ProTrav
Attachments
Training Guide

ProTrav Electronic Attachments Instructions

Initiators and Approvers can now attach receipts and documentation related to a ProTrav transaction as electronic files in ProTrav. The initiator and/or anyone in the workflow path can attach and remove documents at the time the voucher is in their workflow inbox.

There are 2 basic functions in this process:

1. Scan a document
2. Attach a document

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Acceptable ProTrav Attachments

1. Electronic Documents - Attachments must be in an acceptable format. You may attach normal documents like Acrobat (.pdf), Word (.doc or .docx), Excel (.xls or .xlsx), Rick Text Format (.rtf), and picture files (.jpg or .gif). The following file formats are not recommended .bmp and .tif. Files with these extensions should be saved as .txt file. You may not attach files with these extensions (.exem .vbs, .bat, .cmd, .pif).

2. Emails - In the opened email, go to File/Save As, name the file and save it as HyperText Markup Language (.html) or Text (.txt) format.

3. Paper Documents - A paper document must be scanned and saved in electronic format—it should be saved as a Portable Document Format (.pdf)

Scanner Hardware Specifications

If you need to purchase a scanner to process paper documents as attachments, please view the following link www.hp.com/buy/uofiowa. If you have questions regarding purchasing a scanner contact Jayne Keiser at 335-0305.

Tips for Scanning

- Black out Social Security #'s if they appear on any documentation.
- Black out the middle 8 digits of all credit card numbers. Leave the first 4 and last 4 digits for verification purposes.
- Do not scan unnecessary documentation.
- Confidential information/documents should not be saved in a shared directory.
- Note: If a user opts to use the electronic attach feature in ProTrav, the original documentation should be retained in the department. Copies **do not** need to be sent to the Accounts Payable/Travel office. **However, Per Internal Audit the department must retain those paper documents that were submitted via the electronic attachments option for 18 months.**

Scanning Procurement Card Voucher (PCV) Documentation

You may choose to scan your receipts and save electronic receipts/documentation throughout the month as you make purchases and obtain receipts OR you may choose to scan all supporting documentation at the end of the month when you complete your voucher. If you scan and save documents as you make individual purchases, it is recommended that you give them a file name that will help you remember what transaction/purchase it corresponds with(Ex: “Reynolds Airfare”). You might also want to keep all files/documents associated with a particular month’s pcard voucher in one folder (Ex:”Schaffner October PCV” folder)

Regardless of how you choose to scan, save and organize your documents, it is imperative that the receipts be attached and submitted ***in the order the transactions appear on the voucher***.

Scan Option # 1:

Scan Documents at a Transactions Level:
Scan individual documents (invoices, packing slips or other supporting documents) associated with each specific purchase/transaction and save as unique files.

For example, the October Procurement Card Statement has 3 transactions. User scans documents and saves documents as 3 separate files. (DellMarketing.doc, HPDirect.doc, and Software Outlet.pdf.)
Note: A file can contain multiple documents which supports one transaction. Multiple files and/or file types, for example, email and scanned image may be attached to one line.

Option # 2:

Scan documents at a Voucher Level:
Scan all documents associated with an entire voucher and save them as one (1) file.

For example, the October Procurement Card Statement has 3 transactions. User scans all documents at the same time, saves it as one file and names it. (Ex: October Procurement Card Voucher)
Note: There is 1 file that contains 3 scanned images which support the entire October Procurement Card Voucher.

Note: If this option is selected it’s **required** that the documents be scanned in the order they appear on the voucher within the reconciliation manager. This will facilitate the review and approval of the voucher and supporting documents at the department and administrative levels. It’s recommend that you write the transaction # on the receipt if you are scanning at the voucher level.

The scanning and filing options you choose above will determine how and where you will attach these images in ProTrav.

