ImageNow Cash & Check Deposits
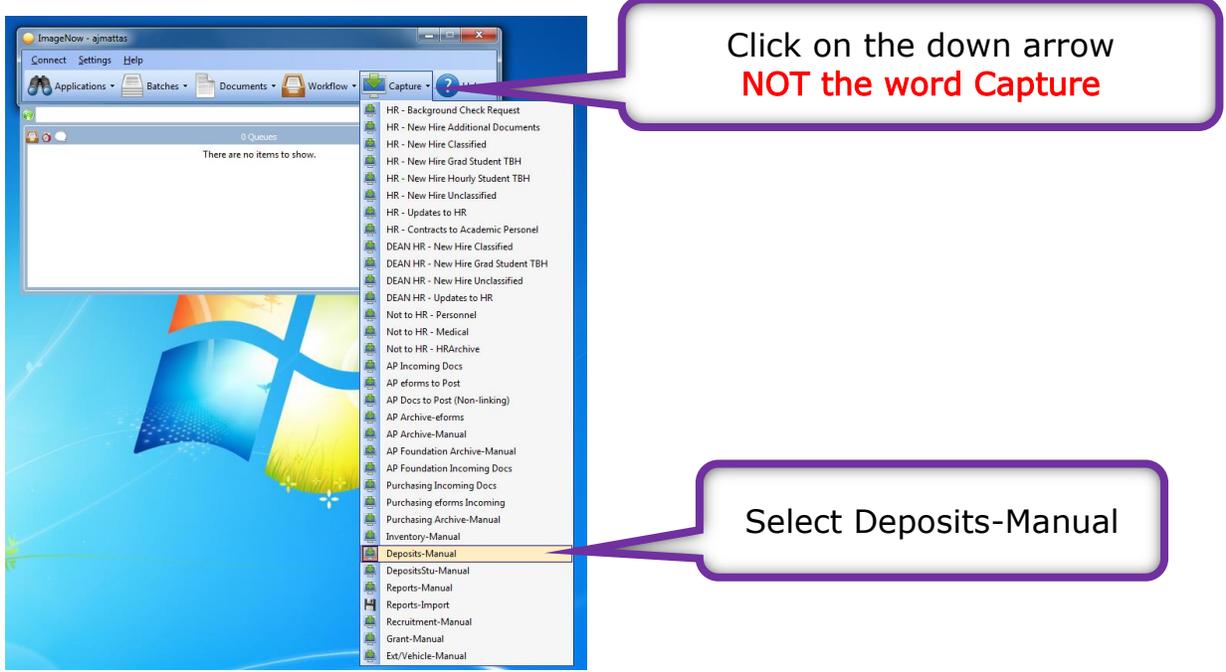# Department of Communications and Ag Education
Last Updated: 10/05/2015

From desktop computer log into Image Now.

Double click here

eID

eID password

Click on the down arrow
NOT the word Capture

Select Deposits-Manual

Proposed Keys

Location

Drawer
`AGCOMDeposits`

Name:
`<<Undefined>>`

Document Keys

Deposit Document Type:
`General Deposit`

UP Copy Center
BMC Daily Receipts
BMC Estore
BMC Received on Account
Credit Memo
UP Received on Account
Interfunds
General Deposit
Tax Exempt Certificate

Field5:
`321YZ9W_02TB3RWKR000Q84`

Document Type:
`AGCOMDeposit`

Notes:

[Capture]   [Cancel]

Click on the down arrow. Select General Deposit.

