

Kofax Business Reviewer - assign Work Queue items to another user

Introduction

If you are a Business Reviewer in Kofax and intending to take leave, it's important to ensure that you reassign your Work Queue items to another user so that the invoice can progress through the system and be paid.

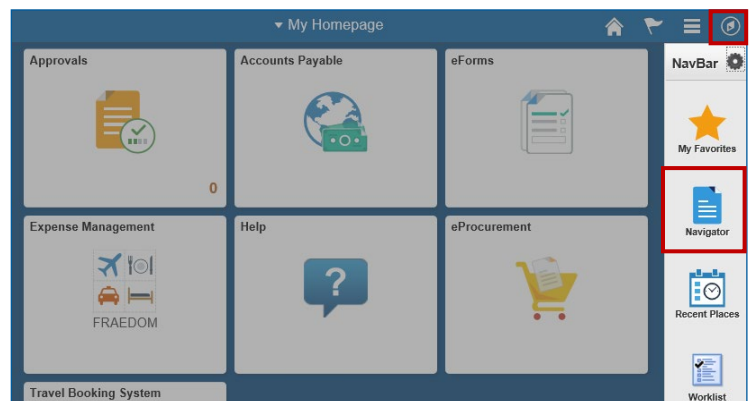
Ideally, this would be someone in your team as they would be required to validate the coding (department ID and project code) and confirm receipt of the goods or services.

To do this, you set up an "Alternate User" in the Finance System (PeopleSoft) and this feeds through into the Payables System (Kofax).

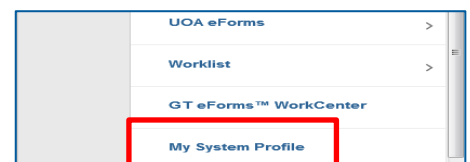
Procedure

To set up an Alternate User -

1. Log into the [Finance System](#)
2. Click on the NavBar icon (top right)
3. Click on Navigator



4. Scroll down to the bottom and click on My System Profile



5. Enter the Alternate User (staff) ID by using the look up icon
6. Enter the date range you will be on leave
7. Click Save

NOTE: please action any outstanding items before you go on leave as they will not reassign once they appear in your Work Queue.

If you are a Financial Approver – please refer to [separate guide](#).

Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au