I Introduction to AP Scanning

This Guide to International AP Scanning describes how to scan and archive invoices at CNF’s international locations. Its content is applicable at Menlo Worldwide and Con-Way sites.

The invoice images that you capture are sent to CNF’s Accounts Payable department in Portland, Oregon, for payment and reconciliation. An electronic copy of the document is also stored on CNF’s Document Management System (DMS). Once they have been archived on the DMS, these document images can be retrieved and viewed later.

Your Document Capture Workstation includes a specially configured computer, an attached scanner, and software for scanning and archiving business documents.

As an operator of the workstation, you have the following responsibilities:

1 Prepare documents for scanning—Sort your invoices; separate single-page documents and multiple-page documents. Remove staples, paper clips, or anything else that might damage the scanner. These objects can scratch lenses, sensors, and image guides inside your scanner. Repairing or replacing the scanner is expensive.

2 Ensure that the scanned images will be readable—Before loading the scanner, stack all documents face-up, with the top of each page aligned in the same direction. If a document is a carbon-copy or marked with a highlighter pen, important information might not be visible when it is scanned. If necessary, make a photocopy of the document for scanning, or write information like invoice number or amount in a clear space on the document.

3 Start the AP Archiver program before scanning—The Archiver program sends your captured invoice images to CNF Accounts Payable for processing and to the DMS for electronic storage.

4 Assign the correct information to the scanned image—The DMS holds more than 400 million scanned images. They are retrieved and viewed using the identity tags assigned to each one by the workstation operator. For AP invoices, these identity tags are:
   - **Set of Books (SOB):** the company that will pay the invoice.
   - **Type** of invoice: standard, credit memo, or manual. For all international locations, **STANDARD** is the type.
   - **Category** of invoice: describes what was purchased. For all international locations, **GENERAL** is the category.
   - **Date** of invoice.
   - **Invoice Number.**
   - **Amount** of invoice.
II Preparing Documents for Scanning

Perform the steps below to prepare your invoices for scanning.

1. Remove paper clips, staples, or anything else that might damage the scanner.

2. Separate your invoices by single-page documents and multiple-page documents. You will scan these two types of invoices separately.

3. Orient and align your invoices so that each document is face-up, and so the top of each page faces the same direction.

4. Place a cover sheet between each multiple-page invoice. This tells the workstation operator to start a new invoice when assigning identity tags.

5. If information on the invoice might be unreadable when scanned, make a photocopy of the document for scanning, or write that information in a clear area on the document.
III Scanning on the Document Capture Workstation

When your invoices are prepared, power on the scanner attached to your workstation, start both AP scanning programs on the computer, and load your first batch of documents in the scanner. You will be asked to choose workstation settings that apply to your scanning session. Once you select these settings, the first batch of invoices is fed through the scanner.

Section IV explains how to scan and archive single-page documents. Section V explains how to scan and archive multiple-page documents. Perform the steps below before scanning either kind of invoice.

1 Power on the scanner attached to your workstation.

IMPORTANT—Turn the scanner on before starting the AP Scan program (step 4). If you start the program before the scanner is turned on, the error message below appears on your screen when you attempt to scan.

If this error message appears, close the AP Scan program (click the EXIT button on the AP Invoice Scanning window), power on the scanner, and then start AP Archiver and AP Scan again (steps 2 and 4 below).

2 Start the AP Archiver program. Choose START > PROGRAMS > AP PAPERLESS WORKFLOW > APARCHIVER.

The Archiver runs on your computer in the background. Its icon (a small disc) appears on your Windows taskbar when the program is started.

3 Load your first batch of invoices into the scanner’s feeder tray. Follow the instructions on the Quick Reference Card that came with your scanner.
4 Start the AP Scan program. Choose **START > PROGRAMS > AP PAPERLESS WORKFLOW > APScan**.

5 Click the **BEGIN SCANNING** button (green octagon) on the **AP Invoice Scanning** window to display the **Scan Setup** window.

