



Kefron

Frequently Asked Questions

v.Jan 2024

Contents

1	What is Kefron AP.....	1
2	How to view Kefron invoices in ORION or Oracle	2
3	How to download your invoice from Kefron.....	3
4	Automated emails from Kefron.....	5

1 What is Kefron AP

Kefron is an Artificial Intelligence (AI) based invoice processing system used in Trinity to electronically receive invoices from suppliers, match them to Oracle Purchase Orders and interface the invoice to Oracle. The system was implemented in Trinity in October 2023.

Supplier invoices in Kefron can be viewed from Oracle or ORION and Kefron is also used by the Accounts Payable (AP) team to enhance communication with suppliers and Trinity staff.

Essentially, you will need to know very little about Kefron to view your invoice and communicate with the AP team through the application however to support you, we have listed a few of the frequently asked questions below. We hope that this document will assist you in your daily work. If you have any further questions or suggestions on how we can improve on this FAQ document, please contact at: fis-support@tcd.ie or leave a comment on the FIS User Group channel in Teams.

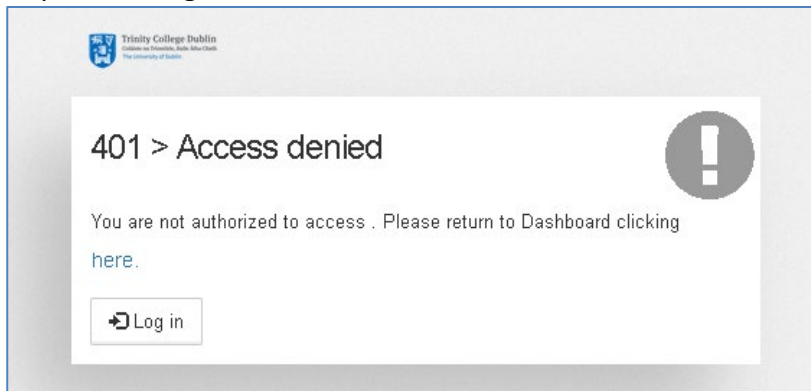


2 How to view Kefron Invoices in ORION or Oracle

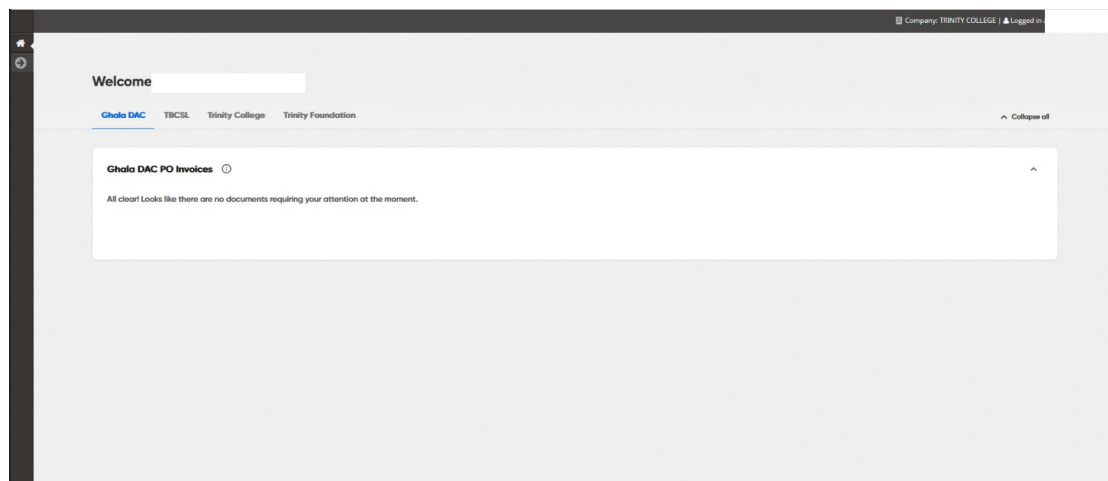
The log in to Kefron is achieved through SSO (Single Sign On) as is standard in Trinity. This requirement means there is an additional sign-on step to validate you as a Kefron user before you view an invoice.

Please follow steps below to log in.

1. Log into Oracle at: <https://fis-oci.tcd.ie/> or ORION <https://orion-oci.tcd.ie/analytics>, as normal.
2. Click on the invoice image link in Oracle or ORION.
3. The screen below will be displayed, then click on the Log In button and follow any steps required to log in.



