ImageNow Accounts Payable Processing Instructions:
Department of Communications and Ag Education
Last Updated: 08/12/2015

Coding Invoices
From desktop computer log into Image Now.

Double click here

eID

eID password

Click on down arrow
NOT the word Workflow
You should see something similar to this.

Select appropriate option from list

- AGCOMPreparer1 = Debbie Webb
- AGCOMPreparer2 = Tamie Staatz
- AGCOMPreparer3 = Lori Buss
- AGCOMStudent = Student Employee

You can tell which workflow que you are in by looking here

You can change which workflow que you are viewing by clicking here or above line
Once you have opened the invoice, you should see something similar to this.

- Click on a header to sort by that column
- Double Click on line to view invoice
- If you do not see the right or left tables, click on the view tab

Actions table

Properties table

- Select Actions.
- Click the view tab again and select Properties.
- ImageNow should default to this view the next time you use workflow.
If you choose the AGCOMCoding option:
Left click on the spot you want your text box to appear.
Right click inside the box.

If you choose AGCOMPurpleText option:
Left click on the spot you want your text box to appear. The box below will open.

Text box appears on document

Click OK

Add account number, subgroup and object code

Select content

Right Click on the T

Select AGCOMCoding or AGCOMPurpleText

Click OK

Add content

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

This is how it will appear on your document. Anyone viewing the document will have to click on the sticky note to read your message.

Save your document.