

PCard and Admin TCard Receipt Upload Via Email



Business Services has created a new email upload process for PCard and Admin TCard Receipts for when the receipt is already in digital format. This process does not require the use of Kofax. Users will be able to email their receipts to be uploaded into the system.

The Steps:

1. Create/forward an email containing the receipt you are uploading.
 - PCards – pcdocs@uark.edu
 - Admin TCards – tcdocs@uark.edu
2. The Subject of the email **MUST** be the D# or T#. If the subject does not start with a D or T your receipt will not be uploaded.
3. The receipt can be embedded in the email or attached. Any attachment/ all information in the email will be uploaded under the D/T number.
4. ONLY 1 D/T number per email
 - You cannot load multiple D/T receipts on one email.
5. Your receipt will be reviewed and the Image Exists code updated by Business Services
6. You are responsible for maintaining the original copies of the receipts until notified by Business Services that they can be destroyed.

What does the upload job do?

- Converts file to an acceptable format
- Makes it black and white
- Annotates the D/T number in the top left corner

Why is this good?

Decreased hassle for users! No more need to scan and update receipts. Just send them straight over on email!

Love Kofax?

Great news you can still use Kofax! This is another option for uploading receipts but is not the only way they can be done.

What if my upload fails?

If your email upload fails, you will receive a notification from Business Services.

The main reason the upload would fail would be the subject did not start with a D/T number.

Another reason the upload could fail would be that the attachment is a protected (locked) file. Make sure files are not protected.

In these cases Business Services will return the email with instructions on how to fix the upload. Then you can resend the file.

Remember:

1. Subject line **MUST** start with a D or T
2. Be mindful of the email address you are sending the receipts to
3. One D/T number per email.

PCard – pcdocs@uark.edu

Admin TCard – tcdocs@uark.edu

This is what your submission will look like:

Page 1 – Email information with D/T number

D1308152

From: mbhughes@uark.edu
Sent: Wed Nov 14 13:22:34 CST 2018
To: pcdocs@uark.edu
CC: pcdocs@uark.edu
Subject: D1308152

Page 2 – Receipt Attachment with D/T number

D1310221

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