

Internal Transactions



What is Themis Financials?

Themis Financials forms part of the integrated administration system used by the University of Melbourne. Themis Financials is comprised of individual modules, which interact with the University's General Ledger database to provide accounting, reporting and financial management functions.

Themis Financials – internal transactions

Internal transactions are used to purchase goods and/or services from other departments and faculties within the University. There are three ways to purchase or charge for goods or services from internal suppliers (departments and faculties at the University):

- Internal orders
- Chargeouts
- Departmental journals

Internal orders are used when the ordering department requests goods and/or services with a known price and quantity from an internal supplier (e.g.: ordering 10 duplicate keys or printing 1000 copies of an A4 handout).

Chargeouts are used when charges for goods and/or services are finalised by the internal supplier after delivery, (e.g.: mail charges based on weight of parcels, building works or recoupment of staff costs). Chargeouts may also be used for transferring costs from one section or department to another.

Departmental journals are used to transfer income/ expenditure between accounts within a department.

The internal purchasing process at the University of Melbourne is decentralised. This means that all departments or faculties (with appropriate Themis access and delegations) have the ability to create, send and/or supply internal orders or chargeouts directly.

Internal orders and chargeouts use the expense/recovery Natural Account codes in the 7XXX series.

Setting your department defaults and user profiles

Before you create any internal transactions, you must set you must set the *UOM: Internal Orders DEPT-SECTION* in your user profile. You may also need to set your departmental contact defaults (if you are the primary contact for internal transactions within your department). **Note:** some of your defaults may be overridden upon creation of individual transactions. For detailed instructions on how to set your defaults/user preferences refer to the appropriate reference card:

- Setting Dept-Section in User Profiles (http://www.themis.unimelb.edu.au/resources/RC_Profile_Setting.pdf)

Profile Name	Default Value	User Value
UOM Research Faculty / Depart		UNI : UNIVERSITY
UOM: Default Company		
UOM: Default Location		
UOM: Financial Approver		
UOM:Internal Orders DEPT-SEC		837-00

- Setting departmental defaults for internal trading (http://www.themis.unimelb.edu.au/resources/RC_Setting_Defaults.pdf)

Department Defaults	
Default Type	B Order/Chargeout/Journal/Supply
Default Dept	830 Enterprise Applications
Default Section	00 General
Default Location	01 Parkville
Notifications Set To	CANDY KANE
Attention	Candy Kane
Delivery Address Line1	Finance Team

Internal transactions process

Internal orders

A purchasing department creates an internal order when they need to purchase goods and/or services with a known price and quantity from an internal supplier.

Ordering/Purchasing department request process:

