ELECTRONIC IMAGING AND SAP DOCUMENT ATTACHEMENTS

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Introduction

Traditionally, most supporting documents for posted SAP transaction documents have been stored in paper format in files. Subsequently, departmental and/or non-departmental staff have needed to access these back-up documents for a variety of reasons. Unfortunately, this has often been anything but a quick or efficient task, even when successful. Storing the information online as scanned/"desk-top" attachments to the SAP documents they support, not only facilitates the retrieval process, but also "virtually" eliminates the lost time, frustration, and even embarrassment, of not being able to locate those inevitable missing paper documents.

While some of our AMS users have already begun utilizing electronic access to scanned/linked back-up images attached to their posted SAP documents, the document imaging and linking functionalities already available within SAP provide any authorized user with the opportunity to take similar advantage of this convenience.

Although we cannot as yet dispose of the paper copy of the supporting document even after it has been electronically linked to the SAP document, this online storage and retrieval functionality is still a more efficient and reliable process than dealing with the physical copies alone. Please click *here* to obtain the **University of Toronto Policy and Guideline for Imaging of Financial Documents**.

At this time, most users will be able to access the following supporting documents through their posted SAP transactions:

- AP and PO-related Vendor invoices
- Debit memo authorizations
- PST exemptions
- Back-up letters
- Expense Reimbursements
- Word documents
- Spreadsheets

Appendix A: Technical Start-up – What's Required:

Scanning / Linking Supporting Documents To SAP Transaction Documents

Pre-requisites:

1) The necessary technical requirements have been set-up (see **Appendix A: Document Scanning and Linking Technical Start-up – What's Required; Appendix B: Document Viewer Installation/Upgrade Guide);** and

2) Internal procedures have been established within your area in order to incorporate the creation and maintenance of electronic records as part of the "usual and ordinary course of business", for example:

* what original documents are to be scanned
* where will they be scanned to (i.e.: local directories)
* by whom
* what SAP transaction documents will they be linked to
* when will this take place relative to the original document scanning
* who will link the documents
* what identification (i.e.: name, number) will be used to cross-reference the original paper document, the SAP transaction document, and the scanned (electronic) document.

Scanning "hard" copies of (supporting) documents:

1. Scan the supporting documents, select correct profile, rotate if necessary, ensure legibility, etc. Note: The SAP transaction document number should continue to be clearly written onto applicable supporting documents, (i.e.: vendor invoices), before scanning

   Note: The "colour" option on your scanner should never be selected when scanning documents. This is not only because colour imaging is not necessary to the function of a stored/linked document, but primarily because activating the option on the scanner would, (even if scanning an original which is not in colour), greatly increase the amount of storage space used up.

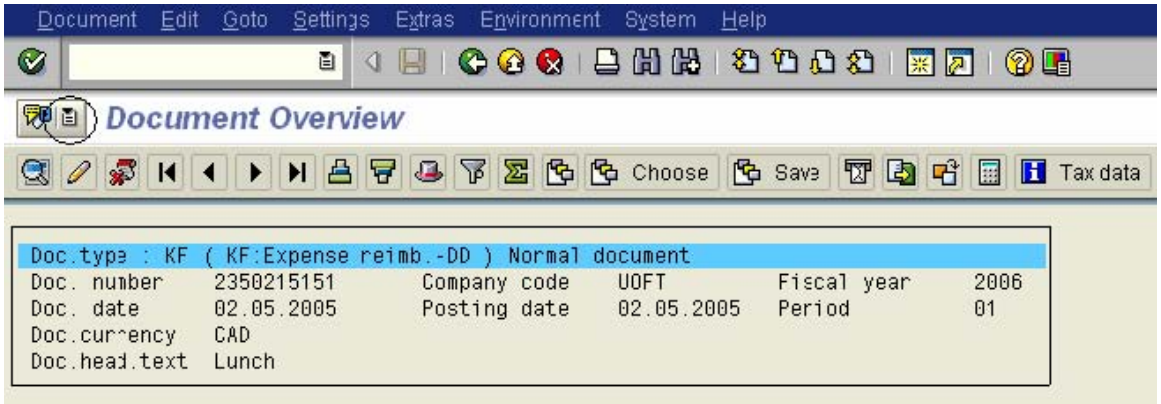
2. Make sure document images match originals

