e-Forms what can they do for you

Jo Murray and Tracy Rowell
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About the University of Tasmania

- The University is the third largest private employer in Tasmania with around 6000 staff.
- The University’s economic contribution to Tasmania is 1.7 billion PA.
- has close to 30,000 enrolled students.
- 1 in 4 is the proportion of Tasmanians who have a direct connection to the University.
- There are four main campuses: Hobart, Launceston, Cradle Coast and Sydney.
Why we chose eForms

eForm portal is a gateway to electronic forms which are used to support University administration services. It allows us to store, track, review and approve online, without any paper.

The eForm portal allows you to:

- Submit forms electronically from any computer connected to the University network
- Save partially completed eForms to complete at a later time
- Upload required attachments
- View submission history
- Receive email receipt confirmations
- Retrieve forms at a minutes notice
- Workflow for approval
- Improve compliance of travel diaries and transparency of transactions.
Partner Synateq

About Synateq

Synateq have been the partner with UTAS for the delivery of the electronic forms and workflow project.

University of Tasmania selected the Adobe LiveCycle platform and Synateq have helped to develop forms across areas including Student Applications, Course Evaluations, Human Resources, Information Technology and Finance including the payment request form.

Synateq is a Tasmanian management consultancy firm specialising in information technology. Their capabilities include electronic forms and workflow, business intelligence and custom software development solutions including development of a risk management application, RiskTeq that was initiated through a commercialisation agreement with UTas.

About Adobe LiveCycle

Adobe LiveCycle is an enterprise document and forms platform that supports the capture and processing of information.

For the University this has been delivered in the form of a web based portal that incorporates customised workflow and integration with key infrastructure such as Active Directory for authentication and Technology One Financials for general ledger.

Users can access the portal from any device with a web browser that supports the html 5 standard.
eReimbursement

The University is driving for a Cashless environment. Three things stood in the way:-

- Payroll system unable to deal with GST and FBT
- Petty Cash
- Personal Reimbursements

To enable staff to continue to seek reimbursement of expenses an eForm was developed which allows for seamless approval and reimbursements via the employees bank account.

Staff and students submit reimbursements, travel advances and travel acquittals electronically, attach supporting documentation and workflow for electronic approval.

Staff payments are processed via the payroll system and the expenses are transferred into our Finance System to capture GST and FBT.

Student and visitors payments are processed in the Finance System with automatic set up of the vendor and importing of the AP invoice for payment.
eReimbursement - the process

About
The UTAS eForms portal is a gateway to electronic forms which are used to support University administration services.

The eForms portal allows you to:
- Submit your form electronically from any computer connected to the University network.
- Save partially completed eForms to complete at a later time.
- Upload required attachments.
- View your submission history.
- Receive an email receipt as confirmation.

The UTAS eForms portal was introduced in March 2013. The transition of traditional paper based forms to electronic delivery will be an ongoing process, with the number of eForms increasing over time.

To get started, go to Choose eForm.
eReimbursement - the process

Choose eForm
All available eForms are accessible from here. To assist finding eForms they can be filtered by category, searched by name or marked as a favourite. To begin completing an eForm click on them in the Forms list.

Category Search
All

Forms Description

Finance
- Start Travel Diary: Use this form to complete a Travel Diary
- Payment Request
- BEMS Account
- Maintenance and Card
- Limit Changes

Human Resources

IIAS

ITR

ITS

Samples

Test (Showing 5 of 6 items. Group continues on the next page.)
eReimbursement - the process

Selection

- Applicant type
  - Staff
  - Student
  - Other

  All staff payments are reimbursed through payroll

  All University Honorary Employees please select applicant type "other"

Personal details

- To submit on behalf of another person select and enter their details below

  First name
  Jo

  Last name
  Murray

  Staff ID
  00900041

  Position
  Manager - Financial Operations

  School / Section / Budget Centre
  Financial Services

  Phone number
  0363243342

  Email
  Jo.Murray@utas.edu.au
eReimbursement - the process

Request type

- Expense reimbursement
- Travel reimbursement
- Travel advance request
- Travel advance acquittal

Purpose of submission

- Payment Request submission
  - Submit for approval
  - Submit for review

eReimbursement - the process

Expenditure line

- Expenditure incurred overseas
- Date: 14 Feb 2015
- Supplier: Hotel Charles
- Expense description: Accommodation
- Amount: 200.00
- Tax code: Taxable
- Project: 057600
- Nat account: 31001
- Activity code

Add Expenditure

Total of expenditure: 200.00
eReimbursement - the process
eReimbursement - the process

Please search for an approver by name from your Budget Centre/School/Division/Institute with Financial Delegation to approve the payment request.

Search Approvers

Enter first name and/or last name details above then click the search button to select a user.

Staff name
Tanya Lavelle

Position title
Team Leader

Department
Financial Services
eReimbursement the process

Once the eForm has been approved, this goes to a Finance Review Pool for compliance checking and FBT review. The University charges FBT at the transactional level.

<table>
<thead>
<tr>
<th>To Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All forms which are awaiting action from you as an approver/authoriser are listed here. Click on the Form Name to open the eForm, and click the action buttons on the Form to complete your authorisation task. If required forms can also be routed to another user for approval by using the Forward option.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned to Me</th>
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</thead>
<tbody>
<tr>
<td>Form Name</td>
</tr>
<tr>
<td>Jo Murray (18)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned to My Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Name</td>
</tr>
<tr>
<td>ITS-eForms-TDReview (8)</td>
</tr>
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### Assigned to My Groups

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form ID</th>
<th>Submitted By</th>
<th>Nominee</th>
<th>Started</th>
<th>Instructions</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Request</td>
<td>19486-36735</td>
<td>Alicia Bushby</td>
<td>Alicia Bushby</td>
<td>10/07/2015 10:46</td>
<td>Payment Request eForm has been submitted. Please review it now.</td>
<td></td>
</tr>
<tr>
<td>Payment Request</td>
<td>20175-36732</td>
<td>Karen Haig</td>
<td>Karen Haig</td>
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</tr>
<tr>
<td>Payment Request</td>
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<td>Karen Haig</td>
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<td>Payment Request</td>
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<td>Amy Richardson</td>
<td>Alicia Tracey</td>
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<td>Karen Haig</td>
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<td>Alicia Tracey</td>
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<td>Payment Request</td>
<td>20191-37032</td>
<td>Vivien Drinkwater</td>
<td>Kim Izard</td>
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<td>Payment Request</td>
<td>20027-36956</td>
<td>Ann Davis</td>
<td>Tony Richman</td>
<td>08/07/2015 11:41</td>
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eReimbursement - the process
eReimbursement - Process Summary

1. Staff/ Student or visitor enters the Personal Reimbursement claim and is approved by an appropriate financial delegate

2. Finance review the eForm for compliance and FBT and finalises the eForm.

3. For Staff personal reimbursements:
   • A file is sent to payroll for processing with the other side of the transaction going to a Personal Reimbursement clearing account.
   • A file is sent to Finance capturing all the expenditure detail with relevant GST and FBT, with the balancing line going to the Personal Reimbursement clearing account.

4. For students or visitor personal reimbursements:
   • An ETL in the finance system will create a vendor account automatically and an AP invoice is generated for payment to that student or visitor. These are processed as normal in our weekly supplier payment run.

5. The Personal Reimbursement clearing account is reconciled monthly to review claims in progress or awaiting payment by HR.
Questions?