

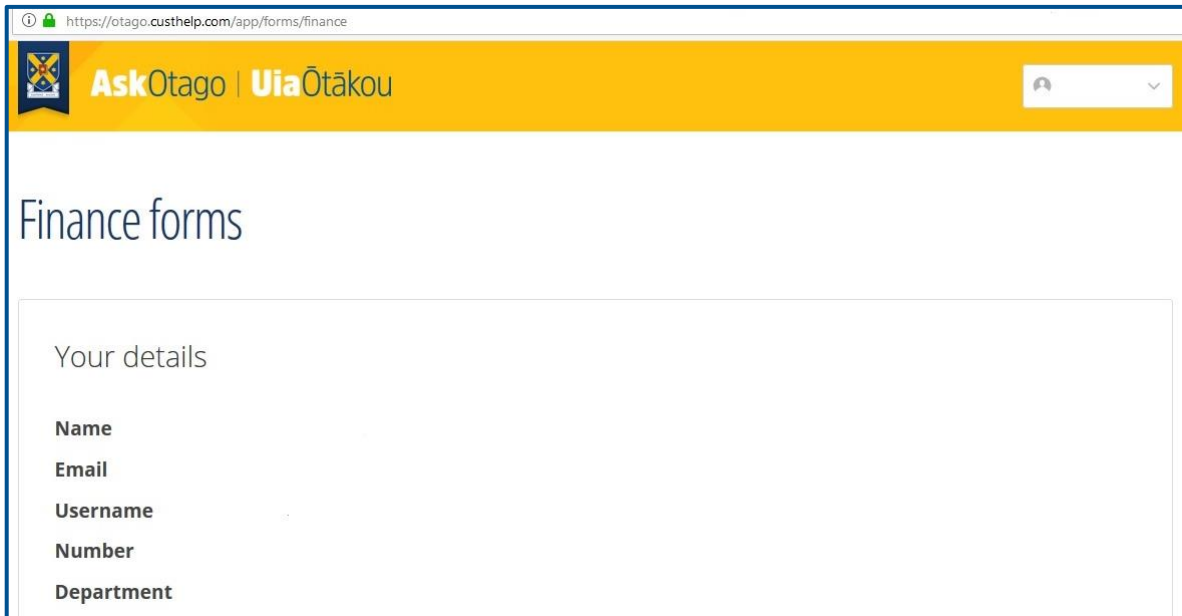
Finance Forms – General Invoice

Finance Forms can be found via the AskOtago login at <https://otago.custhelp.com/app/forms/finance>.

Choose the form type you require and submit using the "Submit Request" button at the end of the form.

This factsheet takes you through submitting a General Invoice

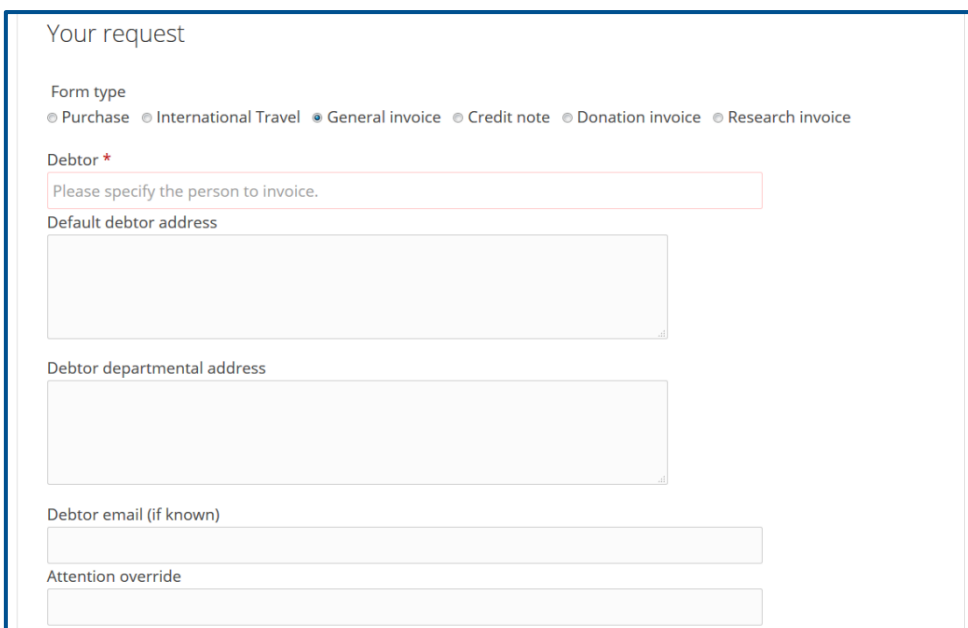
Your Details: These sections auto-populate when you login



The screenshot shows a web browser window with the URL <https://otago.custhelp.com/app/forms/finance>. The page header is yellow and contains the AskOtago logo and the text "Uia Ōtākou". Below the header, the page title is "Finance forms". The main content area is titled "Your details" and lists the following fields: Name, Email, Username, Number, and Department.