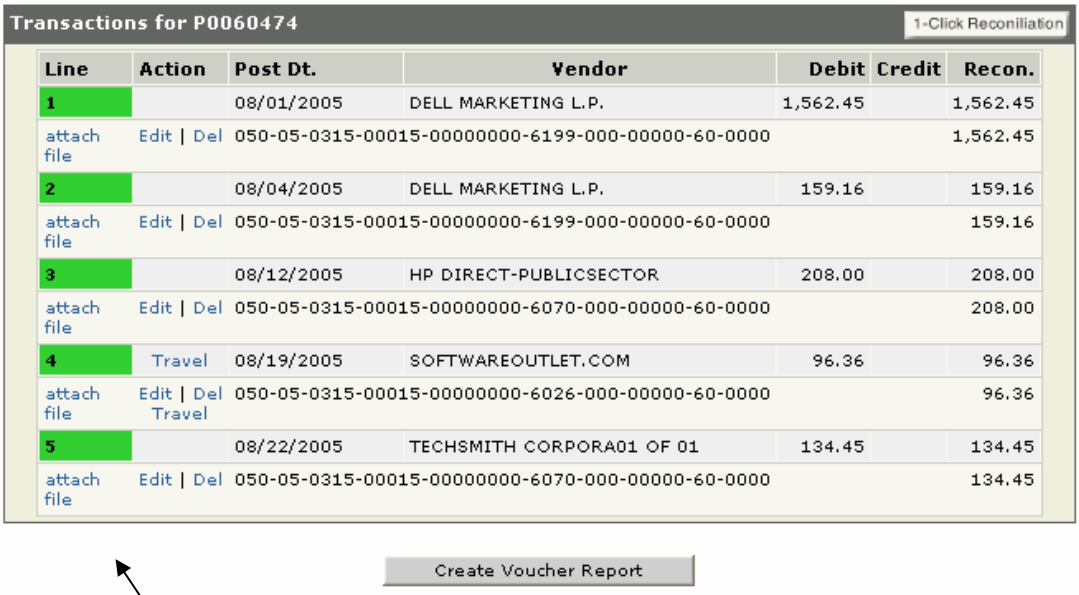
PCV Reconciler Attaching Instructions

Option #1:

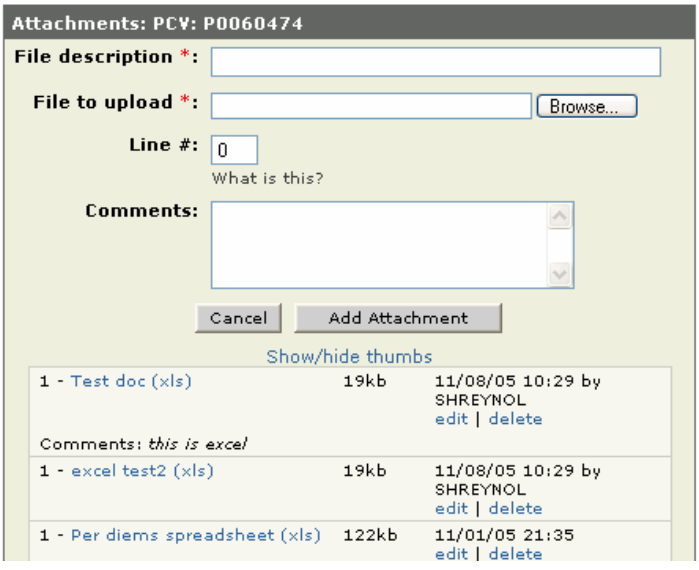
Attach Documents at a Transactions Level:

If a user opts to scan supporting document(s) for each purchase/transaction on a Procurement Card Voucher they can also attach those images at the transaction level.

On the Reconciliation manager, select the *"attach file"* link next to the Line # that corresponds with the scanned images for that transaction.



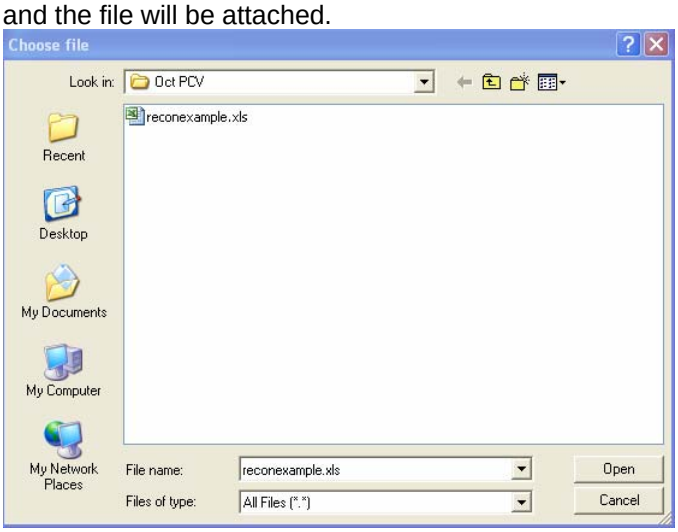
Once the "attach file" link has been selected the following window will appear.



Attributes of the Attachments Window:

File Description:
This field will default in as the Merchants Name for this transaction/line. This field is editable.

File to upload:
Click on the Browse button and navigate to where you have saved the file. Double click on the file name and the file will be attached.



Line #:
The line # will default from the Reconciliation Manager.
The assignment of the Line # assures that the attachments will display in order of the transactions. This will facilitate the review and approval of the voucher and supporting documents at the department and administrative levels.

Comments:
This field is optional and can be used to add additional descriptions about the purchase, expense, or attachment.

Click on the Add Attachment Button

Show/hide thumbs:
Clicking this link will display miniature images of the attached documents. To view the full image click on the file name link.

