

## Email Imaging for Vouchers

New: September 2015

Imaging invoice/voucher documentation can now be done by email. This new method can be used to image invoices or add additional support documentation to an existing image previously linked in ImageNow. This functionality may be used by anyone with a @umn.edu email address; ImageNow access is not required. This process is not meant to replace the imaging processes already used by clusters but will be useful in situations where additional documentation needs to be appended to an existing image or where vouchers have been entered directly from paper invoices and subsequently need to be imaged.

### What Is Needed:

- A valid University of Minnesota email address (@umn.edu)
- Voucher documentation (invoice, check request form, etc.) in any of a number of formats: PDF, JPG, TIFF, DOC, XLS, and more.

### Step-By-Step Instructions:

*Step 1.* Scan documentation using a scanner or multifunction printer.

*Step 2.* Create an email with the voucher ID as the subject line. Putting the correct voucher ID on the subject line is critical; it must match the EFS voucher number exactly and leading zeros are required.

- **Voucher ID:** The 8-character document ID including any leading zeroes. This **must** be exactly 8 digits.

*Step 3.* Attach the file(s) or scanned documentation to the email. Any number of attachments may be included, up to the email attachment limit.

*Step 4.* Send the email to [vchring@umn.edu](mailto:vchring@umn.edu).

*Step 5.* Retain the paper copies or original files for 90 days.

### Email Method Overview

Document Type	Subject line	Subject line format (EFS Voucher ID)	Email address
Voucher	Voucher ID	03999999	<a href="mailto:vchring@umn.edu">vchring@umn.edu</a>

### Scanning Internal Sales Documentation

Support for internal sales vouchers may also be submitted using this process. To specify that the submission is for an internal sales voucher, begin the subject line of the email with UMNIS: and then enter the internal sales voucher number. (Colon is required.)

### Additional Information

- Access to ImageNow is **not** required to use this process.
- Notification will be returned to the sender if ImageNow detects an error in a submission. Because these notifications are sent to the email address from which the submission originated, it is recommended to send documentation from one's personal work email. Using a department email address or sending directly from a scanning device may lead to error notifications being missed.
- To append to an existing image just use the existing voucher ID in the email subject line. Attachments will be added as additional pages to any images already linked.
- If a linked image needs to be deleted, contact the Financial Helpline at 612-624-1617.

### Recommendations from the OIT Imaging Team

Recommended practice is to scan documents in grayscale at 200 DPI, although any image files received from suppliers should be left in their original format. Scanning documents in higher resolutions will not provide a meaningful quality improvement and will use excessive space in ImageNow's archives. Talk to your department's IT group for guidance on scanning resolution, file sizes, and attachments.