Themis Financials

Introduction to Themis Financials

What is Themis Financials?

Themis is an integrated administration system used by all staff at the University to perform functions related to their role. The Themis system services the business areas of Human Resources, Research and Finance.

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 uses the Oracle Financials application and operates with a web browser.

Themis General Ledger

The General Ledger (GL) is the heart of an accounting system and may be viewed as the central storage unit for all accounting transactions. The GL:

- Stores information on all accounting transactions
- Receives transactional information from sub-ledgers (modules) and feeder systems
- Shares information with sub-ledgers (modules)
- Is the central repository of all accounting information in Themis Financials

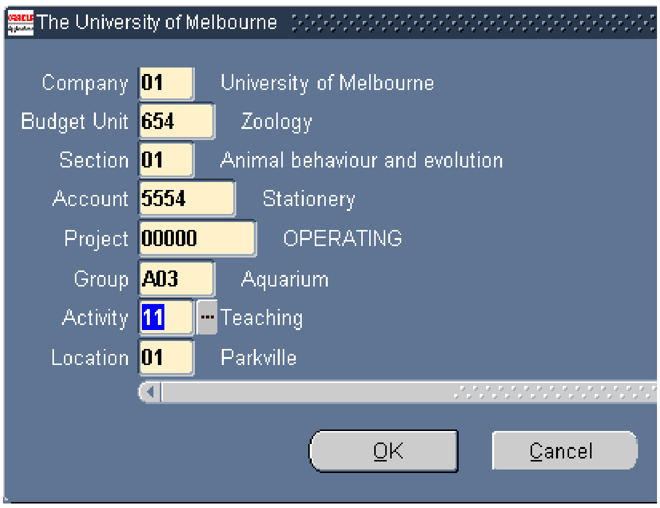
The Chart of Accounts

The Chart of Accounts is the basis of any accounting system. Its purpose is to classify each financial transaction to simplify data extraction and reporting. The chart of accounts is a series of numeric and alphabetical fields that act as identifiers (e.g.: 01-606-20-5554-00000-B10-00-01). The General Ledger is used to record each individual account and their transactions.

In Themis Financials the Chart of Accounts is defined by the following eight segments:

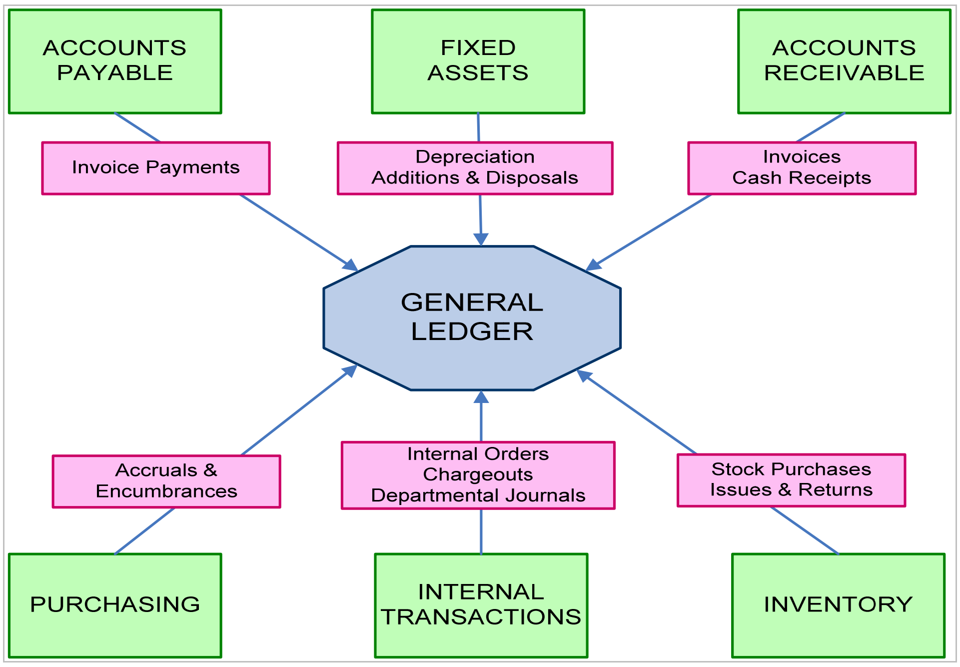
Company	Budget Unit	Section	Account	Project	Group	Activity	Location
01	606	20	5554	78250	B10	12	01

When entering your account code details in Themis, the Chart of Accounts will display in various forms (e.g.: Descriptive FlexField, List of Values, etc). Whichever form is displayed, Themis enables you to type in the segment details, if known, or use the List of Values to search for and select the appropriate code.