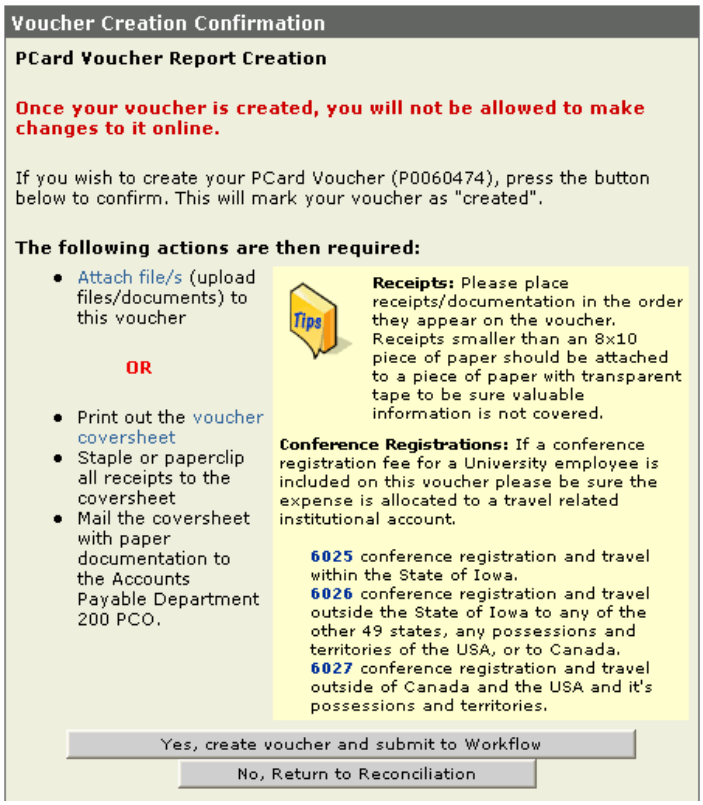
edit/del
Edit allows you to edit the description or line# correlated to the image. Delete allows the user to delete the attachment.

Option # 2:

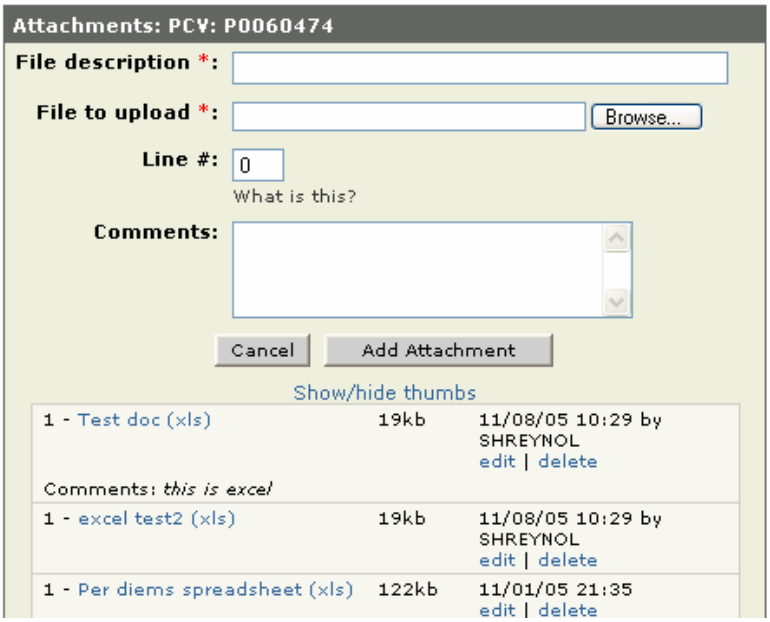
Attach Documents at a Voucher Level:
If a user opts to scan supporting document/s for a Procurement Card Voucher for the entire voucher and save it as one file, they can attach that file, including those images, to the voucher as a whole rather than to an individual transaction. Multiple files may be attached at the voucher level, just as they can at a transaction level.

*Note: The documents **MUST** be scanned in order as they appear on the voucher. This will facilitate the review and approval of the voucher and it's supporting documents at the department and administrative levels.

Once the user has clicked Create Voucher from the Voucher Report the following Voucher Creation Confirmation box will appear.



If you are attaching files at the voucher level, rather than transaction level, click on the "attach file/s" link. The following window will be displayed.

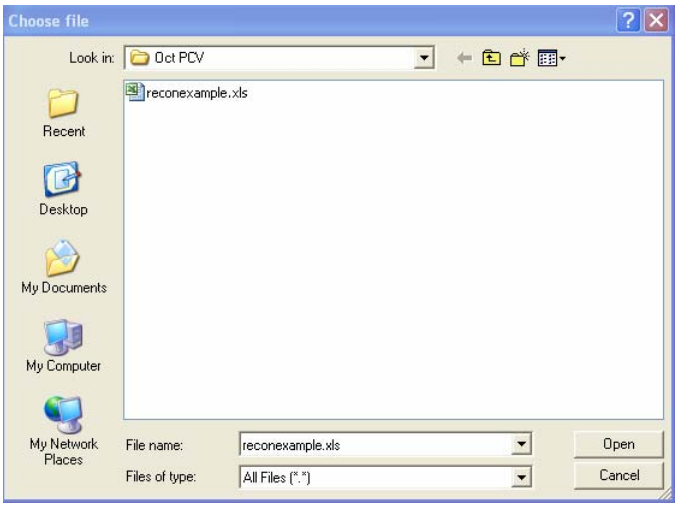


Attributes of the Attachments Window:

File Description:

This field will default in as the File Name once you select it in the next step. This field is editable.

File to upload:
Click on the Browse button and navigate to where you have saved the file. Double click on the file name and the file will be attached.



Line #:
You must enter a numeric value (whole number) in this field. If the attachment corresponds with multiple lines, enter the number of the earliest applicable transaction. (Ex if documents for lines 1-5 are included in this file, enter 1 in this field.)

Comments:
This section is optional. This field can be used to add additional descriptions about the purchase, expense, or attachment.