3. Name and save the file, in appropriate file format (i.e.: "TIF"; "PDF")

Linking a Scanned/Electronic Document to Your SAP Document:

1. Access the **posted** SAP document, (i.e.: invoice, debit memo, etc), in either **change** or **display** mode

2. Click on the "list" (as circled in the example below) portion of the "Services for object" (document link) icon.



3. Click on "**Create**" and then on "**Store business document**"

   NOTE: Always select "**Store business document**" when attaching a document to a SAP document. "Create Attachment" must **not** be selected or the attached supporting document will not be saved/"archived" in the document imaging system, but rather it would be saved directly in the SAP database, thereby using up valuable system resources.

4. Double click on the appropriate "**Document Type**" (i.e.: "**Vendor Invoices**" in either "TIF" or "PDF" formats for scanned documents, or "**Supporting Documents**" in either "DOC" or "XLS" formats for stored files, etc.)

5. Use the pop-up box "search" function to find and select the desired scanned/stored file name. Double click on the file name (or select it and click on the "**Open**" button).

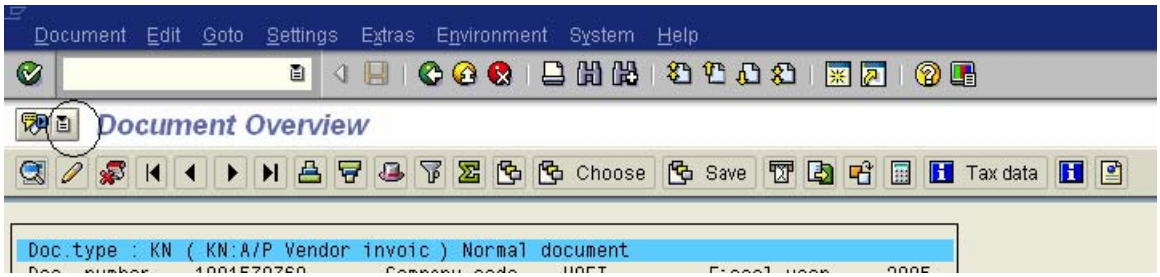
6. Click on the "**Continue/Enter**" icon.

   The supporting document is now linked to the SAP document.

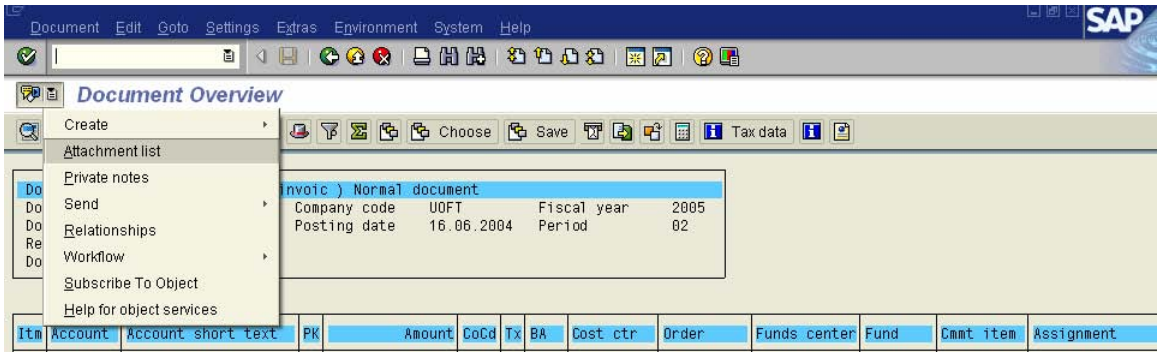
Displaying Linked/Attached Documents:

