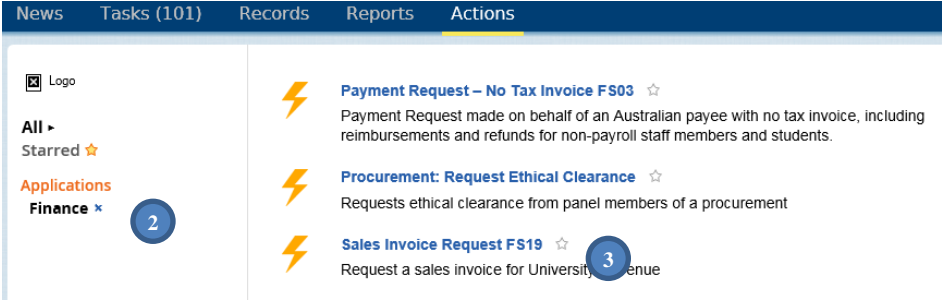# Sales Invoice Request FS19 – Quick Reference Guide

Purpose: This guide provides an overview of how to submit a Sales Invoice request for a customer for University revenue when the University has fulfilled its contractual obligations and the debt has become due and legally payable.

References: Refer to the Accounts Receivable Handbook on the Finance Website.

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1. Launch the form from Appian

Launching the Form *Allocation of Invoice No to each form request*	To access the Sales Invoice Request, click on the following link from the Live environment in Appian - https://bpi.unisa.edu.au/suite Use your University Network ID and password to enter into the site *As soon you launch an Appian form, Appian will allocate an invoice no to the form. This invoice no will be used for the creation of the tax invoice in Finance One*
1. Click in Actions	
2. Click on the Finance folder in the left-hand menu 3. Select the Sales Invoice Request FS19	

2. Completing a Sales Invoice Request

Customer Details

1. Enter the ABN or Debtor Code of the customer to populate customer details from Finance One. *Please note the debtor code must consist of 8 characters in the format as AAAAAANN*

2. A single ABN can have multiple debtor codes. Make a selection from the drop down list. New customers will not have a debtor code

3. You can search by Customer name. *Please note the search by customer name must be an exact match to Finance One eg SA Health vs SAH*

Customer Details

Existing Customers
Please enter one of the foll... ①

Customer ABN

Enter an Australian Business Number (ABN) in the format 'NNNNNNNNNNN'

or

Debtor Code ②

Enter a Debtor Code in the format 'AAAAAANN'

or

Customer Name ③

New Customers
For new customers, please complete the details below

Customer Name

Enter a Customer Name in the format 'Last Name First Name' or 'full name of company name'

Address 1

Address 2

Suburb / City

State	Post Code/Zip Code

Country

Australia

This field becomes a drop down list if more than one debtor code is attached to the Customer ABN

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4. If you are entering an ABN and returns no details, this requires all the customer details in the required fields to be entered for new customers

Customer Details

Existing Customers
Please enter one of the following

Customer ABN

53 684 995 582

Enter an Australian Busin... ④ ...umber (ABN) in the format 'NNNNNNNNNNN'

Invalid ABN number

No ABN found in Finance One. Please enter the fields in 'New Customers' section.

Sanctioned Country Validation

5. When entering a State/Country, the country will be validated against an Autonomous Sanctioned Country list to identify what country is sanctioned from the Department of Foreign Affairs and Trade (DFAT) website

