

# Example of a payment receipt printout

Once you enter and save a receipt transaction in Themis, it will automatically print to your default Themis printer (as specified in your user profile, refer to *Setting your Themis user profiles* reference card for further details).

**Note:** if your receipt does not print automatically, you can reprint it manually from the receipt entry screen (any subsequent receipt printouts will have a *COPY* watermark).

Below is an example printout of a receipt:

| <b>RECEIPT</b>  |                        |   |                         |
|---|------------------------|---|-------------------------|
| This is a Tax Invoice for GST purposes                          |                        |   |                         |
| POLLY ESTER<br>123 SILK ROAD<br>PARKVILLE VIC 3052<br>Australia |                        | <b>RECEIPT NUMBER</b><br>391801               |                         |
|   |                        | <b>ABN DETAILS</b><br>84 002 705 224          |                         |
|   |                        | <b>RECEIPT DATE</b><br>04-DEC-2008            | <b>PAGE</b><br>1 of 1   |
|   |                        | <b>DEPARTMENT</b><br>131 - HISTORICAL STUDIES |                         |
|   |                        | <b>ACCEPTED BY</b><br>OFFICER08               |                         |
| PURPOSE   | INVOICE No.            | GST AMT                                       | AMOUNT (Inc GST)        |
| CONSULTING SERV   |                        | \$31.82                                       | \$350.00                |
|   |                        |   |                         |
|   |                        |   |                         |
|   |                        |   |                         |
|   |                        |   |                         |
| TENDER TYPE   | ADDITIONAL INFORMATION | Total GST                                     | Receipt Total (Inc GST) |
| CASH PAYMENTS   |                        | \$31.82                                       | \$350.00                |
|   |                        | <b>Amount Tendered:</b>                       | \$350.00                |
| <b>Note</b><br>Advance payment for being a really cool person   |                        |   |                         |
|   |                        | Signature _____                               | Cashier: OFFICER08      |