

ImageNow Out of State Travel Request (OSTR) Instructions: Department of Communications and Ag Education

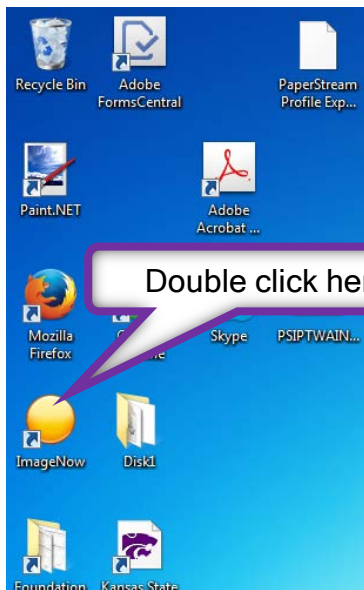
Last Updated: 03/14/2017

Completed document must be signed by both traveler and department head signature authority (Gina Nixon or Lori Buss).

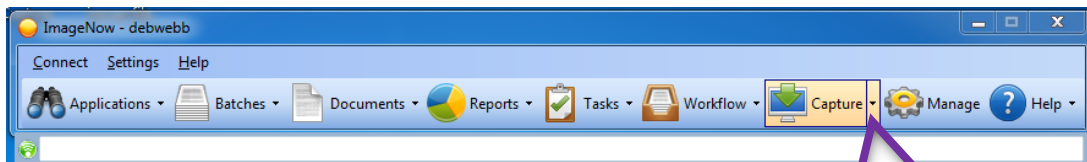
The only exception is OSTRs for Department Head. These are scanned after department head has signed them, before they are sent to Waters Hall for the Dean's signature.

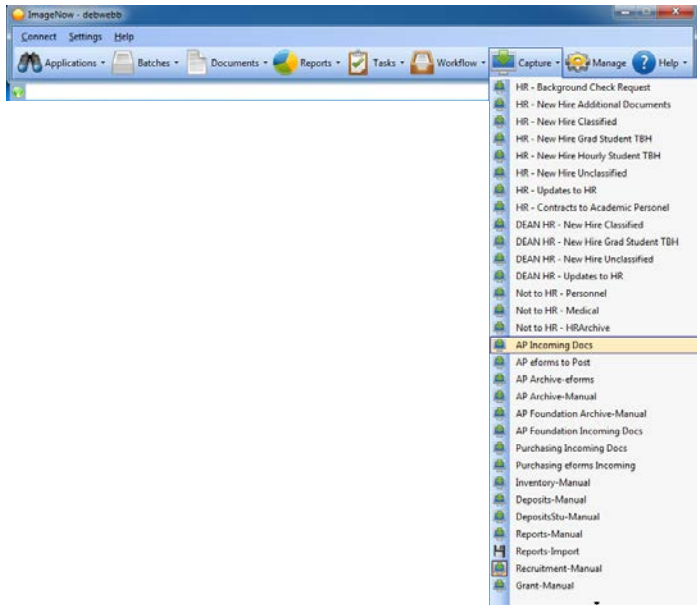
Scanning OSTRs

From **scanning station** log into ImageNow



This box will open





Select AP Incoming Docs

Proposed Keys

Location
 Drawer
 AGCOMAccounting

Name:
 <<Undefined>>

Document Keys
 Funding Type:
 Undetermined

Unit:
 Publishing

Field3:
 Field4:
 Field5:
 321YYCD_000K6243F000ZTK

Document Type:
 AGCOMAPSupportDocs

Notes:

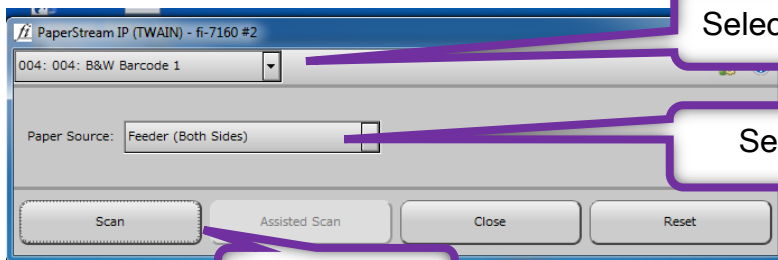
Buttons: Capture, Cancel

Funding Type is no longer an option, please disregard.

