Scanning Documentation for Nolij

All Vouchers, Requisitions and P-Card Reconciliations must be created in PeopleSoft prior to scanning

*Please be aware of data security issues:* blackout credit card information, social security #’s and do not scan W9’s with your documentation

Documentation preparation:
- Invoices/Bids/Receipts can be scanned consecutively as one set of pages
- Remove all staples
- Tape down any receipts to avoid paper jams
- Be aware of double sided invoices

One-Sided Invoice (Voucher/Requisition/Receipts on a page):

1. Choose the “Other Function” or “Autostore” button on your Ricoh printer
2. Click “Financials” on the touchscreen
3. Depending on the documentation - select “Voucher”, “Bid Docs” or “Pcard Reconciliation”
4. On your touch screen choose “Voucher ID”, “Requisition ID” or “Pcard Reconciliation ID”
5. Using your number key pad type the 8 digit Voucher ID # (*be sure to include the leading zeros, for example: 00123456) or the 10 digit Requisition # (*be sure to include the leading zeros, for example: 0000091234) or 9 digit Pcard Reconciliation Id # (for example: 123456789)
6. Click the “OK” button on your touch screen
7. Be sure your Voucher ID/Requisition ID/Pcard ID # is correct, if not delete all the numbers and start over
8. Place the paper work into the feeder of your printer (adjust the slider if necessary)
9. Click the “Start” button to scan your image

   *Your voucher/requisition/Pcard is now scanned and the documentation is ready for viewing in PeopleSoft Financials*

Two-Sided Invoice (Voucher/Requisition):

1. Choose the “Other Function” or “Autostore” button on your Ricoh printer
2. Click “Financials” on the touch screen
3. On your touch screen choose “Voucher” or “Bid Docs”
4. Click “Original Feed Type” on the touch screen
5. Click “2 Sided Original” on the touch screen
6. Click “OK”
7. On your touch screen click “Voucher ID” or “Requisition ID”
8. Using your number key pad type the 8 digit Voucher ID # (*be sure to include the leading zeros, for example: 00123456) or the 10 digit Requisition ID # (*be sure to include the leading zeros, for example: 0000091234)
9. Click the “OK” button on your touch screen
10. Be sure your Voucher ID/Requisition # is correct, if not delete all the numbers and start over
11. Place the paper work into the feeder of your printer (adjust the slider if necessary)
12. Click the “Start” button to scan your image

Your voucher/requisition is now scanned and the documentation is ready for viewing in PeopleSoft

If you have additional documents to scan, you can repeat the steps starting at Step 3. If you are entering consecutive documentation, click the “Backspace” button to change just the last digit, or click “Delete All” to enter a completely new ID number.

For Vouchers Only

After scanning, we recommend running a query to verify the documentation is attached to all vouchers.

Navigation: Reporting Tools>>Query>>Query Viewer

Query Name - BC_AP_VR_SCAN_INFO_FOR_DEPTS
If you have multiple departments, use the % (wildcard) for Department

If there is no value in the Nolij Folder ID and Nolij Doc Name columns, the voucher does not have an invoice scanned and attached. You need to locate the document in your files and scan into Nolij.

View Scanned Images

In order to view scanned images in Nolij using Internet Explorer, you must turn on 'Enable native XMLHTTP support'.

1. In the IE browser under Tools > Internet Options select Advanced Tab

2. Scroll down to Security section and turn on Enable native XMLHTTP support option. Click Apply then click OK
1. Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > under Find an Existing Value enter Voucher ID, click Search

2. Click on the Invoice Information tab
3. Click on the **Nolij Docs** link. If you are not logged into Nolij, you will need to enter your BC username and password.

4. **View documentation**

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**View Documentation for Requisitions**

To review documentation associated with a requisition, select the appropriate requisition by clicking on the Worklist or through Manage Requisitions.

1.) **Navigation: eProcurement > Manage Requisitions**

   Expand the section and select the Approval Link
2.) Select the BID DOCS link to view the documentation in Nolij. Enter your BC username and password.

   Note: Be aware of multiple paged documents. There may be multiple scanned pages as one document or documents under the same requisition number may be scanned as multiple scanned pages.

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View Documentation for P-Card Receipts


1.) Navigation: BC Custom > P-Card Reconciliation > Recon: Monthly Reconciliation Statements
2.) Enter your Department ID(required) and click Search. Additional search criteria is available on page
3.) Click “Scanned Receipts” to view the scanned receipts. Enter your Username and Password
Approving Scanned Documentation for Vouchers

1.) Navigation: Reporting Tools>> Query>> Query Viewer>> Query name BC_AP_VR_SCAN_INFO_WORKLIST
2.) Enter username – All caps

![Image of Query Viewer]

3.) If documentation is scanned, you will see the Nolij Fldr ID and Nolij Doc Name
4.) Go to your Worklist to view and approve voucher

![Image of Worklist]

OR enter Voucher ID in Voucher Approval screen

1.) Navigation: Accounts Payable >> Vouchers>> Approve>> Approval Framework - Vouchers

![Image of Voucher Approval]

2.) Click on the Nolij Docs link. If you are not logged into Nolij, you will need to enter your BC username and password
3.) View documentation and approve

Documentation for Requisitions

<table>
<thead>
<tr>
<th>Type of Requisition</th>
<th>Department to Attach to Requisition in Nolij</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitions for Capital Equipment purchase</td>
<td>• 3 bids OR sole source (unless using BC contracted supplier)</td>
</tr>
<tr>
<td></td>
<td>• Final Quote</td>
</tr>
<tr>
<td></td>
<td>• List of related PO’s</td>
</tr>
<tr>
<td></td>
<td>• If purchase less than $5K document reason why it is considered equipment (e.g. fabrication, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Grants Only: Proposal budget justification page where it lists this piece equipment OR sponsor approval</td>
</tr>
<tr>
<td>Requisition for Professional Services/ Contract Services /</td>
<td>• 3 bids OR sole source (unless using BC contracted supplier)</td>
</tr>
<tr>
<td>Maintenance Agreements</td>
<td>• Draft of agreement</td>
</tr>
<tr>
<td>Requisitions for Supplies / Minor Equipment</td>
<td>• No documentation needed, unless unique purchase</td>
</tr>
<tr>
<td></td>
<td>• Grants Only: Information technology device purchases (e.g. computer, iPad, etc..) require Information Technology Device Form</td>
</tr>
<tr>
<td>Requisitions for Sub Awards</td>
<td>• Grants Only: A copy of the <strong>fully executed</strong> sub award agreement</td>
</tr>
</tbody>
</table>