

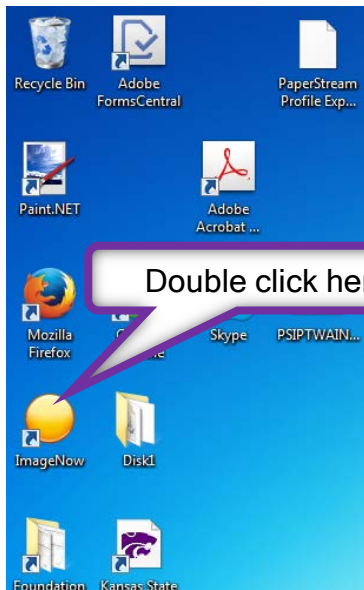
ImageNow Accounts Payable Processing Instructions: Department of Communications and Ag Education

Last Updated: 08/12/2015

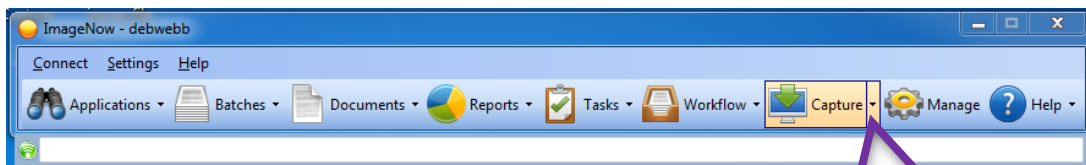
You will receive both paper and electronic invoices. There are different instructions depending on the way in which the invoice is received.

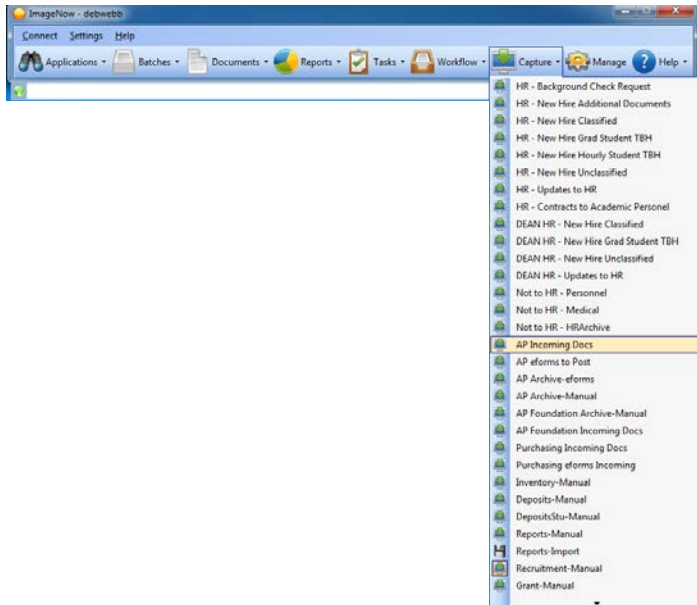
Paper Invoices

From **scanning station** log into ImageNow

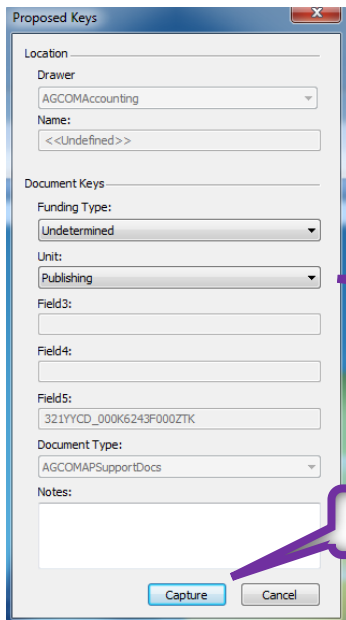


This box will open





Select AP Incoming Docs

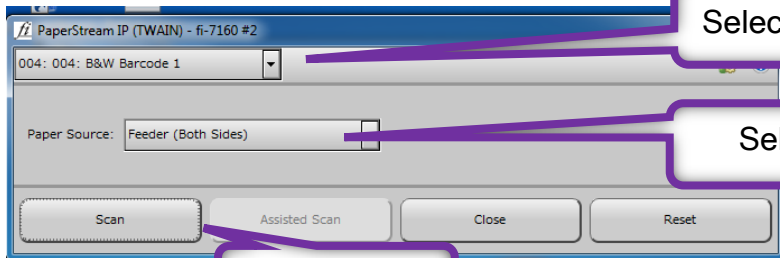


Funding Type is no longer an option, please disregard.

