# ImageNow Accounts Payable Processing Instructions: Department of Communications and Ag Education

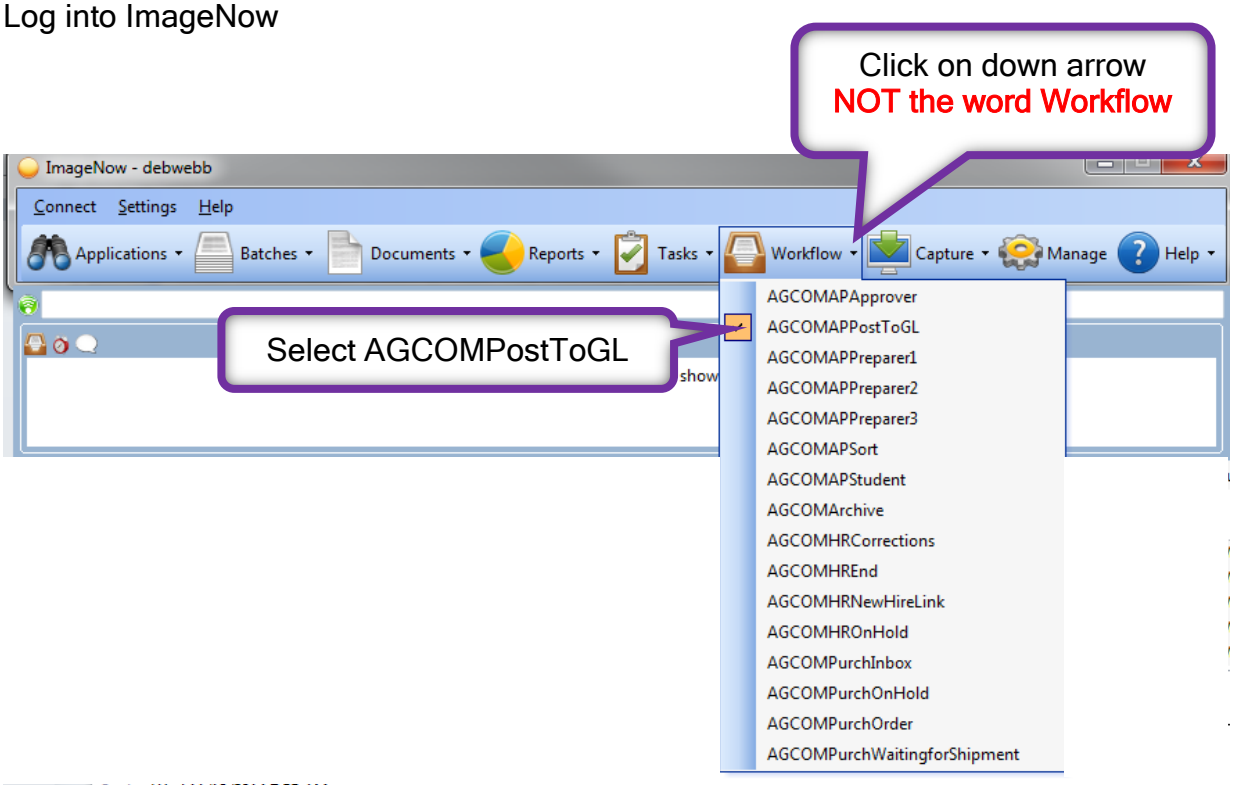
Last Updated: 08/12/2015

## Posting to General Ledger/Accounting System

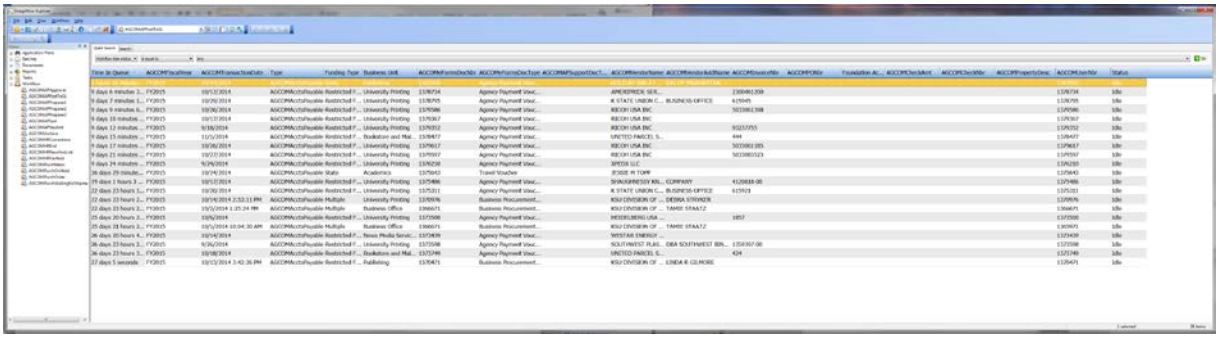
From desktop computer

Log into General Ledger/Accounting System

Log into ImageNow