Select the Unit

Click Capture

Documents should be placed in scanner before moving to the next step. If the box below does not pop open, turn scanner off, then back on.

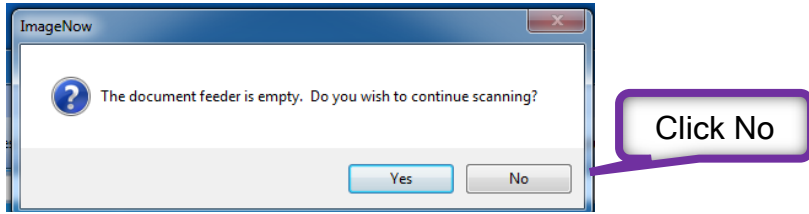


Select B&W Barcode 1

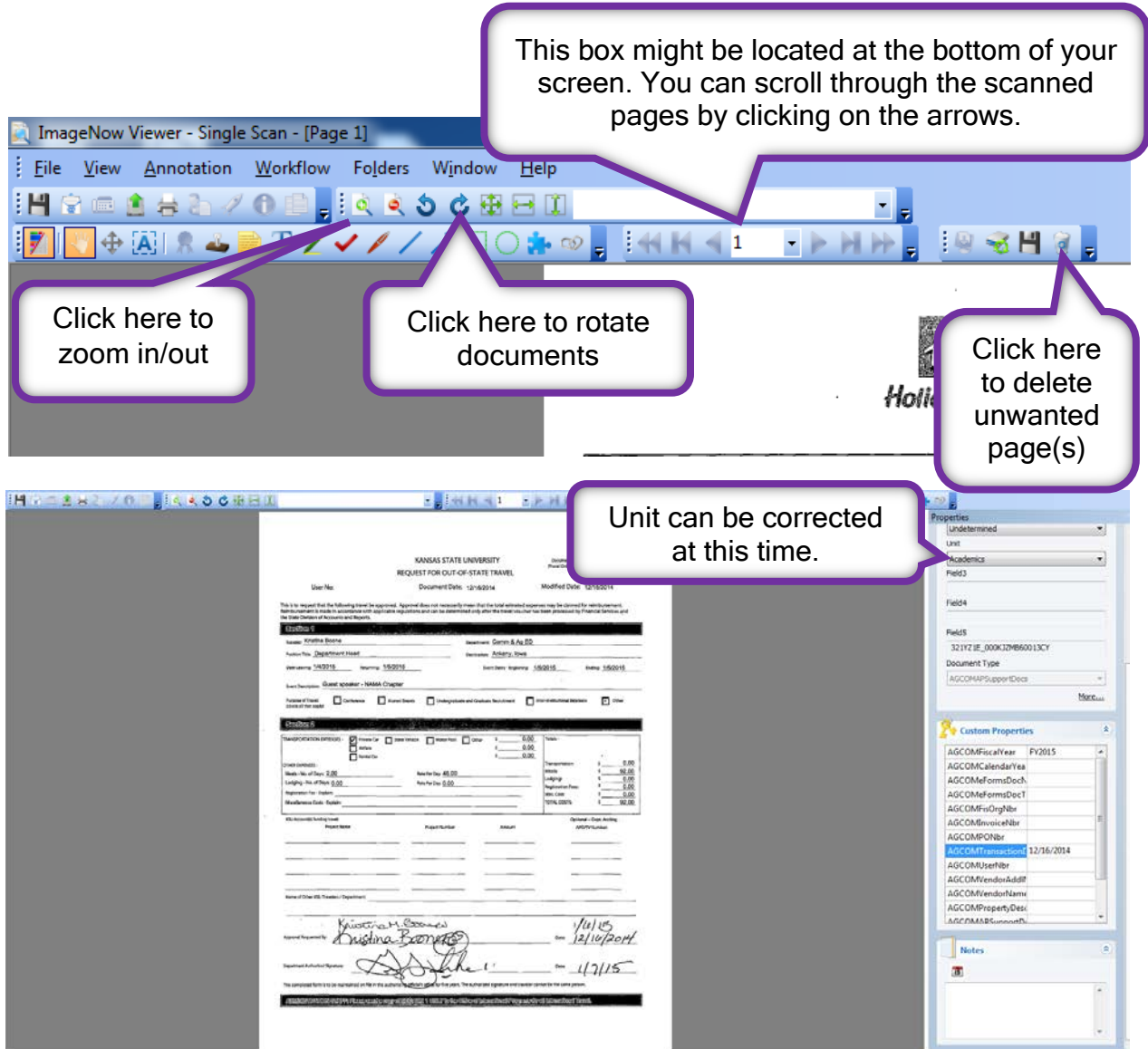
Select Feeder (Both Sides)

Click Scan

After documents are scanned you should see this box.



