

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

Where the customer does not already exist in Themis, a number of additional steps are required. Customer details are entered by the department and forwarded to Financial Operations. Once the Accounts Receivable team has checked the details and added them to the University's customer listing in Themis, the invoice may be completed and printed.

## 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.

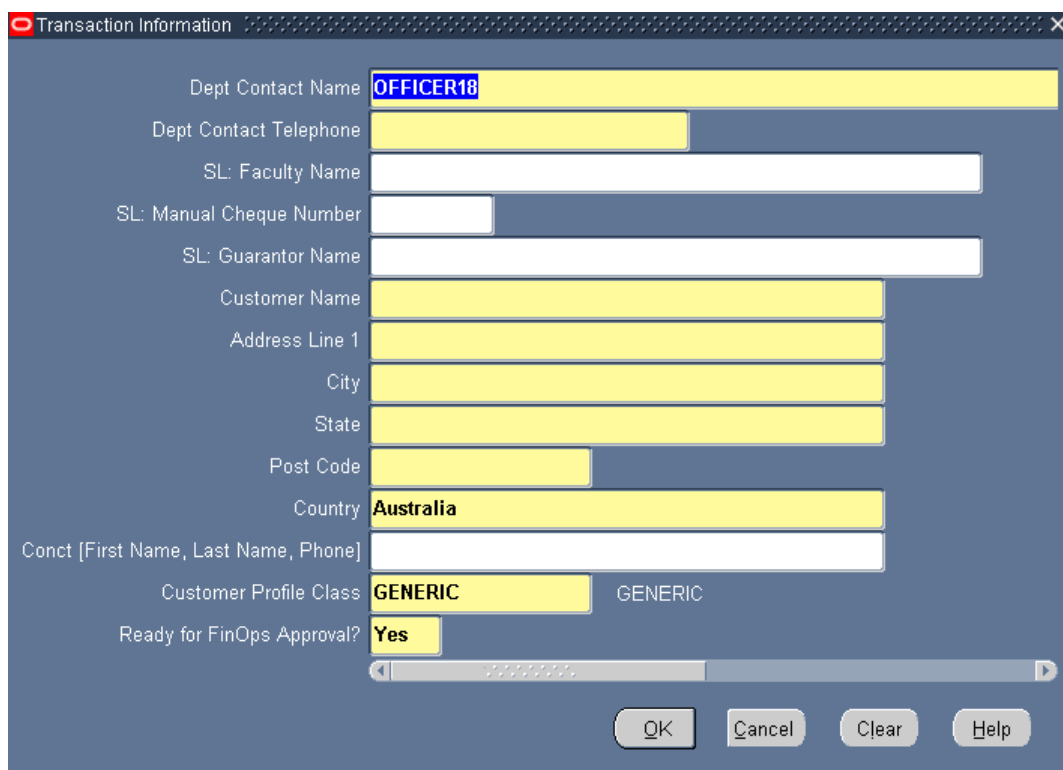
**Note:** you may wish to complete the Customer Reference field, if appropriate (e.g.: you may wish to enter the associated Purchase Order number if a purchase order has been raised before the invoice is sent).

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

Field	Action	Comment
Bill To Name	Select <b>***New Customer Request***</b> from the List of Values (LOV).	
Bill To Number	Select customer <b>1000</b> from the LOV.	

- 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 screenshot shows the 'Transaction Information' window with the following fields filled:

- Dept Contact Name: OFFICER18
- Dept Contact Telephone: [Redacted]
- SL: Faculty Name: [Redacted]
- SL: Manual Cheque Number: [Redacted]
- SL: Guarantor Name: [Redacted]
- Customer Name: [Redacted]
- Address Line 1: [Redacted]
- City: [Redacted]
- State: [Redacted]
- Post Code: [Redacted]
- Country: Australia
- Conct [First Name, Last Name, Phone]: [Redacted]
- Customer Profile Class: GENERIC
- Ready for FinOps Approval?: Yes

- 5 Complete the transaction information details.