Click on the Add Attachment Button

Show/hide thumbs:
Clicking this link will display miniature images of the attached documents. To view the full image click on the file name.

edit/del
Edit allows you to edit the description or line# correlated to the image. Delete allows the user to delete the attachment.

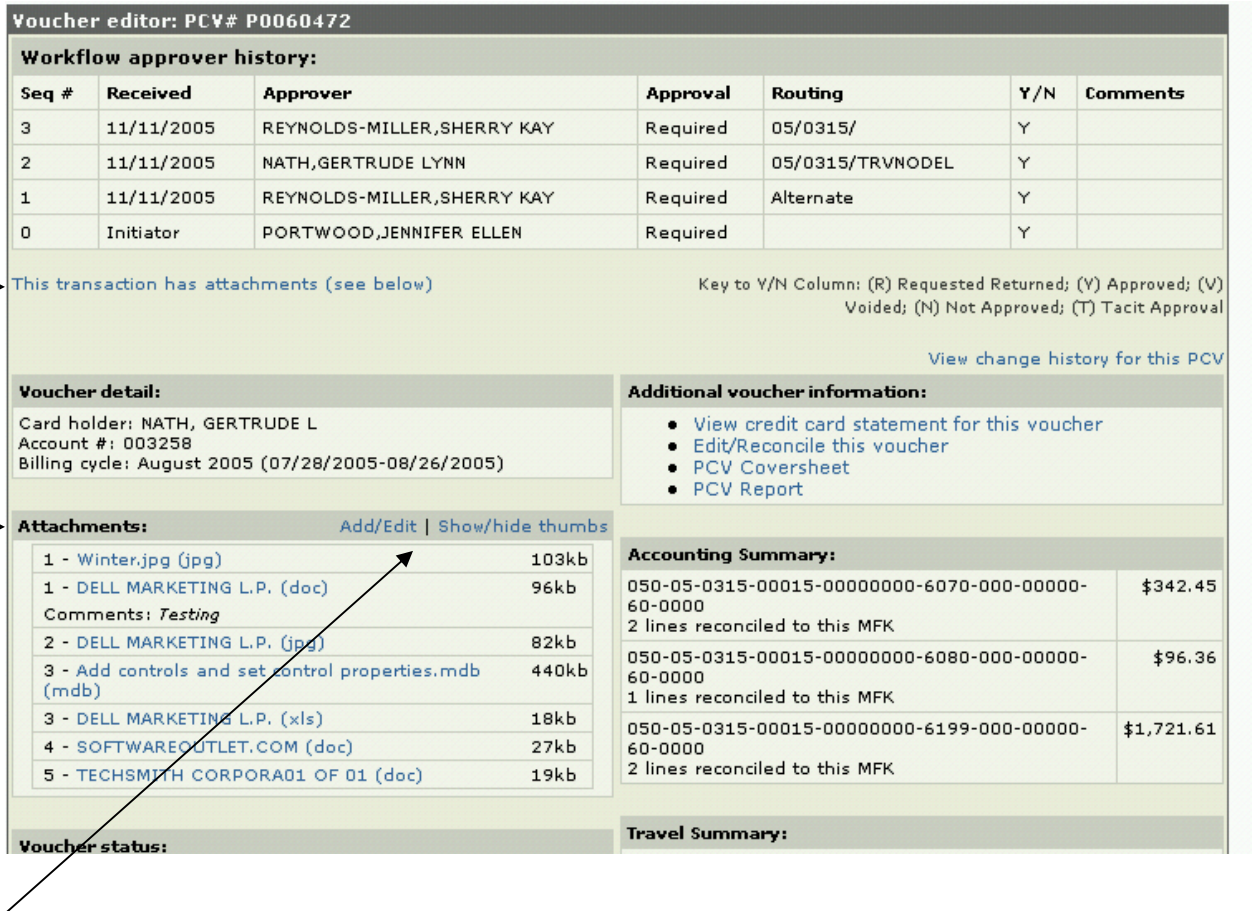
Combining Option 1 and 2:

You may also use a combination of the above options. You can scan some individual documents that pertain to a specific transaction and attach them to that specific transaction in the reconciliation process (Option 1 above) AND scan multiple other documents that pertain to the voucher as a whole and attach them as one file during the voucher creation process(Option 2 above). Just remember that all documents that are attached at the *voucher* level must be scanned in the order that the transactions appear on the voucher.

PCV Approver Attachments Instructions

Approvers have the opportunity to view attachments and to attach additional receipts and documentation related to a Procurement Card Voucher at the time the voucher is in their workflow inbox. An approver will view, edit, and or delete attachment within the Procurement Card Voucher Summary page.

Note: This is the page the user is automatically brought to when approving a Procurement Card Voucher in workflow.



1. If a transaction has electronic attachments there will be a notation just below the workflow approval path. Clicking on this text will automatically move the user to the section of the page where attachments are displayed.
2. To view an attachment, double click on the attachment title, e.g. Winter.jpg.
3. Click the Add button to add additional documents. Refer to Attaching Procurement Card Documents Instructions.
4. Click the Edit button to edit a description, or Line # the attachment is associated with.
5. Click Show/hide thumbs to display a miniature image of the attached document next to the file name(s). To view the full image click on either the file description or the image. To get rid of the miniature images, click Show/Hide again.