This is your opportunity to view/edit your documents before saving.



Enter custom properties for out of state travel request.

The screenshot shows the 'Custom Properties' window with the following fields and values:

AGCOMFiscalYear	FY2015
AGCOMCalendarYea	
AGCOMFormsDocN	1392490
AGCOMFormsDocT	OSTR
AGCOMFisOrgNbr	
AGCOMInvoiceNbr	
AGCOMPONbr	
AGCOMTransactionI	12/16/2014
AGCOMUserNbr	
AGCOMVendorAddIt	
AGCOMVendorName	KRISTINA M BOO
AGCOMPropertyDes	NAMA Chatper M
AGCOMAPSupportD	OSTR
AGCOMCheckAmt	
AGCOMCheckNbr	

Callouts point to the following fields:

- Select Fiscal Year (AGCOMFiscalYear)
- Enter Document Number (AGCOMFormsDocN)
- Enter OSTR (AGCOMFormsDocT)
- Enter Transaction Date (AGCOMTransactionI)
- Enter Travelers Name (AGCOMVendorName)
- Enter Conference Name (AGCOMPropertyDes)
- Select OSTR for Support Doc Type (AGCOMAPSupportD)

A 'Scroll down' callout points to the bottom of the list.

Please use travelers' official name. (see attached document)

Use conference/meeting name or reason for traveling in AGCOMPropertyDescription.

Save and close your document.

The screenshot shows the 'ImageNow Viewer - Single Scan - [Page 1]' window. Callouts point to the 'Save' button in the toolbar and the 'Close' button in the window title bar.

Exit ImageNow at scanning station.

The screenshot shows the 'ImageNow - debwebb' window. A callout points to the 'Connect' button in the top-left corner.

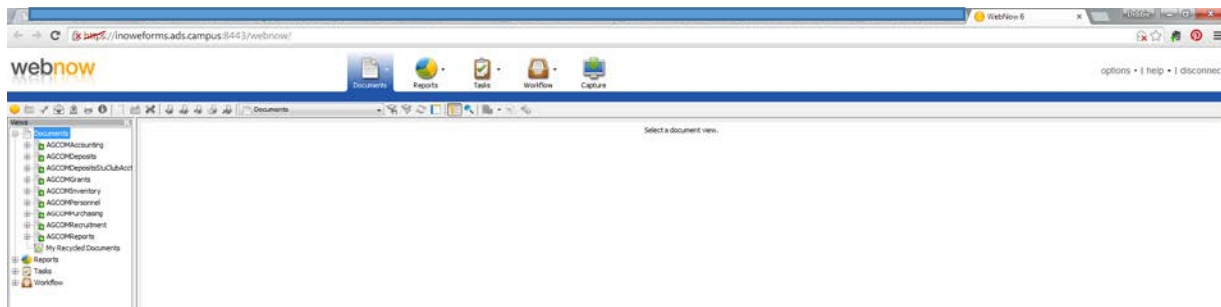
The screenshot shows the 'ImageNow - ajmattas' window. A callout points to the 'Exit' button in the bottom-left corner.

This part of the process is complete. Be sure to log off the scanning station when you are finished.

