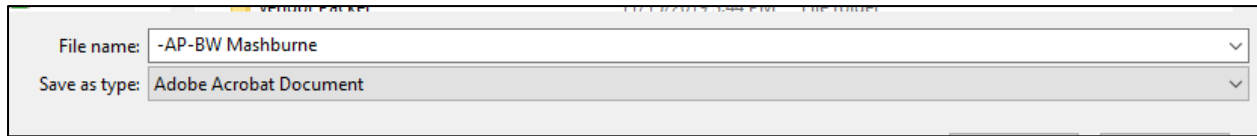


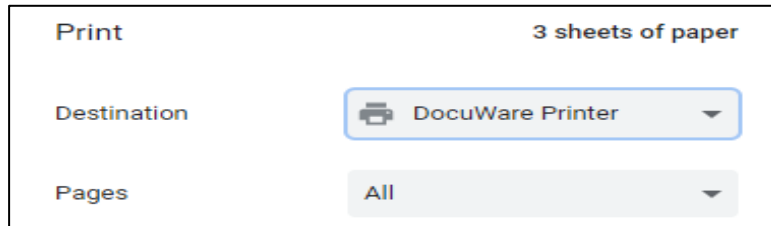
How to process Check Request, Direct billed invoices, and Non-Employee Travel received via email:

Purpose: When you receive approval to pay a Check Request, Direct billed invoices, and Non-Employee travel from a department.

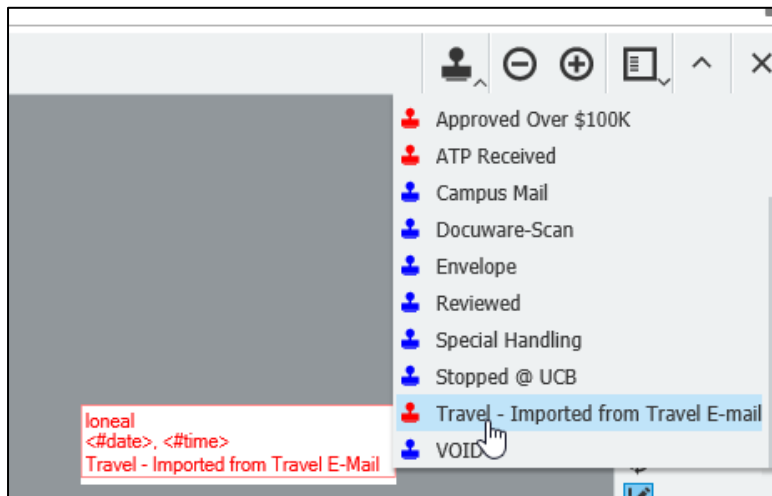
1. Open the document attached to the email and save file as PDF using “-AP-”in the beginning of the name. This will add the Docuware watermark to the file when you print the file to Docuware Printer.



2. The re-named PDF document will pop-up on a separate screen. Select print to Docuware Printer. This will save the document into your Docuware tray.

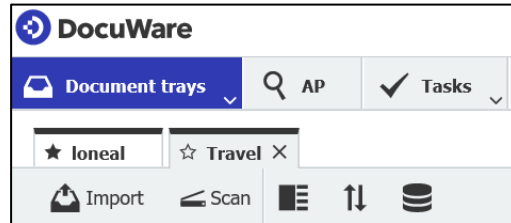


3. Once the document/invoice is opened in Docuware, it needs to be stamped as “Imported from Travel E-Mail” by selecting the stamp option after opening the document, then scroll down to the appropriate stamp. This is date/time stamp the invoice and show the username of who will process the payment. Place the stamp on top right hand of document to keep a uniformed location.

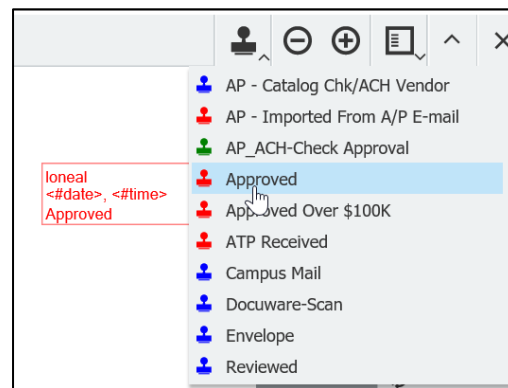


4. The email the document was received in can be printed directly into the Docuware Printer just like step 2. The email automatically has the date/time listed, so the watermark is not necessary.

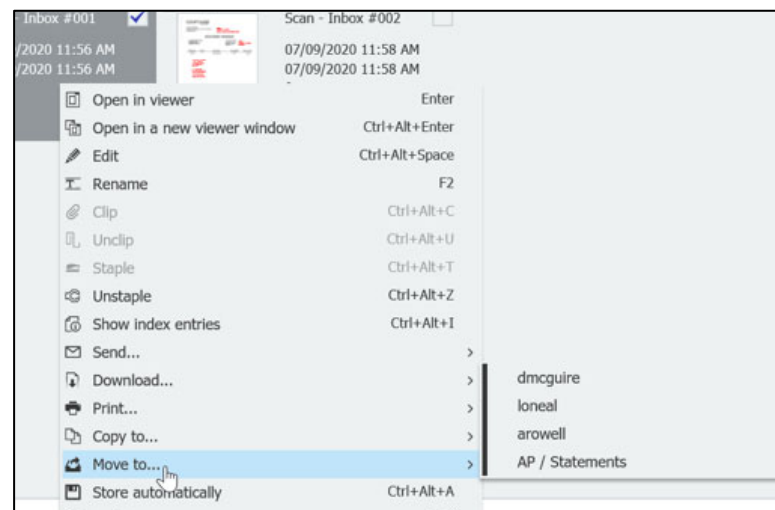
5. Once all supporting documents are combined (by stapling or clipping) in Docuware, the next level approval is required.
 - a. Send an email to the Travel Manager informing them that a document is in Docuware is ready for review.
 - b. The travel manager will open approve the documents, by going into the Docuware Travel tray.



- c. If the Travel Manager approves the documents, they will need to stamp the document with their approval stamp located in Docuware.



- d. Once the document is approved, the Travel Manager will need to move the document from the Travel Tray to the associated employees Docuware tray, then send an email notifying the employee of the document being ready to process. To move the document, right-click on the document to receive the menu, select Move to, and select the appropriate tray.



6. With the appropriate approvals, we can process the payment like normal using PeopleSoft and Docuware.