

# Imaging Departmental Deposit Reports via email

June 2013

With the onset of closing of the East Bank Bursar's office effective July 1, 2013, imaging of the Departmental Deposits will have to be done at the departmental level.

There are three methods for getting the Deposit Detail Reports and backup documentation (if any) into ImageNow:

- Email
- 'Print' to ImageNow
- Cluster scanning process

How to Email Departmental Deposit Reports and backup into ImageNow:

1. Open UMN email and attach documentation for Department Deposit (starting with report)
  - a. These file extensions are not allowed: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit
  - b. Multiple file attachments are accepted
  - c. Emails will only be processed from @umn.edu accounts
2. In the Subject Line – you must enter two parts: **DeptDeposit UMN01XXXXXX**
  - a. Part one: **DeptDeposit** (does not change)
  - b. Part two: **UMN01XXXXXX** is the barcode number in the bottom left on the Deposit Detail Report
    - i. Example from Deposit Detail Report:



3. Send the email to [Docimg@umn.edu](mailto:Docimg@umn.edu)
4. If ImageNow cannot find the Deposit id, or your subject is formatted wrong, you will receive an email indicating that imaging failed.
5. If there are multiple failed attempts to email the document and you're positive the Deposit has been saved, and your subject is correct, contact the University Financial Helpline at 612-624-1617 or email [finsys@umn.edu](mailto:finsys@umn.edu) for further assistance.
6. Any additional Deposit documentation sent to ImageNow with the same subject will automatically append to the existing images for that Deposit. Keep in mind if you resend the same documentation, there will be multiple copies of the same information associated with the Deposit
7. Note: it can take ImageNow up to 15 minutes for the key fields to populate, depending on system performance. There is no need to re-send documents to ImageNow unless you receive an error email.