

Preparing Documents for Scanning– Tips & Techniques

Did you know that Accounts Payable now scans all documents for archival? There are a few things you can do to help us prepare your documents for scanning. These steps will also help to streamline the scanning process and allow us to archive your documents faster.

A Note About Thermal Receipts

Thermal receipts do not print in the traditional way of ink on paper. Instead, thermal receipts “burn” an images and text onto the paper using heat from the receipt printing head. These types of receipts should not be taped or highlighted. Doing so basically destroys the printed information on the receipt.

Here are some tips:

Please Do Not Use Highlighters

- Highlighters will destroy the image on thermal receipts
- Even on ink printed receipts, the highlighter can be picked up by the scanner as “black ink” and black out the data you’ve highlighted

Please Do Not Staple Receipts

- Staples cause damage and jamming to the scanners
- Please do not staple groups of receipts together. We ask that you follow the “taping receipts” guideline below

Please Carefully Tape Receipts

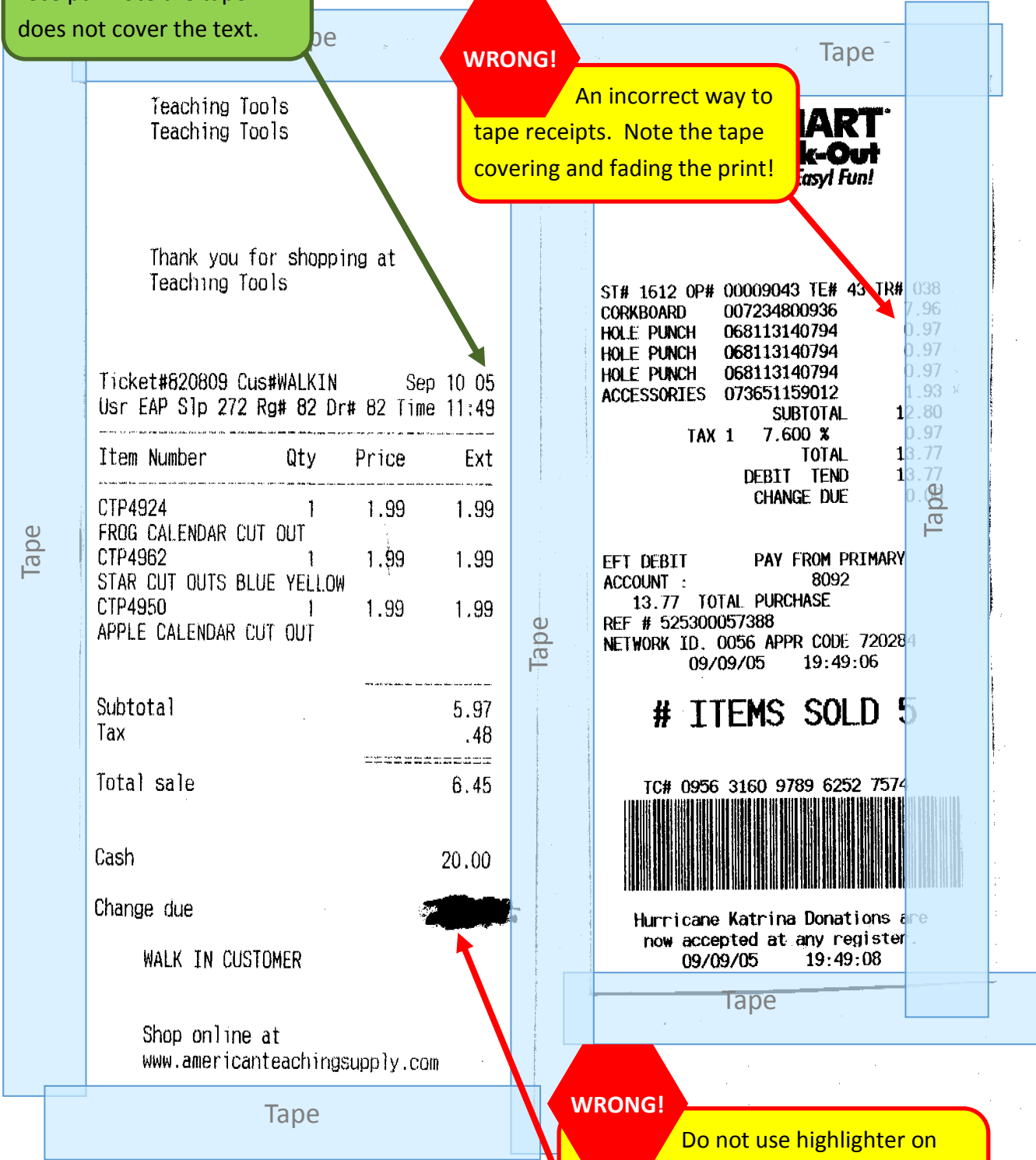
- Please tape receipts on all four sides to a 8 1/2” x 11” blank white piece of paper. Do not use previously printed scratch paper that has unrelated printing on it. Scanners will pick up this unnecessary information and include it in the final image of the document
- Do not tape over any printed information on the receipt. This includes text, amounts, or store names. Tape has the tendency to fade the thermal print on receipts over time, making them completely illegible
- Stay at least 1/2 inch from the top, bottom and sides of the page
- Always use clear cellophane type office tape. Please do not use glue sticks or staples for securing receipts
- Tape thick items such as card stock (tickets, business cards, taxi receipts, etc.) in the center the blank paper
- Do not write information on the back of receipts, such as attendees to a business lunch. Once taped down, any additional information written on the back will be missed and delay processing
- Do not accordion fold and tape LONG receipts so that the whole receipt will fit on a blank piece of paper. Please cut these into pieces and tape them down to as many blank sheets as necessary. Number them accordingly. Note, you may trim off unnecessary marketing information, such as coupons, sales ads, etc., just make sure not to trim off necessary information
- Do not tape receipts on both sides of a single page. While our scanners will scan both sides of the page at the same time, the thickness may cause the scanner to jam
- Please take care of your receipts. Try to keep from folding or crunching receipts and be sure not to leave them in direct sunlight or near a heat source as it will damage all thermal receipt paper

RIGHT!

