Launching ImageNow and Logging In:

To launch ImageNow, do one of the following:

- Double click the ImageNow icon on the desktop
- Click the ImageNow icon in the Windows System Tray
- Click Start, point to Programs and then select ImageNow

Once ImageNow launches and the following login screen is displayed, enter your active directory username and password.
Image Now
Accounts Payable-Departmental Approval

ImageNow Toolbar:

The toolbar is the entry point to ImageNow. Using the functions in the toolbar, you can view, process, and search for documents. It provides one-click access to the documents and functions that you have access to. Some items in the toolbar shown below may not be visible depending on your privileges.

![ImageNow Toolbar](image)

Applications – Applications are non-programmatic methods that integrate your business applications such as PeopleSoft with documents in the imaging system. They also pre-define the indexing for scanned documents.

Batches – Displays all documents scanned for quality assurance (QA) or linking. Mostly used by the scanning personnel.

Documents – Search for scanned and linked documents. The drop-down list provides a list of pre-defined views available to you.

Workflow – A workflow routes a document from start to finish according to a pre-defined set of rules. The workflow menu option allows you to access scanned documents through a workflow queue for your application. The drop-down lets you select a specific workflow and queue.

Capture – Used by scanner staff to initiate document capturing or scanning process.

Help – A detailed guide to ImageNow.
Workflow>AP – Accounts Payable>3130 (AP – Department Approval)

Double click on the invoice you want to work with
Verify that the invoice is for your department. Confirm that the goods have been received and the vendor has charged the correct invoice amount.

Your next step will be to input information on a Payment Request eForm.

To view the eForm select one of the following:

- Select View on tool bar and Click Forms
- Press F12 key

The eForm replaces the paper voucher.
The Header information in the orange section and the description and amount in the green section is completed by Accounting Services.

The department will complete the following:
- The description and amount can be changed in the green section if needed.
- Input the Chartfields and amounts in the Distribution Lines in the brown section. If additional distribution lines need to be added click the + button.
- Check Vendor is not debarred or suspended in yellow section.
- Any special instructions should be marked in the blue section.
To approve the invoice for payment, click on the stamp (your cursor pointer will change to the stamp icon), select a blank portion of the invoice and click.
If meets approval, route it forward.
Click Route

You are finished with this invoice

**Do not click AP-Invoice Denial** as this should never be used unless the invoice should not be paid by UND.

If you have more invoice(s) waiting in your queue, the next one will open.
If you should happen to click the “Next Item” or “Previous Item” button go to a different document, you will get the following message:

Click Return to Queue
### Image Now

#### Accounts Payable-Departmental Approval

If you want to email the invoice to someone else who has ImageNow access can view

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**Gaffaneys**

1809 15th Ave N • PO Box 14910

Grand Forks, ND 58206-14910

Phone: 701.746.6666 • Fax: 701.746.6757

**UND Accounting Services Page 10 of 20 2/3/2011**

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**Document Keys**

- **Vendor Name:** Gaffaneys - Grand Forks
- **Vendor PO:** 12345
- **Invoice #:** 257690-2
- **Vendor ID:** 369036
- **Vendor Address:** 123 Dakota Hall, Grand Forks, ND 58202
- **Invoice Date:** 12/08/10
- **PO Date:** 12/08/10
- **Invoice Amount:** $245.98
- **Invoice Date:** 12/06/2010
- **Payment Date:** 01/07/2011
- **Check Number:** 12345678
- **Wire Number:** 9876543210
Type in the email address:
A message window will pop up indicating “Document Process Has Started”.
Type in information in the body of the email if you want or need to:

I would like you to take a look at this invoice please.

Thanks

Carl

Click send
To add a “sticky note”, click the Sticky Note button.
Type what you want to say and click the Add button.

When finished, click the Close button.
To view the sticky note, just double click on the “note” on the invoice.
If the invoice appears in your queue again there is probably something wrong. Look for a “sticky” note on the invoice or scroll down to the bottom of the Properties window (if not open View>Properties).
After you have made the necessary corrections, example: Distribution Lines should have been $242.39, route forward again.
Search and View Documents:

To search for already captured and linked documents, click on the Documents option on the toolbar.

The ImageNow Viewer window will open. On the left pane of the window under Views, the Documents option will expand to show you all the viewable options you have. The documents on the right pane will default to the very first view you have on the left pane under Documents. You can filter these records further by specifying the search criteria in the Quick Search tab above the document list.

Double click on the document to open it for viewing.
Image Now
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Logging Out of ImageNow:

To logout or disconnect from the ImageNow applications, select menu options Connect>Disconnect. This will log you out and leave the login screen to log back in again.

To exit out of ImageNow, select menu option Connect>Exit. This will log you out and close the application