Your Request:

1. Form type - select "General invoice"
2. Debtor - start typing name or number and if it's already in the system it will fill in the rest automatically
3. Default debtor address - fills in automatically from selected Debtor above
4. Debtor departmental address - Specific debtors require invoices sent to the department e.g (University of Auckland) This field is for that address to be added
5. Debtor email (if known) - debtor's contact email
6. Attention override - Person the invoice is being sent to



The screenshot shows the "Your request" form. The "Form type" section has radio buttons for "Purchase", "International Travel", "General invoice" (selected), "Credit note", "Donation invoice", and "Research invoice". Below this, the "Debtor *" field is a text input with the placeholder "Please specify the person to invoice.". The "Default debtor address" field is a large text area. The "Debtor departmental address" field is another large text area. The "Debtor email (if known)" field is a text input. The "Attention override" field is a text input.

- 7. Order number –
- 8. Amount of invoice (incl. GST) – This is the total amount of the invoice – the total of the dissections would need to equal the same to allow this to be submitted for creation
- 9. Currency – change currency if not NZ dollar

i Please note most debtors require an order number.

Order number

Amount of invoice (incl. GST)

Currency *

Recurrence
 None Monthly Quarterly 6 monthly

- 10. Recurrence – indicate if this is this a once off or ongoing order, selecting monthly, quarterly or 6 monthly will bring up a calendar to choose date of first invoice and expected date of last invoice.

Recurrence
 None Monthly Quarterly 6 monthly

Date of first invoice *

Expected date of last invoice

- 11. There are 2 add row buttons on the left of the form, 1 under Description of goods and 1 under the number of the last good added. To remove a line, click the black cross next to the item


i Please specify the items to invoice below. You can add more rows by clicking the Add row button.



	Account number * and dissection i	GST Code	Amount (incl. GST)	Narrative	Narrative (line 2)	Narrative (line 3)
1	<input checked="" type="radio"/> GL <input type="text"/> <input type="radio"/> PL <input type="text"/> <small>e.g. 10.XX.A01 e.g. 3241.00</small>	C	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals			\$0.00	⚠ Please ensure dissections add up to the invoice amount.		

e.g. with more than 1 line added

	Account number * and dissection i	GST Code	Amount (incl. GST)	Narrative	Narrative (line 2)	Narrative (line 3)
1	<input checked="" type="radio"/> GL <input type="text"/> <input type="radio"/> PL <input type="text"/> <small>e.g. 10.XX.A01 e.g. 3241.00</small>	C	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
			⚠ Please specify a valid GL account code.			
2	<input checked="" type="radio"/> GL <input type="text"/> <input type="radio"/> PL <input type="text"/> <small>e.g. 10.XX.A01 e.g. 3241.00</small>	C	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
			⚠ Please specify a valid GL account code.			
Totals			\$0.00	⚠ Please ensure dissections add up to the invoice amount.		

12. Account number and dissection – add the account code to be charged – this is a mandatory field and changes format depending which account type you choose. Dissection is used to code the category of the purchased item. Click on the information button to be taken to the page with the dissection code lists.
13. GST code – select from the dropdown list. It is automatically set to select “C” – current rate 15%
14. Amount (incl. GST)– the cost
15. Narrative– This is what appears on the departments finance one reports and also the debtor statements – there are three boxes to tie in with the finance one invoice which also has three fields to add information.–
16. Totals– automatically calculates from above information


 Please specify the items to invoice below. You can add more rows by clicking the Add row button.

	Account number * and dissection 	GST Code	Amount (incl. GST)	Narrative	Narrative (line 2)	Narrative (line 3)
1	<input checked="" type="radio"/> GL <input style="width: 60px;" type="text"/> <input type="radio"/> PL <input style="width: 60px;" type="text"/> <small>e.g. 10.XX.A01 e.g. 3241.00</small>	C	0.00	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Totals			\$0.00	 Please ensure dissections add up to the invoice amount.		

17. Print details – this is what appears on the invoice for the debtor to see. Choose which option you require
 - As per narratives

Print details

As per narratives
 Specify print details
 Attach example

 The print detail will be automatically generated using the narrative field in the lines above.

- Specify Print details


Print details

As per narratives
 Specify print details
 Attach example

- Attach example

Print details

As per narratives
 Specify print details
 Attach example

 Please attach the example document using the Attach documents feature at the end of this form.

18. Notes for finance team - special notes to the Finance Team
19. Attach documents – attach any relevant documents here, they can be any format
20. Submit request – click to submit to the Purchasing Team to process the order. You will receive a confirmation it has been submitted

Notes for finance team

Attach documents (if required)

No file selected.