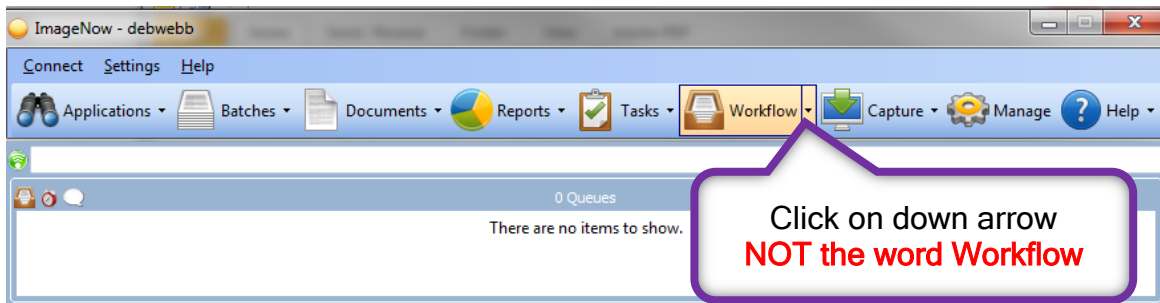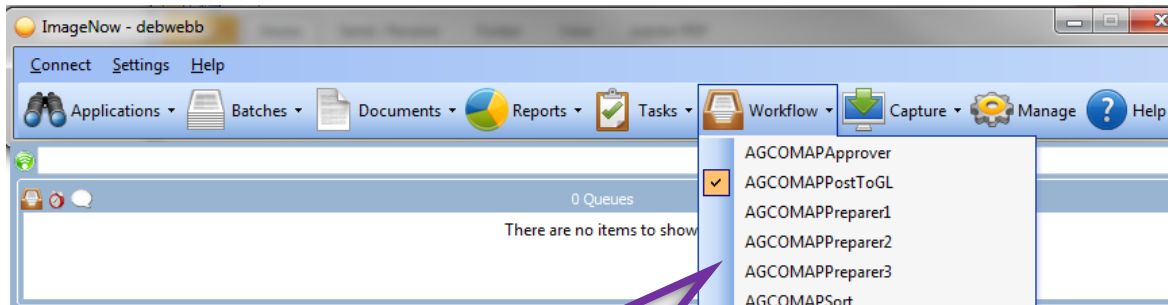# ImageNow Accounts Payable Processing Instructions: Department of Communications and Ag Education

Last Updated: 08/12/2015

Coding Invoices

From desktop computer log into Image Now.

Double click here

eID

eID password

Click on down arrow
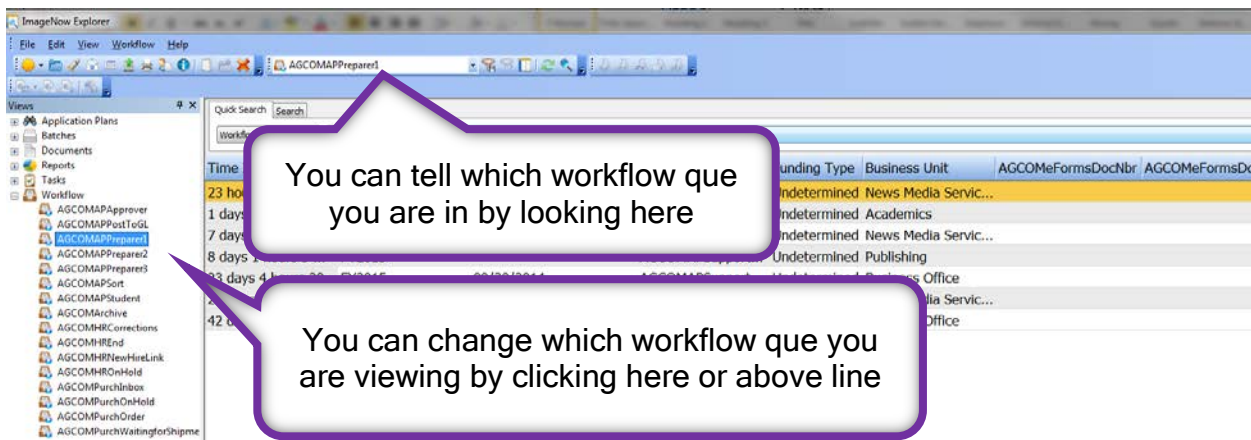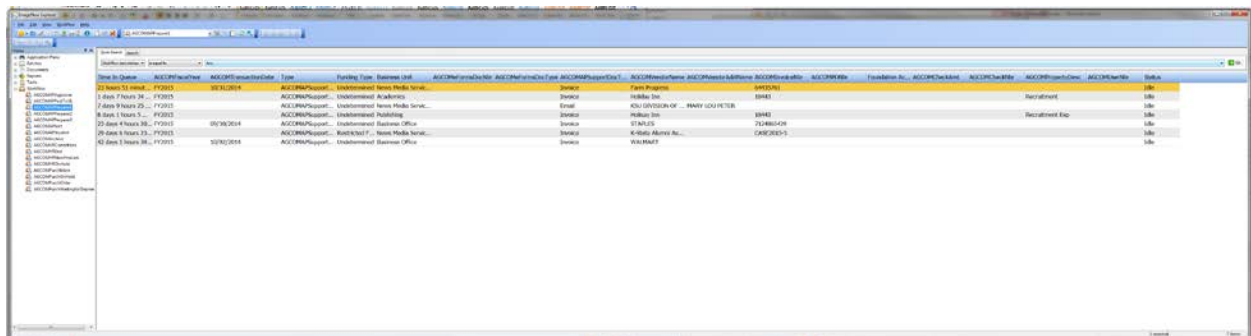NOT the word Workflow

