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CASH RECEIPTS USER MANUAL

ATTACHING SCANNED DOCUMENTS

INTRODUCTION

You can attach scanned receipts, invoices, letters, or any other supporting documents to your transactions. The scanned documents will then be associated with the transactions for approvers, auditors, or managers to view online.

Documents must be scanned at your agency or agency field location and saved on a local or network hard drive. You must then browse for and upload the scanned files into the application. Valid scanned file types include: .pdf, .jpg, .gif, .bmp, .png, .tif, and .tiff. (The file extension .jpeg will not work.) The maximum size of file that can be uploaded is 4MB. Once uploaded, attachments cannot be deleted by the user.

Your agency may need to develop document retention rules to determine if copies will be kept by your agency as well and for how long. Refer to the [Department of Administration's Web site](#) for record retention information.

ATTACH A SCANNED DOCUMENT

To attach documents, you must be entering a deposit on the **Deposits** screen or you must select a Cash Receipts document from the **Status** screen. Then follow the steps below:

1. Click the **Attachments** tab.

Figure 1 - Attachments tab

Attachments Title	Date	Size	Action
DocumentView1	2/25/2008 2:38:04 PM	159K	View

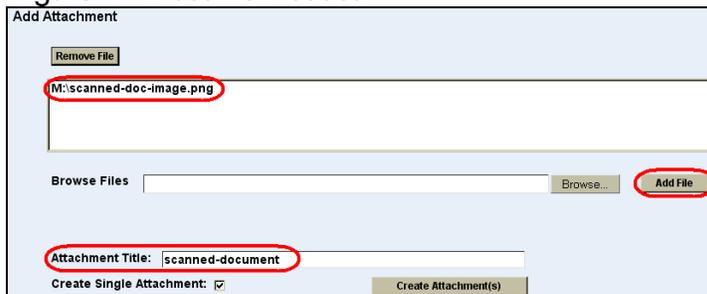
2. Click **Browse** to locate your scanned document file. Valid types include files with the following extensions: .pdf, .jpg, .gif, .bmp, .png, .tif, .tiff. (The file extension .jpeg will not work.)

Figure 2 - Browse for scanned document



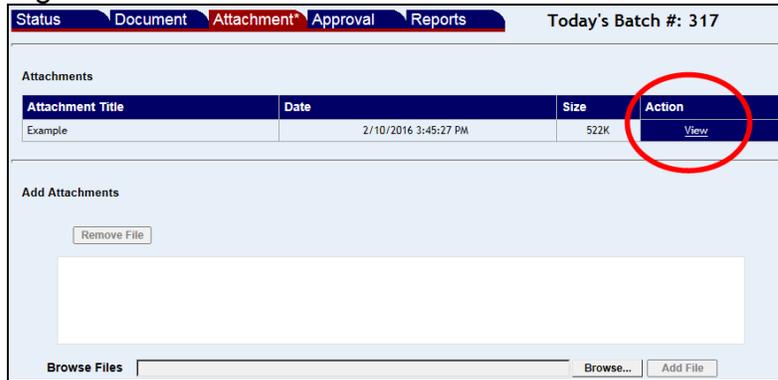
3. Highlight the scanned document file and click **Open**. The directory path of the document will appear in the **Browse Files** field.
4. Click **Add File**. The document will be added to a queue. The filename (without the extension) of the scanned document will be automatically entered in the **Attachment Title** field.

Figure 4 - Document added



5. If desired, change the **Attachment Title** to something more suitable for the document. Otherwise, leave the default title based on the file name.
6. For only one document, leave **Create Single Attachment** checked. If you have changed the **Attachment Title**, this will apply the change. For more than one file, see [Attaching Multiple Documents](#) section below.
7. Click **Create Attachment(s)**. The document will appear in the **Attachments** area. (Click **View** if you want to view the attachment.) Once uploaded, attachments cannot be deleted by the user.

Figure 5 - Attached document with View

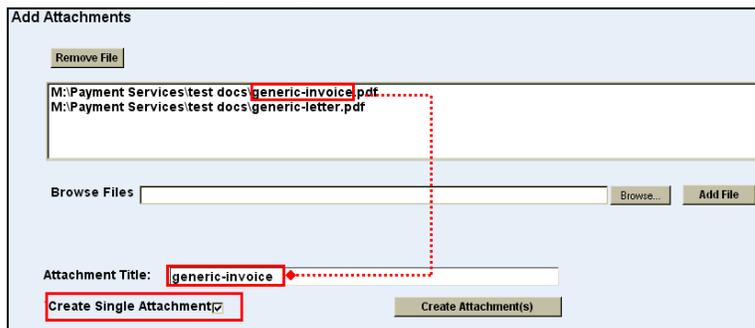


ATTACHING MULTIPLE DOCUMENTS

You can create attachments from multiple scanned documents either one at a time or all at once. To add multiple documents and give them unique Document Titles, add the attachments one at a time.

