

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

Last Updated: 08/12/2015

You will receive both paper and electronic invoices. There are different instructions depending on the way in which the invoice is received.

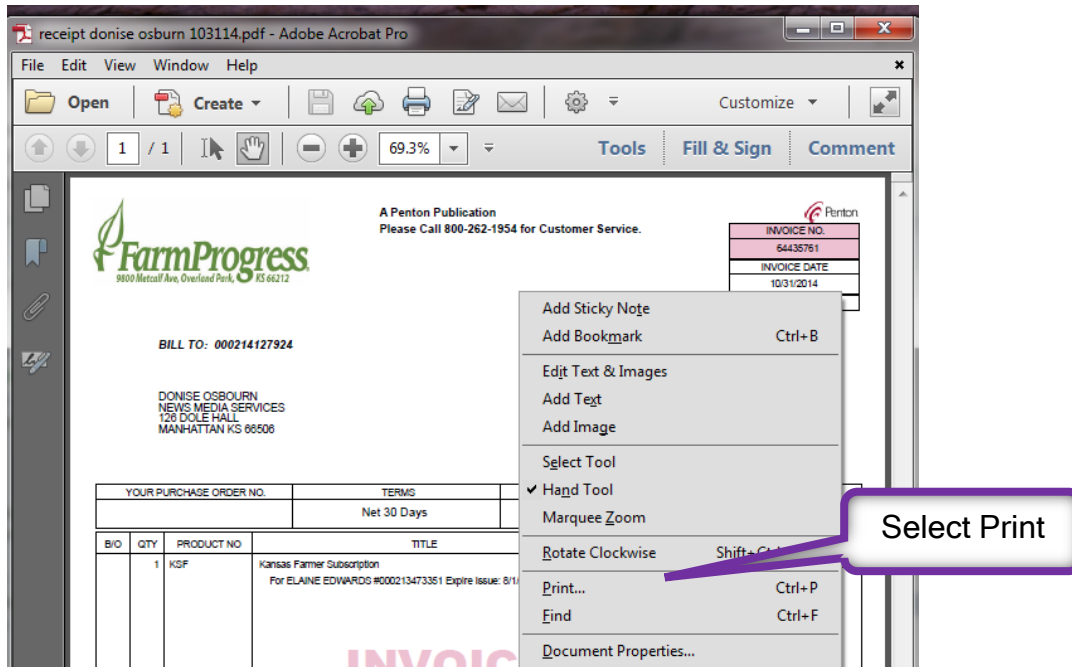
Electronic Invoices

From **desktop computer** log into Image Now.