1. Access the posted SAP document in either change or display mode

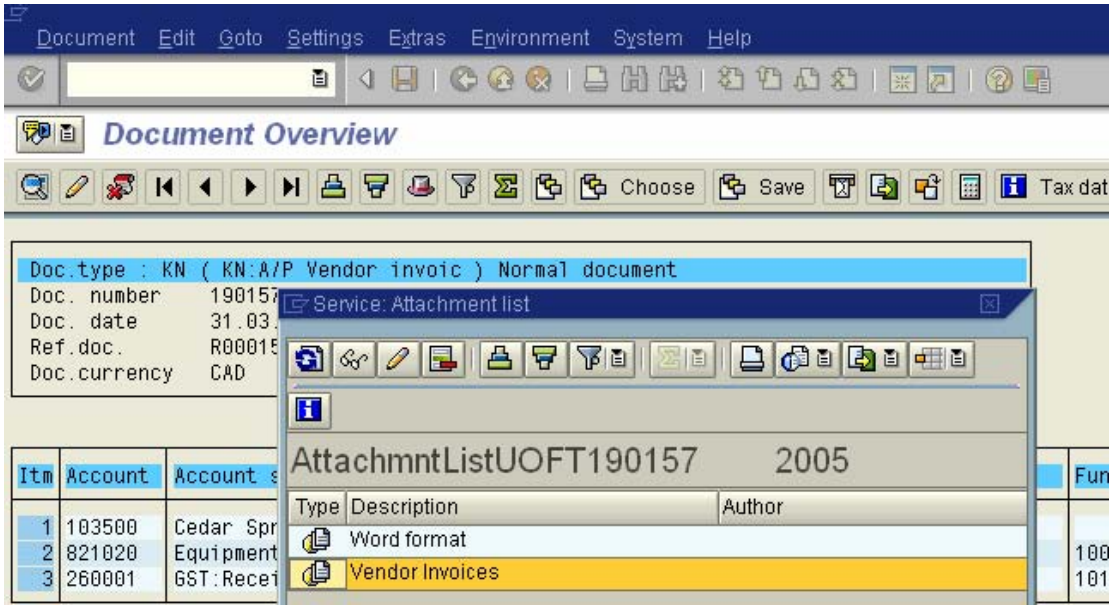
2. Click on the “list” (as circled in the example below) portion of the “Services for object” (document link) icon.



3. Click on “Attachment List”



4. Double click on the linked document to be viewed



Appendix A: Technical Start-up – What's Required:

Technical Set-up for document scanning:

Any good quality scanner (i.e.: providing easily legible image quality/resolution "of a source document that can be used to generate an intelligible reproduction of that document"*) An additional consideration would be scanning speed, if large volume scanning is required.

NOTE: The "colour" option on your scanner should never be selected when scanning documents. This is not only because colour imaging is not necessary to the function of a stored/linked document, but primarily because activating the option on the scanner would, (even if scanning an original which is not in colour), greatly increase the amount of storage space used up.

Technical Set-up for document viewing:

In order for Livelink to work properly, SAPGUI 6.20, Adobe Acrobat Reader 6.x or higher and OpenText Livelink components must first be installed.

See instructions at http://www.ams.utoronto.ca/Assets/IXOSInstall.pdf.

* In the case of a paper source document, an intelligible reproduction means that:

- the reproduction is made with the intention of standing in place of the source document
- the interpretation of the reproduction, for the purposes of which it is being used, gives the same information as the source document;
- the limitations of the reproduction (e.g., resolution, tone or hues) are well defined and do not obscure significant details.

(The Canadian General Standards Board – General Requirements for Books and Records – Revised June 2005 – Canada Revenue Agency)

Note: Until the University is certified, paper documents cannot be destroyed.