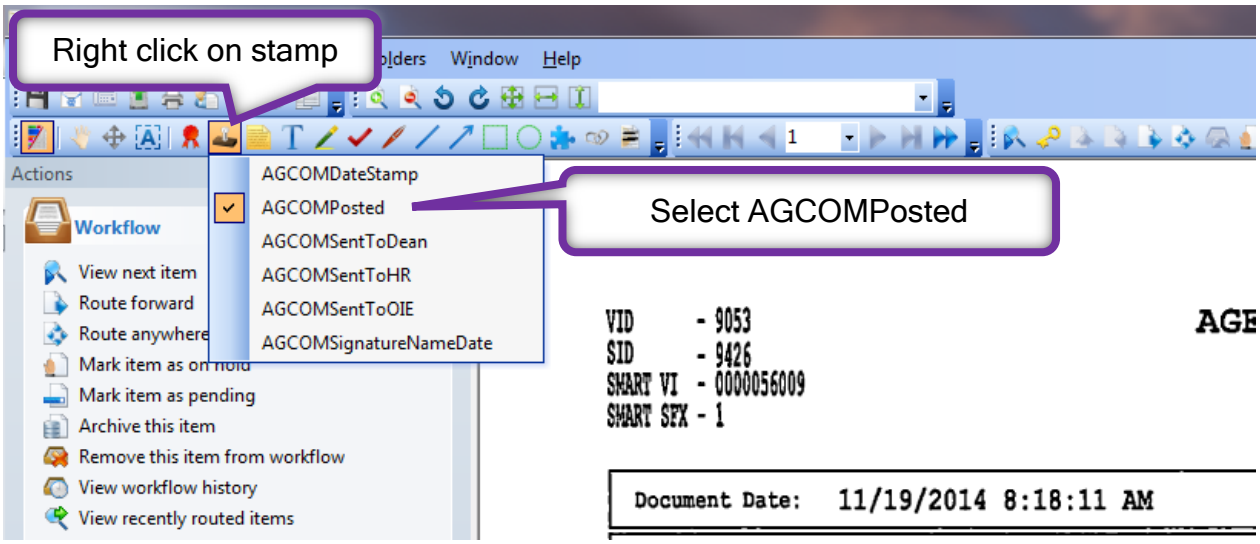

You should see something similar to this.

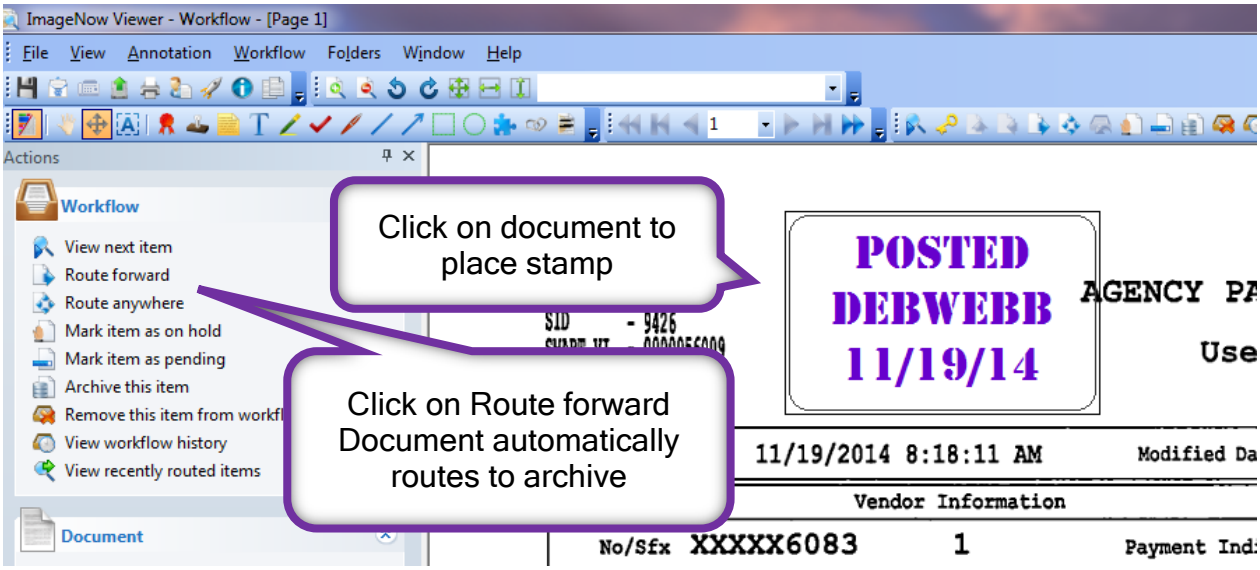


**Documents can be sorted by clicking on the column headers.**

**Double click on line to open your document.**

Post document in General Ledger/Accounting System.




Repeat steps if you have more vouchers to post.

Accounting process completed.