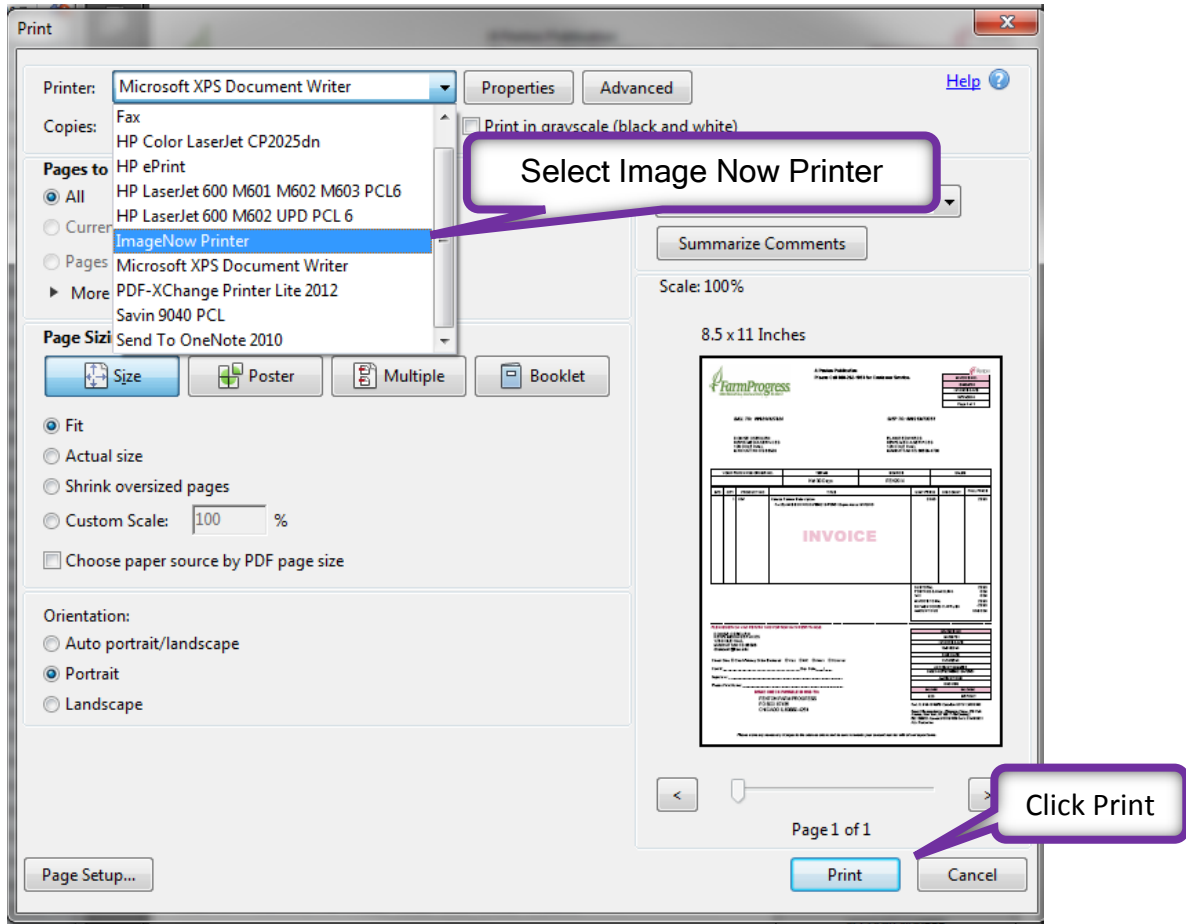


Do not log out of ImageNow

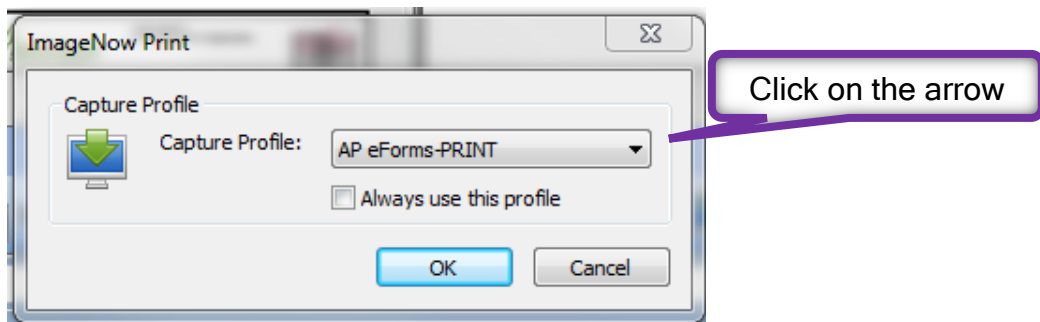
Open electronic copy of invoice from email, right click on document.

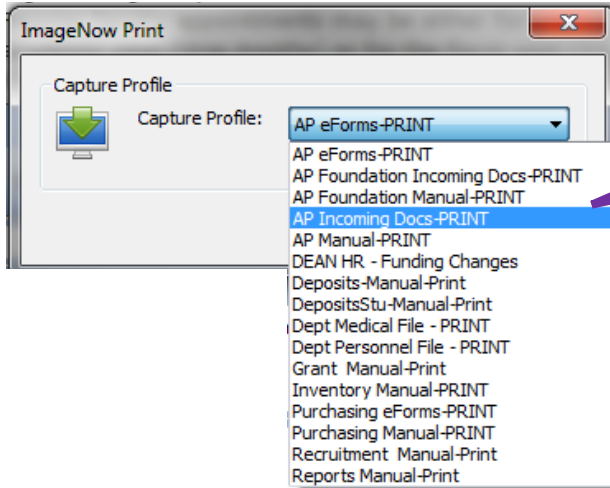


This box will open.