Scanning Travel Documents Instructions

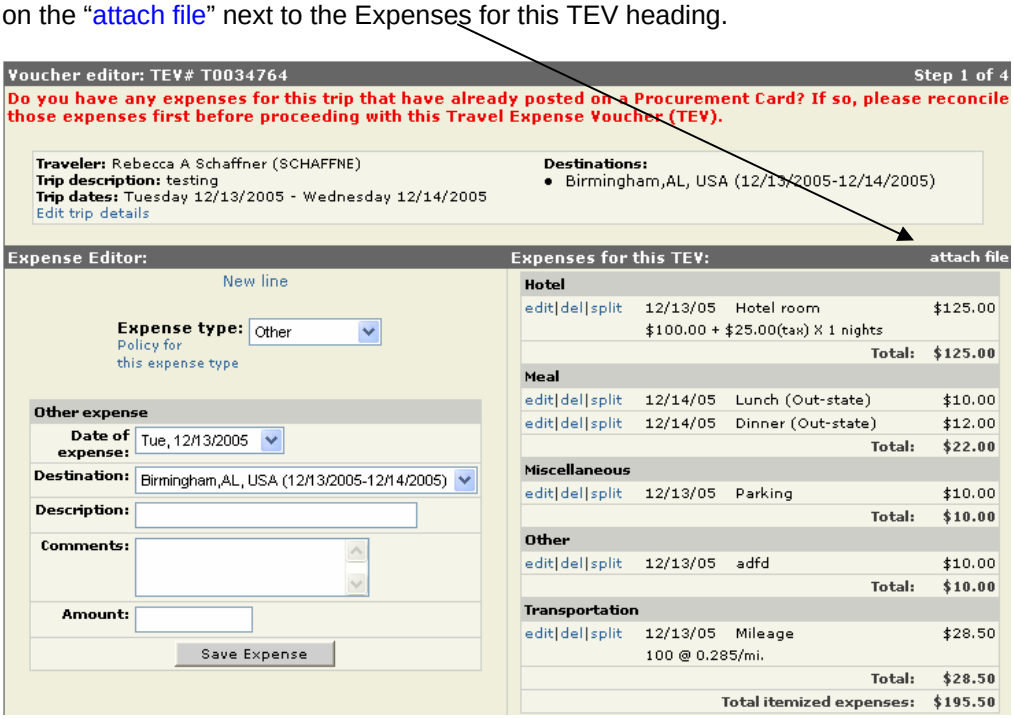
You may scan receipts individually, save them as separate files, and attach multiple files to a TEV
OR
You may scan all receipts for an entire voucher as one file and attach that one file to the TEV.

In either case please scan and/or attach receipts in the order that the expenses appear on the TEV as much as possible (Hotel, Meals, Miscellaneous, Other, Transportation, in that order).

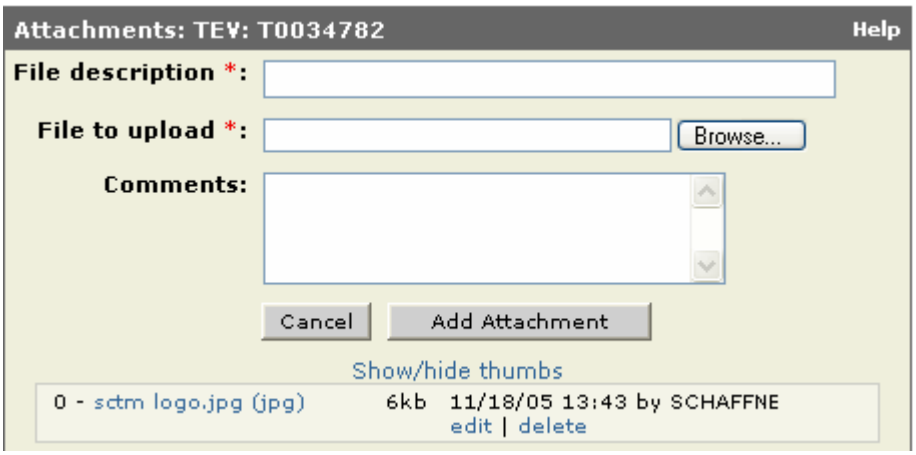
Travel Expense Voucher (TEV) Initiator Attaching Instructions

Option # 1

You may attach file(s) on the Expense Editor panel as you are adding expenses to the TEV, by clicking on the "attach file" next to the Expenses for this TEV heading.