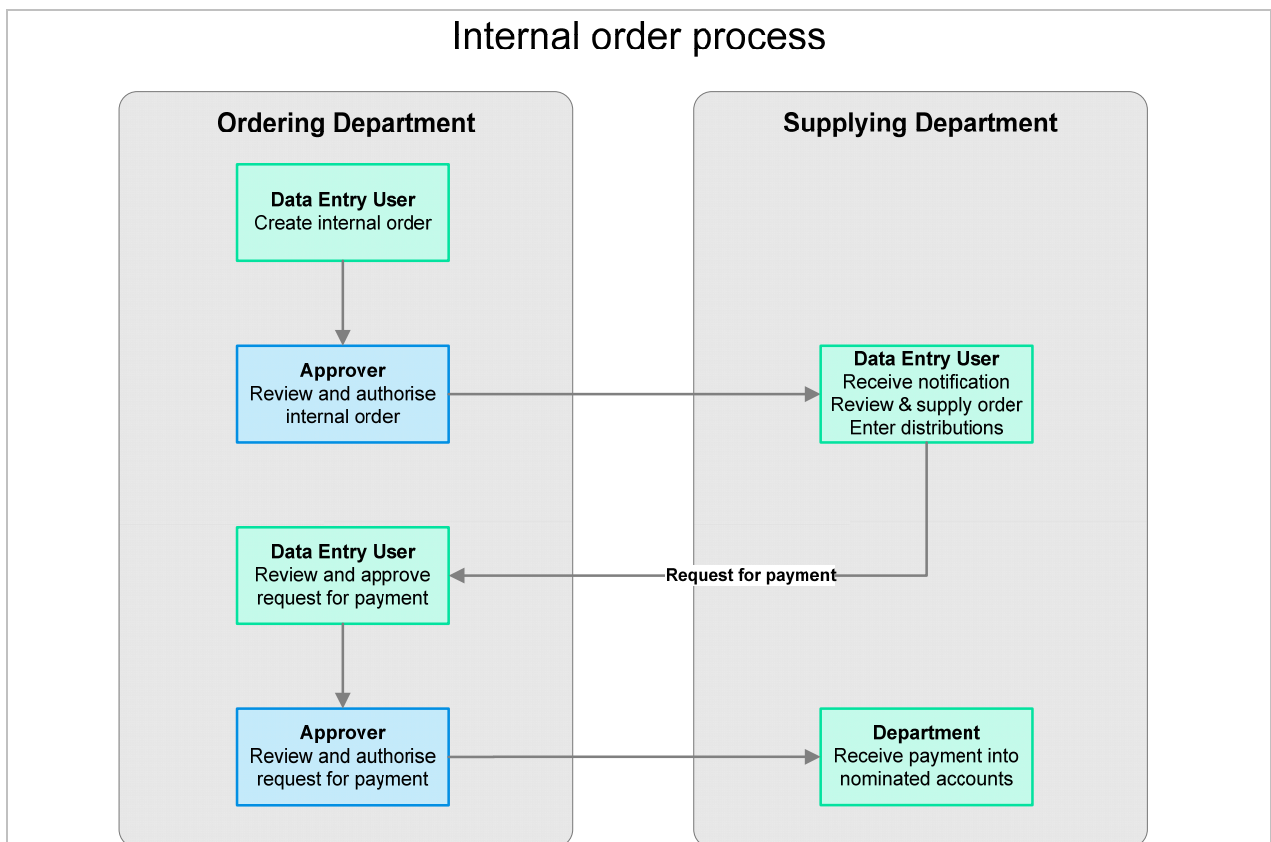
- Data Entry User in the purchasing department creates an internal order
- Internal order request goes to the purchasing department Approver (email and worklist notification)
- Approver reviews the internal order and must approve, reject or request amendment
- Approved internal order is automatically sent via Themis to the supplying department

Supplying department process:

- Supply the internal order (enter shipment and distribution details)
- An email request for payment is sent to the purchasing department via Themis

Ordering/Purchasing department payment process:

- Data Entry User reviews internal order and approves (or rejects) request for payment
- Themis forwards email and notification for approval to departmental Approver
- Purchasing department Approver approves (or rejects) final request for payment
- If Data Entry User or Approver rejects the request for payment, the supplying department will receive an email generated via Themis and the internal order will be returned to their department