Themis Financials modules

There are six key modules that interact with the General Ledger to make up the Themis Financials system. They are outlined in the diagram below:



Themis Finance Module	Overview
Accounts Payable	The Accounts Payable module deals with the payments of accounts. Accounts Payable allows the user to: • Share Supplier information with Purchasing • Enter invoices from suppliers • Match invoices with purchase orders • Generate cheques for suppliers
Accounts Receivable	The Accounts Receivable module deals with the collection of revenue and the management of debt. Accounts Receivable allows the user to: • Record customer information (debtors) • Raise invoices (and/or statements) • Record information about payments received • Track unpaid debt
Purchasing	The Purchasing module is used for external purchasing. Purchasing allows the user to: • Create purchase orders • Record/View supplier information
Internal Transactions	The Internal Transactions module is used for internal purchasing. Internal Transactions allow the user to: • Create and/or supply internal orders • Create and/or supply chargeouts • Manage Department Journals
Fixed Assets	The Fixed Assets (FA) module tracks and maintains asset records including: • Additions • Adjustments • Revaluations • Retirements • Depreciation • Leased Assets
Inventory	The Inventory module is a specialist module used by the Chemistry Store to record inventory information.

Budget unit access

In Themis Financials access to data is limited to the relevant budget unit/s (department) or faculty. This access is represented in the responsibility name granted e.g.: a staff member with Themis Financials Data Entry access in the Department of Political Science (budget unit number 166) would have a responsibility type: UOM Data Entry Department 166.

Budget Unit access is approved by the Head of Department. Depending on the requirements of your role, access may be for:

- A single budget unit (Department)
- A range of budget units or cluster
- A faculty

Financial delegation

If a staff member has a financial delegation as part of their role, they can approve any transaction (to a 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.

For more information on financial delegation see *Authorising Officers & Responsibilities*: http://www.unimelb.edu.au/finops/pdf/authoffproc.pdf

Themis Financials responsibility

The term responsibility refers to levels of system access within Themis. Each Themis responsibility is related to a set of user functions. Your role and work tasks will determine the type of access and Themis responsibility/ies required.

The following generic responsibilities are available in Themis Financials:

- UOM Data Entry Department or UOM Data Entry Faculty
- UOM Manager Department or UOM Manager Faculty
- UOM Approver Department or UOM Approver Faculty

Themis Financials responsibility	System functions
UOM Data Entry Department or UOM Data Entry Faculty	The Data Entry responsibilities allow access to all modules for: • Data Entry/Transactions • GL inquiry • Generic reporting • Approval (if financial delegation is held)
UOM Manager Department or UOM Manager Faculty	The Manager responsibilities allow access to all modules for: • Data Entry/Transactions • GL inquiry • Salary Analysis • Full reporting • Approval (if financial delegation is held)
UOM Approver Department or UOM Approver Faculty	The Approver responsibilities allow approval of the following transactions only: • Purchase Orders • Internal Orders/Chargeouts • Transfers • Salary Analysis • GL Inquiry • Full reporting

Please note: a number of task specific responsibilities are also available (e.g.: UOM Receipting, UOM GL Inquiry, etc). Please contact the Themis Service Desk if you require further information regarding these responsibilities.

Applying for responsibilities

To apply for a Themis Financials responsibility, you must:

- Complete the appropriate training (see *Themis Finance training pathways* section below)
- Submit a Themis Responsibility Application Form (available under the **Getting Started** heading on the Themis website). The form should be signed, authorised by your supervisor/Head of Department, and faxed to the Themis Service Desk on 8344 2885.

Themis Financials training pathways

Themis Finance training is currently being reviewed with extended options and transactional training planned for 2009. In the short term, the following classes are available for all staff who require Themis Financials:

Introduction to Themis Finance: Overview (2hrs delivered in a lecture theatre)

Covering basic Introduction to Finance at the University of Melbourne and basic Themis access, navigation, common processes and support resources. Completed as a pre-requisite to:

Introduction to Themis Finance Transactions (8hrs (2 x 4hr) delivered in a lab).

Covering a general overview of Finance modules (context, functions & rules) and practical training and exercises in each of the module areas: AR: Invoicing and Receipting, Using Themis to Pay Accounts (AP), Internal Transactions, Purchasing.

Further transactional training courses are planned for 2009.

For more information see: http://themis.unimelb.edu.au/support/training.html

Financial Operations

For policy questions or to locate your CSA (Client Services Accountant) see Financial Operations: http://www.unimelb.edu.au/finops/

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