

Submitting an Other Payment Request e-Form

Introduction

This guide is intended for staff who need to request ad hoc payments to other University staff, students or non-staff (e.g. visitors), where an invoice arrangement is not applicable.

When to use an Other Payment e-Form

This form should be used for:

- travel advance payments to staff or students
- incidental allowances to staff
- honorariums to external examiners in line with [Universities Australia Guidelines](#)
- reimbursements to non-staff (e.g. visitors) for expenses incurred on behalf of the University*
- payment requests where there is no invoice
- prizes for students.

*If the payment for a non-staff member is an initial payment, a [Banking Authority Form](#) and/or [Statement by Supplier Form](#) may also need to be completed.

When not to use an Other Payment e-Form

This form must not be used for:

- **reimbursement of out of pocket expenses for staff or students** (submit a reimbursement request)
- **payments to staff** (above exempted) - prize/award payments, committee attendance fees, consulting funds or any other payments either directly or indirectly related to their employment. These payments are paid via Payroll and maybe subject to tax; contact the [HR Service Centre](#)
- **payments to Australian individuals external to the University** (including attendance at review panels, committees etc) this is in line with providing a service on a contract type payment. An employment contract must be in place – refer to the [HR website](#).

If in doubt, please contact Finance & Procurement Services finprosupport@adelaide.edu.au

To access the Other Payment Request e-Form

- Click on the Other Payments Form link under [Documents, Forms & Policies](#) > Forms > Accounts Payable
- Click on the Kofax button on the Finance & Procurement Services [homepage](#), and select Other Payments Form from the Forms drop down list
- Click on the Kofax tile in the Finance System and select Other Payments Form from the Forms drop down list.

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

To raise an Other Payment request;

1. Select **Other Payment Form** from the Forms drop down list
2. Complete the **Beneficiary Information** details
 - a. enter the supplier ID (if known) and/or beneficiary's name by typing directly into the fields or using the Search function. Staff/Student IDs entered in format s1234567.
 - b. the Approver must be the beneficiary's Line manager (Staff) or Supervisor (Students), CI for grant expenditure or budget owner for non-staff, entered in format a1234567.
3. Select the Payment Request Type from dropdown list.
4. Enter each payment as an individual line by entering data into the blank field above the payment description line, working in order from left to right. There are a mixture of data fields, drop down lists and look up functions to assist you.

Payment Description	Provide a brief description of the payment required
Dept	Enter in the 3 digit code – you can type this in if you know it, otherwise use the look up function, select code and click OK
Project	Enter in the 8 digit code - you can type this in if you know it, otherwise use the look up function, select code and click OK
Project Description (read only field)	This field will be pre-populated based on the Project selected
Account	This field will be pre-populated based on the Expense Category selected unless 'Other' is selected. In this case you can enter an account code if known, otherwise leave blank.
Account Description (read only field)	This field will be pre-populated based on account code
Excl Amount	Amount being claimed excluding GST
GST Amount	Amount of GST included in the payment
Incl. Amount	Amount to be claimed, including GST
Currency (defaults to AUD)	Payment currency

5. Once you have completed all the data fields click **Add**. Repeat steps if more lines are required.

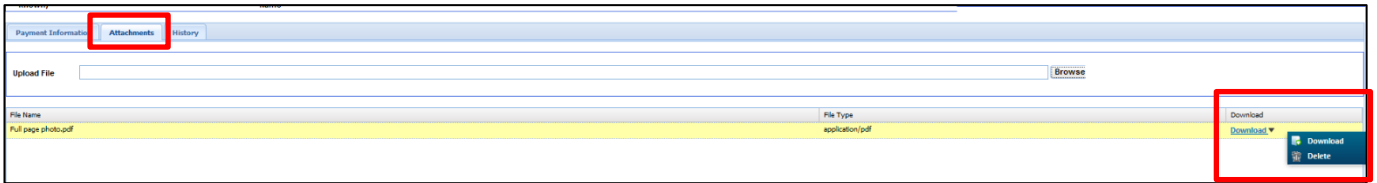
The screenshot shows the 'Payment Information' form with the 'Payment Request Type' set to 'Other Payment'. A single line item is visible with the following details: Honorarium, Dept: 810, Project: 15017240, Project Description: Accounts Payable, Excl Amount: 10.00, GST Amount: 1.00, Incl Amount: 11.00, Currency: AUD. At the bottom right, there are buttons for 'Add', 'Update', and 'Delete', with the 'Add' button highlighted by a red box.