Chargeouts

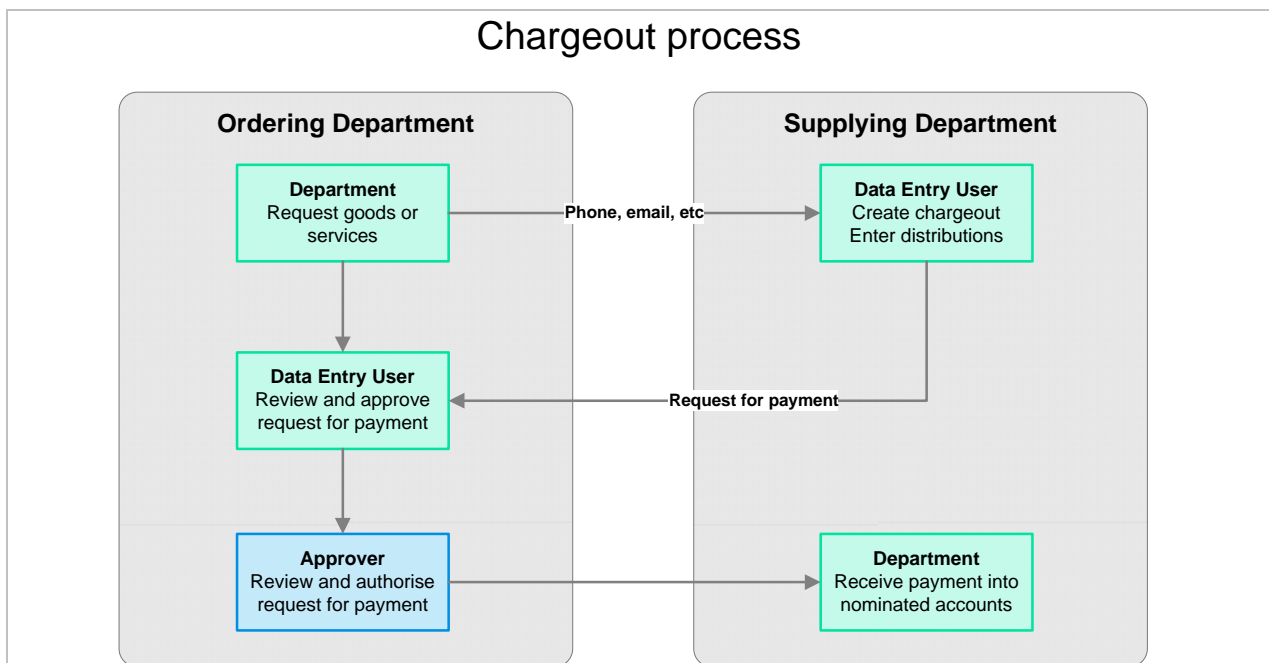
A supplying department creates a chargeout when costs for goods and/or services are finalised after delivery. Chargeouts can be used to transfer costs between departments.

Supplying department process:

- A chargeout is created once goods/services have been supplied
- An email request for payment is sent to the purchasing department via Themis

Ordering/Purchasing department payment process:

- Data Entry User reviews the chargeout and approves/rejects request for payment
- Data Entry User may enter an account code (via Distributions) – this is optional (defaults will apply if an account is not specified at this point)
- Themis forwards email and notification for approval to the purchasing department Approver
- Purchasing Department Approver approves (or rejects) final request for payment



Departmental journals

Departmental journals are used for the transfer of income and expenditure between accounts within your department (for example, where income/expenditure has been recorded incorrectly via a cash receipt or invoice or where a transfer of expenditure is required to remove surplus/deficit from a chart project within the department or budget unit).

Department process:

- Data Entry user creates a departmental journal and sends to the Approver
- Department Approver reviews the departmental journal and must approve, reject or request amendment
- Approved departmental journal will be updated to the General Ledger (overnight process)

Structure of internal transactions in Themis

Internal transaction documents (internal orders, chargeouts and departmental journals) in Themis are made up of four main components:

- The **Header** - contains a unique transaction number (generated when the record is saved), date, purchaser and supplier details.
- The **Tabs** - used to check contact details and record the history of a transaction. There are eight tabs: Order, Supply, Delivery, General, Approval, Payment, Cancel and Rejection.
- The **Line/s** - contains detailed data about the product or service that is being ordered or transferred (including description, quantity and unit price).
- The **Distributions** - contains data about the chart of accounts code/s and debit and credit amounts.

When supplying an internal order the transaction also contains an additional component – the **Shipments** region, which contains information regarding supply and delivery of ordered items.

All internal transactions can have one or multiple order and/or distribution lines. This means that one internal transaction can be used to order a variety of goods and services against different account codes.

Using the Internal Orders/Supply Summary screen

The Internal Orders/Supply Summary screen is used to create all internal transactions. The screen is divided in three sections:

- Default Department Information
- Orders & Payments
- Supplies & Chargeouts

Order Type	Order No	Order Date	Order Status	Ordered By	Supply Dept	Supply Sect	Supply Status	Supplied By	Description
Internal Order	191647	02-OCT-2008	Incomplete	CATTLE, MR B	110	00	Incomplete		testing

Transactions will display in either the *Orders & Payments* section or the *Supplies & Chargeouts* section, depending on their status.