State ⑤	Post Code/Zip Code
BAGDAD	56231

Country

Iraq

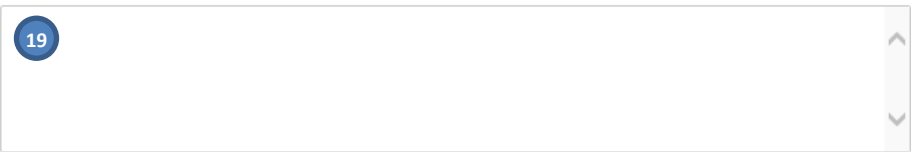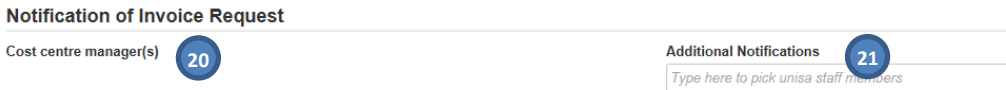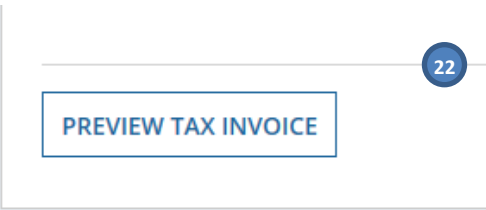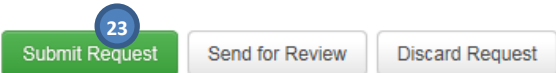*The Country is subject to a sanctioned regime - can you confirm either:*
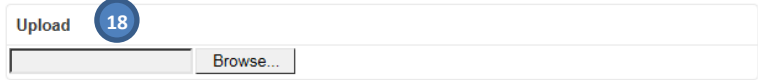
○ A sanctions permit has been obtained from DFAT
○ DFAT has confirmed that a sanctions permit is not required

Further information can be found here

Contact Details for the Tax Invoice	
6. Attention field will be exported with the debtor details in the debtor chart in Finance One. This will allow the Attention name to be printed on the tax invoice for the customer 7. The email field is where you want the tax invoice to be sent with copies to be included on the email 8. The customer reference number is the purchase no attached to the revenue – *max of 10 characters*	**Contact Details for the Tax Invoice** **Attention** (6) Name of contact to appear on the Tax Invoice **Email(s)** ❓ (7) **Phone** ❓ *Seperate emails by semicolon(;)* **Customer Reference Number** ❓ (8) **Do you want Finance to contact the customer if the tax invoice is overdue?** 🔘 Yes ⚪ No

Revenue Type	
9. The question relates to whether the research revenue is countable under the Higher Education Research Data Collection – see website http://w3.unisa.edu.au/res/admin/HERDC.asp	**Revenue Type** If this is research income, can it be countable under the Higher Education Research Data Collection (HERDC)? ❓ ⚪ Yes ⚪ No (9) Please select the currency the Sales Invoice is being invoiced in Enter total amount in foreign currency Netherlands Antillan Guilder - ANG ▼

10. If the customer's invoice requires the invoice amount to be in foreign currency, select the currency from the drop down list 11. Insert the total amount exclusive of GST in foreign currency on the customer's invoice into the field. The conversion into Australian dollars will be calculated automatically based on the daily currency conversion rate	**Revenue Type** Is this research income countable under the Higher Education Research Data Collection (HERDC)? ❓ ⚪ Yes ⚪ No Please select the currency the Sales Invoice is being invoiced in (10) Azerbaijanian New Manat - AZN ▼ Enter total amount (Ex GST) in foreign currency (11)

Sales Invoice and Coding Details	
12. Each Invoice Line Item represents a single line item narrative, amount and GST code that appears on a customer sales invoice 13. The Additional Coding Line allows for an invoice line to be allocated across multiple Cost Centres. Only	**Sales Invoice and Coding Details** Invoice Line Item 1 (12) Search for Item Code (table with columns: Narrative to appear in Finance One ❓ / Description to appear on the Sales Invoice ❓ / Sub Ledger / Cost Centre ❓ / Item Code / Tax Code ❓ / Amt (Ex GST) / GST / Amt (Inc GST)) Maximum 40 characters / Maximum 500 characters / --Select-- / / / F / / $0.00 / Total ... $0.00 $0.00 $0.00 ➕ Additional Coding Line (13) 1 ℹ️ Amt (Ex GST) GST Amt (Inc GST) Total Amount (in Australian Dollar - AUD) $0.00 $0.00 $0.00 ➕ Add New Invoice Line (14)