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.

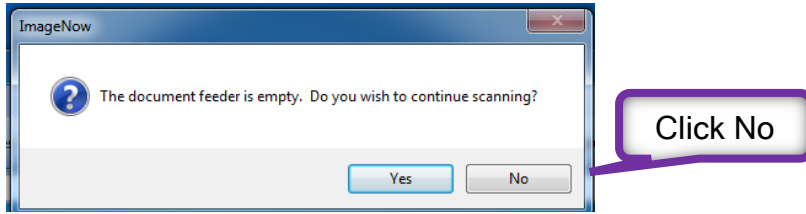


Select B&W Barcode 1

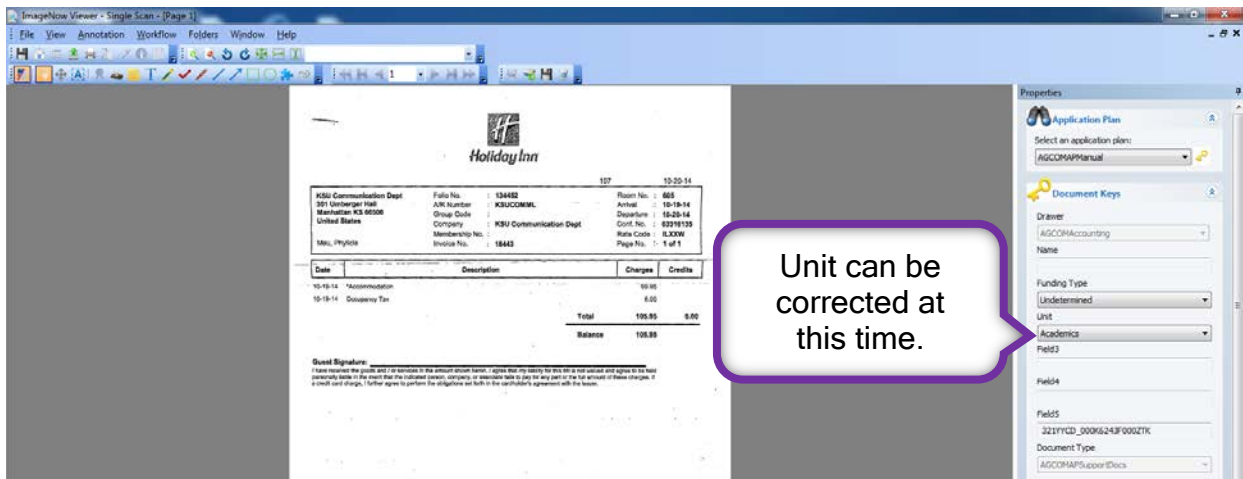
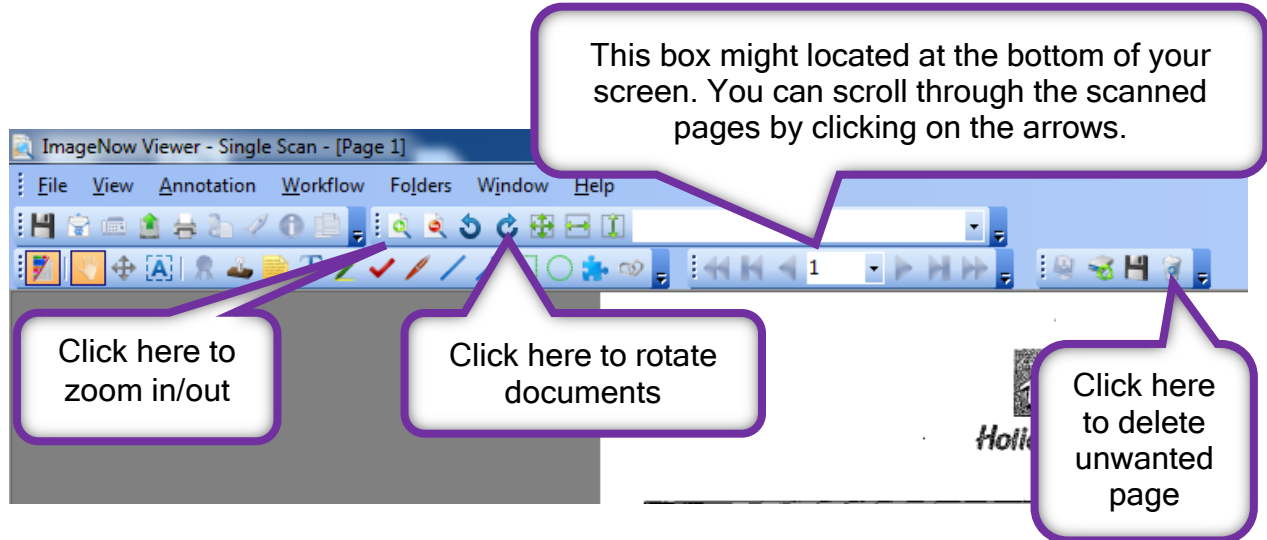
Select Feeder (Both Sides)

