

# Kofax Business Reviewer – Purchase Order invoices with exceptions

## Introduction

This guide is intended for Business Reviewers where a supplier invoice does not match the Purchase Order (PO). Refer to the table below for reasons why a PO exception occurs and the action required.

Once you have reviewed the invoice exception, it will require approval by a financial delegate based on the value of the invoice (majority of the time this will be done centrally as < \$10k).

### Definitions (will appear under Match Status)

New Line – Exceeds Tolerance*	A new line (for a product or service) has been added to the invoice which was not on the PO. You will be required to review or amend the project code and dept.
Line Variance – Exceeds Tolerance*	The value of the product or service on the invoice, has exceeded the value specified on the PO.
Freight – Exceeds Tolerance (more than \$100 variance for freight lines)	The freight charges have either exceeded tolerance, or freight charges have been added to the invoice which were not included on the PO.
Freight – Within Tolerance (less than \$100 variance for freight lines)	No action required.
Matched – Receipted	No action required.
Matched – No Receipt	No action required through Kofax, however if these goods or services have been received, please receipt items in eProcurement as soon as possible to enable payment.

\*Tolerance – \$100 or 10% more than the original value on the PO (excluding GST).

**NOTE:** when reviewing PO invoice exceptions, where there are multiple lines, you are only be required to review the line where the invoice and PO do not match.

## Access to Kofax

You can access Kofax in the following ways;

- Click the link in the system generated email sent to you when an invoice has been sent to you to action, or
- Click on the Kofax button on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the Finance System.

However if you are travelling or not on the University network:

- Please visit ITDS website to set up the [ADAPT](#) and/or [VPN](#) to access Kofax
- Alternatively, please nominate an alternative user in advance to action on your behalf ([link](#))

## Procedure

From your **Work Queue**, click on the PO invoice link you would like to action.

In this example the status is 'New line – Exceeds tolerance'.

You will be required to;

1. Review the invoice image and line(s) containing 'New line – Exceeds tolerance' to verify the additional items or costs.

The screenshot shows the 'Work Queue' interface for an invoice received from Qiagen Pty Ltd. The invoice amount is 3,762.99 AUD, dated Tue Aug 21 2018. A message indicates it does not match the approved purchase order 000035529. A 'Tax Invoice' image is displayed on the right, showing details for the University of Adelaide. The main table below the header shows a 'GST total' line item with an amount of 3,420.90, which is highlighted in red. The 'Account Distribution' tab is active, and the 'Workflow' sub-tab shows the 'New Line - Exceeds Tolerance' status.

Invoice Reference	Invoice Number	Excl Amount	GST Amount	Incl Amount	Currency
K0000352	95537401	3,420.90	342.09	3,762.99	AUD

Item C...	Description	Invoice...	Invoice Excl...	PO Qty	PO Excl Amt	Qty Va...	Excl Amt Vari...	Match Status	Account	Account Description	Dept	Project	Project Description
GST total		0	3,420.90	0	0.00	0	3,420.90	New Line - Exceeds Tolerance	2772	Postage	285	20116372	16ARC_IN160100007_Operat...
GST total		0	3,420.90	0	0.00	0	0.00		2772	Postage	285	20116372	16ARC_IN160100007_Operat...

2. The project code and dept. will default to the coding from the PO - if amendments are required;
  - a. Click on the individual line to highlight it, then amend the coding by entering in the number in the blank box above the data field name.
  - b. Click the **Update** button.

This close-up view of the 'Account Distribution' table shows the 'New Line - Exceeds Tolerance' status. A red box highlights the coding fields: 'Account', 'Account Description', 'Dept', 'Project', and 'Project Description'. The values for the highlighted row are 2772, Postage, 285, 20116372, and 16ARC\_IN160100007\_Operat...

3. If you are satisfied that the line item is appropriate to pay and the coding is correct, click **Complete**.

The screenshot shows the 'Comments' section with a text input field containing 'Enter comments in'. Below the input field are three buttons: 'Pushback', 'Complete', and 'Return to worklist'. The 'Complete' button is highlighted with a red box.

The invoice will then be workflowed to a financial delegate for approval, this is pre-set by Accounts Payable.

## Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)