

The Good News

- The invoice request is entered on-line, workflowed for review and approval (i.e. no paper request)
- Invoice to the customer via email or fax (preferred approach)
- Alternative to above is “old fashion” print and post
- New customer requests via online form
- Operations will manage the debt collection

The Bad News

- It will be a new process to learn
- Important to get invoice detail correct at “input stage”

AR Invoice

Finance Update Session
September 2009

UTAS AR Officer - TechnologyOne Enterprise Suite - Testing Database direct 11.06.03.002 [JHMURRAY] EN English (United States)

File Edit View Tools Actions Window Help

My Workplaces My Reports and Files Announcements Reminders Preferences

Home AR Chart Account Maintenance AR Transaction Entry Processing Enquiry Reports My Workflow More

UTAS AR Officer University of Tasmania

Entry help back home windows close

Document File

Document File: New

Document List
Current Document
Header Details

Document File Actions

Save Document File
Submit for Approval
Submit for Finance Review

Document Actions

Add New Document
Save Document
Save and Clear
Save and Print
Profiles
Revalidate Document

Options

Links to other Functions

UTAS AR Invoice 1 of 1

Invoice No: 200001 Date: 31/08/2009

Ledger: AR Debtor No: Inclusive

Amount: 0.00 Activity: NA Currency: NA

Exclusive Amt: 0.00 Invoice Type: GEN

GST Amt: 0.00 Logo: UTAS

Narrative

Due Date

Enquiries to Phone or Email

Your Ref

Dissections Address Print Details Attachments

Ledger	Account Number	Project	Fund Source	GST Code	Inclusive	Exclusive	GST Amt	Narrative	Narrative (line 2)	Narrative (line 3)	Activity
							0.00	0.00	0.00		

Dr+Cr Incl 0.00 Excl 0.00 Tax 0.00 Lines 0 Show Stats Balance GST

ALERTS Configure your alerts Workflow



The Good News

- Raising a Purchase Order will be a lot easier with a intuitive process to work through
- Financial Services will do the invoice receipting & matching
- Invoices will not go on hold but will workflow for approval.
New vendors requests are to be made via online form
- Purchase orders can be emailed to vendors

The Bad News

- It will be a new process to learn

Purchase Order

Finance Update Session
September 2009

UTAS Admin Officer - TechnologyOne Enterprise Suite - Testing Database direct 11.06.03.002 [JMURRAY]

File Edit View Tools Actions Window Help

My Workplaces My Reports and Files Announcements Reminders Preferences

UTAS Admin Officer
University of Tasmania

Home GL Journal Entry UTRAN Entry Petty Cash Reimbursement **My Purchases** My Workflow

Entry help back home windows close clear

Summary
1 product(s) in your Shopping Cart
Total Price Inc: 25,000.00

Actions to Perform
Continue to Shopping Cart

Settings
Change Settings

Links to other Functions
FX Currency Search

Create Requisitions - Product Selection

Continue to Shopping Cart →

Primary Criteria: All Products

Search: Retrieve Saved Search Clear Primary Criteria

Enter the details of your purchase to add products to the [Shopping Cart \(Products: 1\)](#)

✗ Delete selected product(s).

	Description	Order Qty	Order Unit Name	Supplier Account	Supplier Name	Supplier Product Nbr	GST	Order Unit Amt Inc	Order Amt Inc	Delivery Point Type	Delivery Point Name	Ledger Code	Account	Activity*	Order For
I	1 Purchase Order Test	1.00...	ONLY	999999	DEFAULT CREDI...		T	25,000.00...	25,000.00	\$DEFAULT	NA	OP	013512.36700.0	NA	John Clements
*															

ALERTS Configure your alerts 0 Workflow



The Good News

- Invoices will be centrally scanned
- Workflow scanned images for distribution details and approval
- Invoices will be available for future reference (scanned image)
- New supplier requests via an online form
- Suppliers will be paid by EFT
- Target is the invoice is physically handled once and then workflowed

The Bad News

- It will be a new process to learn
- Invoices **must** go to Financial Services for scanning and workflow

The Good News

- Petty cash reimbursement is entered on-line
- User determines description based on what they require on reports
- Workflow reimbursement to approver for review and approval (ie no paper request)
- Reimbursements available weekly
- How do we handle the paper ????
- More information to come

The Bad News

- It will be a new process to learn

Petty Cash

Finance Update Session
September 2009

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UTAS Admin Officer
University of Tasmania

Home GL Journal Entry UTRAN Entry **Petty Cash Reimbursement** My Purchases My Workflow

Entry help back home windows close retrieve

Document File: 000001

Document List
Current Document
Header Details

Document File Actions
Stage: Draft
Workflow Item Details

Save Document File
Submit for Approval

Document Actions
Add New Document
Save Document
Save and Clear
Save and Print
Delete Document
Prepayment Schedule
Profiles
Revalidate Document

Options
Links to other Functions

UTAS Petty Cash

1 of 1

Reimbursement No: 000001 Date: 31/08/2009

Ledger: AP Supplier No: 999999 Default Creditor

Amount: 500.00
Exclusive Amt: 454.54 Float Limit: 0
GST Amt: 45.46

Narrative: Float Reimbursement for the Petrol Activity: NA
Due Date: ABN

Ledger	Account Number	Account Number Description	Fund Source	GST Code	Inclusive	Exclusive	GST Amt	FBT	Activity	Narrative	Narrative (line 2)	Narrative (line 3)
OP	010017.11002.0	Regional Loadin Ex...	100	T	250.00	227.27	22.73	N	NA	Float Reimbursement for the P...	1	Unknown
OP	010004.11050.0	Indigenous Supp E...	100	T	250.00	227.27	22.73	Y	MKT_PROM	Float Reimbursement for the P...		Unknown

500.00 454.54 45.46

Dr-Cr Incl 0.00 Excl 0.00 Tax 0.00 Lines 2 Show Stats Balance GST

ALERTS Configure your alerts 0 Workflow

Start [Taskbar icons] [System tray] 11:52 AM

