ImageNow
AS – Voucher Inquiry

To start searching for a specific invoice/voucher, double click on the Documents Button located on the Tool Bar Menu.

*To refine your search immediately, click once on the down arrow located on the immediate right side of the Documents Button and select AP – AS Voucher Inquiry.

If AP – AS Voucher Inquiry was not previously selected, select AP – AS Voucher Inquiry link located under the Documents Heading on the View Menu located on the left hand side of the screen.
Under the Quick Search Tab, select the first drop down menu on the left hand side for more AP – AS Voucher Inquiry Option.

*Invoice # is the default search criteria

Select your preferred search criteria or select Custom Property for more search options.  
*For this demonstration the Custom Property option was selected

Select Custom Property Option and then select preferred search criteria category

After selecting the specified custom search criterion, click the “OK” button. (For this demonstration, we selected AP – Department #)
Enter the department number in the far right hand empty field located (directly next to the two drop down menus) to search for all of the AP – AS Voucher Inquiry documents under that department number.

Enter or click “Go” to search.

*You will not be able to scroll through all of the transactions that were located directly. To view all documents, you will need to use the filters.

To sort the various documents returned in the search, click directly on any column header.
Double click on the document to view
*Document information will display in a separate window.

*If over 500 documents are returned, you will need to further refine the search.
To view more information regarding the document, click on the view tab located on the left hand side of the tool bar on the top of the screen

- To view the e-form, click the view tab and select the Forms option (Circled in RED)
- To view all of the properties about the transaction, click the view tab and select the Properties option (Circled in BLACK)
If the two choices above are selected, this is what the page will look like.

- Form Column (RED arrow)
- Properties Column (YELLOW arrow)

To begin a new search, close the previously searched transaction’s window (little X, not ImageNow Window = large RED X) and either:

- Select a different document
- Type in a new department number