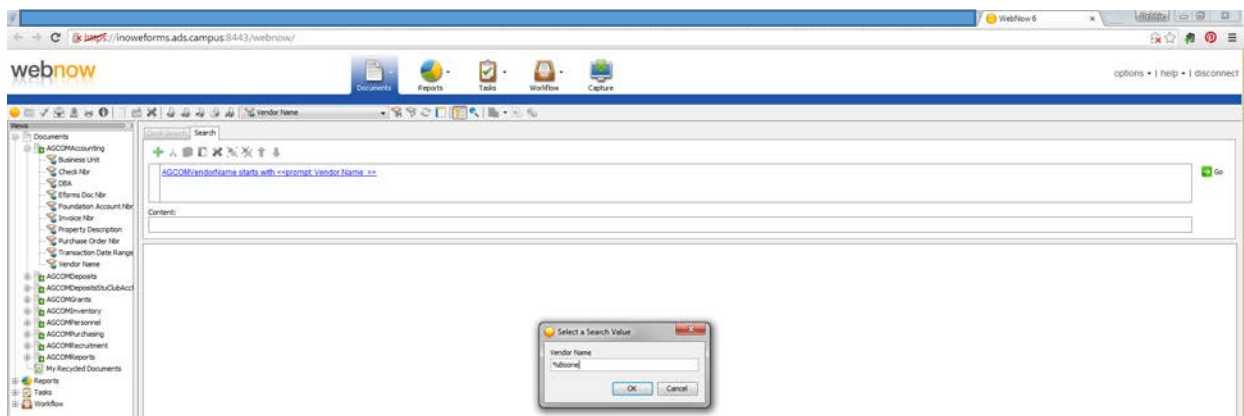
Viewing Scanned Documents

From **desktop computer** log into WebNow.

<https://inoweforms.ads.campus:8443/webnow/>



Expand the AGCOMAccounting tab.



Use % for wildcard.

The search can take a few minutes; we have a large number of documents in our system.

Click on a header to sort by that column

Double Click on line to view document

AGCOMFisca...	AGCOMTrans...	Type	Workflow Qu...	Funding Sour...	Business Unit	AGCOMFor...	AGCOMFor...	AGCOMAPS...	AGCOMVend...	AGCOMVendorA...	AGCOMInvol...	AGCOMPONbr	Fours
	12/23/2013	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
	05/06/2013	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
	07/03/2013	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
	07/01/2013	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
	10/15/2013	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
	08/01/2014	AGCOMAPSupp...		Foundation	Foundation			Check	KRISTINA M B...				D-2123
FY2015	05/22/2014	AGCOMAPSupp...		State	Business Office	1318932		OSTR	OSTR	KRISTINA M B...			D-2123
FY2015	09/26/2014	AGCOMAPSupp...		Federal	Business Office	1363287		OSTR	OSTR	KRISTINA M B...			D-2123
FY2014	07/01/2014	AGCOMAPSupp...		Federal	Business Office	1332975		Travel Voucher	Misc.	KRISTINA M B...			D-2123
FY2015	08/01/2014	AGCOMAPSupp...		State	Business Office	1343252		Travel Voucher	Misc.	KRISTINA M B...			D-2123
	10/28/2011	AGCOMAPSupp...		Foundation	Foundation			Disbursement					D-2123
	09/30/2011	AGCOMAPSupp...		Foundation	Foundation			Disbursement					D-2123
	07/25/2011	AGCOMAPSupp...		Foundation	Foundation			Disbursement					D-2123
	08/01/2011	AGCOMAPSupp...		Foundation	Foundation			Check					D-2123
FY2015	11/13/2014	AGCOMAPSupp...		Federal	Business Office	1382749		Travel Voucher	Agenda (D-2123
FY2015	11/13/2014	AGCOMAPSupp...		Federal	Business Office	1382749		Travel Voucher	Mileage D				D-2123
FY2015	11/13/2014	AGCOMAPSupp...		Federal	Business Office	1382749		Travel Voucher					D-2123
FY2015	11/13/2014	AGCOMAPSupp...		Federal	Business Office	1382749		Travel Voucher	Travel In				D-2123
FY2014	03/24/2014	AGCOMAPSupp...		State	Publishing	1296332		TPV	Misc.				D-2123
FY2014	05/21/2014	AGCOMAPSupp...		Federal	Business Office	1318666		TPV	Misc.				D-2123
FY2014	01/16/2014	AGCOMAPSupp...		Undetermined	Business Office	1272507		OSTR	OSTR				D-2123
FY2014	04/15/2014	AGCOMAPSupp...		Undetermined	Business Office	1304987		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	03/10/2014	AGCOMAPSupp...		State	Business Office	1290937		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	03/04/2014	AGCOMAPSupp...		Undetermined	Business Office	1288399		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	03/04/2014	AGCOMAPSupp...		Federal	Business Office	1288347		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	10/15/2013	AGCOMAPSupp...		State	Business Office	1241094		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	08/16/2013	AGCOMAPSupp...		Federal	Business Office	1218809		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	08/09/2013	AGCOMAPSupp...		State	Business Office	1215882		TPV	Misc.	KRISTINA M B...			D-2123
FY2014	07/11/2013	AGCOMAPSupp...		Federal	Business Office	1206791		TPV	Misc.	KRISTINA M B...			D-2123

Once you have opened the document, you should see something similar to this.

