

Kofax Business Reviewer - Other Payment e-Form

Introduction

This guide is intended for Business Reviewers (i.e. Line Managers, Supervisors or Chief Investigators) to review and approve Other Payment e-Forms. You will be asked to validate the e-Form details, review department and project code (coding) and confirm the expenditure is appropriate.

Access to Kofax

You can access Kofax in the following ways;

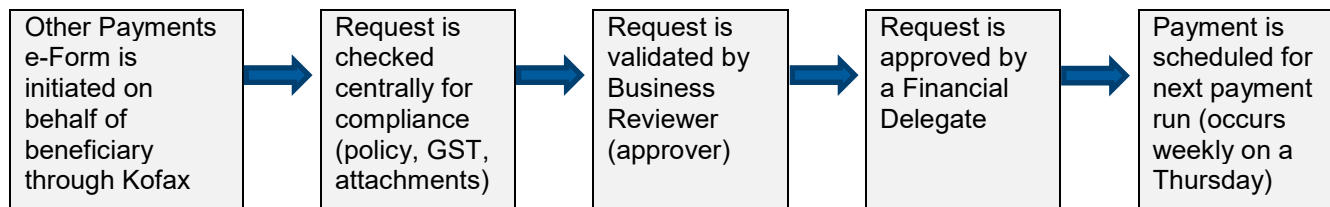
- Click the link in the system generated email sent to you when an e-Form has been sent to you to action, or
- Click on the gold Kofax button on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the Finance System.

If you are travelling or not on the University network (e.g. working from home):

- 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

Other Payment e-Form Process



From your **Work Queue**, click on the link of the e-form you would like to action.

The image below shows the different document types – in this scenario you would pick **Other Payment Form**.

Activity Name	Reference Number	Invoice Type	Supplier ID	Supplier Name	Invoice Number	Invoice Date	PO Number	Total Amount
Business Review	K0002608	Non-PO Invoice	0000052515	Grass Roots at Adelaide Pty Ltd	00132842	18/12/2018 12:00:00 AM		97
Business Review	K0002610	Reimbursement Form	S1612480	Spedding,Andrea	TaxiCoffee	7/03/2019 12:00:00 AM		176.5
Business Review	K0002618	Other Payment Form	S1612480	Spedding,Andrea	TransdisciplinaryPrize	8/03/2019 12:00:00 AM		500

1. Review the e-Form image to verify details and expenditure – this is what the requester has submitted (refer to note below)
2. Review the distribution line(s) containing the expense description and the coding (dept. & project)
3. If you wish to amend any of the distribution lines, click anywhere on the **description line**, amend the necessary fields and click **Update**.
4. Click on the **Attachments Tab** to view attachment (s)

The screenshot shows the 'OtherPayment' form in the Kofax Business Reviewer. The form details include Invoice Reference K0000401, Invoice Number K0000401, Excl Amount 110.00, GST Amount 100.00, and Incl Amount 210.00 AUD. The 'Account Distribution' table is highlighted with a red box and contains the following data:

Description	Account	Account Description	Dept	Project	Project Description	Excl GST	Tax Code	GST
inc All	2776	Associated Travel Expenses	810	15017200	810 Financial Controller	110.00	10% GST	100.00

At the bottom of the form, the 'Complete' button is highlighted with a red box. The right-hand pane of the interface is highlighted with a green box.

5. Approve the payment request by clicking **Complete** button.

Things to note

- The details on the original e-Form image may differ after it's been through compliance checking. Minor changes won't be noted, major changes (e.g. change to value) will be noted under the **History Tab**.
- If you require further information from the person submitting the form, you will need to contact them directly.
- If you want to decline the request altogether, enter this a reason in the Comments box, select AP Processor from the **Pushback dropdown** list and then click the **Pushback** button. The request will be cancelled and the initiator contacted.

This close-up screenshot shows the bottom section of the form. It includes a 'Comments' box with the placeholder text 'Enter comments in'. Below the comments box are three buttons: 'Pushback', 'Complete', and 'Return to worklist'. The 'Pushback' dropdown menu, the 'Pushback' button, and the 'Return to worklist' button are highlighted with red boxes.

Clicking on the **Return to Work Queue** button will take you back to your Work Queue landing page.

Contact Us

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