Field	Action	Comment
Dept Contact Name	This field will default to your name, but you may select an alternative staff contact from the LOV, if appropriate.	
Dept Contact Telephone	Enter the phone number you wish to display as the Department Contact on the printed invoice.	<b>Note:</b> only record an 8-digit phone number (i.e.: 83441234)
Customer Name	Enter the full name of the customer.	Please use all CAPITALS (e.g.: SUPER OFFICE SUPPLIES PTY LTD).

### Transaction Details screen continued

Field	Action	Comment
Address Line 1	Enter the customer mailing address details.	Please use all CAPITALS (e.g.: 123 MAIN STREET).
City	Enter the city/suburb.	Please use all CAPITALS (e.g.: MELBOURNE).
State	Enter the state.	Please use all CAPITALS (e.g.: VIC).
Postcode	Enter the postcode.	
Country	This field will default to Australia, but you may select an alternative from the LOV, if appropriate.	
Contact (First name, Last Name, Phone)	Enter the name of the customer contact for invoicing queries, in the format indicated.	Please enter as much details as possible, in case Accounts Receivable staff need to follow-up on a payment.
Customer Profile Class	This field will default to <i>GENERIC</i> and should not be altered.	
Ready for FinOps Approval?	This field will default to Yes and <b>should not be altered</b> .	<b>Note:</b> if you change this field to No, the new customer request will not be sent to AR staff, and the invoice will be made unavailable to both the Department and AR staff.

6 Click **OK** to close the Transaction Information screen and return to the Transaction Summary screen.

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

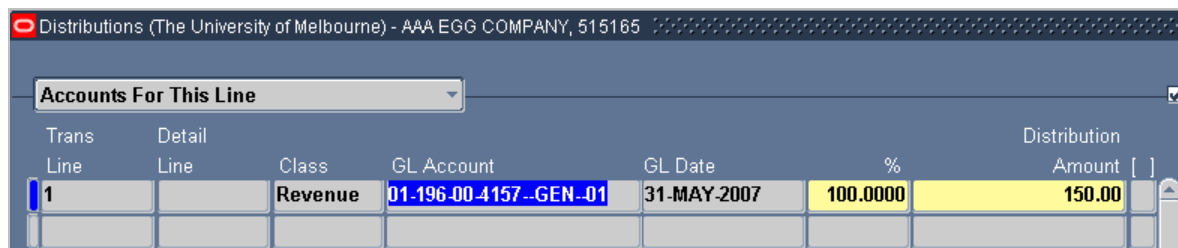
Field	Action	Comment
Salesperson	Select your department number from the LOV.	<b>Important:</b> ensure you select the correct department number or you will be unable to enter account details in the Distributions screen.

8 Click on the **Line Items** button at the bottom left of the screen and complete the line details.

Field	Action	Comment
Description	Click on the LOV to search for and select the cost type, then click on the <b>Edit</b> (pencil) icon in the toolbar to open a free text screen. Enter a summary description as it should appear on the invoice and click <b>OK</b> to close the editor pane.	<b>Note:</b> "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.	<b>Note:</b> 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> which will calculate and add GST to the charges listed on the invoice.

**9** Click on the **Distributions** button.

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 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 8 to 11** above for each item required

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

**Important Notes:**

As the debtor details are yet to be confirmed by Financial Operations, you will not be able to complete the invoice at this stage (i.e.: there will not be a **Complete** button on the Invoice Entry screen).

You should record the invoice number (located on the top left of the screen) before closing the invoice record so you may retrieve and print the invoice once the new debtor has been created.

Accounts Receivable will create the debtor record from the information you entered in the Transaction Information screen, and complete the invoice on your behalf (usually within 24 hours).

You should retrieve and review the invoice a day or two after creating it to confirm that Accounts Receivable have successfully completed the process (refer to the *Searching for an invoice in Themis* reference card for further details). Once the debtor record is established and the invoice completed, the customer's details will display in the Bill To field (replacing the words *\*\*\*New Customer Request\*\*\**).

You may then print and send the invoice to the customer (refer to the *Printing a tax invoice in Themis* reference card for further details).