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| Scanning Setup and How To |
| AP R12 Scanning |

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# Setup Scanning Software

Software is on CD disk

Copy and paste Software to desktop > unzip > Autopla.exe > Install Recommended > Next…Next…Next > Finish

(If Admin rights are needed ping someone from IT to temporarily grant rights)

Open Scandall > Plug in scanner and switch on > Scan > Batch Scan Settings > Add Scanner

## Setup Oracle Link

Scan > Batch Scan Settings > Add

**General**

Title – “Entity Name – Duplex’

Eg. Bulgaria – Duplex

**Scan**

Detail Scanner Settings > Scan Type > ADF (Duplex)

Detail Scanner Settings > Scan Type > 24 Bit Color

Detail Scanner Settings > Scan Type > Options > Job/Cache > Blank Page Skip

Detail Scanner Settings > Scan Type > Options > Job/Cache > Sensitivity =4

**File Format and Name Scheme**

Folder Name: S Drive mapping (Map to user’s S drive, eg. For me W:\337)

File Format: PDF File

PDF Option (Button) > OCR > Convert into Searchable PDF Tick

**Document Separation**

Job Separator (Patch Code) – Tick

Remove Job Separator – Tick

# Scan an Invoice Batch

ScandAll Pro > Select Template > Insert Invoice in scanner to scan > Click Start Batch Scan Icon.

No need to save (automatically done when start next scan/exit software/etc

Oracle > Payables User > Invoices > Entry > Batches

Find Batch

Click Yellow diamond icon to open up a new scanning web page

Search batch

Oracle > Batches > Enter Invoice > Validate

Invoice Scan Screen > Go (Refreshes) > Insert Voucher Number (generated in Oracle shown in LOV)