Business Services – {Scanning Announcement}

Business Services Announcement
Receipt of Scanned Documents
February 2015

Background – During the month of February 2015, Accounting and Financial Reporting (AFR), Accounts Payable-Travel (A/P-Travel) and Sponsored Projects Accounting (SPA), began testing the routing, approving and processing of scanned:

- Direct Pays
- Interdepartmental Vouchers
- Reimbursement Vouchers and
- Travel Advances

The testing was done for those documents which are currently submitted electronically by outlying departments who are operating under a ‘Memorandum of Understanding (MOU) Allowing Remote Offices to Submit Color Scanned Financial Documents to the Las Cruces Campus for Processing.’

New Procedure - Effective March 2, 2015, all university departments can begin to replace the paper documents listed above with scanned documents and email them to SPA and AFR. There is no requirement for a signed MOU. The scanned documents will follow the same email routing used for paper documents and should be sent to the following email addresses:

- SPA - spa@nmsu.edu
- AFR - Unrestricted funds – afr_approval@nmsu.edu
  Plant funds - afrprop_approval@nmsu.edu

Departments submitting paper copies in March will be reminded to submit electronic copies, and in April all departments will be asked to email documents for electronic processing.

Viewing Documents – During the January 29, 2015 BAAC meeting the process of retrieving and viewing Pcard receipts was reviewed using Banner and the BDMS – B-F-Docs application. This same procedure will be followed for these documents beginning March 2015.

To assist with this new procedure, attached are the – ‘Standard Scanner Settings,’ and below are scanning guidelines. Please keep in mind the quality of the scan should be as good as the paper copy:

- Remove all staples and paper clips
- Tape down all sides of the receipts
- Make copies of any torn or faded print receipts
- Remove unnecessary stickers or stray tape
- Scan at 400dpi by 400 dpi if possible (300 dpi is recommended for BDMS)
- Scan using black and white mode ONLY (NO COLOR)
- Verify scanner settings

If you require additional assistance scanning documentation please contact your technical support team.

Feedback on the new process should be sent to spa@nmsu.edu, afr@nmsu.edu, or accountspayable@nmsu.edu.
Standard Scanner Settings

The Scanning Side may be set to:
- Simplex (single sided)
- Duplex (double sided)
- Skip blank page

Scanner Setting for Gray Scale

!!!Use only if absolutely necessary!!!

Use only for the page(s) that need it then change the settings back to Black and White.