The *Orders & Payments* section displays all debit transactions (internal orders and chargeouts that need to be paid by your department). Incomplete internal orders and departmental journals also display here.

The *Supplies & Chargeouts* section displays all credit transactions owned by your department (internal orders that require supply and new chargeouts you have created).

Internal transaction tabs

The internal transactions screen contains a number of tabs. The content/use of these tabs is outlined below:

Tab	Definition/Use
Order Supply	These tabs contain contact details of the ordering and supplying departments. Always check the default email addresses listed in these tabs are correct as Themis does not provide a bounce message if an email is undeliverable.
Delivery	This tab displays the details for delivery of the goods being ordered. Always check that the delivery details listed are correct.
General	This tab displays information specific to Property & Campus Services transactions. It also can be used when reversing an internal order as there is a Comments field and a space for you to enter the original order number. Account information will display here once a transaction is completed.
Approval	Comments from the approver may be viewed here. All details relating to an approval, rejection or request for amendment will be located here. Approvers are advised to be specific with their comments in this field. The Date Approved field will only contain data for approved transactions – cancelled and amended transactions will not display a date here.
Payment	This tab displays payment approver name and payment date.
Cancel Rejection	These tabs contain information on the status of a transaction that has been sent between departments.

Internal transactions rules and troubleshooting

Payment – the 21-day rule

If an internal order or chargeout request for payment has not been actioned after 21 days (21 consecutive days, not 21 working days), Themis will automatically process the transaction and activate a general ledger transfer of funds.

Approver unavailable

If an internal transaction has been submitted for action (approve/reject) to an approver who is unavailable (e.g.: is currently on leave) you may wait 3 days, after which Themis will return the transaction to *incomplete* status. You may then reassign the transaction to a new (available) approver.

Approver unavailable – urgent action

If an approver is unavailable to action (approve/reject) an internal transaction and you are unable to wait the 3 days for Themis to automatically return the transaction, you may contact the Themis Service Desk and request that the transaction is returned to *incomplete* status. You may then reassign the transaction to a new approver.

Where does my internal transaction display?

Internal orders will only display in the *Orders & Payments* section when they are incomplete (i.e.: have not yet been approved) or when payment is requested. Once an internal order is in approved status it will not display on the purchasing department's screen. An internal order in approved status will only display in the supplying department's *Supplies & Chargeout* section of the internal transactions screen.

Printing

Internal transactions are online only and do not print. You may wish to print emails and systems notifications as evidence of transactions for hard-copy files. Alternatively you may print a copy using the UOM Transaction Print via the request/reports function (refer to the *Printing internal transactions* reference card).

Reporting

To view a list of your internal transactions for a specified period/status you may run an UOM Internal Transaction Report via the request/reports function (parameter example: approved internal orders with a supply status of *incomplete*). You may then print or export these results (refer to the *Printing internal transactions* reference card).

University of Melbourne Internal Transactions Policy

Refer to the *Finance Policy and Procedure guide*, section 8. *Purchasing (8.2. Internal Suppliers)* for further details.

Departments can request goods or services from internal suppliers or other departments by means of standard internal documentation, such as:

- Themis internal requisitions
- internal orders
- building requisitions
- charge outs

These requests are the basis upon which one University department supplies and charges another University department for goods and/or services provided.

The supplying department does not earn income. They recover expenditure and costs. Internal expenditure and recoveries are recorded within the natural account range 7000 to 7999.

Internal requisitions/orders and chargeouts are processed when the service and/or supply is provided. Costs accumulated for other types of requests and processed on a monthly basis with reports issued to the paying department

The University of Melbourne, Finance Policy and Procedure can be located at:

<http://www.unimelb.edu.au/FinPPM/FPP0home.htm>

Getting Help

The Themis website (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
- Information sheets (overview of specific module, function or responsibility)
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
- By phone: 8344 9500