

Where departments/faculties have purchased goods and/or services (excluding those made via credit card), the supplier will send an invoice to the University, via Financial Operations (Accounts Payable). **Note:** if a supplier sends an invoice directly to your department, you should stamp it with the department and location numbers and record the date you received it, then forward it to Accounts Payable.

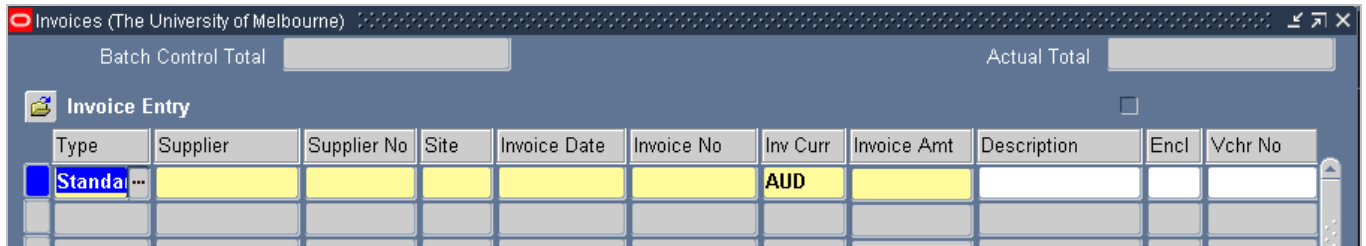
Accounts Payable will then input it into Themis Global Imaging System (GIS). An invoice header record will be created in Themis Accounts Payable and allocated to the relevant department/faculty. Departmental staff will then need to check the accuracy of the header details against the imaged invoice, enter the distribution and GST lines and approve payment of the invoice.

## Processing an invoice

### 1 Navigate to **Document Production > Payables**.

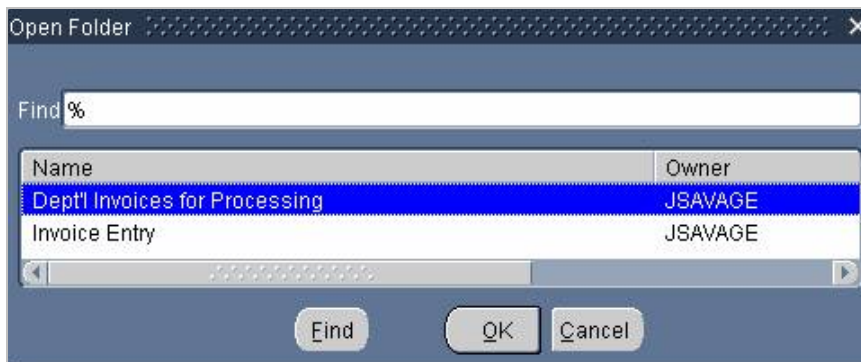
If you are using the UOM Manager responsibility navigate to **Payables > Payables**.

The Invoice Entry screen will display (**note:** if the Find Invoices screen displays, close it to access the Invoice Entry screen).



### 2 Click on the **Folder** icon located above the invoice table.

The Open Folder screen will display the available folder options.

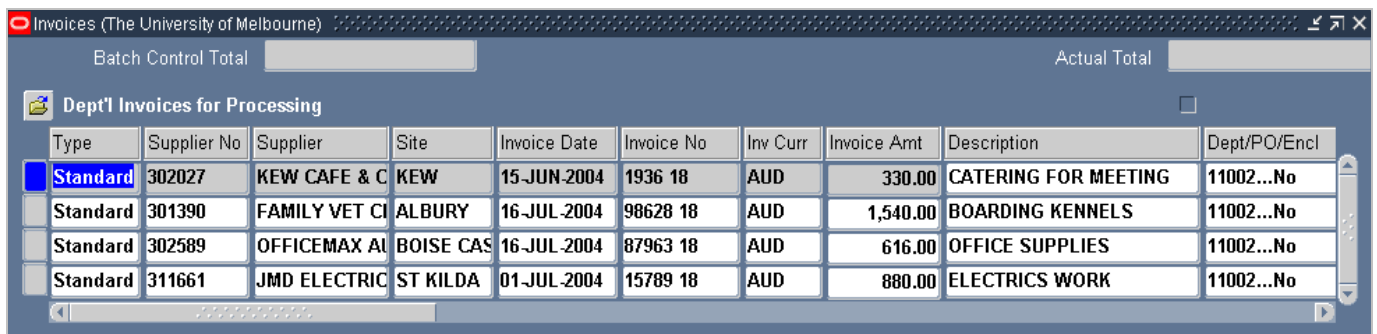


### 3 Select the *Dept'l Invoices for Processing* folder and click **OK**.

This folder has been created to return all invoices for your department with an approval status of *Required* or *Rejected*.

### 4 Perform a query to retrieve all invoices that require processing within your department.

- Press **F11** to enter query mode
- Press **Ctrl + F11** to retrieve all the outstanding invoices within your department.

