

Purchasing Card (PCard) Attachments

A best practices guide for scanning attachments for the PCard system

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This document identifies recommendations and best practices for scanning and importing materials into Oracle Financials, specifically related to Carnegie Mellon's purchasing card (PCard) system.

Included in this documentation are:

- Equipment Recommendations & Locations
- Scanning Configuration Recommendations
- Data Security Guidelines
- File Storage Recommendations
- General Usage Recommendations

Equipment Recommendations & Locations

Check with your Business Manager or Departmental Administrator to determine if your department already owns a scanner or multifunction machine.

If your department already owns a large multifunction machine, there may be an option to create a "short-cut" button with your scanning configurations and e-mail information on the machine, for ease of use. Contact your Business Manager, Departmental Administrator, or DSP consultant for information.

In the case where a scanner is not available in your department, this section includes some recommendations for purchasing one, as well as locations to public scanners available on campus.

Multifunction Machine Recommendations

Small Personal Multifunction Machines

In cooperation with the Computer Store, the following small personal multifunction machines are recommended:

- **HP LaserJet M1522nf Multifunction Printer**
Information on this machine can be accessed by typing the make and model information in the search field on the Hewlett-Packard website: <http://www.hp.com/>
- **Dell Multifunction Laser Printer 1815dn**
Information on this machine can be accessed by typing the make and model information in the search field on the Dell website: <http://www.dell.com/>

Large Departmental Multifunction Machines

If your department is interested in a larger multifunction machine, such as one capable of printing, scanning, faxing and copying, ask your Business Manager or Departmental Administrator to contact Pat Herbster at the Copy Center for recommendations. Pat can be reached via e-mail at ph0d@andrew.cmu.edu or by phone at 412-268-5772.

Scanner Only Recommendations

In cooperation with the Computer Store, the following scanners are recommended:

- HP Scanjet 5590 Digital Flatbed Scanner
- HP Scanjet 7650 Document Flatbed Scanner
- HP Scanjet N6010 Document Sheet-feed Scanner

Information on these machines can be found by typing the make and model information into the search field of the Hewlett-Packard website: <http://www.hp.com/>

Public Scanners on Campus

Several scanners can be found in public clusters on campus, which can be used free of charge. The locations of these scanners are identified on the Cluster Facility Map available online at: <http://www.cmu.edu/computing/clusters/facilities/>

The current locations with public scanners available are:

- Baker/Porter 140
- CFA Multimedia Studio - 3rd Floor
- Cyert Hall 100
- Hunt Library - lower level
- Morewood Gardens C-Tower Cluster
- Wean Hall 5200
- West Wing 109

Scanning Configuration Recommendations

When scanning receipts, the configuration settings are important. Oracle will not prevent you from submitting file types other than those recommended, however, in order to achieve the most legible scans with the smallest file sizes, please configure your scanner to these settings:

- Resolution: 200dpi
- Color Setting: B/W (black and white)
- Page Orientation or Layout: Portrait
- File Type: Adobe PDF File
- Maximum File Size: 7MB

Note: Optical Character Recognition (OCR) should be turned off when scanning. OCR is only beneficial for search processes, which will not be used by Oracle Financials. Turning OCR off during scanning, will reduce the file size.

If you are unsure as to how your scanner is currently configured, or would like help setting the configurations, please contact your Departmental Administrator, Business Manager or DSP consultant.

Data Security Guidelines

As with any document containing sensitive information, security is a concern.

General Security Concerns

In addition to the information printed on receipts, there are additional security issues, of which users should be aware. Neither scanners, nor the Oracle Financials system scan for malicious content. As a result:

- Please keep your virus scanning software up to date.
- Save attachments and run virus scan before opening them.
- If you receive an attachment that you didn't expect, whether from e-mail or a web application, do not open the attachment without verifying the source.
- Only open attachments if you understand and expect the file type. For example, .exe file extensions could contain dangerous content, such as viruses. Scanning for viruses and only opening .pdf files (the recommended file type for PCard receipts) should help protect your information.

Security for Credit Card Receipts

Most credit card receipts follow the governmental regulations and are already fairly secure by only printing the last four digits of the credit card number on the slip. However, in some cases, such as with receipts from older credit card swipe machines, the full numbers are imprinted on the slip. Please be aware of this and to check each receipt prior to scanning and uploading.