6 Choose settings on the **Scan Setup** window for your scanner model. Consult the **Quick Reference Card** that came with your workstation. For invoice scanning, choose **LEGAL** from the **Page size** drop-down list.

7 Click **OK** on the **Scan Setup** window. 
   
   In a few seconds, invoices loaded in the feeder tray are run through the scanner. The image of the first document appears in the program’s Presentation window. Follow the directions in Section IV (single-page invoices) or Section V (multiple-page invoices) to assign identity tags to each image.
IV Scanning and Archiving Single-Page Invoices

Prepare your documents for scanning following the instructions in Section II. Power on your scanner, and then start the AP Archiver and AP Scan programs following the instructions in Section III.

When you click the OK button on the Scan Setup window, invoices loaded in the feeder tray are run through the scanner. The first image appears in the program’s Presentation window. Use the AP Invoice Scanning window to assign identity tags to each invoice image.

1. For single-page invoices, ensure that the MULTI button is off. (When the MULTI button is on, it appears pressed down. Click the button to switch between off and on.)

2. Select the set of books for your company from the SOB drop-down list.

3. Select STANDARD from the Type drop-down list.

4. Select GENERAL from the Category drop-down list.
5 Type the date on the invoice image in the Presentation window in the **Date** boxes. Use the format **DD MMM YYYY**; for example, **22 JUL 2005**.

*Abbreviations for months: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.*

6 Type the invoice number of the image in the Presentation window in the **Number** box.

7 Type the amount of the invoice in the Presentation window in the **Amount** box.

**NOTE**—Use the tools of the Presentation window to magnify and read the date, number, and amount of the invoice image. *See Section VI: Using the Tools of the Presentation Window.*

8 When you have entered the information for the first invoice image, click the **NEW** button or press **ENTER** on your keyboard.

The identity tags that you selected or typed are assigned to the invoice image. The next scanned image is advanced into the Presentation window. After the first invoice image, **SOB**, **Type**, and **Category** remain the same. For each of the remaining scanned images, assign **Date**, **Number**, and **Amount**.

9 Continue to assign identity tags to each invoice image until you have completed all the invoices that were run through the scanner.

*If an invoice image is unusable (upside down, backwards, sideways, or unreadable), discard the image and re-scan the document. See How to Discard a Bad Invoice Image on the next page.*
When you assign identity tags to the last scanned invoice, a message window appears.

10 If you have more invoices to scan, place them in the scanner’s feeder tray and click Yes. If you are finished scanning invoices, click No.

11 When you have finished scanning, click Exit on the AP Invoice Scanning window.

**HOW TO DISCARD A BAD INVOICE IMAGE**

If an invoice image that appears in the Presentation window is unusable (upside down, backwards, sideways, or unreadable), discard the image and re-scan the document.

1 Find the matching paper document in the scanner’s exit tray.

2 Click the DELETE button (trash-can icon) on the AP Invoice Scanning window. (You can also press Ctrl + d on your keyboard to delete the image in the Presentation window.)

3 On the Delete Invoice? window, click the DELETE SCANNED INVOICE button.

4 Fix the problem with the matching paper document and then place it in the scanner’s feeder tray.

5 Continue to assign identity tags to each invoice image until you have completed all the invoices that were run through the scanner.

6 When the No Documents Loaded in Scanner window (top of this page) appears, click Yes.

The document(s) you placed in the feeder tray are run through the scanner. Assign identity tags to the image(s) when it appears in the Presentation window.
V Scanning and Archiving Multiple-Page Invoices

NOTE—The procedure in this section also works for invoices with attachments. Scan invoice attachments using the MULTI button as described below, not the ATT. (attachment) button.

Prepare your documents for scanning following the instructions in Section II. Power on your scanner, and then start the AP Archiver and AP Scan programs following the instructions in Section III.

When you click the OK button on the Scan Setup window, invoices loaded in the feeder tray are run through the scanner. The first image appears in the program’s Presentation window.

REMINDER—Place a cover sheet between each multiple-page invoice. This tells the workstation operator to start a new invoice when assigning identity tags.

