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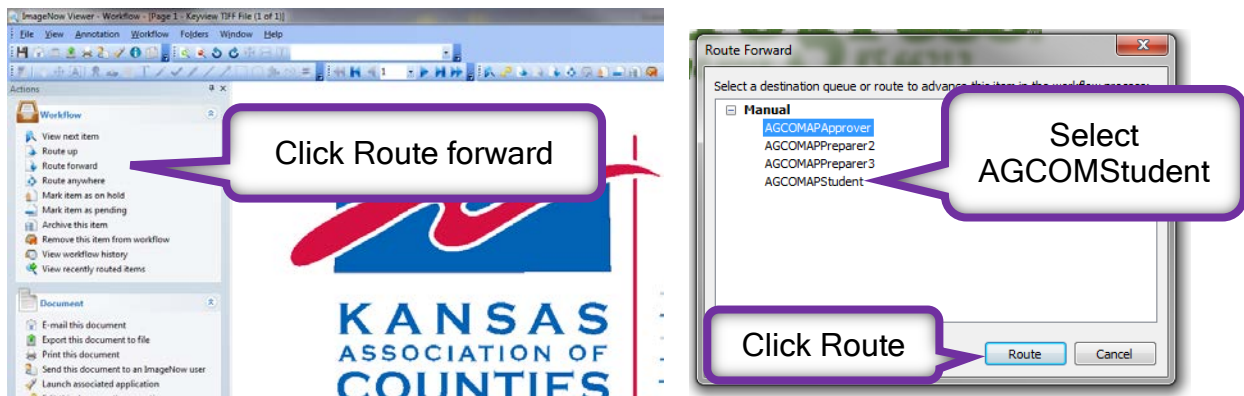Last Updated: 08/12/2015

Completing eForms Documents

You have two choices:
- type the eForms document
- forward invoice student workflow que; student employee will create eForms document

To route invoice to student workflow que; if you choose this option student will create document in eForms.

Click Route forward

Select AGCOMStudent

Click Route

Creating eForms document (payment voucher)

If you do not have your invoice open in ImageNow, please do so.

Open eForms in internet explorer. You must use Internet explorer 10 for this part of the process to work.

Create eForms document (payment voucher).

Once voucher is complete, print final form for Lori Buss to review and sign.

Close document pdf, **DO NOT CLOSE eForms**, internet explorer must be on final forms page of payment voucher to link documents to voucher.

Update any of the information (custom properties) in ImageNow on this document.

Application Plan

Select an application plan:

AGCOMAPeForms

Select AGCOMeForms

Click on yellow key

Document Keys

Drawer

AGCOMAccounting

Name

321YYCD_000K6943G000VBQ

Funding Type

Undetermined

Unit

News Media Services

Field3

Field4

Field5

321YYCK_000K5743B003E08

Document Type

AGCOMAPSupportDocs

More...

Custom Properties

| AGCOMFiscalYear | FY2015 |
AGCOMCalendarYea	
AGCOMeFormsDocN	1378276
AGCOMeFormsDocT	Travel Voucher
AGCOMFisOrgNbr	10055
AGCOMInvoiceNbr	64435761
AGCOMPONbr	
AGCOMTransactionD	11/2/2014
AGCOMUserNbr	1378276
AGCOMVendorAddII	
AGCOMVendorName	SHARON THIELEI
AGCOMPropertyDesc	
AGCOMAPSupportD.	Invoice

The following items will auto fill:

- AGCOMFiscalYear
- AGCOMeFormsDocNbr
- AGCOMeFormsDocType
- AGCOMFisOrgNbr
- AGCOMTransactionDate
- AGCOMUserNbr
- AGCOMVendorName (except PCV)

Procurement card voucher (PCV)
AGCOMVendorName
Vendor name on Invoice

Please use conference name in AGCOMPopertyDesc for travel vouchers

Notes

This area can be used to leave notes.
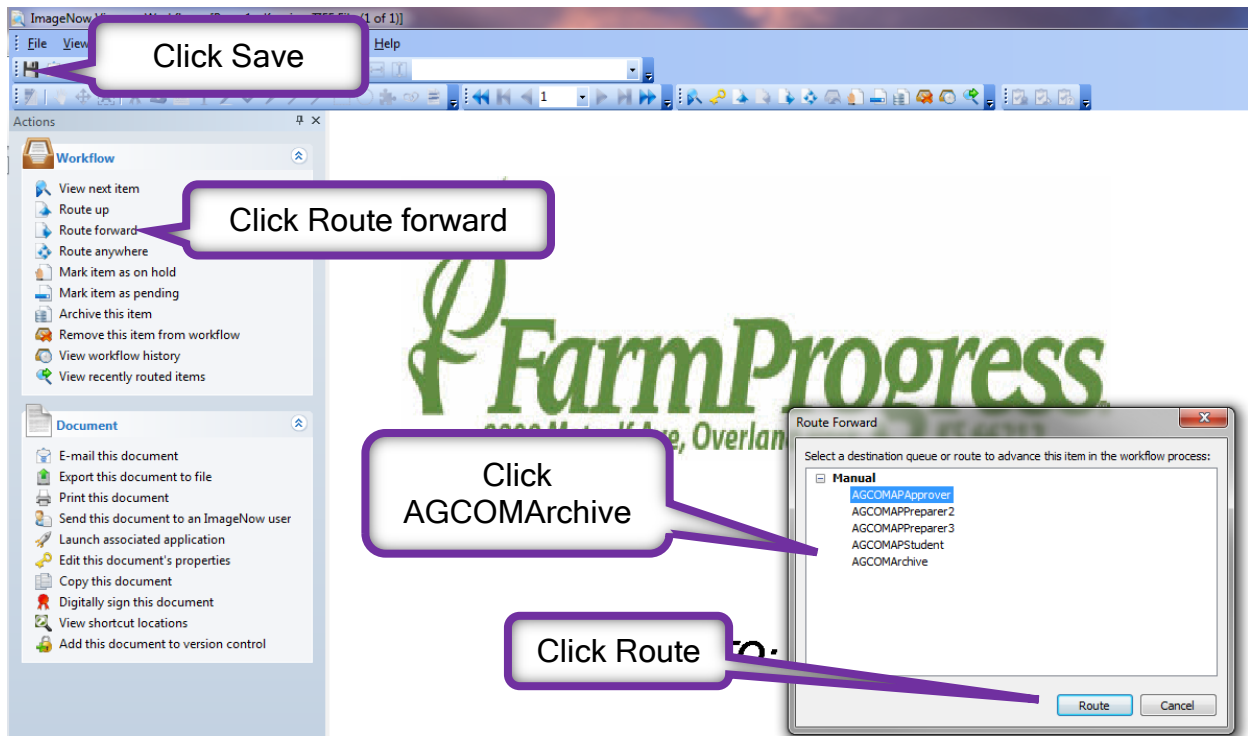
Repeat the above steps for all supporting documents related to eForms voucher; beginning with update custom properties in ImageNow.

This includes but is not limited to:

- Conference/Meeting Agenda
- Correspondence
- Credit card statement
- Emails
- Flight Itinerary
- Invoices
- Packing slips
- Purchase Order
- Purchase Requisition
- Receipts
- Sole source
- Mileage documents (MapQuest or KDot)
- OSTR (Out of State Travel Request)
- Travel itinerary
- Travel information form