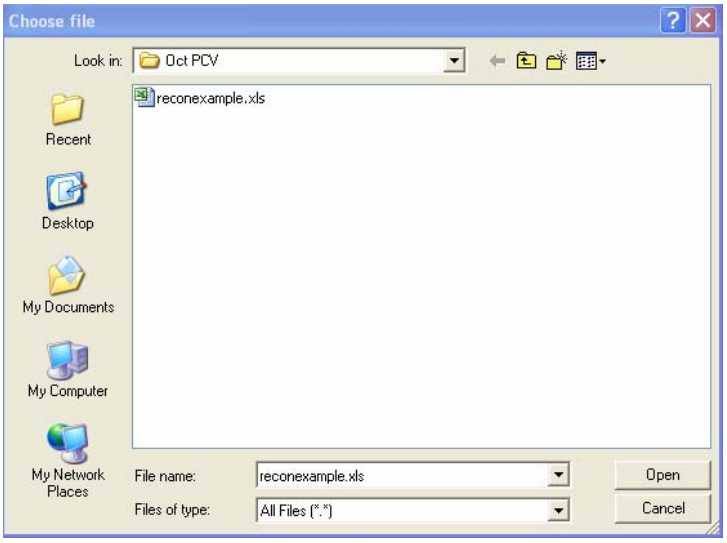
Once the "attach file" link has been selected the following window will appear.



Attributes of the Attachments Window:

File Description:
This field will default in as the File Name once you select it in the next step. This field is editable.

File to upload:
Click on the Browse button and navigate to where you have saved the file. Double click on the file name and the file will be attached.



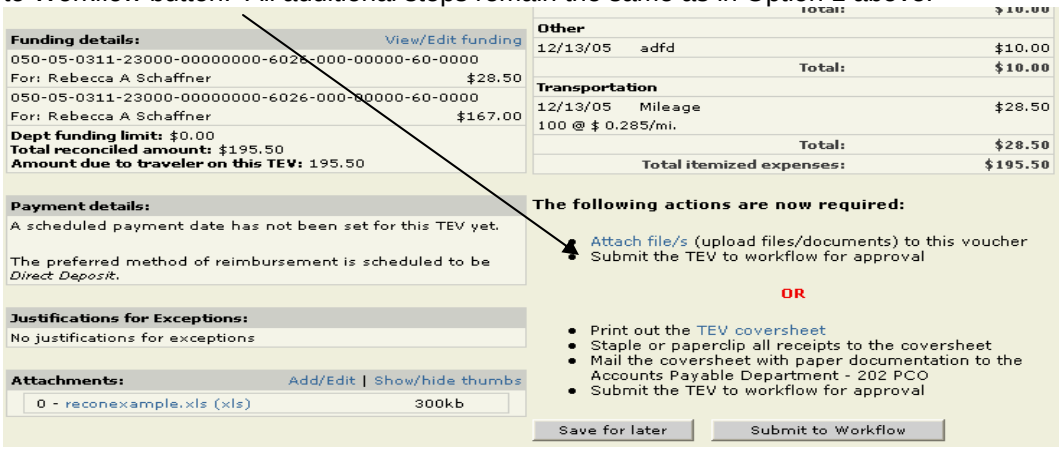
Comments:
This section is optional. This field can be used to add additional descriptions about the purchase, expense, or attachment.

Click on the Add Attachment Button

Show/hide thumbs:
Clicking this link will display miniature images of the attached documents. To view the full image click on the file name link.

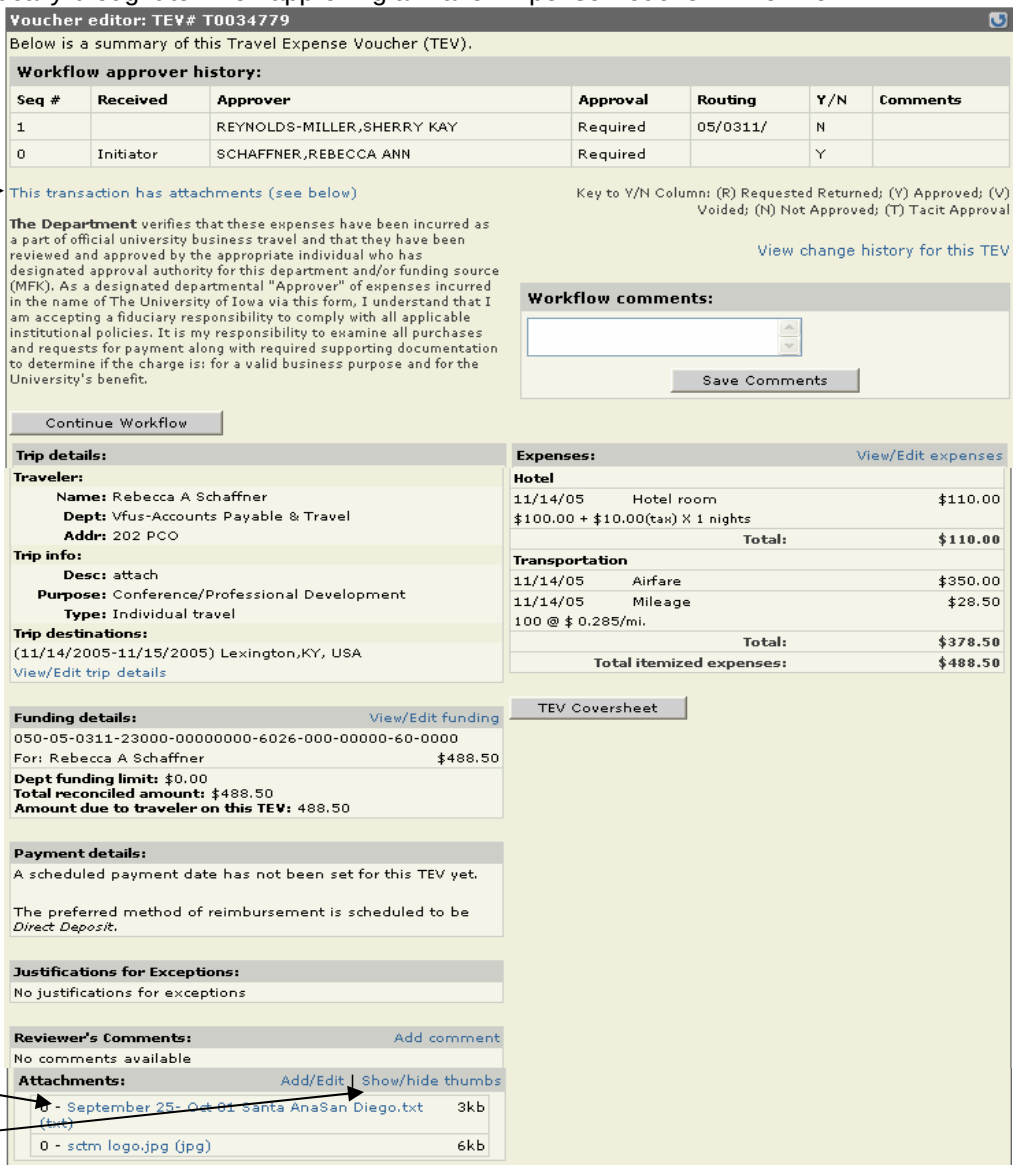
edit/del
Edit allows you to edit the description correlated to the image. Delete allows the user to delete the attachment.