6. To amend a line(s) click on the individual line to highlight it, make your changes and then click **Update**. If you wish to delete a line(s) click on the individual line to highlight it then click **Delete**.

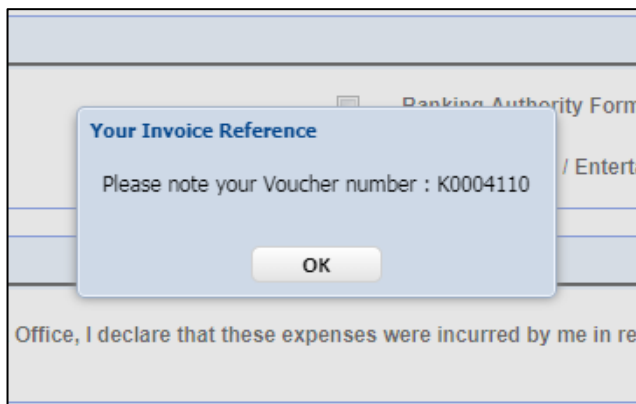
The screenshot shows the 'Payment Information' form with two line items. The second line item is highlighted in yellow. The details for the second line are: Honorarium, Dept: 810, Project: 15017240, Project Description: Accounts Payable, Excl Amount: 10.00, GST Amount: 1.00, Incl Amount: 11.00, Currency: AUD. At the bottom right, there are buttons for 'Add', 'Update', and 'Delete', with the 'Update' button highlighted by a red box.

7. Adding attachments

- a. Click the **Attachments** Tab
- b. Click browse, select document, click open
- c. The file will appear in the list
 - i. To delete click on the **download** link and select delete

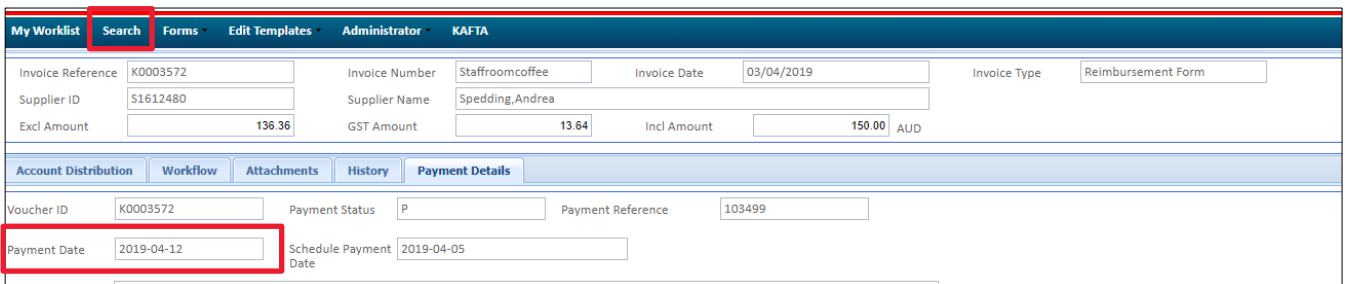


- 8. Once you have completed all data fields and attached all necessary supporting documentation click **Submit**.
- 9. A pop up will appear with your unique 'K' reference number – this is also the voucher number in the Finance System.



Additional information

- Payments will be made in the currency listed on the Other Payments Form
- You can track the status of your request including the payment date by using the Search functionality (refer to separate guide). Note: this is the day the funds are released from the University, when it appears in the beneficiary’s bank account is dependent on their banking instruction.



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