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	one description for the total amount for that line item will appear on the customer invoice	
	14. Add New Invoice Line creates a new line item and cost (Line 2) to appear on the customer invoice. This will have a different description or GST code to the previous line item on the invoice (Line 1)	*Please Note: The use of special characters – &, para markers (new line break), %, * , ‘, "* *are not accepted in all free text fields that require the fields to be integrated into Finance One.*

Additional Information Free Text Field

15. Any information to appear on the customer's invoice that is <u>not</u> directly related to the description of each line item cost, is captured in the free text field

Additional information to appear at the footer of the Customer Sales Invoice ❓

Maximum 120 characters   **15**

*Please Note: The use of special characters – &, para markers (new line break), %, * , ‘, "* *are not accepted in all free text fields that require the fields to be integrated into Finance One.*

Summary of Revenue to appear in Finance One

16. Summary of the allocation of revenue to the nominated cost centres as per the coding information used in the sales invoice

Summary of Revenue to Appear in FinanceOne   **16**

Cost Centre Allocation	Cost Centre Description	Item Code Description	Amt (Ex GST)
AD070800-6713	OFFICE OF CFO	Seminar / Workshop Fees	$6,000.00
AD071040-6713	CORPORATE EXPENSES	Seminar / Workshop Fees	$8,000.00
Total Amount (in AUD)			$14,000.00

Tax Determination Summary

17. Summary of the tax determination listing your selections from the GST wizard

Tax Determination Summary

17

No Tax Determinations are made

Supporting Documentation 18. There are two types of supporting documentation 1) documentation that supports the invoice to be stored in Finance One, 2) documentation to be attached to the Customer's invoice. If the attachments relate to 2, please insert the instructions in the Comments field for the AR Team to follow	**Supporting Documentation** Upload ⑱ [ ] [Browse...]
Comments 19. Allows for commentary to be made between process participants, intended for the next subsequent process participant	**Comments** ⑲ [ ]
Notification of Invoice Request 20. Name of cost centre manager is retrieved from the Cost Centres used in the customer's invoice request 21. You can also insert additional notifiers who will receive the email notifications on the request	**Notification of Invoice Request** Cost centre manager(s) ⑳ Additional Notifications ㉑ Type here to pick unisa staff members
Preview Tax Invoice 22. Prior to submitting the request to Accounts Receivable for processing, you can view the tax invoice from what Appian will be producing in Finance One. This will provide you with a sample on the wrapping of the text in the description field on the invoice	㉒ PREVIEW TAX INVOICE
Action Buttons 23. **Submit Request** – submits to the AR Team for processing.to the AR Team for processing.to the AR Team for processing. This Action button will change on the basis if any GST wizard summaries have been flagged for review **Send for Review** –	㉓ Submit Request Send for Review Discard Request

providing the flexibility to send to any other staff member for review if required **Discard Request** – discarding the request in Appian	

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3. Completing a GST Wizard

24. A GST Wizard is available to determine the most appropriate GST code to be used for a sales invoice line item. The GST wizard can be selected from the Tax Code drop down field

Amt (Ex GST)	Tax Code ❓	GST
	--Select-- ⌄	
$0.00		$0.00

Tax Wizard (25)

What is the dollar amount in the Sales Invoice that requires a tax determination? *

$

Please click Next to use Tax Wizard. (26)

25. The GST wizard provides a set of categories to be selected that best describes the good/service activity of the invoice

26. Step through each of the selection options in the GST wizard to produce a tax code determination

27. At the end of the selections, there will be an instruction provided to action the request with the relevant action buttons

Tax code
The selection has resulted in a GST code – T (27)

Action – As your invoice amount is > $500, the GST code indicated is preliminary only. Please action by Requesting Assistance with the GST determination to confirm this GST code.