For security purposes, the following information should be blacked out on receipts or scans:

- social security numbers
- bank account numbers
- complete credit card numbers (leave last 4 digits intact)
- intellectual property or research data that can be considered proprietary
- personal health information
- income and credit histories
- protected student information

Sensitive information can be blacked out by making a copy of the document and then marking thru the information so it cannot be read, before the document is scanned and uploaded.

Multifunction Machine Security

Some multifunction machines are delivered with an insecure password set as the default password. Since these machines store images of the scanned documents in their memory, changing the password is recommended. Please contact your Business Manager, Departmental Administrator or DSP consultant for more information.

In addition, some general guidelines for large multifunction machines include:

- Turn off unnecessary services.
- Password protect those that are necessary.
- Use encrypted protocols whenever possible.
- If encrypted protocols aren't possible, restrict access to VPN.
- Restrict access to the printers to only those that need it, such as private address space, ACLs on the printer, etc.
- If your multifunction machine is also a document server, treat it as though it were a file server, including restricting physical access.

File Storage Recommendations

Once the receipts have been scanned and uploaded with the transaction, users are required to store and maintain hard copy original receipts for audit purposes. Once the PRC verification report is approved, the electronic copies should be deleted. Be sure to print e-mail or html receipts and store them in your files prior to deleting the electronic copy.

For ease of access and security reasons, saving files locally is the preferred method, if you need to keep an electronic copy to use for future verification reports. If you are scanning documents on behalf of someone else, it may make sense to store the files on a local file server, such as AFS or DFS, so you can save and share them with the owner. In this case,

please store these files only as long as necessary and set the file permissions to only allow you and the receipt holder access to the specific files.

It is strongly recommended that you run Identity Finder on your computer periodically. While sensitive information is not usually included on most receipts, this will help you find the data elsewhere on your machine and give you the option to remove or encrypt this data. Identity Finder can be downloaded from: <http://www.cmu.edu/computing/software/all/identity/>

General Usage Recommendations

Best Practices

After scanning the receipts, it is recommended that users review the scanned file prior to uploading to the PRC verification report. Quality control checks will help ensure that the scans are clear and legible.

Guidelines for scanning documents are essentially the same as those for copying receipts. The same basic principles apply, such as:

- do not use a highlighter on the receipt, but circle the information instead
- if the receipt is on colored paper, or uses colored text, copy the receipt using lighter or darker toner, prior to scanning
- if you are finding that taped receipts tend to jam in the auto-feeder, copy the paper with the taped receipts first and then send the copy thru the auto-feeder
- if the original receipt is smaller than 8.5 x 11, this may change the page orientation on the copier or scanner. Select the paper size manually, if this is the case

Multiple Documents

If you have multiple documents **related to the same PRC verification report**, you can scan all of the documents at once and upload them as one file. Please arrange the documents in the same order as the line items on the PRC confirmation page.

If you are scanning multiple documents **that pertain to multiple PRC verification reports**, you will need to break the file up before uploading to any single report. This can be done using Adobe Acrobat, which can be purchased at the Computer Store, or a similar application. Otherwise, only documents related to a particular transaction single PRC verification report should be scanned at the same time.

When uploading multiple files for a single PRC verification report, the sum of the file sizes do NOT need to total 7MB. Each of the attachments can have a file size up to 7MB.

Other File Formats

If you already have a file in a format, such as PDF, RTF, TXT, HTML, etc., you do NOT need to rescan the document. You can upload the file to the PRC verification report in its current electronic format. The recommended file format is PDF, or, if necessary, Microsoft Word, however other formats are acceptable. Be aware that different file types result in different file sizes. For example, a JPEG file is substantially larger in size than a PDF, therefore, try to attach PDF files whenever possible.

In addition, if the original receipt is from an online purchase and was received in an e-mail message, please save it as a PDF or Microsoft Word file, if possible. Otherwise, please take a screen shot of the receipt and attach it in that image format instead, or print the receipt and scan it as you would any paper receipt.

Do NOT combine the files into an EXE file, as opening these files poses a security risk. Please refer to the Security Guidelines section of this document for more information.

Additional Information

The Financial Management Group's website contains contact information, as well as a demonstration for how to attach the scanned files to the verification report. Please visit the following sites for more information:

Financial Management Group Website

<https://synergy.as.cmu.edu/~fmp/>

Attachment Training Demonstration

<https://synergy.as.cmu.edu/~fmp/training/training.html>

PNC Purchasing Card Training Presentation & Materials

https://synergy.as.cmu.edu/~fmp/training/training_materials.html