 **Financial System: WolfCopy - Electronic Delivery of Images**

**Background**

In order for a vendor payment to be issued within the Financial System, vendor invoices are required as supporting documentation. These vendor invoices are scanned and associated with vouchers within the Financial System. Currently the vast majority of these paper invoices are mailed to the University Controller's Office using campus mail. Once the paper invoices are received, the documents are prepped, scanned, indexed, and imported into the Financial System. New functionality has been incorporated in the several models of the bizhub multi-function devices supported by WolfCopy that offer substantial processing efficiencies by allowing the invoices to be scanned, transmitted, and processed electronically.

**Improvement**

The University Controller's Office is working with OIT and WolfCopy to provide campus departments the ability to leverage approved models of the multifunction devices that have been network enabled to scan and transmit invoices for electronic processing. This service will offer the following benefits:

* Significantly reduce the transmission time when sending/receiving and processing paper invoices
* Strengthen audit controls by providing department approvers more timely access to the invoice that is required to be reviewed prior to approving the voucher
* Increase the efficiency of processors by reducing the effort required to process paper invoices.
The documents will be electronically indexed and transmitted to the Financial System and a confirmation email will be sent to the user to confirm the image was received. **The department will no longer be required to send hard copies of the images to the Controller's Office, but will keep the documents as a backup within the department for six months until image existence and quality is confirmed within the Financial System.**

 **Scope**

The service will include invoice images for: small purchase vouchers and eventually travel reimbursement receipts. Currently there is no per transaction fee incurred for scanned invoices. The department is responsible for all copier and network costs associated with establishing and maintaining the multifunction device in conjunction with WolfCopy.

The WolfCopier solution is an ideal solution for units with high voucher volumes that are located on the NC State University Campus. Units that have very low volumes or located off of the NC State University campus are encouraged our new fax solution that allows invoice to be faxed to the Financial System for electronic processing.

**Timing**

Pilot departments are now being accepted. If you would like to participate in this solution, please contact Kim Kelley or Charles Cansler in the University Controller’s Office.