A properly taped receipt. Note the tape does not cover the text.

WRONG!

An incorrect way to tape receipts. Note the tape covering and fading the print!

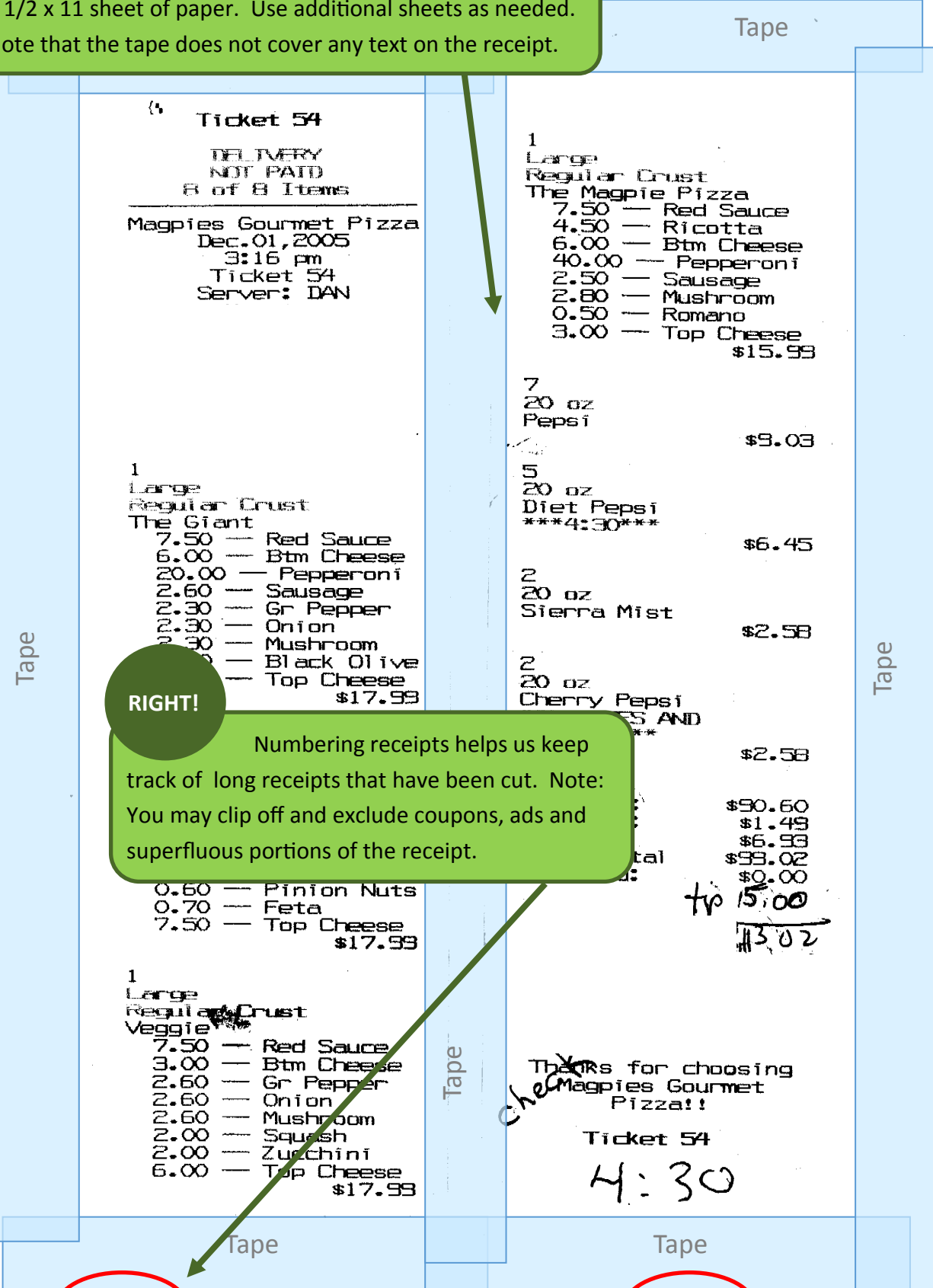


WRONG!

Do not use highlighter on thermal receipts. Highlighter will fade the print and turn black when scanned.

RIGHT!

An extra long receipt should be cut to fit on an 8 1/2 x 11 sheet of paper. Use additional sheets as needed. Note that the tape does not cover any text on the receipt.



RIGHT!

Numbering receipts helps us keep track of long receipts that have been cut. Note: You may clip off and exclude coupons, ads and superfluous portions of the receipt.

1 of 2

2 of 2

RIGHT!

Heavy card stock receipts should be taped in the center of the page.

Tape

Receipt for travel Taxi

From: Lawrence

To: Acapulco

Date of travel: 1-7-16 Amount paid: 23

Car Number K 2

•Bespoke guided tours • 6 & 8 seaters available • Corporate hire • Bus & rail transfers
•Wedding cars • Airport priority meet and greet • Luxury executive travel

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DRIVING EXCELLENCE THROUGH THE HIGHLANDS

Tape

Tape