Option # 2
You may attach file(s) at the point of TEV completion by clicking on the Attach Files link above the Submit to Workflow button. All additional steps remain the same as in Option 1 above.



TEV Approver-- Attachments Instructions

Approvers have the opportunity to view attachments and to attach additional receipts and documentation related to a Travel Expense Voucher at the time the voucher is in their workflow inbox. An approver will view, edit, and or delete attachments within the TEV Summary page. Note: This is the page the user is automatically brought to when approving a Travel Expense Voucher in workflow.



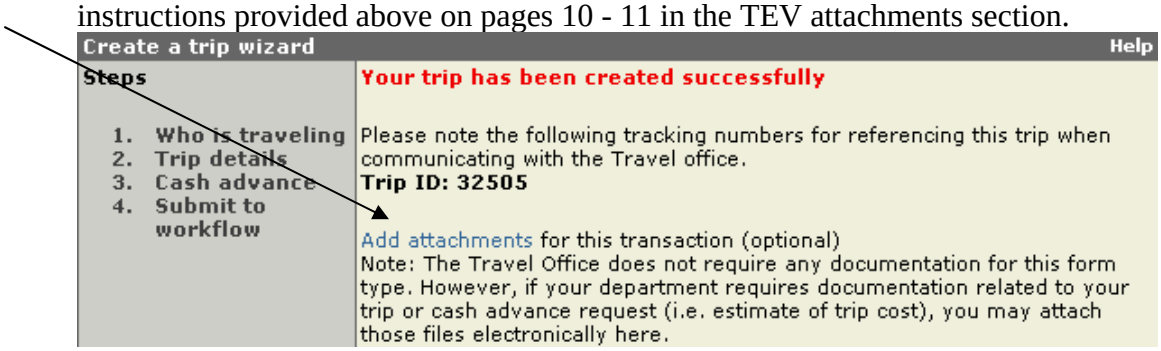
1. If a transaction has electronic attachments there will be a notation just below the workflow approval path. Clicking on this text will automatically move the user to the section of the page where attachments are displayed.
2. To view an attachment, double click on the attachment name, i.e. September….SanDiego.jpg.
3. Click the Add button to add additional documents. Refer to Travel Expense Voucher (TEV)Initiator Attaching Instructions.
4. Click the Edit button to edit the description of an attachment.
5. Click Show/hide thumbs to display a miniature image of the attached document next to the file name(s). To view the full image click on either the file description or the image. To get rid of the miniature images, click Show/Hide again.

After reviewing the document and attachments, go back to the top of the document and click Continue Workflow to approve the form and send on to the next approver or to the Travel office for processing.