Proposed Keys

Location

Drawer
`AGCOMDeposits`

Name:
`<<Undefined>>`

Document Keys

Deposit Document Type:
`General Deposit`

Account Number:
`Multiple`

Field3:

Field4:

Field5:
`321YZ9W_02TB3RWKR000Q84`

Document Type:
`AGCOMDeposit`
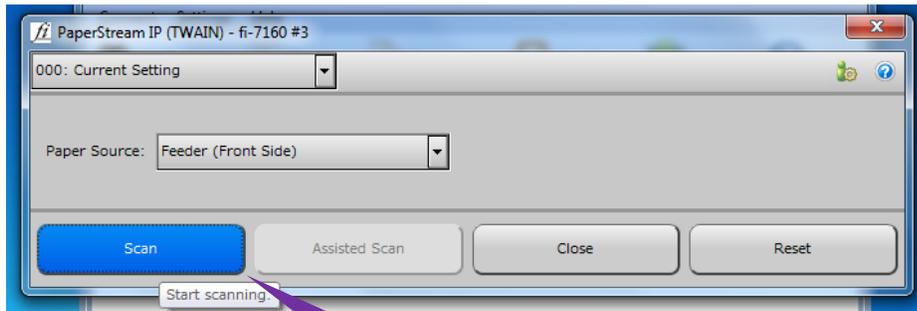
Notes:

[Capture]   [Cancel]

Click on the down arrow. Select the account number the deposit uses. Most times it will be multiple accounts.

Leave on the AGCOM Deposit Document Type.

Select capture.

Load your paper into the scanner.

PaperStream IP (TWAIN) - fi-7160 #3

000: Current Setting

Paper Source: Feeder (Front Side)

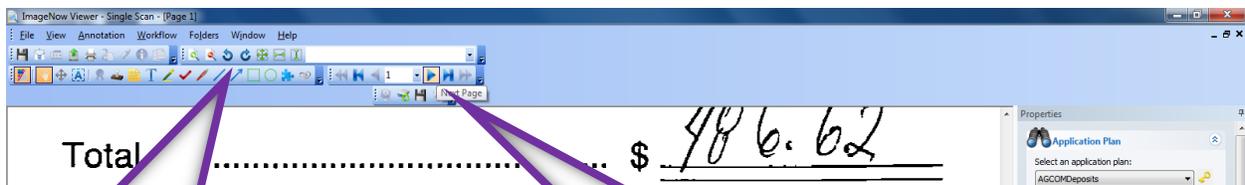Scan | Assisted Scan | Close | Reset

Start scanning.

Select Scan*

*If continuous scanning is not on see the document at the end to set up continuous scanning.

Once your document has been scanned in a screen similar to this one should appear.
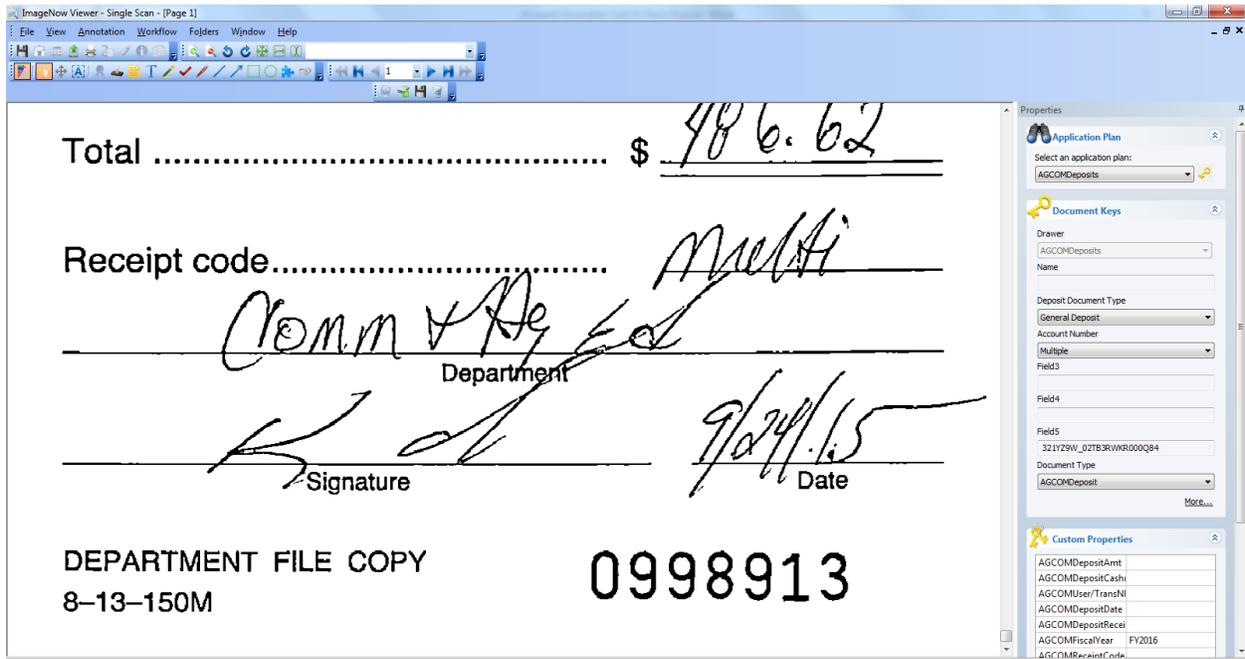
Scroll to the bottom of the document to make sure all of the information has been captured.

