Paying an internal order

Once the goods/services on your internal order have been supplied, you will need to pay the supplying department.

**Important**: if you do not action the request for payment within 21 (calendar) days following the supply (payment request date), the charge will be automatically processed and posted to the General Ledger.

### Pay an internal order

1. **Navigate to Internal Transactions > Transactions.**
   
   The Internal Order/Supply Summary screen will display. Any transactions awaiting payment will display in the Orders & Payments section of the screen.

2. **Select/highlight the internal order you wish to pay and click the Open button located at the bottom of the screen.**

3. **Review the order details ensuring they reflect your original order.**
   
   In particular you should check the Shipments screen to ensure that the goods/services you ordered have been provided and the price was as agreed or, if alterations have been made, that the price is acceptable.

4. **If the details on the shipped order are correct, click the Approve Payment button and select the appropriate approver.**
   
   The order will then be sent to the approver for authorisation of payment. Upon approval, Themis will automatically create a journal that will debit and credit the appropriate chart of accounts for transfer to the general ledger.

5. **If the details are incorrect or the goods/services have not been formally received, click on the Reject Payment button, enter a reason for rejection and save the transaction.**
   
   The internal order will display in the Supplies & Chargeouts section for the supplying department with a Supply Status of Payment Rejected.

   The supply department can then take the appropriate action (e.g.: adjust the shipment details if required and resubmit for payment, or contact the ordering department to discuss the reason for rejection, etc).

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