Select appropriate option from list

- AGCOMPreparer1 = Debbie Webb
- AGCOMPreparer2 = Tamie Staatz
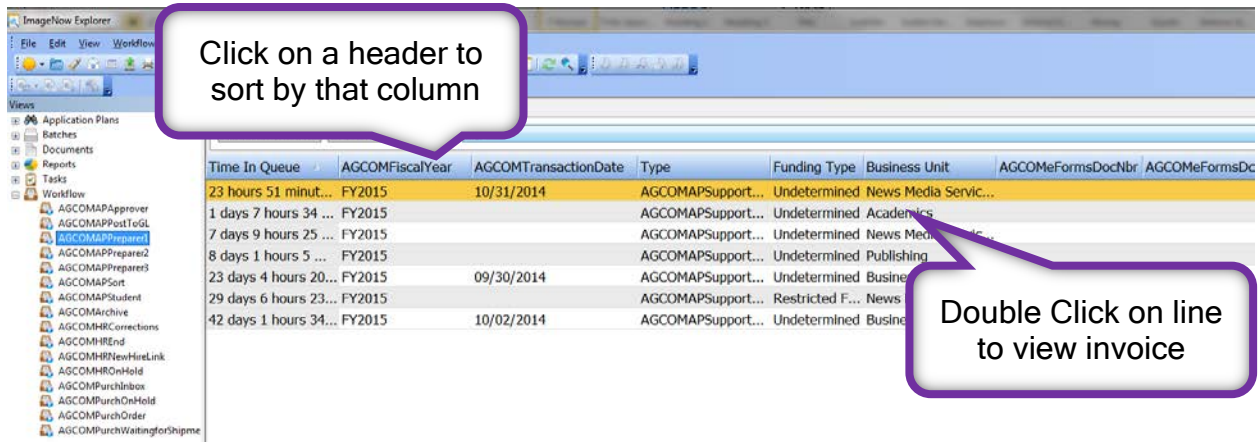- AGCOMPreparer3 = Lori Buss
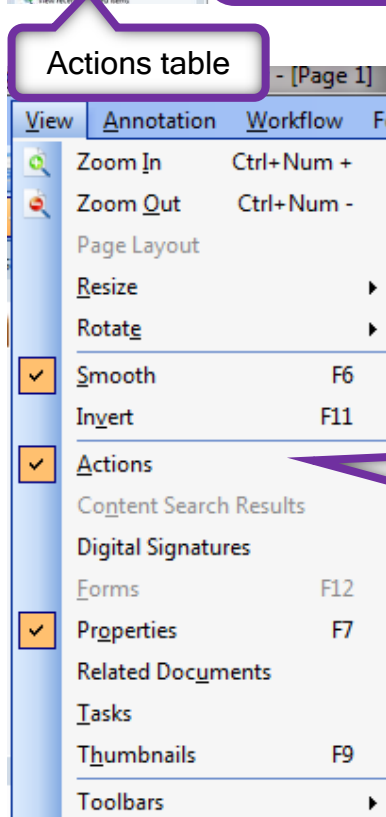- AGCOMStudent = Student Employee

You should see something similar to this.