4. Once you have logged in, the screen below will be displayed.

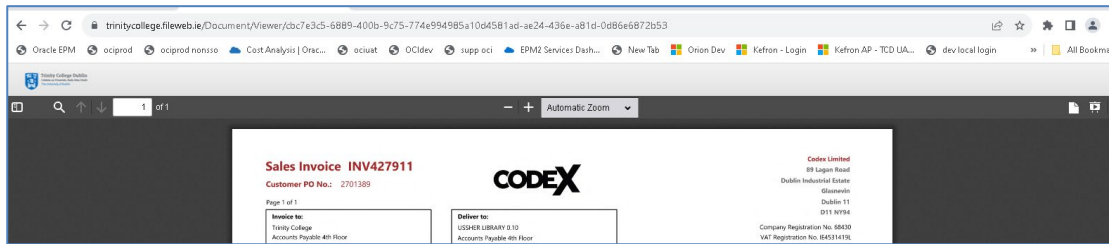


5. Return to your Oracle / ORION report and click on the invoice image again. You should now be able to view your invoice.
6. If you have any issues viewing your invoices or require further assistance, please contact FIS Support by emailing: fis-support@tcd.ie and a member of the team will be in touch.

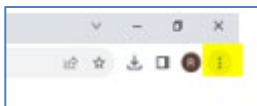


3 How to download your Kefron Invoice

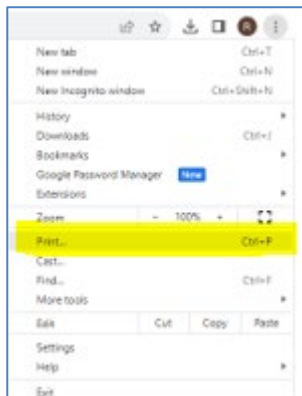
1. Once you have followed the instructions above to access your Kefron invoice, the invoice will open in your default browser.



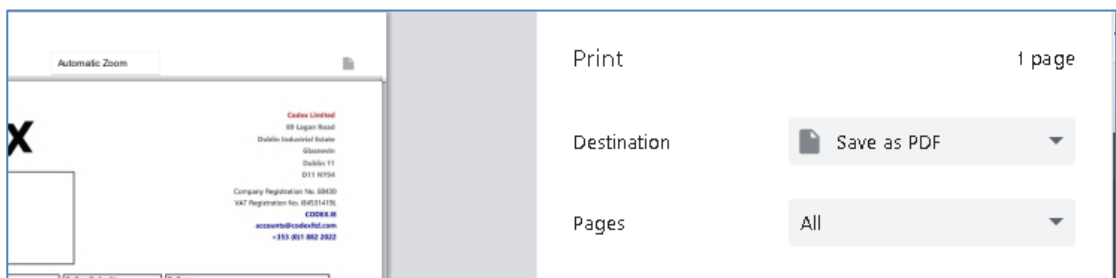
2. Click on the 3 dots on the top right-hand side of the screen – in firefox this is three horizontal lines.