KANSAS STATE UNIVERSITY
 REQUEST FOR OUT-OF-STATE TRAVEL
 User No: 1588872 Document Date: 8/21/2012 Modified Date: 8/21/2012

This is a Request for the following travel to be approved. Approval does not necessarily mean that the total estimated amount may be released for reimbursement. Reimbursement is based on documents which establish eligibility and will be submitted only after the travel voucher has been processed by Finance Services and the State Director of Accounts and Finance.

Name: Wily Boone Department: Communications and Ag Ct
 Position Title: Department Head
 Organization: System USA
 Present or Past: Present (Authority to Change Working)

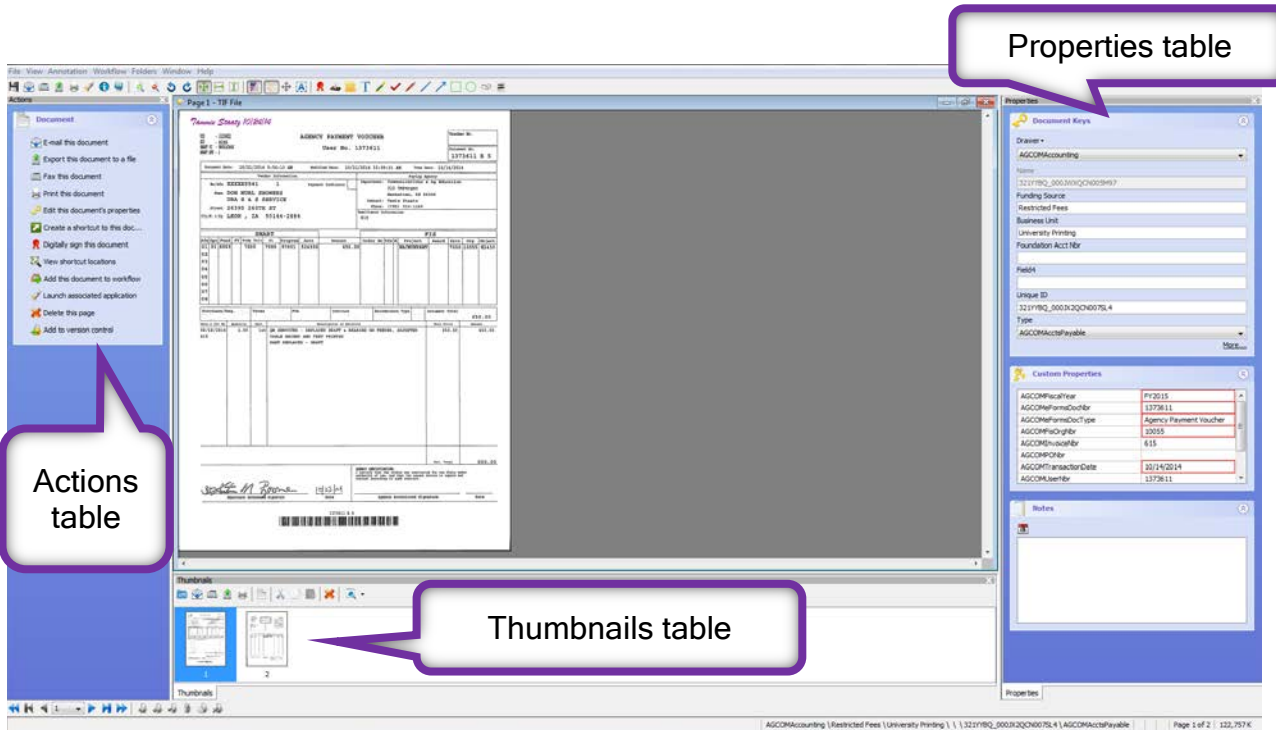
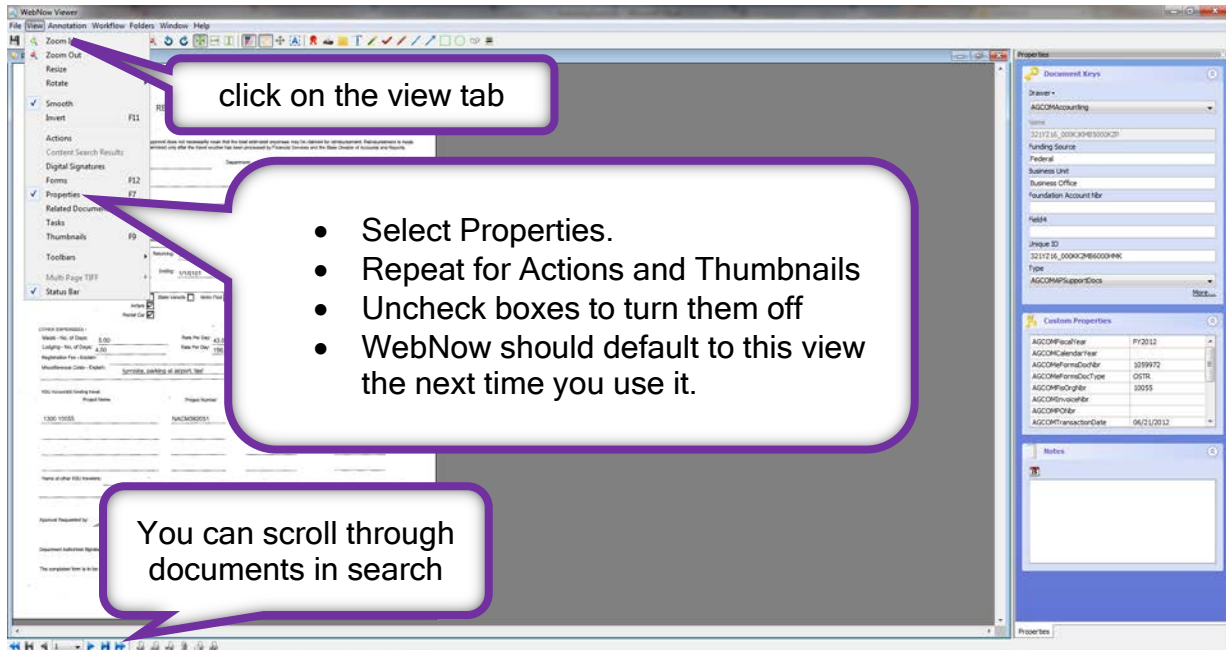
Travel Dates: 8/20/2012 to 8/21/2012 Week Days out of Office: 2
 Meeting Dates: 8/20/2012 to 8/21/2012 Days of Travel: 2

