

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

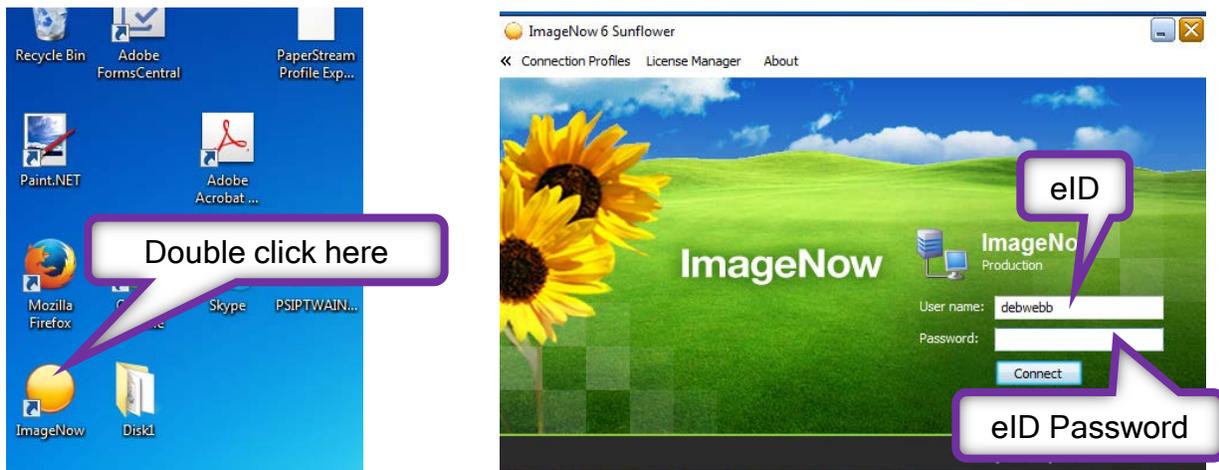
Last Updated: 08/12/2015

Scanning eForms document (payment voucher)

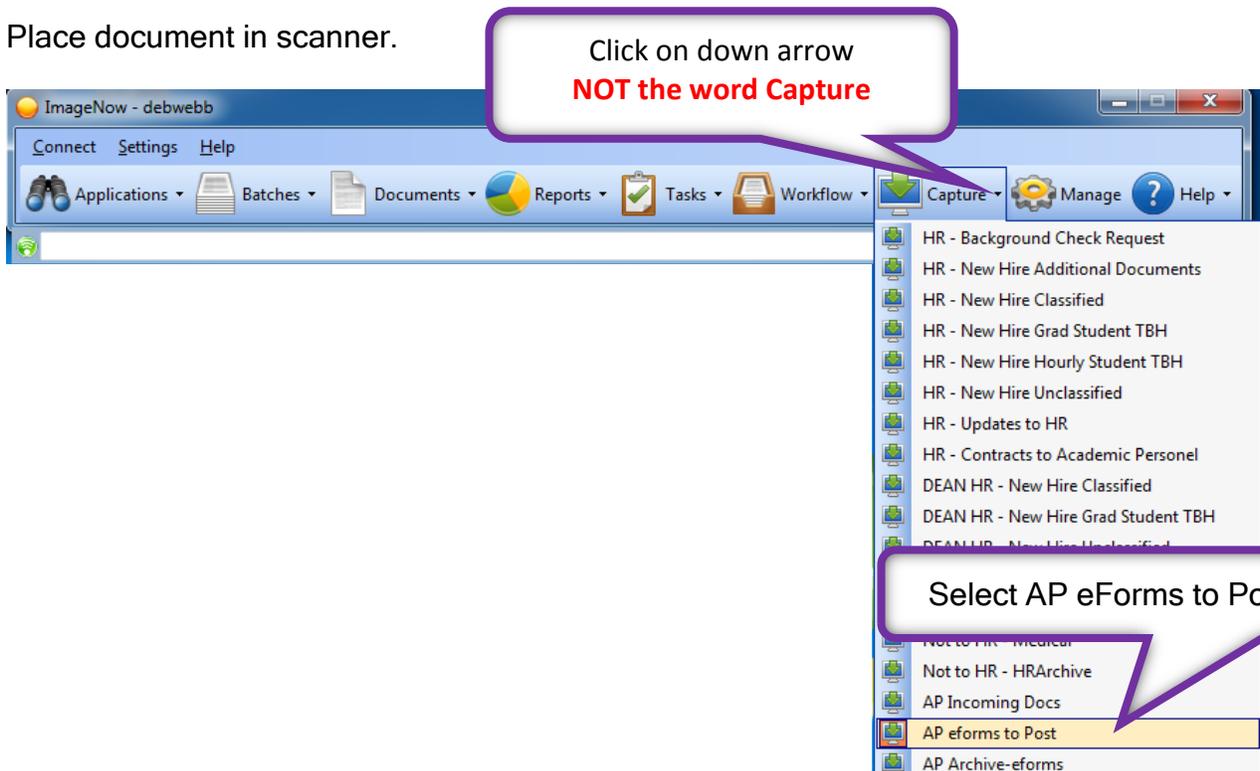
From **scanning station**

Using internet explorer, open eForms to the final page of voucher you are going to scan.

Log into ImageNow.



Place document in scanner.



Proposed Keys

Location \_\_\_\_\_

Drawer  
AGCOMAccounting

Name:  
<<Undefined>>

Document Keys \_\_\_\_\_

Funding Type:  
State

Unit:  
Academics  
Academics  
Bookstore and Mail Center  
Business Office  
News Media Services  
Publishing  
Technology  
University Printing  
Interfund  
Foundation  
SZ1YFCL\_000R3F43C00391X

Document Type:  
AGCOMAcctsPayable

Notes:  
\_\_\_\_\_

Capture Cancel

Funding Type is no longer an option, please disregard.

Select unit

Click capture

This box will appear.

Select B&W Barcode 1

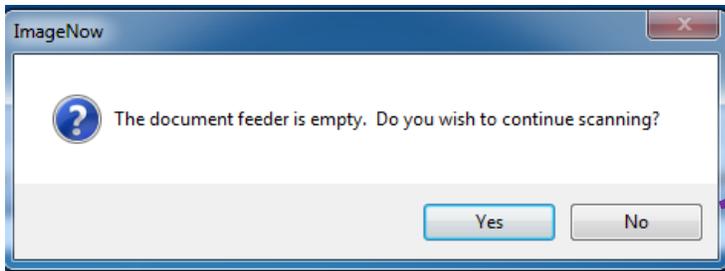
004: 004: B&W Barcode 1

Paper Source: Feeder (Both Sides)

Scan Assisted Scan Close Reset

Select Feeder (Both Sides)

Click Scan



Click No

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

The following items will auto fill:

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

**Procurement card voucher (PCV)**  
AGCOMVendorName enter  
KSU DISVISION OF FINANCIAL SERVICES  
AGCOMVendorAddName enter  
Card holders name or vehicle number

You can leave notes in this area

Click save

Document will be automatically routed to AGCOMPostToGL Workflow que.

Repeat steps if you have more vouchers to scan, remember to update eforms to match document being scanned.

Log out of ImageNow and scanning computer.