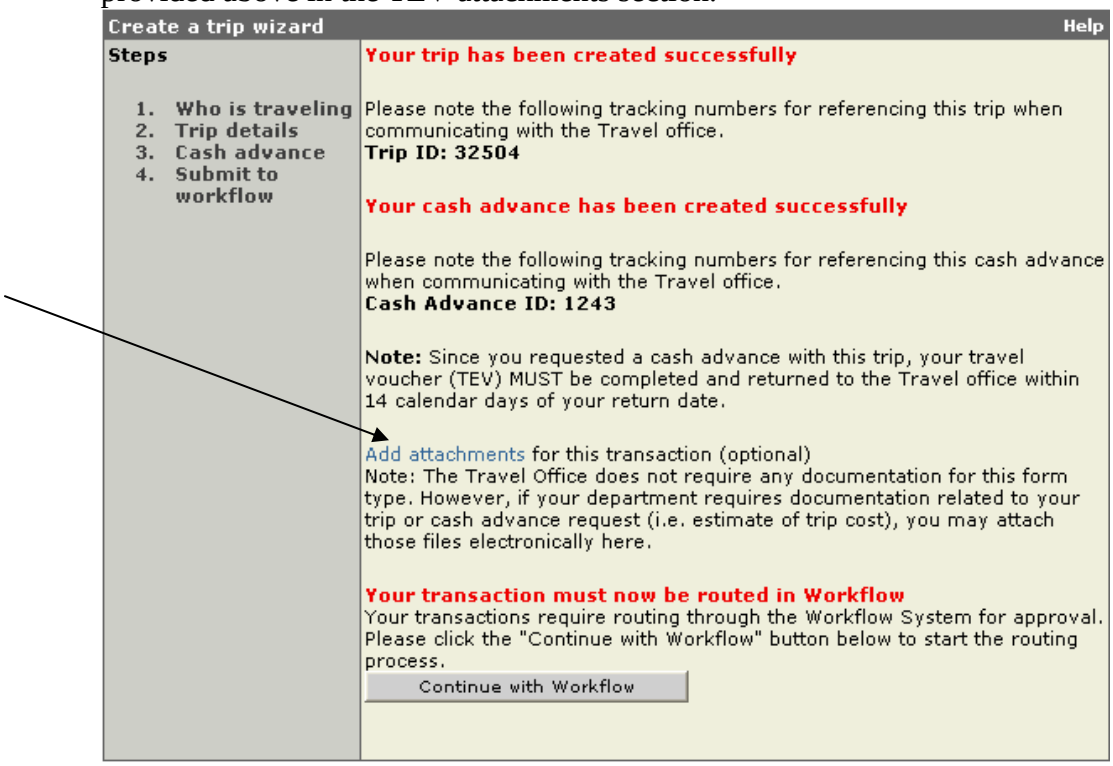
Trip Initiator Attaching Instructions

The travel department does not require supporting documentation at the point of trip creation or for cash advance requests. However, department's may want to have their travelers attach supporting documentation, for example, a conference brochure or other documentation to substantiate the business purpose of a trip, a spreadsheet showing an estimation of trip expenses, verification of specific costs to substantiate a cash advance request, etc.. Or you may choose to attach documents related to the trip or cash advance request for your own purposes.

If your trip does not require workflow approval, you will see the attachment option on the final confirmation page of the trip setup. Click the Add attachment link and then follow all other instructions provided above on pages 10 - 11 in the TEV attachments section.

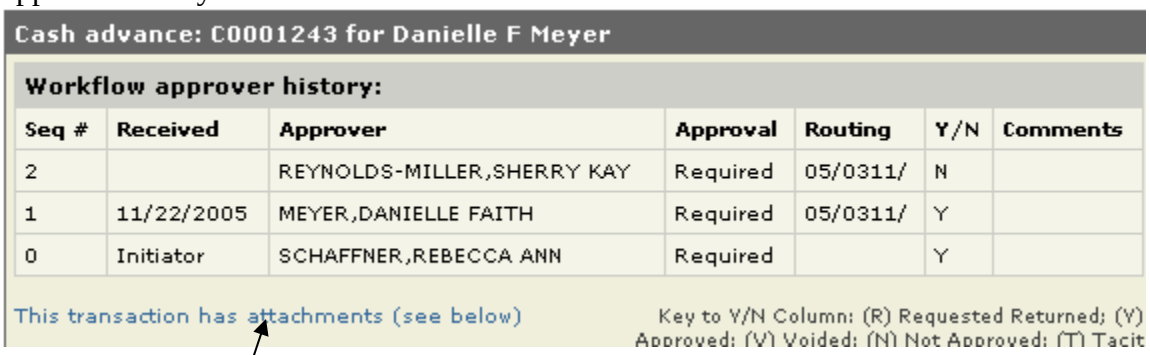


For cash advances and/or trips requiring workflow/approval routing you will see the attachment option on the final confirmation page of the trip/cash advance process, just prior to submitting the form to workflow. Click the Add attachment link and then follow all other instructions provided above in the TEV attachments section.



Trip/Cash Advance Approver-- Attachments Instructions

Approvers can review or add attachments in the approval process while the form is in their workflow inbox. If the form has attachments you will see this notification just below the approver history box.



Cash advance: C0001243 for Danielle F Meyer

Workflow approver history:

Seq #	Received	Approver	Approval	Routing	Y/N	Comments
2		REYNOLDS-MILLER,SHERRY KAY	Required	05/0311/	N	
1	11/22/2005	MEYER,DANIELLE FAITH	Required	05/0311/	Y	
0	Initiator	SCHAFFNER,REBECCA ANN	Required		Y	

This transaction has attachments (see below)

Key to Y/N Column: (R) Requested Returned; (Y) Approved; (V) Voided; (N) Not Approved; (T) Tacit

Clicking on the attachment notification text will take you to the section of the form where the attachments are displayed.

Attachments: Add/Edit | Show/hide thumbs

0 - Meyer_EugeneTest.xls (xls) 14kb

Click here to view.

Click here to add.

For detailed instructions on viewing or adding attachments see the TEV approver instructions provided on page 12.