Destination/Location: Atlanta GA Atlanta GA Atlanta GA Atlanta GA
 Mode: Plane Plane Plane Plane
 Class: Y Y Y Y
 Total: 1,100.00

Other Expenses:
 Meals: No. of Days: 2 Rate Per Day: 43.00 Total: 86.00
 Lodging: No. of Days: 2 Rate Per Day: 230.00 Total: 460.00
 Registration Fee: 0.00 Total: 0.00
 Miscellaneous Costs: 554.00 554.00 554.00 554.00 Total: 2,216.00

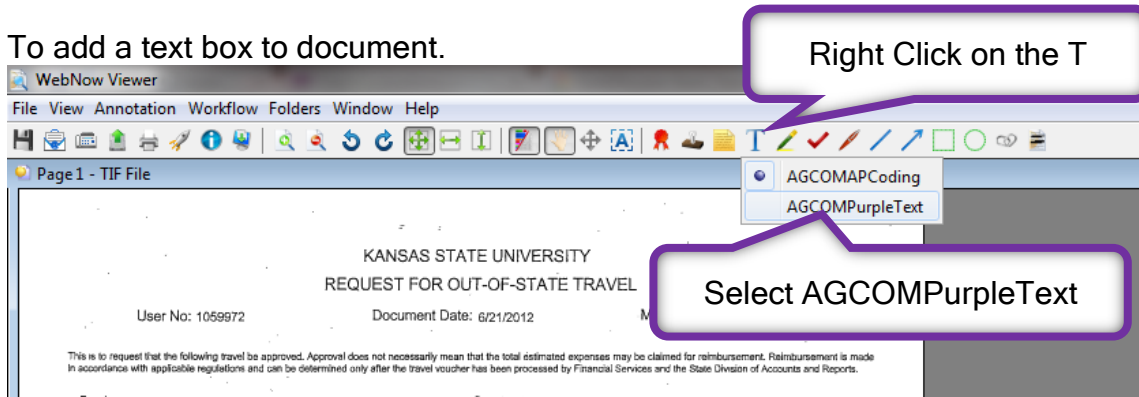
Who Approved? Wily Boone Project Number: NAAC000011 Amount: 3,736.00 Date: 8/21/12
 Approved Submitter Signature: _____ Date: _____