Click Scan

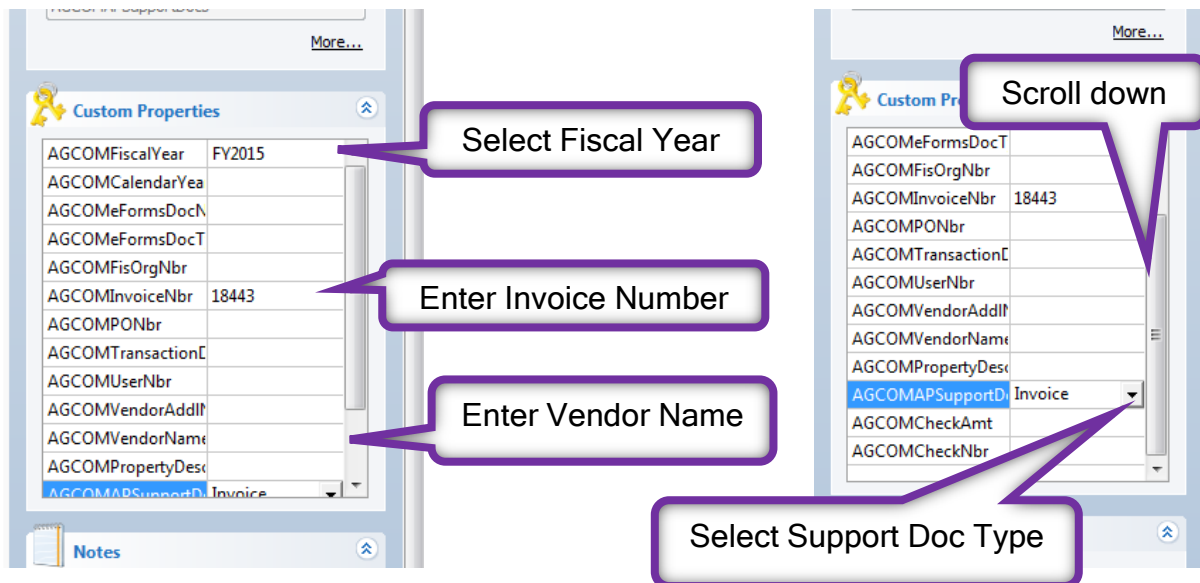
After documents are scanned you should see this box.



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



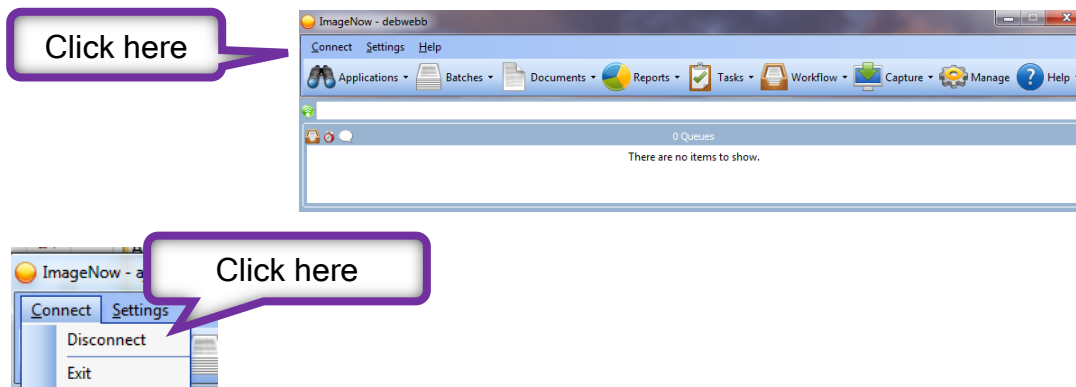
Enter custom properties for document.



Save and close your document.



Exit ImageNow at scanning station.



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