

Kofax Business Reviewers – Reimbursements e-Form

Introduction

This guide is intended for Business Reviewers (i.e. Line Managers, Supervisors or Chief Investigators) to review and approve reimbursement claim 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;

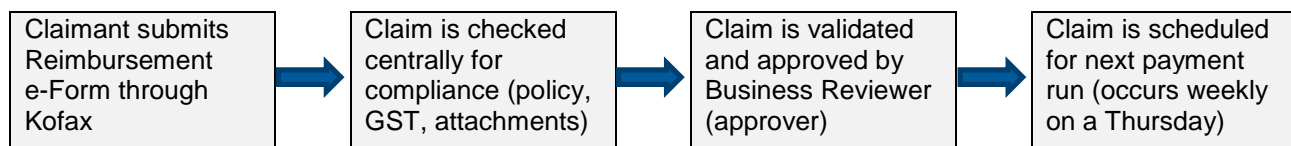
- Click the link in the system generated email sent to you when an e-Form has been sent to you to action, or
- Click on the Kofax button on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the Finance System.

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

Reimbursement e-Form Process

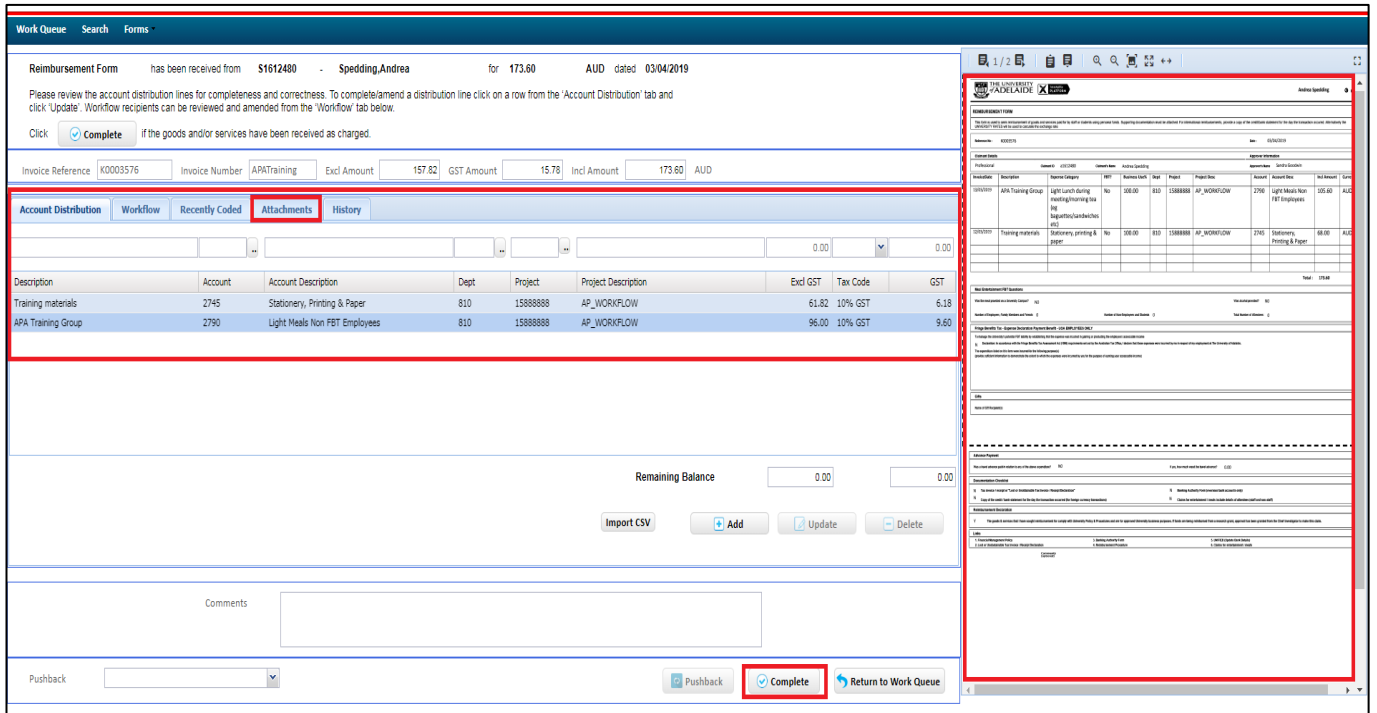


From your **Work Queue**, click on the link you would like to action.

The image below shows the different invoice types – in this scenario you would pick **Reimbursement Form**.

Activity Name	Reference Number	Invoice Type	Supplier ID	Supplier Name	Invoice Number	PO Number	Inv Date	Inv Due Date	Total Amount	Currency
Business Review	K0003566	Non-PO Invoice	0000003010	Australian Genome Research Facility	S1087271TEST		31/1/2019	28/2/2019	1411.41	AUD
Business Review	K0003572	Reimbursement Form	S1612480	Spedding, Andrea	Staffroom/coffee		3/4/2019	3/4/2019	150	AUD

1. Review the e-Form image to verify Form details and expenditure – this is what the claimant 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 attachments



5. Approve the request by clicking the **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. an inappropriate item was removed) 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 wish to decline the request altogether, enter this information into the Comments box, select AP Processor from the **Pushback dropdown** list and then click the **Pushback** button. The request will be cancelled and the claimant contacted.



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

Related Quick Reference Guides

For other quick reference guides and FAQ's, visit the [Payables Online Resources webpage](#).

Need help?

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