Raise a tax invoice for an existing customer

A tax invoice should be created when requesting payment from an external company/organisation for goods and/or services provided by a department within your business centre/division. We recommend that you search for the Customer and confirm that they are an existing customer in Themis and take note of the customer account number before you raise the invoice.

Confirm the customer exists in Themis

1  Navigate to Receivables > UOM Customer View.
   The Customer Search screen will display.

2  Select the appropriate Customer Type using the drop down list.
   Choose either, Organization or Person.

3  Enter the customer search criteria.
   We advise that you use the customer’s ABN number if known to ensure you retrieve the precise customer you are searching for. Alternatively, you can search by customer name.

4  Click the Go button.
   The results will display in a table below the search criteria.

5  Click the customer name link to open the customer record.
   Check that you have retrieved the correct customer to be invoiced. Note: you can confirm all of the customer details on this screen. It is a good idea to write down the customer account number of the customer to be invoiced, and use this number to populate the customer details when raising the invoice.

Click the home link at the top of the screen to close this form.
Raise 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 Reference field, if appropriate (e.g.: you may wish to enter the associated customer Purchase Order number if known before the invoice is sent).

3. In the Main tab of the Transactions screen, complete the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill To Name</td>
<td>Select the name of the customer from the List of Values (LOV), using the % wildcard to narrow your search if required. Alternatively, type the customer name (or part of) and press Tab.</td>
<td>The customer’s address and payment terms will default from the customer’s Themis record. <strong>Note:</strong> if the default address details are not appropriate, click on the address line and update as required.</td>
</tr>
</tbody>
</table>

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 Department Contact Name will default to your name, but you may alter this if appropriate.

5. Enter the phone number for the business centre/department contact and click OK to close the screen. **Note:** the name and phone number recorded in this screen will display on the invoice as the person to contact regarding any queries.

6. Click on the More tab of the Transaction screen and complete the Salesperson field. **Important:** ensure you select the correct Budget Unit number or you will be unable to enter account details in the Distribution screen.

7. Click on the Line Items button at the bottom of the screen.
   The Lines screen will display.
8  Complete the Line details.

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</table>
| Description      | Click in the Description field and then click on the **Edit** (pencil) icon on the menu bar to open a free text screen. Enter a description of the item or service being purchased as it should appear on the invoice and click **OK** to close the screen. | **Note:** alternatively you can pick a description from the LOV in the Description field.  
**e.g.:** Holden Camera 2013, Rego: ABC123 |
| 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. **Note:** this field is optional. |                                                                                               |
| 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.  
**Note:** Do not include GST in the unit price unless the GST-10 INCL tax classification is selected. Refer to Tax Classification below. |                                                                                               |
| Amount           | The value in this field will calculate automatically based on the Quantity and Unit Price entered above. |                                                                                               |
| Tax Classification | Select the correct GST code from the LOV.  
**This field defaults to GST 10 EXCL. Make sure the GST calculates correctly based on the selection you make.** |                                                                                               |

9  Click on the **Distribution** 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**.

10 Click in the GL Account field in the Revenue line 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.

13 Click on the Complete button in the bottom right hand corner of the screen to complete the transaction. The transaction must be completed before it can be printed and before it will appear on any aging reports.

**Note:** an invoice will not print automatically when completed. You may use the print icon located next to the Invoice Number field or via the Submit Request function (refer to the Printing a tax invoice reference card for further instructions on printing an invoice).

**Important:**
The Complete button is an action button – it does not display the current status of the record. Once a transaction has been completed the button will change to Incomplete. There can be no changes to the invoice once it has been completed and printed.