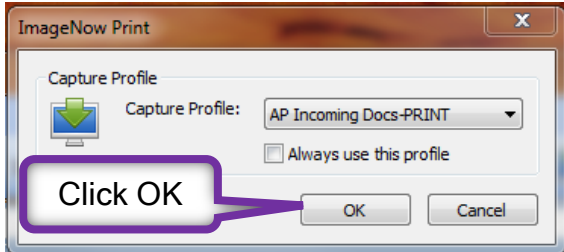


This box will open.

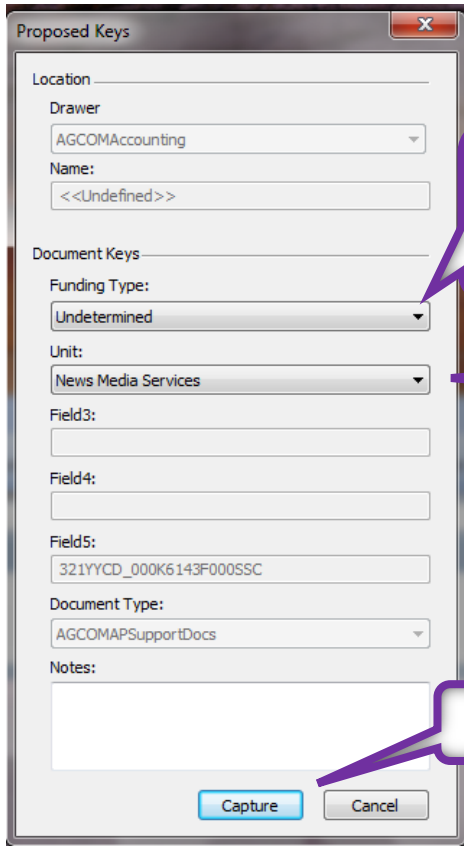




Select AP Incoming Docs-PRINT



Click OK

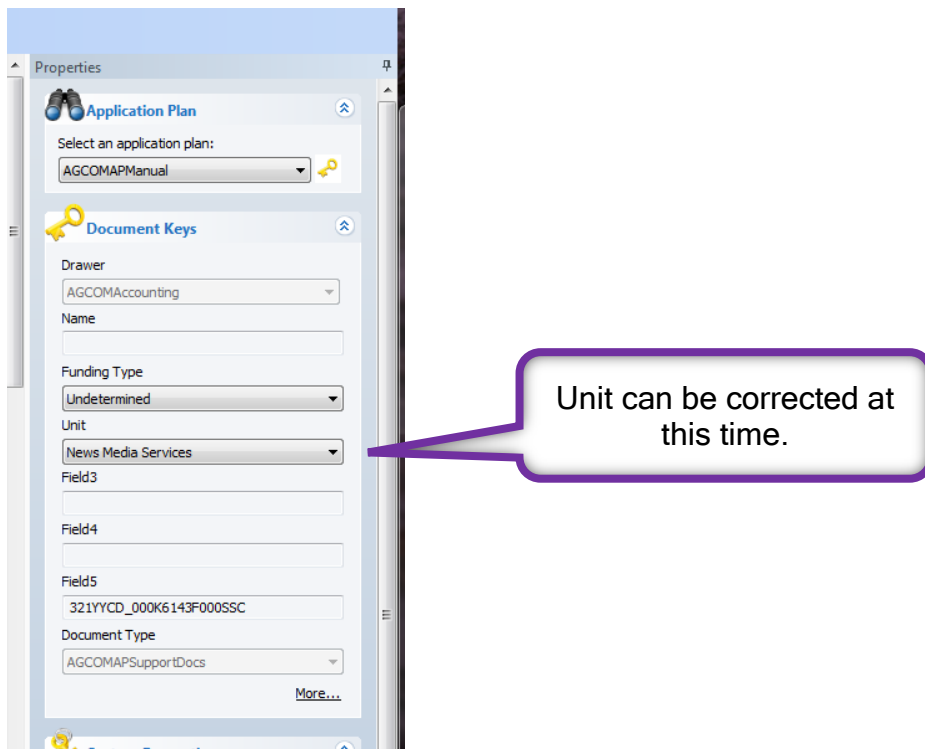
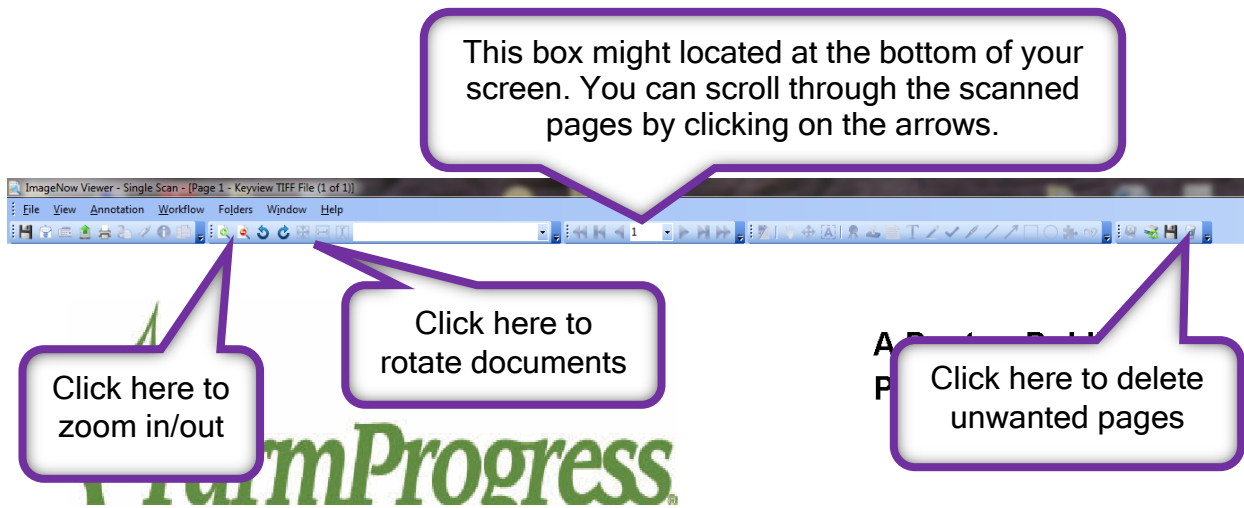


Funding Type is no longer an option, please disregard.

Select Unit

Click Capture

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



Enter custom properties for this document

Custom Properties

| | |
|-------------------|---------------|
| AGCOMFiscalYear | FY2015 |
| AGCOMCalendarYea | |
| AGCOMeFormsDocN | |
| AGCOMeFormsDocT | |
| AGCOMFisOrgNbr | |
| AGCOMInvoiceNbr | 64435761 |
| AGCOMPONbr | |
| AGCOMTransactionE | 10/31/2014 |
| AGCOMUserNbr | |
| AGCOMVendorAddIP | |
| AGCOMVendorName | Farm Progress |
| AGCOMPropertyDesc | |
| AGCOMAPSupportD | |

Notes

Callouts:

- Select Fiscal Year
- Enter invoice number
- Enter Transaction Date
- Enter Vendor Name

Custom Properties

| | |
|-------------------|---------------|
| AGCOMeFormsDocT | |
| AGCOMFisOrgNbr | |
| AGCOMInvoiceNbr | 64435761 |
| AGCOMPONbr | |
| AGCOMTransactionE | 10/31/2014 |
| AGCOMUserNbr | |
| AGCOMVendorAddIP | |
| AGCOMVendorName | Farm Progress |
| AGCOMPropertyDesc | |
| AGCOMAPSupportD | Invoice |
| AGCOMCheckAmt | |
| AGCOMCheckNbr | |

Callouts:

- Scroll down
- Select AGCOMSupportDoc Type

Save and close your document.

ImageNow Viewer - Single Scan - Page 1 - Keyview TIFF File (1 of 1)

File View Annotation Workflow Folders Window Help

Click Save

Close Document

▲ Penton Publication

This part of the process is complete.