Email Imaging of Expense Reports
PCard Transactions and Employee Reimbursements

When expense and PCard documentation is *not* imaged through EFS as an attachment to the expense report or scanned by the cluster, documentation may be imaged using email. This method sends email attachments directly to the imaging system and can be used by anyone with an @umn.edu email address. Attachments submitted will be appended to any existing expense report documentation already linked to the expense report ID.

Note this change!
Since the end of April 2015, all new PCard transactions are being reconciled as expense reports. While a separate email address once was used for PCard documentation imaged through email, documentation for both employee reimbursements and PCard transactions should be sent to the same address and should use this process. If you need to image older PCard reports from prior to the upgrade, please contact pcard@umn.edu for assistance.

What is needed:
* A valid University of Minnesota email address (umn.edu)
* Documentation of expenses in any of a number of formats: PDF, JPG, TIFF, DOC, XLSX, and more.

Step-by-step instructions:

Step 1   Scan documentation using a scanner or multifunction printer. **Remember to redact any credit card numbers displayed on receipts.**

Step2   Create an email with the document ID (displayed on the bar-coded cover sheet or in EFS). Enter this number as the subject line. The document ID on the subject line is critical; it must match the expense report ID exactly. **Expense Report ID** is the 10-character document ID including any leading zeroes. This **must** be exactly 10 digits.

Step 3   Attach the file(s) or scanned documentation to the email. Any number of attachments may be included, up to the email attachment limit.

Step 4   Send the email to erimg@umn.edu.

Step 5   Retain the paper copies or original files for **30** days.

Email method requirements

Document Type	Subject Line	Subject Line Format (ID obtained from cover sheet or EFS)	Email Address
Expense Report	ER Document ID	0000777777	erimg@umn.edu

Additional information:
* Access to the imaging system is not required to use this process.
* Notification is returned to the sender if the imaging system detects any errors in a submission. Because these notifications are sent to the email address from which the submission originated, it is recommended to send documentation from one's personal work email - using a department email address or sending directly from a scanning device may lead to error notifications being missed.
* To append to an existing image just use the existing image document ID in the email subject line.
* If an image needs to be deleted, contact the Financial Helpline at 612-624-1617 or finsys@umn.edu.

Recommendation from the OIT imaging team:

Scan documents in grayscale at 200 DPI. Scanning documents in higher resolutions will not provide a meaningful quality improvement and will use excessive space in the imaging system. At the recommended resolutions this will permit 100+ pages to be attached to a single email. Talk to your department's IT group for guidance on scanning resolution, file sizes, and attachments.