How to complete the KOFAX Coding Slip

Your guide to processing payment of invoices, staff expense reimbursement and petty cash reimbursement

Endeavour Foundation

If you have made a purchase on behalf of the organisation, and either have an invoice that requires payment or you require reimbursement for a staff expense or petty cash, you will need to complete a KOFAX coding slip so that the purchase can be allocated correctly in the finance system. This guide will help you do this correctly.

Please note if you have completed a Purchase Order in the finance system for this purchase, you do not need to complete a KOFAX Coding Slip!

Enter the **address of your location**.

Enter the **creditor/ supplier address** as shown on the invoice or receipt

Enter in the relevant **financial dimension codes** to allocate the cost of this purchase.

Speak to the budget owner to confirm which financial dimensions to use, or you can use the dimensions lookup tool to search for the correct codes.

PLEASE NOTE:
- **One PDF per email**
- **No more than 10 Kofax Coding Slips in one PDF**

If you are submitting a claim for **staff expense** reimbursement, and this is your **first claim**, please enter your bank, BSB and account details so that your reimbursement is paid into the correct account.

Once completed, submit to the appropriate budget owner, with sufficient delegation approval limits, for approval and signature. Please refer to the Delegation of Authority Policy and for further information.

QF 6700.04: KOFAX CODING SLIP

Endeavour Foundation

Area Address:

Creditor Name & Address:

Select the **claim type** – either a corporate credit card (ANZ Corporate Card), petty cash reimbursement, invoice coding or staff expense reimbursement.

Creditor No:

Please Select Claim Type:

Description of Goods:

Date (Document / Invoice)	Invoice No	Entity Code	Location	Business Unit	Product/Service	Portfolio	Division	Account No / Project ID	Project Cat	GST Code	Dissection Amount	Narrative
										Total:	0.00	

Select **'EF'** for Endeavour Foundation as the **entity code**

Staff Expense Reimbursement:
If this is your first claim please provide your bank details so payment can be made by EFT
Bank:
BSB:
Account Number:

To be completed for Petty Cash Reimbursement Only:
Completed By:
Cash on Hand: 0.00
Bank Account Balance: 0.00
Total Petty Cash Advance: 0.00

Authorised By: (To be signed as per EF Delegation of Authority Policy)
Signature:
Position:
Name:
Date:
(Claim Date)

Business Rules: Kofax - documents must be emailed as PDF's, with no more than 10 Kofax Coding slips or more than 30 individual Pages/Documents in total
Attach original tax invoices / receipts (Note that there will be no reimbursement for lost receipts)

Enter the **creditor number** – if you don't know the number or it is a new supplier, email your Accounts Payable team

Description of Goods
An overview of the total expenses (up to 34 characters)

Narrative
A specific description of each expense line (up to 34 characters)

GST Codes

GS – GST Inclusive *(most common code used)*
FR – GST Free
GO – GST Only
NA – Not Applicable
CA – Capital GST Inclusive
CF – Capital GST Free
IC – Input Taxed Capital Purchases
IN – Input Taxed Purchased
PC – Personal/Private Capital Supplies
PR – Persona/Private Supplies

For details about what these codes mean, refer to WI 6005.01 Information Sheet GST Coding

If you are submitting a claim for **petty cash** reimbursement, complete this section, otherwise leave it blank.

Once approved and signed, send the KOFAX Coding Slip and the original invoice in one PDF to the Kofax Exchange Mailbox for payment

k.exchangemailbox@endeavour.com.au

Need help?

Email accountspayable@endeavour.com.au