

# SCANNING LOG CHECKS INTO DOCUWARE

- ❖ All checks for Log PO items must be scanned and stored into Docuware.
- ❖ Please ensure when storing the checks to include the Log PO number and the check number.
- ❖ Following these guidelines assist the AP Specialists in finding Log PO checks and reconciling vendor statements. This will save everyone time and increase productivity.
- ❖ Here is a link to instructions on how to scan CAF checks faster. It is found on the Procurement website under Docuware, Tips & Tricks, Docuware Tip #4: [Scanning CAF Checks Faster](#)