

Kofax – Search and Check Status

Introduction

This guide is intended for users wishing to search for information and / or check the status of an invoice or payment.

Access to Kofax

You can access Kofax in the following ways;

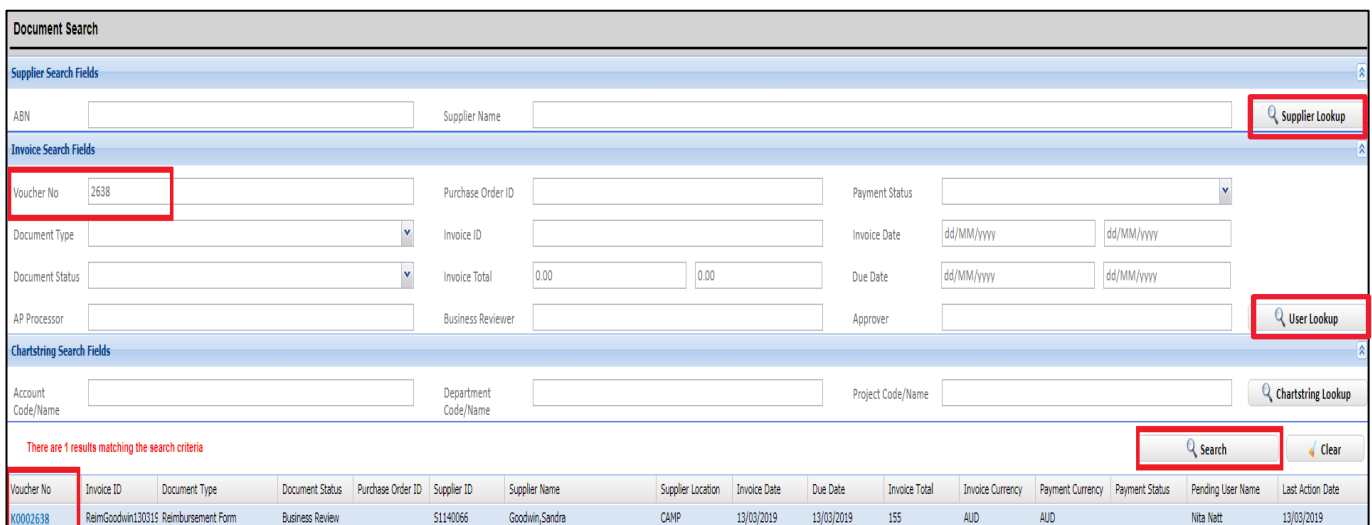
- Click the link in the system generated email sent to you when you have something to action
- Click on the [Kofax button](#) on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the Finance System.

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

1. From the Landing Page, click on **Search** from the top left hand side of your screen
2. You can search on various information such as PO number, project code etc.
3. Use the Supplier Lookup to search based on the Supplier's ID, name or ABN
4. The User Lookup search allows you to search by User ID, Name or Business Reviewer Group
5. To search for an invoice, if you have the unique 'K' reference number enter in the **Voucher No** section, alternatively, enter text into any of the fields or use the look up buttons, and click **Search**



Document Search

Supplier Search Fields

ABN Supplier Name [Supplier Lookup](#)

Invoice Search Fields

Voucher No Purchase Order ID Payment Status

Document Type Invoice ID Invoice Date

Document Status Invoice Total Due Date

AP Processor Business Reviewer Approver [User Lookup](#)

Chartstring Search Fields

Account Code/Name Department Code/Name Project Code/Name [Chartstring Lookup](#)

There are 1 results matching the search criteria [Search](#) [Clear](#)

Voucher No	Invoice ID	Document Type	Document Status	Purchase Order ID	Supplier ID	Supplier Name	Supplier Location	Invoice Date	Due Date	Invoice Total	Invoice Currency	Payment Currency	Payment Status	Pending User Name	Last Action Date
K0002638	ReimGoodwin130315	Reimbursement Form	Business Review	S1140066	Goodwin,Sandra	CAMP	13/03/2019	13/03/2019	155	AUD	AUD	Payment Status	Nita Nett	13/03/2019	

6. The system will bring back results matching the search criteria
7. If you wish to go into the voucher, click into the blue hyperlink under Voucher No (view screen only).

Click on **Return to Search Results** to take you back to the search screen.

Definitions

Document Status	Meaning
Claimant Review	For review by the claimant of the reimbursement request (when the e-Form has been raised on behalf of them)
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 (to view payment date see below)
S	Scheduled for payment
Q	In error, being investigated

View Payment Date

To view the payment date go into the voucher under the **Payment Details** tab.

- Accounts Payable payment run is done weekly on a Thursday
- Suppliers are paid 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.

The screenshot shows the Kofax system interface. At the top, there is a navigation bar with 'My Worklist', 'Search', 'Forms', 'Edit Templates', 'Administrator', and 'KAFTA'. Below this, there is a form with several fields: Invoice Reference (K0003572), Invoice Number (Staffroomcoffee), Invoice Date (03/04/2019), Invoice Type (Reimbursement Form), Supplier ID (S1612480), Supplier Name (Spedding, Andrea), Excl Amount (136.36), GST Amount (13.64), and Incl Amount (150.00 AUD). Below the form, there is a tabbed interface with tabs for 'Account Distribution', 'Workflow', 'Attachments', 'History', and 'Payment Details'. The 'Payment Details' tab is selected and highlighted with a red box. Below the tabs, there is another form with fields: Voucher ID (K0003572), Payment Status (P), Payment Reference (103499), Payment Date (2019-04-12), and Schedule Payment Date (2019-04-05). The 'Payment Date' field is highlighted with a red box.

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

Need help?

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