Tables can be turned on/off by click on view tab.

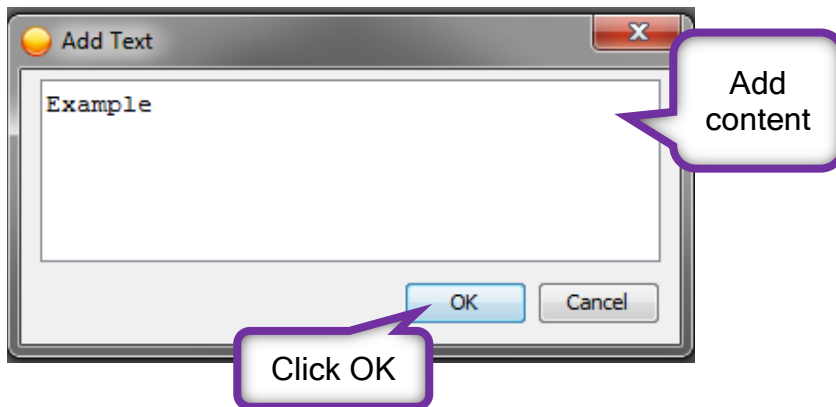


Properties can be corrected or updated if need.

To add a text box to document.



Left click on document where text box should appear. The box below will open.

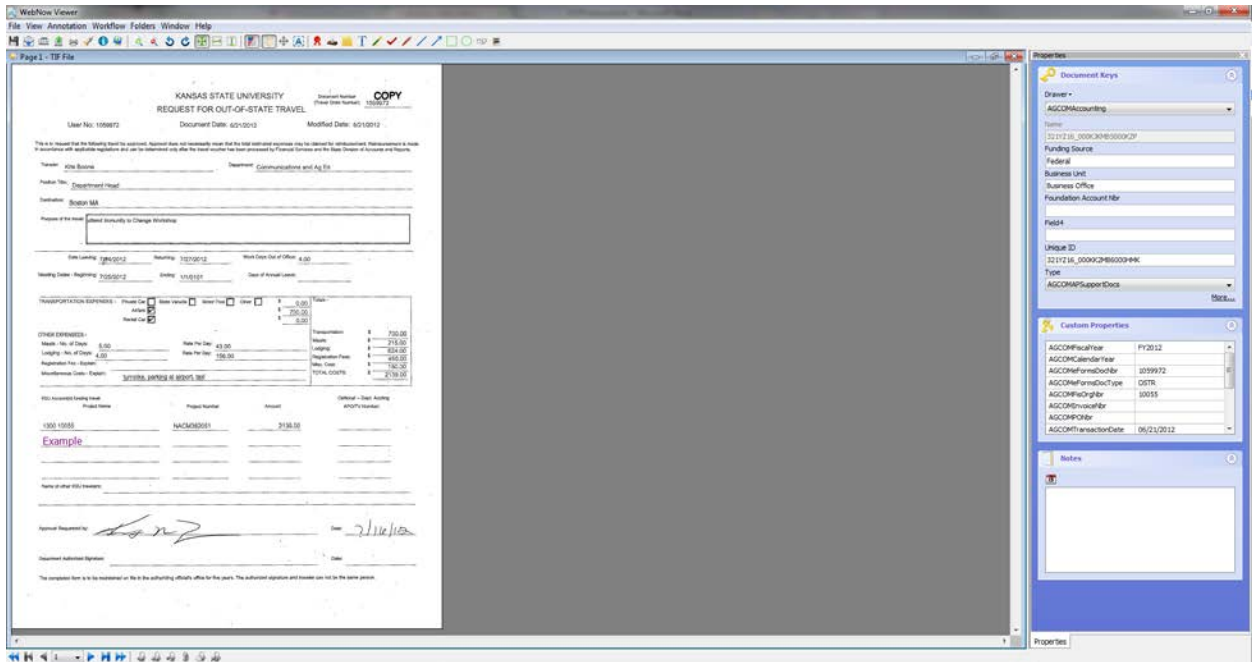


Text box is moveable. You can also edit text color, size, and font by right clicking on text box.