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28. Action buttons – you can flag any of the responses from the summary for further submission for the GST review

(28) [Flag for GST Code Assistance]   [Return to Sales Invoice Request]

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29. The flagged items will appear in the Tax Determination Summary

30. The Action buttons on the bottom of the Sales Request form will change allowing you to Submit for GST Review instead of Submitting to AR for processing

Tax Determination Summary (29)

Tax Determination Summary
(Submitted by Stella Cheatle ADMIN)
⚠️ **Invoice Line 1-**
- Education
Includes Accredited Tertiary Courses, Short Courses, Course Materials, Field Trips etc
- Tertiary Education Course
An Accredited Undergrad or Postgrad Course provided to an enrolled student
Resulted Tax Code: F

(30) [Submit for GST Review]   [Send for Review]   [Discard Request]

4. Saving a Sales Invoice Request

1. The save function on the left-hand side of the Appian standardised menu has the functionality to save your request during the process	
2. The request will be saved in the Tasks folder 3. As the form was not submitted and only saved in the initial process, there will be no further details listed in the file name	

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5. Tracking the Progress of the Request

1.	To open your approved Sales Invoice Request record, go to https://bpi.unisa.edu.au – 2. Click on the Records menu and Select the Sales Invoice Request	Records Reports Actions Sales Invoice Requests List of Sales Invoice Requests
3.	Select the Invoice No record from the list of sales invoice requests initiated	**Sales Invoice Requests** 	Invoice Number	ABN	Customer Name	Debtor Code	Invoice Amount	Initiator	Initiated Date	Status	 300860	92 327 286 818	SA HEALTH & COMMUNITY SERVICES SKILLS BOARD INC	saheal00	1,658.00 AUD	Srinivasulu P	08 Feb 2017	Export in Finance One 300859	68 706 814 312	DEPARTMENT OF DEFENCE	DEPDEF02	150.00 AUD	john Bu	08 Feb 2017	Export in Finance One 300858	68 706 814 312	DEFENCE SCIENCE & TECHNOLOGY	RAJMAN85	908.00 AUD	john Bu	08 Feb 2017	Export in Finance One 300857	61 727 179 818	Customer Name Three	TRUTUB00	937.00 AUD	john Bu	08 Feb 2017	Submitted to AR 300856	61 727 179 818	Customer Name Three	TRUTUB00	281.00 AUD	john Bu	08 Feb 2017	Initiated
4.	Click the hyperlink to display the Sales Invoice request – sample of the Appian Sales Invoice request	Records Reports Actions Records / Sales Invoice Requests **Sales Invoice Request for SA HEALTH & COMMUNITY SERVICES S** Follow Initiated Submitted to AR Processed by AR **Last Activity** 	Completed by	Comment	Task	Action	 Srinivasulu P	test this 2nd time	Process Request (AR)	Export in Finance One
5.	Download the sample of the tax invoice produced by Finance One as sent to the customer	News Tasks (31) Records Reports CELEBRATING 25 YEARS University of South Australia **Summary ▸** News Related Actions Document Download Records / Sales Invo **Sales Invo** Follow **Last Activity** Completed by Srinivasulu P

6. List of Email Generated during Sales Invoice Request Process

1. Initiator clicks on Send for Review button and the selected reviewer will receive an email
2. Once the reviewer reviewed the request and clicks on Return to Initiator, Initiator will get an email
3. Initiator Submit Request, an Information email will be sent to cost centre managers and additional notifiers. The requestor will be in "CC" of the email
4. AR Team will receive an email to process the sales invoice request
5. If the AR Review clicks on Return to Initiator an email will be sent to the initiator
6. If AR Team clicks on Export to Finance One, the initiator will get an email
7. If the initiator or AR sends for the GST Review, an email will be sent to GST Accountant