If a page is not right side up use the rotating arrows to turn the document until it is right side up.

Click the front and back arrows to progress through the document. Make sure all pages are right side up.

From the CASHNet Deposit Report you can fill in the Custom Properties section:

Custom Properties

AGCOMDepositAmt	$ 52.00
AGCOMDepositCashi	1484201
AGCOMUser/TransNl	
AGCOMDepositDate	09/22/2015
AGCOMDepositRecei	
AGCOMFiscalYear	FY2016
AGCOMReceiptCode	
AGCOMPropertyDesc	

Dropdown options:
- R2005
- R2020
- R2205
- R2220
- R6211
- R6290
- R6610
- R6909
- Multiple

Notes

Fill in the Fiscal Year if it does not autofill.

From the dropdown menu select what Receipt Code the deposit uses. For most cash and check deposits it will be multiple.

AGCOMDepositCashnet Number

CASHNet

CASHNet Deposit Report

Print Deposit   Close Window

Deposit # 248735   Printed by: COMM

Department Code: COMM - COMMUNICATIONS

Operator: COMM   Date Entered: 9/24/2015   Total Items: 486.62
Status: Open   Date Cashiered: Total Payments: 486.62
                       Transaction No: Difference: .00

Item Code	Description
07COMM	07 COMMUNICATIONS

User Number:998913
Description:UB SALES
Description:9/23/15
*G/L ...420999-1100-10055-R2020

07C...   126.60
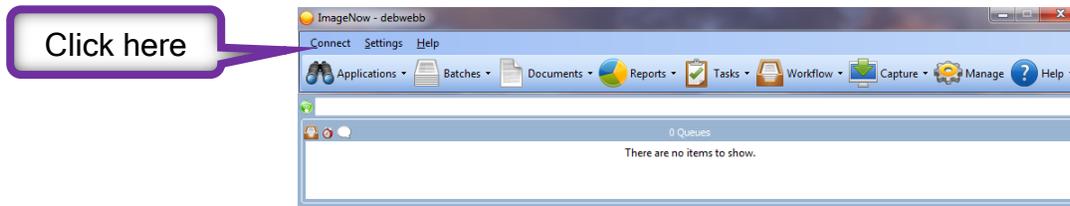
User Number:008913

AGCOMDepositDate

AGCOMDeposit Amt

AGCOMUser/Trans Number

ImageNow Viewer - Single Scan - [Page 1]
File   View   Annotation   Workflow   Folders   Window   Help

Next Page

Click save.

If you are done scanning you can log out of ImageNow.

Exit ImageNow at scanning station.

Click here

ImageNow - debwebb

Connect   Settings   Help

Applications ▾   Batches ▾   Documents ▾   Reports ▾   Tasks ▾   Workflow ▾   Capture ▾   Manage   Help ▾

0 Queues

There are no items to show.

Click here

ImageNow - a

Connect   Settings

Disconnect

Exit

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