Miscellaneous Costs - Explain: <u>turnpike, parking at airport, taxi</u>			MISC. COST: * 150.00
			TOTAL COSTS: \$ 2139.00
KSU Account(s) funding travel:			
Project Name	Project Number	Amount	Optional - Dept. Accting APO/TV Number:
1300 10055	NACM382051	2139.00	
<u>Example</u>			
Name of other KSU travelers: _____			

Yellow sticky notes are available as an option; however NOT preferable when viewing the document at a later date.

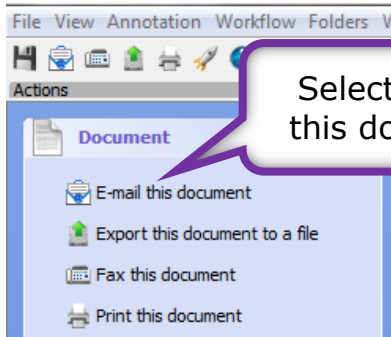
Notes can be added to Note box in bottom right corner of screen.



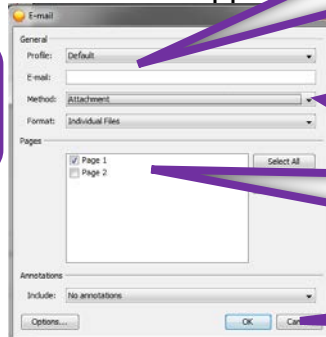
Save your document.

All mistakes are correctable. If documents need to be deleted, please email Debbie Webb, Gina Nixon or Lori Buss.

To email a document



This box will appear



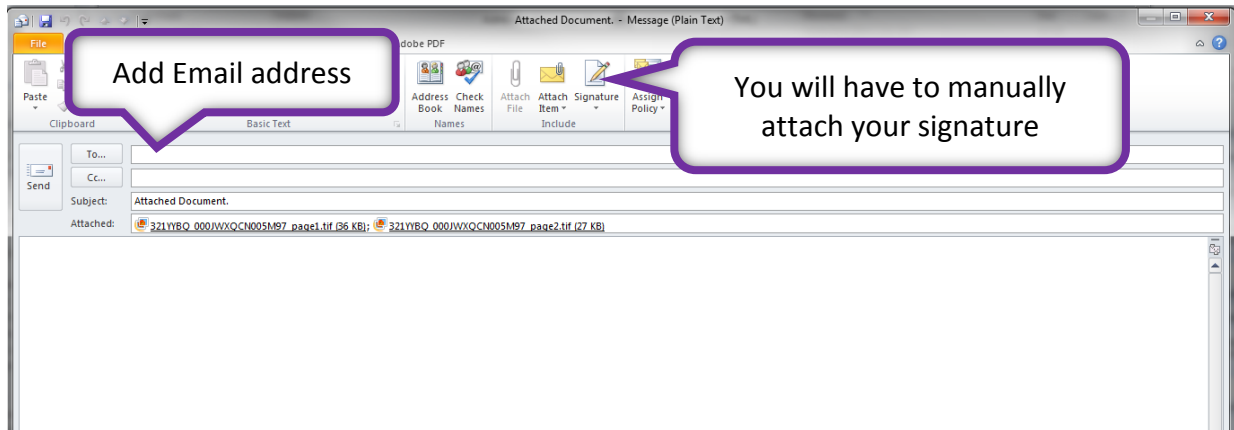
Leave blank-Process will NOT work if you add email address right now

MUST say attachment

Select specific pages or all of them

Click OK

It might take a few minutes before the email appears, be patient.



Subject line can be changed.

Text can be added to the body of the email message.

You can also print a copy of document by selecting Print this document.