3. Click on Print.

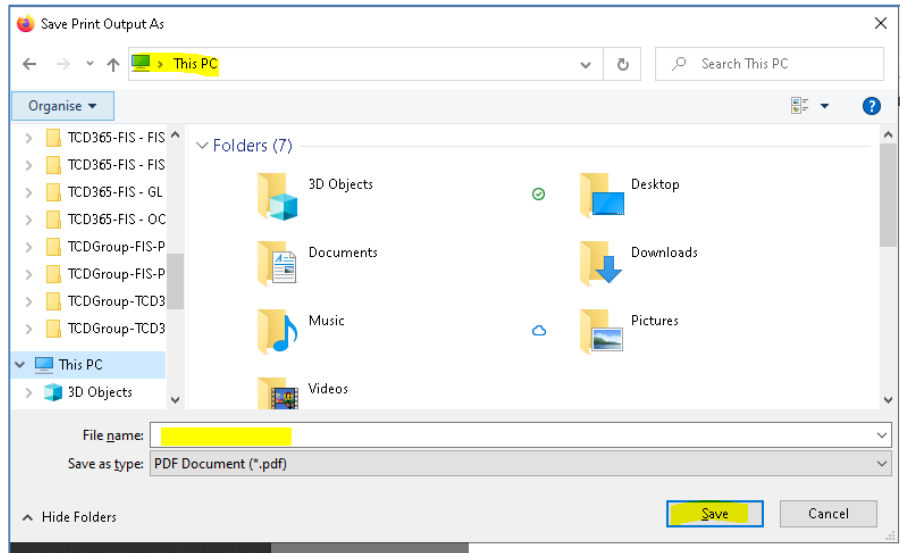


4. Select the option to save as PDF.





5. Browse to the folder where you want to save your invoice and give your PDF a name and save.





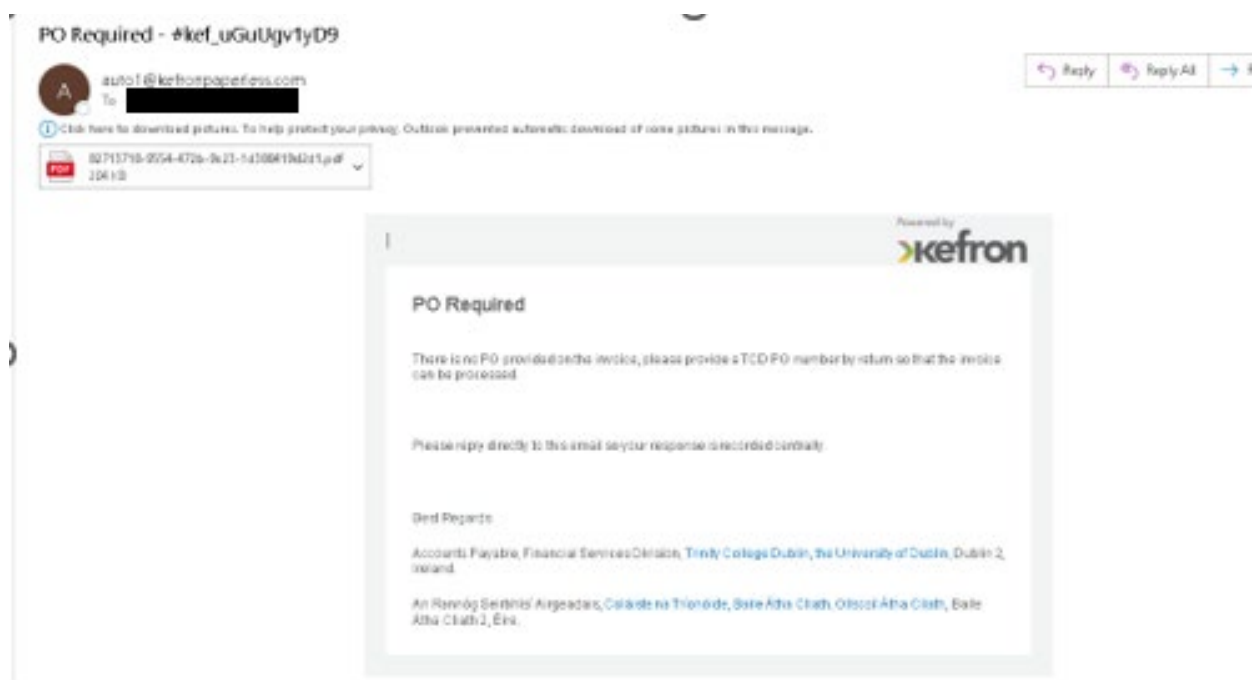
4 Automated emails from the Kefron System

The Kefron application can send emails directly from the system to both internal Trinity users and external suppliers. When replies are received to these emails, they are automatically tracked within the Kefron system, which increases efficiency and allows better resolution of invoice queries. The following Kefron email addresses have been whitelisted by IT Services and are safe:

- Auto1@kefronpaperless.com
- no-reply@kefronpaperless.com

When the AP team wish to follow up on an invoice with you through Kefron, you will receive an email from auto1@kefronpaperless.com. It will look like the one illustrated below. The invoice may be attached to the email (as in the example) also.

It is important that you reply to these emails and type the information requested. Please do not attach any documents or images to your reply as they cannot be viewed or attached to the invoice history in Kefron.



If you want to verify that the email is from Kefron, please hover over the email address to ensure that the address is one of the whitelisted named above and that the domain is Kefronpaperless.com.



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin



More general notification emails will come from: No-reply@kefronpaperless.com

Please be vigilant! Always exercise extreme caution before opening any email attachments on your Trinity PC or laptop. You can find further information on Phishing and Cyber Security on the IT Services website at: <https://www.tcd.ie/itservices/keeping-it-secure/>