Actioning an agreements invoice creation notification

There are two components to the Themis Agreements invoicing process.

Confirming the invoice requirement

For an invoicing deliverable, Themis will automatically generate a notification on the Notification Date (usually 14 days prior to the Due Date).

This notification will be sent to the Agreement Administrator named on the Agreement. An email will also be generated for the Agreement Administrator each day the notification remains un-actioned.

1. Click on the link in the email to log in to Themis.
   The notification will display in your Themis Worklist.

2. Click on the link in your worklist to access the notification details.

3. Action the notification as required.
A notification can be actioned in three ways:

- Select **Yes** to indicate that it is appropriate to raise the invoice on the scheduled Due Date. An invoice will be automatically generated by the system and sent to the Agreement Administrator on the Due Date indicated. **Note:** it is important to confirm that all relevant technical and other milestones relating to this invoice have been actioned by the Department prior to this date. **Important:** If you are aware that an invoice has already been raised for this deliverable DO NOT select Yes as a duplicate invoice will be generated. Please forward an email to themis-agreements@unimelb.edu.au advising of the grant/contract number, deliverable number and replacement invoice number so that these details can be updated in Themis Agreements.

- Select **No** if you wish to postpone the invoicing date (e.g. if relevant milestones have not been actioned) and propose a Revised Notification Date (in the format **DD-MMM-YYYY**, e.g. 15-AUG-2013) for raising the invoice. An explanatory comment must be provided. **Important:** if you wish to bring the invoicing date forward or defer invoicing for **more than 30 days**, please email themis-agreements@unimelb.edu.au to have the Due Date updated in Themis. **Note:** You can only revise the Notification Date.

- **Forward** - Use the **search** icon to select another party then click on the **Forward** button to reassign the notification to another staff member for action (if required).

Completing the invoice

Once the invoicing requirement has been confirmed, an invoice is generated by the system on the Due Date (which may be up to 14 days after selecting **Yes** in the initial notification). A second notification will be generated and sent to the Agreement Administrator on the invoice Due Date. An email will also be generated for the Agreement Administrator each day the notification remains un-actioned.

1. Click on the link in the email to login to Themis. The notification will display in your worklist.

2. Click on the link in your worklist to access the notification details.

---

**From** Type: **UOM Send Mail**  
**Subject:** AR Invoice 658550 created for Themis Agreement: 18916 GL Project: 066867 Deliverable Num: M5  
**Sent:** 06-Jul-2013  
**Due:** 06-Jul-2013

---

**Oracle Applications Home Page >

1 Information

This notification does not require a response.

AR Invoice 658550 created for Themis Agreement: 18916 GL Project: 066867 Deliverable Num: M5

To ORDER, MS LAUREN  
Sent 08-Jul-2013 08:50:02  
ID 70137504

Invoice 658550 has been created for Deliverable M5.

**Themis Agreement:** 18916  
**Short Description:** Review the mating of dairy cows  
**Project Title:** Review of the individual mating of dairy cows - are they all unique and do they mean anything?  
**GL Project:** 066867  
**Chief Investigator:** CATTLE, DR BRANDON Z  
**Deliverable Description:** Raise Invoice Deliverable Test  
**Funding Organisation:** DAIRY AUSTRALIA  
**Invoice Amount:** $100,000.00  
**Currency:** AUD

Please review and update the invoice as required then complete using a Themis Finance responsibility. Please contact your Business Center for assistance with completing the invoice. (CONTRACT=18916) (GL_PROJECT=066867)

---

References
To view and complete the invoice

3 Log on to Themis using an appropriate Financial responsibility.
   Note: you will only be able to access the invoice if you are logged into an appropriate Financial responsibility. If you do not have the responsibility you should contact your Department's Financial Officer or Business Centre, or send/reassign the invoice to another staff member for action.

4 Perform a search for the invoice number as indicated in the notification.

5 Review the invoice to ensure it is correct.

6 Enter your Department contact details and click on the **Complete** button at the bottom of the invoice screen.
The button will change to **Incomplete**, and the Complete checkbox under the Transaction field will be ticked.

7 Print the invoice and send it to the customer.

Removing a duplicate invoice

If you receive a notification regarding the creation of an invoice and you are aware that an invoice has previously been raised for this deliverable, please forward and email to themis-agreements@unimelb.edu.au advising of the grant/contract number, deliverable number and replacement invoice number so that these details can be updated in Themis Agreements.

Please also forward a request to Accounts Receivable finance-accrec@unimelb.edu.au to cancel the duplicate invoice number.