is saved and a new (blank) receipt entry screen will open.

FRM-40400: Transaction complete: 1 records applied and saved.

The original receipt will automatically print to your default printer (as indicated in the Printer field, at the top right of the receipt entry screen). If your receipt does not print automatically, you can reprint it manually from the receipt entry screen (**note:** any subsequent receipt printouts will have a *COPY* watermark).

Important: once saved, receipts will no longer display in the active screen. To view saved receipt records (and retrieve the receipt number) press the **up** arrow (↑) on your keyboard.

Receipt Details				
Receipt No	Date	Status	Approved	Printer
318734	17-MAR-2008	NEW	No	018_00_UNISYS3_HPLJ12

Authorisation failure of credit card transactions

When you enter a credit card receipt the payment is processed immediately. If a credit card transaction is rejected by the bank (e.g.: credit card details are incorrect, not enough credit on the card, etc), an error message will display when you save the record, and the **Payment Not Authorised** checkbox will be ticked.

	\$01	\$00	\$01
Payment Not Authorised			
		<input checked="" type="checkbox"/>	Amount
			\$01
		<input type="checkbox"/>	
Total Paid			\$00
Rounding			\$00
Change			-\$01

To review the credit card details entered, click on the appropriate Pay Type field and press **Tab**.

- If the rejection was due to a data entry error, cancel the receipt and enter the correct details.
- If the details entered match those provided, contact the credit card owner to advise that the transaction was rejected and arrange for an alternative method of payment.

Once a credit card transaction has been authorised and the payment processed, you will not be able to amend or cancel it. If the transaction has been made in error and a refund is required, you should advise the card holder and complete a *Request for refund form* (available from the Financial Operations forms website).