

Introduction

Kofax Total Agility Platform is a third party product (similar to Fraedom or Serko) which enables the University to automate the processing of supplier invoices and facilitate online Reimbursement / Other Payment requests. The system does not replace the University's core Financial System (PeopleSoft).

How does it work?

Reimbursements & Other Payments

- Reimbursement and Other Payment forms are submitted and approved online through Kofax
- Before they reach the Approver, compliance checks are completed by Procurement Services
- An e-Form Approver is the Line Manager, Supervisor or Chief Investigator
- e-Form status and payment date can be tracked in Kofax.

Automating Supplier Invoices

Kofax workflows supplier invoices that don't have a Purchase Order (PO), or where there is a variance between the PO and the invoice. It does not replace the University's Finance System.

- Invoices must be sent directly to invoices@adelaide.edu.au
- Kofax automatically reads and captures information from the invoice
- Any coding or wording in the body of the email **will not be captured**
- Invoices relating to a PO will be matched in Kofax, fully matched invoices will be scheduled for payment in the Finance System
- Invoices with no PO, or where there is a PO variance, will be workflowed in Kofax to a Business Reviewer to be coded (see below)
- Once coded, it will be workflowed to a financial Approver
- Once approved, it will be scheduled for payment in the Finance System.

Two Step Approval Process

- **Business Reviewer** - this is the contact name on the invoice or the ePro Requester, who will enter, or confirm, the project and department code
- **Approver (s)** - a financial delegate based on invoice value and department code.

Access to Kofax

You can access Kofax in the following ways;

1. Click the link in the system generated email sent to you when something has been assigned for you to action, or
2. Click on the Kofax button on the Finance & Procurement Services [homepage](#)
3. 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](#))

Kofax Definitions

As Kofax is a third party product, some of the terminology may vary –

Kofax	Meaning or equivalent in Finance System
Business Reviewer – invoices	Coder - this is the contact name on the invoice or the ePro Requester, who will enter, or confirm, the project and department code
Business Reviewer – e-Forms	Line Manager, Supervisor or Chief Investigator
Claimant Reviewer	Claimant of the reimbursement request (when the e-Form has been raised on their behalf)
Approver	A staff member with a financial delegation
Work Queue	Work List
PO	Purchase Order
Account Distribution	Distribution lines or Chart string (account code / department code / project code)

Document Status	Meaning
Claimant Review	For review by the claimant
Validate / AP Processor	With Accounts Payable to process
Manual PO	Document is waiting to be linked to a Purchase Order by Accounts Payable
Business Review	Pending with the Business Reviewer
Approver	Awaiting approval by the financial delegate
Rejected	Cancelled – check under History Tab for reason
Exported	The voucher has been fully approved and sent to the Finance System (PeopleSoft) for payment
Onhold	Pending – check under History Tab for reason

Payment Status	Meaning
P	Paid, noting the following: <ul style="list-style-type: none"> • Payments are made in accordance to the University's agreed payment terms • The payment date is the day the funds are released from the University, when it appears in the recipient's bank account is dependent on their banking instruction.
S	Scheduled for payment
Q	In error, being investigated

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

Need help?

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