Scanning policy

Effective August 1, 2012, we are no longer required to send paper copies of receipts.

Instead, all paper receipts may be scanned and attached as PDFs to the Ariba system.

The change requires that departments produce properly scanned documents.

**Who is responsible for scanning**

* You may always submit paper copies for scanning to the Public Information Specialist.
* If it is more convenient for you to scan your own documents, you may do so, provided youfollow the instructions below for use of scanning hardware and quality-control inspection.
* When you scan your own documents, please retain your paper originals until the Public
* Information Specialist has confirmed that the scans are of acceptable quality.

**Settings for scanning hardware**

* Scanners should be set to an image quality of no less than 300 dpi. (The copier/scanner’s default resolution is 300 dpi.)
* Save files as PDFs.
* To prevent paper jams and torn originals, tape smaller receipts to letter-sized sheets, takingcare to tape down all sides of the receipt securely.

**Quality-control inspection**

* After scanning your document(s), open the PDF and check each page for readability, clarity, and completeness.
* Compare the number of pages in the PDF with the number of original pages to be sure that all material was scanned.

**Steps for improving images**

* If your quality-control inspection reveals that your documents are hard to read, try changing the settings on the scanner. The copier/scanner provides the following features under the IMAGE QUALITY tab:
* Type of original (photo and text, text, photo, halftone photo)
* Image options (lighten/darken, sharpness, screen)
* Image enhancement (background suppression, contrast)

The most common problem in scanning receipts is a too-faint image, since taxi cabs and other businesses that still issue paper receipts to travelers often have unsophisticated printing equipment. To remedy a too-faint image, drag the “Lighten/darken” slider all the way to dark and scan again. Don’t tape a small, faint receipt to a document with darker type, or else the corrections you make in order to scan the faint text will make the normal text too hard to read. Another common problem is interference by a background color or pattern, such as a “watermark” on a hotel folio. To address this problem, be sure “Background suppression” (under “Image enhancement”) is selected. If there are dust and speckles on the scanned image, clean the scanner glass. Pages should be scanned or adjusted after scanning so as to be right-reading, so that they are oriented correctly for reading on a computer screen. Landscape-oriented pages should be rotated 90 degrees after scanning to be right-reading.

To address an incomplete scan, make sure you haven’t obscured important information by taping small receipts to larger receipts. And if part of a page fails to scan because the page is an odd size (e.g., a European hotel folio), make two scans, repositioning the original so that all of the relevant text is captured. If the image is blurry, try increasing the scanning resolution and scan again until the image is clear. On the NACC copier/scanner’s main menu, select “EMAIL.” Under “email,” click the bottom right tab, “Scan presets.” Settings available are “Sharing and printing” (the default setting and the lowest dpi), “Simple scan” (a medium-resolution setting) and “High-quality printing” (the highest dpi available). By default, the machine is set to the lowest setting, so try the medium setting and, if necessary, the highest setting to see if you can get a clearer scan. It also may help to increase the contrast (under “Image enhancement”).

**When must keep a paper copy**

* If it is impossible to produce a complete and easy-to-read scan of a document, department will retain the paper original.

**Data security issues**

* Sensitive information, such as credit card numbers, should be obscured on all documents thatwill be attached in Ariba.
* When an employee leaves department, it’s the responsibility of the department’s Administrative Manager to close all related accounts and remove all access for the employee, including access to Ariba applications through Astra.