

# Financial Approvals



## Approving transactions in Themis Financials

Transactions generated within Themis Financials require online approval from a staff member with appropriate delegation authority. Approval of purchase orders, accounts payable invoices, internal orders, journals and salary journals should be undertaken using the Themis Worklist.

### Responsibility of authorisers

Staff who have been delegated authority to approve payments have the primary responsibility for ensuring that:

- purchases have been made in accordance with University policy and are for legitimate University purposes; and
- the goods and services invoiced have been received and invoiced correctly.

Authorising officers have the right not to authorise expenditure that they consider does not conform to University policy, or is illegal.

### What to look for when approving transactions

When approving transactions in Themis Financials, the key items to check are:

Item	Comment
Description of goods/services ordered	Is the purchase valid?
Amount	Is the amount being charged correct?
Distribution (correct Chart of Accounts code)	Is the transaction using the correct Chart of Accounts code?
Effective dates	If the transaction is a purchase order, are the dates valid?

### Financial delegation

If a staff member has a financial delegation as part of their role, they can approve any transaction (to the delegated limit) for the budget unit/s they have access to.

There are two levels of financial delegation authority: \$5,000; or \$60,000. To obtain a financial delegation and record a specimen signature, you will need to complete the Financial Delegation and Signature Authority form that is available from the Financial Operations web site:

<http://www.unimelb.edu.au/finops/resources/forms/index.html>

For more information on financial delegation see Authorising Officers & Responsibilities:

<http://www.unimelb.edu.au/finops/pdf/authoffproc.pdf>

## Approval required by transaction type

All Themis Financials documents/transactions require at least two parties – a creator (usually the Data Entry User) and an approver. Some documents (such as internal orders) may require multiple approvals. The approvals required by each document/transaction type are outlined below.

Document/Transaction	Approval required
Purchase order	<ul style="list-style-type: none"> <li>Data Entry User submits the purchase order to the Authoriser for approval before sending it to the supplier</li> </ul>
Internal order	<ul style="list-style-type: none"> <li>Data Entry User submits internal order to Authoriser for approval before sending it to the supplying department</li> <li>Once supply is made, the supplying department sends a request for payment to the Data Entry User</li> <li>Data Entry User checks the supply details and, if correct, forwards the request to the Authoriser for approval of payment</li> </ul> <p><b>Note:</b> if the Authoriser does not action the request for payment within 21 (consecutive) days, Themis will automatically process the transaction and activate a general ledger transfer of funds.</p>
Chargeout	<ul style="list-style-type: none"> <li>Once supply is made, the supplying department sends a request for payment to the Data Entry User</li> <li>Data Entry User checks the supply details and, if correct, forwards the request to the Authoriser for approval of payment</li> </ul> <p><b>Note:</b> if the Authoriser does not action the request for payment within 21 (consecutive) days, Themis will automatically process the transaction and activate a general ledger transfer of funds.</p>
Department journal	<ul style="list-style-type: none"> <li>Data Entry User submits department journal to Authoriser for approval before the journal is posted to the general ledger</li> </ul>
Accounts payable invoice	<ul style="list-style-type: none"> <li>Data Entry User checks the invoice details and provides charge account before submitting it to the Authoriser for payment approval</li> </ul>

## Approving transactions in the personal home page

Your Personal Homepage (PHP) Worklist provides you with a direct link to any documents awaiting your approval (you will also receive an overnight email notification alerting you to awaiting documents).

Worklist		
From	Subject	Sent
	<a href="#">Internal Transaction Number 222215 for AUD \$0 requires your approval</a>	23-Mar-2009
	<a href="#">Internal Transaction Number 222214 for AUD \$125 requires your approval</a>	23-Mar-2009
	<a href="#">Invoice 15789 17 for JMD ELECTRICS PTY LTD IS THE TRUSTEE FOR EASON FAMILY TRUST requires your approval.</a>	23-Mar-2009
OFFICER03	<a href="#">Standard Purchase Order 231430 for AUD 1,250.00 requires your approval.</a>	23-Mar-2009

The Worklist preview pane will display up to 20 notifications at one time. To view additional notifications click on the [Next 20](#) link located at the top (and bottom) of the Worklist preview pane.

Click on the **Full List** button to view further details or to specify the notifications displayed (e.g.: closed notifications, FYI notifications, all notifications, etc).

Select	Subject	Sent	From	Type
<input type="checkbox"/>	<a href="#">Internal Transaction Number 222214 for AUD \$125 requires your approval</a>	23-Mar-2009		IM Internal Order Approval
<input type="checkbox"/>	<a href="#">Internal Transaction Number 222215 for AUD \$0 requires your approval</a>	23-Mar-2009		IM Internal Order Approval
<input type="checkbox"/>	<a href="#">Standard Purchase Order 231430 for AUD 1,250.00 requires your approval.</a>	23-Mar-2009	OFFICER03	UOM PO Approval

## Identifying notification items

The Worklist preview will display the name of the person who initiated the notification (**note:** SYSADMIN refers to a system generated notification), the notification subject and date the notification was sent.

Each financial document/transaction type will display a different Subject.

