



Example of a payment receipt printout


Once you enter and save a receipt transaction in Themis, it will automatically print to your default Themis printer (as specified in your user profile, refer to *Setting your Themis user profiles* reference card for further details).

Note: if your receipt does not print automatically, you can reprint it manually from the receipt entry screen (any subsequent receipt printouts will have a *COPY* watermark).

Below is an example printout of a receipt:

RECEIPT

This is a Tax Invoice for GST purposes


 THE UNIVERSITY OF
 MELBOURNE

	RECEIPT NUMBER
	613965
	ABN DETAILS
	84 002 705 224

	RECEIPT DATE	PAGE
	12-NOV-2013	1 of 1
	DEPARTMENT	
	0080 - OFFICE VICE CHANCELLOR	
	ACCEPTED BY	
	POLLY ESTER	

LUCY LASTIC
 123 PARK STREET
 PARKVILLE
 3052
 AUSTRALIA

PURPOSE	INVOICE No.	GST AMT	AMOUNT (Inc GST)
CONSULTING SERV		\$11.43	\$125.75

TENDER TYPE	ADDITIONAL INFORMATION	Total GST	Receipt Total (Inc GST)
CHEQUE PAYMENTS	LUCY LASTIC 00896	\$11.43	\$125.75

Amount Tendered:	\$125.75
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Note	CONSULTING SERVICES - LUCY LASTIC
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Signature _____
Cashier: POLLY ESTER