1 For multiple-page invoices, ensure that the MULTI button is on. (When the MULTI button is on, it appears pressed down. Click the button to switch between off and on.)

2 Select the set of books for your company from the SOB drop-down list.

3 Select STANDARD from the Type drop-down list and GENERAL from the Category drop-down list.

4 Type the date on the invoice image in the Presentation window in the Date boxes. Use the format DD MMM YYYY; for example, 22 JUL 2005.

5 Type the invoice number of the image in the Presentation window in the Number box.

6 Type the amount of the invoice in the Presentation window in the Amount box.

7 Press ENTER.

When you are working in MULTI mode, the ENTER key acts differently than in single-page mode. It does not start a new invoice. Instead, it advances the next page of the current invoice into the Presentation window. All of the information from the first page (SOB, Type, Category, Date, Number, and Amount) is carried forward.
8 Press **ENTER** as each page of the invoice appears in the Presentation window. After you press **ENTER** for the last page of the invoice, a cover sheet will appear in the Presentation window.

9 Click the **DELETE** button (trash-can icon) on the **AP Invoice Scanning** window to discard the cover-sheet image (or press **Ctrl + d**). When the **Delete Invoice?** window appears, click **DELETE SCANNED INVOICE**.

*The first page of the next invoice now appears in the Presentation window.*

10 Click the **NEW** button on toolbar (or press **Ctrl + n** on your keyboard).

11 Type the **Date**, **Number**, and **Amount** from the invoice image that now appears in the Presentation window, and then press **ENTER**.

*The SOB, Type, and Category you selected for the previous invoice remain in the drop-down lists.*

12 Repeat steps 8-11 as each multiple-page invoice appears in the Presentation window. Assign **Date**, **Number**, and **Amount** to the first page of the invoice image. Press the **ENTER** key to assign the same values to the following pages. Use the **DELETE** button to discard the cover-sheet images placed between the multiple-page invoices.

13 When you have assigned identity tags to the last scanned page, follow the instructions at the end of **Section IV** for loading more documents in the scanner or exiting from the AP Scan program.
VI Using the Tools of the Presentation Window

The AP Scan program displays each captured document image in a Presentation window. This window provides tools for the operator to zoom and magnify areas of the image in order to read important information like date, invoice number, and amount.

IMPORTANT—If you cannot read critical information on the document image in the Presentation window, do not archive the document. Follow the steps below if information like Date, invoice Number, and Amount are unreadable.

1 Find the matching paper document in the scanner’s exit tray.

2 Write important information in a clear space on the document so that it will be readable when scanned.

3 Place the corrected document in the scanner’s feeder tray.

4 Discard the document image in the Presentation window by clicking the DELETE button (trash-can icon) on the AP Invoice Scanning window.

5 Archive the remaining captured images. When the No Documents Loaded in Scanner window appears, click YES.

The corrected document(s) you loaded in the scanner’s feeder tray are run through the scanner. As their images appear in the Presentation window, assign identity tags and archive them.

PRESENTATION WINDOW TOOLBAR

The buttons on the Presentation window toolbar enable you to zoom in, zoom out, magnify a selected area of the document image, or magnify the area directly beneath your mouse pointer.

ZOOM TOOLS

The three buttons at the left of the Presentation window toolbar are zoom tools.

Click the ZOOM IN button to enlarge the document image in the Presentation window.

Click the ZOOM OUT button to shrink the document image in the Presentation window.

Click the FULL PAGE button to display the entire document image in the Presentation window.
**Magnifier Tools**

The **Zoom Rectangle** magnifies a selected area of the document image in the Presentation window.

1. Click the **Zoom Rectangle** button.
2. Move your mouse pointer over the image, hold down the mouse button, and draw a rectangle.
3. Release the mouse button. The area you selected is magnified.

The **Magnifier** enlarges an area of the document image directly beneath your mouse pointer.

1. Click the **Magnifier** button.
2. Click and hold down the mouse button. As you move the mouse pointer over the image in the Presentation window, the area beneath the pointer is enlarged.