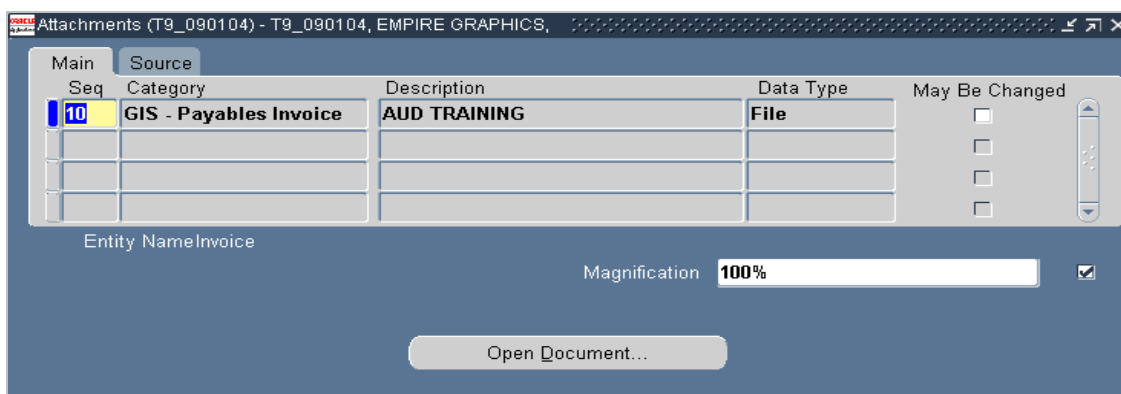


Type	Supplier No	Supplier	Site	Invoice Date	Invoice No	Inv Curr	Invoice Amt	Description	Dept/PO/Encl
Standard	302027	KEW CAFE & C	KEW	15-JUN-2004	1936 18	AUD	330.00	CATERING FOR MEETING	11002...No
Standard	301390	FAMILY VET CI	ALBURY	16-JUL-2004	98628 18	AUD	1,540.00	BOARDING KENNELS	11002...No
Standard	302589	OFFICEMAX AL	BOISE CAS	16-JUL-2004	87963 18	AUD	616.00	OFFICE SUPPLIES	11002...No
Standard	311661	JMD ELECTRIC	ST KILDA	01-JUL-2004	15789 18	AUD	880.00	ELECTRICS WORK	11002...No

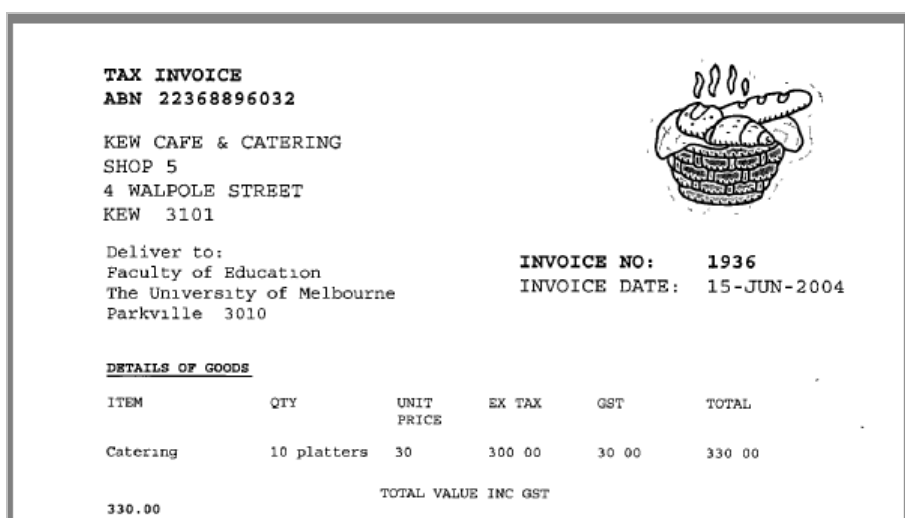
### 5 Select/click on the invoice you wish to process.

**Note:** the fields that display grey have been completed by Accounts Payable and cannot be altered. If there are any discrepancies with the details of these fields, please contact Accounts Payable staff to resolve.

- 6 Click on the **Attachment** icon in the Toolbar to view the invoice image.  
The attachments screen will display.



- 7 Click on the **Open Document** button to display the invoice.  
**Note:** if you experience trouble opening an invoice attachment, you may need to adjust your computer's image preferences.



- 8 Check the invoice details match the quantity and price of the goods or services received.  
Minimise the invoice image and close the Attachments screen to return to the Invoices screen.
- 9 To enter the account code click on the **Distributions** button at the bottom of the Invoice screen.  
The Distributions screen will display.
- 10 Complete the account details.

Field	Action	Comment
Amount	Enter the GST inclusive amount of the invoice	<b>Important:</b> do <i>not</i> untick the <b>Tax</b> checkbox.
Account	Click on the <b>List of Values</b> (LOV) and enter the appropriate account code for the invoice	The natural account segment should be from the 5xxx (expense) series. <b>Note:</b> you may refer to the open invoice image to code the distribution lines if required.
Description	Check the description entered and update if required.	

- 11 Click on the **Calculate Tax** button to calculate and populate the tax line.  
**Note:** this action will also save your work. Once you have entered the account details and are satisfied that the total tax amount is correct as per the invoice image, you may close the image screen.  
Close the Distributions screen to return to the Invoices screen.
- 12 Submit your invoice for approval.