

# KOFAX Workflow

## Working from Home with no access to printer or scanner

### What is Kofax?

Kofax is the online platform that the Accounts Payable Team use to process transactions relating to Supplier Invoices, Staff Expenses, Credit Card Reconciliations and Petty Cash Claims.

### Need to work from home:

There will be instances when staff are required to work from home and do not have access to a printer and scanner. (example: Covid-19 situation). As part of business continuity (including audit requirements) and to continue using KOFAX system, the finance team have come up with this new process to be used in such circumstances.

### Step One: Completing the Kofax Coding Slip

1.1 User to fill out the Kofax Coding Slip in Excel with all relevant information.

Note: Refer to “Guide to completing Coding Slip” worksheet which is on all coding forms.

1.2 The details of the person authorising must be populated at the bottom of the form

1.3 In the “Signature” cell, please enter “Approved via email”

### Step Two: Obtaining Authorisation

2.1 Create “New Email” and type in the email address of the person authorising the expense

2.2 Attach the Kofax Coding Slip in Excel format and all available supporting documents, example: supplier invoice, copy of receipts/invoices or credit card statement

2.3 In the email body, please ensure the following details with regards to supplier invoice/expense are captured:

- Supplier Name, Site Location if Petty Cash or Staff Name if expense or Credit Card Reconciliation
- Invoice or Expense details – detail what the invoice or expense relates to
- Date of Invoice or Expense claim
- Amount – must match the supporting documentation and the Kofax Coding Slip

2.4 Please request the authoriser to email you back advising they authorise the expense.

### Step Three: Sending Documents to Kofax

3.1 In Outlook, click on “new email” and type in the email address of the relevant company

NOTE: Please refer to below Support Information/Documentation section below

3.2 Attach the Kofax Coding Slip in Excel Format and the supporting documentation such as invoice or receipts for expense claims/petty cash/credit card reconciliations

3.3 Attach the email authorisation

NOTE: Do Not forward the authorising email – Kofax only extracts attachments from an email not the content of the email sent to the mailbox. Only one Kofax Coding Slip per email in this format.

## Supporting Information/Documentation

Kofax Emails:	
Endeavour Foundation	<a href="mailto:K.ExchangeMailbox@endeavour.com.au">K.ExchangeMailbox@endeavour.com.au</a>
CSG	<a href="mailto:CSG_Kofax@endeavour.com.au">CSG_Kofax@endeavour.com.au</a>
Acclaim	<a href="mailto:Acc_Kofax@endeavour.com.au">Acc_Kofax@endeavour.com.au</a>
Skillsplus	<a href="mailto:SKIL_Kofax@endeavour.com.au">SKIL_Kofax@endeavour.com.au</a>
Brace	<a href="mailto:BRA_Kofax@endeavour.com.au">BRA_Kofax@endeavour.com.au</a>
Torgas	<a href="mailto:TOR_kofax@endeavour.com.au">TOR_kofax@endeavour.com.au</a>

## Receipts for Staff Expenses/Petty Cash Claims or Credit Card Reconciliations

If you do not have access to a scanner then you can utilise your smartphone by taking photos of the receipts/invoices and emailing them to your work email address. You can then put these into a Word Document and save as PDF, this will provide the relevant supporting documentation for your claims.

### Things to follow:

- Financial Dimension coding must be correct and valid, to obtain a valid Financial Dimension
  - For Endeavour Foundation, please use the Financial Dimension lookup tool  
<http://dimensiontool.endeavour.com.au/>
  - For CSG Group please speak to your Finance Business Partner
- Authorisation must be in line with the EF Delegation of Authority policy.
- Accounts Payable are unable to process submissions that have insufficient supporting documentation and incorrectly coded or authorised. These will be required to be returned to be completed correctly.

### Reference documents:

- Delegation of Authority Policy:  
<http://insite.endeavour.com.au/search/Pages/results.aspx?k=delegation%20of%20authority>
- Chart of Accounts Profit and Loss  
<http://insite.endeavour.com.au/Quality%20Document/QD%206003%20Chart%20of%20Accounts%20Pr ofit%20and%20Loss.pdf>
- Kofax Coding Slip
  - Endeavour Foundation
    - o <http://insite.endeavour.com.au/search/Pages/results.aspx?k=kofax%20coding%20slip>
  - CSG Group
    - o Please contact the Accounts Payable Team



If you have never used a Kofax Coding Slip and need some assistance, please do not hesitate to speak with a member of the Accounts Payable Team – it is important these are completed correctly

**Contact our friendly Accounts Payable Team we are here to help you.**

Sophie Parrish	Accounts Payable Manager	07 3908 8423
Renee Farley	Accounts Payable Lead	07 3908 7626
Kate Farrington	Accounts Payable Officer	07 3908 8533



**Queries - Simply email us**

Company Name	Contact Email
Endeavour Foundation	<a href="mailto:accountspayable@endeavour.com.au">accountspayable@endeavour.com.au</a>
CSG	<a href="mailto:accountspayable@communitysolutions.org.au">accountspayable@communitysolutions.org.au</a>
Acclaim	<a href="mailto:acclaimap@communitysolutions.org.au">acclaimap@communitysolutions.org.au</a>
Skillsplus	<a href="mailto:accountspayable@skillsplus.com.au">accountspayable@skillsplus.com.au</a>
Brace	<a href="mailto:accountspayable@brace.com.au">accountspayable@brace.com.au</a>
Torgas	<a href="mailto:accountspayable@torgas.com.au">accountspayable@torgas.com.au</a>



**Please note:**

It is important this workflow is only followed for those working from home and who do not have access to a printer or scanner, including the authoriser. Due to additional steps required in processing submissions in this way, this workflow is not to be followed in a Business as Usual working from the office scenario as it impacts on the Accounts Payable Teams ability to process all submissions in a timely manner.

The Accounts Payable Team are responsible for ensuring our suppliers, sites petty cash and staff expenses/credit card reconciliations are processed and paid in a timely manner. This is important to maintain services that are provided and available to our clients and business.

Many thanks for your adherence to the guidelines of the workflow.

**Richard McCormack**  
**Head of Finance Shared Services**