Document type	Subject line shown in Worklist
Purchase order	Standard Purchase Order # for AMOUNT requires your approval e.g.: <i>Standard Purchase Order 100199 for AUD 1,000.00 requires your approval</i>
Internal order	Internal Transaction Number # for AMOUNT requires your approval e.g.: <i>Internal Transaction Number 2222 15 for AUD \$500 requires your approval</i>
Chargeout	Internal Order # Requires Payment Approval e.g.: <i>Internal Order 22212 Requires Payment Approval</i>
Departmental Journal	Internal Transaction Number # for AUD \$0 requires your approval e.g.: <i>Internal Transaction Number 2222 16 for AUD \$0 requires your approval</i>
Accounts Payable Invoice	Invoice # for SUPPLIER requires your approval e.g.: <i>Invoice 12345 for AAA EGG COMPANY LTD requires your approval</i>

## Viewing notification details

To view further details or action the notification, click on the **Subject** link of the notification you would like to view/action.

The Notification Detail screen will display. This screen provides additional information (such as notes/comments and approval history), and enables you to action the notification.

**Standard Purchase Order 231430 for AUD 1,250.00 requires your approval.**

From OFFICER03 Approve Approve And Forward Forward Reject Reassign Request Information  
 To FROMAGE, LARJ  
 Sent 23-Mar-2009 09:47:06  
 ID 10473528

Standard Purchase Order 231430 for AUD 1,250.00 requires your approval.. Standard Purchase Order 231430 for AUD 1,250.00 requires your approval..  
 ALL AMOUNTS GST EXCLUSIVE  
 Supplier: MUSEUM VICTORIA  
 PO Amount: AUD 1,250.00  
 Supplier: MUSEUM VICTORIA  
 Supplier Site: MELBOURNE

Description  
 woolly mammoth for department foyer

Forwarded From: OFFICER03  
 Preparer: OFFICER03  
 Note:

**Purchase Order Lines**

Line	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount	Charge Code
1			woolly mammoth for foyer	Each	1	1,250.00	1,250.00	01-121-00-7283-00000-GEN-14-01

**Approval Sequence**

Sequence	Who	Action	Date	Note
2	FROMAGE, PROF LARJ			
1	OFFICER03, MS	Forward	23-MAR-2009	
0	OFFICER03, MS	Submit	23-MAR-2009	

It is the Approving Officer's responsibility to ensure that this purchase is made in accordance with The University of Melbourne's policy and procedures. Specific information relating to Purchasing policy and procedure can be found [here](#). Other policy and procedure summary information is provided in the [Authorising Officers Rights and Responsibilities guide](#).

**Action History**

Num	Action Date	Action	From	To	Details
1	23-MAR-2009 09:47:06	Submit	OFFICER03	FROMAGE, LARJ	

**References**

[Open Document](#)

**Response**


Forward To: All Employees and Users

Note:

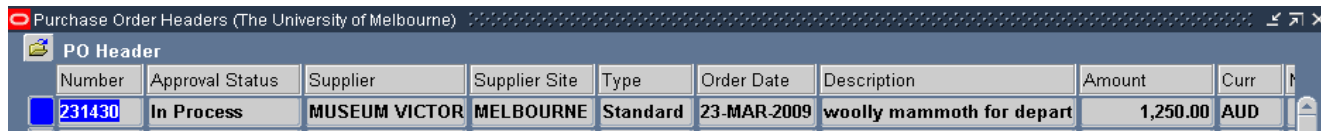
## Viewing the transaction record in Themis

While the notification provides the required details of the transaction, you may wish to view the actual transaction record in Themis prior to approving it. **Note:** to view the transaction record in Themis you require either **UOM Data Entry User** or **UOM Manager** responsibility.

To view the transaction:

- 1 Click on the required notification **Subject** link in the Worklist.
- 2 In the Notification Details screen, click the  **Open Document** link.

This will launch Themis forms application (if it is not already open) and display the transaction record.



Number	Approval Status	Supplier	Supplier Site	Type	Order Date	Description	Amount	Curr
231430	In Process	MUSEUM VICTOR	MELBOURNE	Standard	23-MAR-2009	woolly mammoth for depart	1,250.00	AUD

## Actioning a notification

You will receive an overnight email notification that a document requires your approval. **Note:** you do not have to wait for the email in order to action a notification.

Once you have received a notification you will need to action it (Approve or Reject, etc). **Important:** some notifications will be automatically forwarded/reassigned if you do not action them within the required period of time (e.g.: internal orders and charge out request for payments will be automatically approved if you do not action them within 21 days).

### Approving notifications

- 1 Click on the required notification to open the Notification Details screen.
- 2 Enter any comments to the staff member submitting the application in the Note field, if desired.
- 3 Click on the **Approve** button.

### Rejecting notifications

- 1 Click on the required notification to open the Notification Details screen.
- 2 Enter a reason or comments for non-approval, in the Note field.
- 3 Click on the **Reject** button.

For further information refer to the *Understanding your Themis worklist and notifications* reference card.

## Getting Help

The Themis website ([www.themis.unimelb.edu.au](http://www.themis.unimelb.edu.au)) provides written support in a variety of formats:

- Reference cards (step-by-step instructions for specific tasks) [http://www.themis.unimelb.edu.au/support/ref\\_cards.html](http://www.themis.unimelb.edu.au/support/ref_cards.html)
- Information sheets (overview of specific module, function or responsibility) [http://www.themis.unimelb.edu.au/support/documentation/info\\_sheets.html](http://www.themis.unimelb.edu.au/support/documentation/info_sheets.html)
- Frequently Asked Questions <http://www.themis.unimelb.edu.au/support/faq.html>

## Themis Service Desk

The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

- Online: <http://servicedesk.unimelb.edu.au/itsc/themis>
- By email: [ea-help@unimelb.edu.au](mailto:ea-help@unimelb.edu.au)
- By phone: 8344 9500