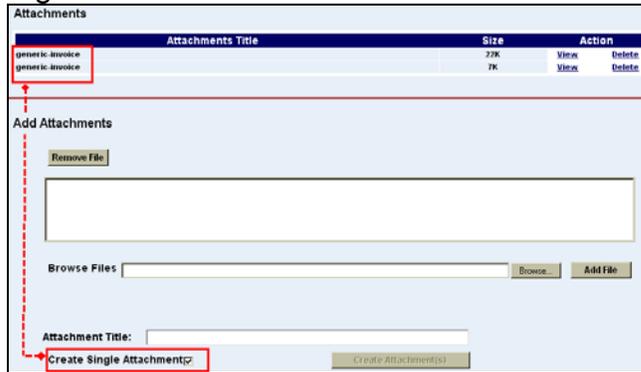
1. Repeat the steps above to add a second document to the queue. Note the **Attachment Title** field remains the same from the first document added. In the example below, the file “generic-letter.pdf” was added, but the name from the first file, “generic-invoice” is still in the **Attachment Title** text box.
2. Continue adding as many documents as needed.

Figure 6 - Adding multiple documents



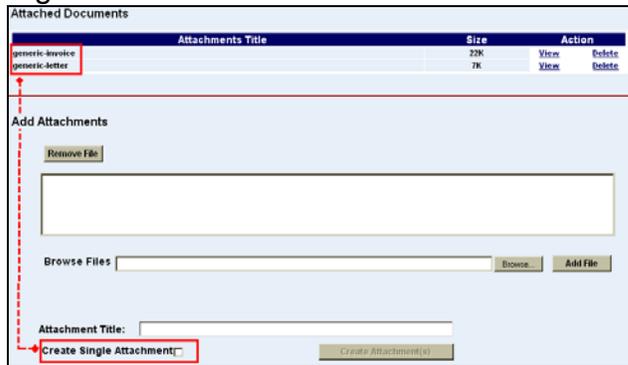
3. The **Create Single Attachment** check box will affect the **Attachment Title** of the attached documents:
 - a. If you check the **Create Single Attachment** checkbox and click **Create Attachment(s)**, all of the documents will upload with the *same Attachment Title* based on the filename of the first document added or a title you enter.

Figure 7 - Same document title



- b. If you uncheck the **Create Single Attachment** check box and click **Create Attachment(s)**, the documents will have *different Attachment Titles* based on their filenames.

Figure 8 - Different document titles



ERRORS WHEN ADDING A FILE

If you receive a “Page cannot be displayed” error, a “Cannot access a closed file” error, or a server error, your scanned document file size may be too large. The maximum size of file that can be uploaded is 4MB. Use your scanner/scanning software to reduce the file size or check your scan settings for resolution and file format. Scan pages of multi-page document individually or in groups. If you still get an error message after reducing the file size, trying rebooting your computer to clear any cached memory and then try again.

SCANNER SETTINGS

Several factors must be considered when scanning documents for your agency, – e.g., the type of scanner or multi-function machine you use and its settings, hard disk storage capacity at your agency, and the type of originals (size and color of paper, size and color of print, etc.). Each agency will need to develop their own best practices appropriate for their environment.

Two settings often found on scanners and multi-function machines are:

Resolution: Generally scanners will offer a scanning resolution setting expressed in “dpi” or dots per inch. The lower the setting the smaller the file size, but the worse quality of image produced. With most documents, a setting of 150dpi seems to work well.

File formats: Your particular scanner or and multi-function machines may be capable of producing a variety of file formats (e.g., .pdf, .jpg, .gif, .bmp, .png, .tif, .tiff).

You should test your own equipment to see which resolution and file format settings create the smallest file size with acceptable visual quality.

DOCUMENT RETENTION

Your agency may need to develop document retention rules to determine if copies will be kept by your agency as well and for how long. Refer to the [State Records Center site](#) for record retention information.