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.

Right click on stamp
Select AGCOMPosted

Click on document to place stamp

Click on Route forward Document automatically routes to archive

会计过程完成。

Repeat steps if you have more vouchers to post.