

IMPORTING (Attaching) ELECTRONIC TRANSACTION DOCUMENTATION -GETTING READY FOR MAY 1, 2009 IMPLEMENTATION-

Importing File Format

Documents **MUST** be imported into the employee reimbursement system as PDF (portable document format) files that can be read with standard software, such as Adobe. The employee reimbursement system requires the imported file format be PDF and will not accept other file format attachments. PDF files should be made using the black and white setting (no gray scale or color to limit file size). There is no page limit on the document as long as the file is made using the black and white setting.

Hardware:

Employee reimbursement Verifiers will require access to a scanner – 200 DPI is the recommended minimum resolution for scanned images. This setting is typically selected at the time scanning is initiated. Although other settings will work, 200 DPI provides the most cost efficient storage option for the University by providing a quality image with a small storage size. Scanners typically can scan documents in different file formats, such as PDF, TIFF, JPEG, etc.

Software to Convert files to PDF

If employee reimbursement documentation is available in a non-PDF format, such as Word, Excel, etc. or if your scanner produces images in a format that is not PDF, the file needs to be converted to a PDF file before being imported into the employee reimbursement system.

Many software options are available to convert non-PDF files to PDF files, both free and for purchase. Please check with your college or departmental computer support personnel for guidance and recommendations. A couple of recommended options to accomplish the conversions are:

1. PDF reDirect (FREE)
Go to website to download the free version of PDF reDirect. After you have gone through the installation process, the installed program PDF reDirect will appear on your printer directory. To create a PDF open your file, select Print and select PDF reDirect as the printer, select OK. PDF reDirect will launch and you will see your file appear in the Preview box. Click on the document in the Preview box, then File-Save to save the PDF file to the appropriate location on your computer/server. Users should read the PDF reDirect Help Contents for additional instructions; the Help Contents also explain how to merge multiple PDF files into a single PDF.
<http://www.exp-systems.com/index.htm>

2. Adobe Acrobat 9 Pro
Adobe Acrobat has more options than PDF reDirect and is available through the University Bookstore's Tech CYte for purchase - . http://www.ubs.iastate.edu/tech_cyte/adobe_price_list.xls . Product information:
<http://www.adobe.com/products/acrobatstd/>

File Name

The PDF file name you create before the file is imported into the University's system will be listed as an "index" for the document and will be displayed in the transaction records. Since there could be instances where multiple documents are available for the same accounting reference number, we suggest a standard file naming convention be used. The file naming conventions are suggested only and are not a requirement. Display of file names will, however, be limited to 30 characters.

For travel reimbursements –

Date of travel departure(YYYYMMDD)-Employee last name-Employee first initial-Other distinguishing identifier such as destination

Example: 20090317-Smith-H-Kansas City

For non-travel reimbursements –

Date of transaction(YYYYMMDD)-Employee last name-Employee first initial-Other distinguishing identifier such as vendor

Example: 20090317-Smith-H-Lowes

We **strongly** encourage users to merge all documentation for the same transaction into the same PDF file. By that we mean, scan the hotel receipt, car receipt, and any other receipts as one document instead of first scanning and creating a PDF file for the hotel receipt, then scanning and creating a PDF file for the car receipt, etc. You will save time by only needing to import one file instead of multiple files and in most cases it will be easier to locate a receipt on WebFM, the employee reimbursement system or Image – AC if you only need to access one file instead of many files.

Who can attach PDF files of documentation?

Verifiers will be responsible for attaching PDF files of transaction documentation. Approvers also have verifying capabilities and could import files if they are operating in that capacity. Verifiers will continue to be responsible for reviewing and auditing original paper transaction documentation. Verifier verification and audit from original documents is an important part of the internal controls in this process.

If additional documentation files need to be attached to an employee reimbursement transaction after the Verifier has put the transaction into routing but before the transaction has been approved, the Approver should reject the transaction so it goes back to the Verifier. The Verifier should import the missing documentation file(s) and place the employee reimbursement back into routing.

After a transaction has been approved, the Verifier can no longer import documentation files for a transaction. Any additional PDF documents must be emailed to Accounting (to Bill Cahill or Carole Gill) and they will attach the PDF documents to the employee reimbursement.

Will departments still be required to fax documentation for employee reimbursements to the Controller's Department for audit?

No. Controller's Department staff will perform audits from the imported PDF documents.

Who retains the original paper documentation for employee reimbursement transactions?

Departments must retain original documentation for one year after transactions have been approved. After one year, paper documentation can be destroyed. It is extremely important to note that departments are still responsible for retaining paper documentation of all employee reimbursements paid prior to July 1, 2009 for the full ten (10) years in accordance with University policy. There are currently no plans to go back and capture these documents electronically.

There are no records retention requirements for departmentally created PDF files of paper documentation for employee reimbursements.

Who retains the imported PDF documentation for employee reimbursement transactions?

The PDF file documents will be the University's official auditable documentation and will be retained by the Controller's Department for ten (10) years in accordance with University policy.

Will imported PDF documents be viewable in WebFM?

PDF documents will be linked and viewable by clicking on the transaction reference number in WebFM, as well as through the Employee Reimbursement system and through Image - AC in AccessPlus.

Test your hardware and software prior to May 1st:

After April 15, 2009, departments are encouraged to test their hardware and software by accessing a "test system" set up on AccessPlus at the following website: <https://aplustest.iastate.edu>. Verifiers can practice entering employee reimbursements and importing PDF documents.

Will there be additional training demos prior to the May 1st implementation?

Yes, while we anticipate users will find the additions to the employee reimbursement system very intuitive, we will offer a series of training sessions between April 15th and May 1st demonstrating how to attach PDF files. Training materials will also be posted on the Controller's website for those users not interested in attending an out-of-office demonstration. Training offerings will be posted on the HR training website the first part of April.

When will importing PDF documents to employee reimbursement transactions be required?

We will require PDF attachments on all employee reimbursements initiated on or after Friday, May 1, 2009. Please note this is not a phased implementation.

Who can we contact with questions or problems?

Contact Kathy Dobbs 4-6653, Bill Cahill 4-5124, or Carole Gill 4-5181 in the Controller's Department. Please remember, however, if your question or problem concerns a hardware issue, you may need to contact your own computer support personnel.