You can tell which workflow que you are in by looking here

You can change which workflow que you are viewing by clicking here or above line

Click on a header to sort by that column

Double Click on line to view invoice

Once you have opened the invoice, you should see something similar to this.

If you do not see the right or left tables, click on the view tab

Actions table

Properties table

View menu:

Zoom In	Ctrl+Num +
Zoom Out	Ctrl+Num -
Page Layout	
Resize	▶
Rotate	▶
✓ Smooth	F6
Invert	F11
✓ Actions	
Content Search Results	
Digital Signatures	
Forms	F12
✓ Properties	F7
Related Documents	
Tasks	
Thumbnails	F9
Toolbars	▶

- Select Actions.
- Click the view tab again and select Properties.
- ImageNow should default to this view the next time you use workflow.

Right Click on the T

Select AGCOMCoding or AGCOMPurpleText

AGCOMAPCoding
AGCOMPurpleText

Actions

Workflow
View next item
Route up
Route forward
Route anywhere
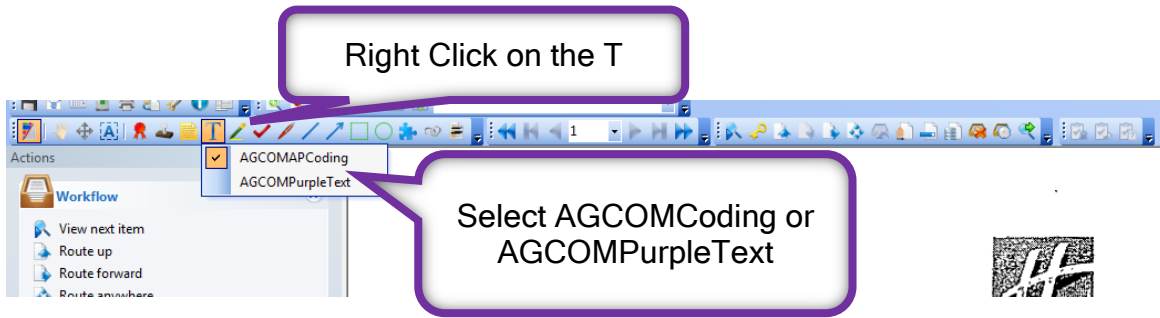
If you choose the AGCOMCoding option:
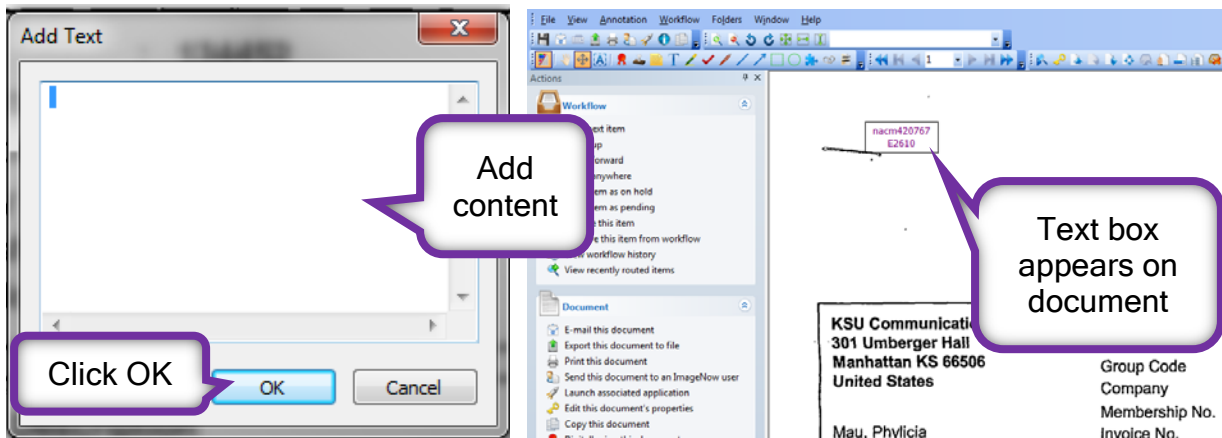Left click on the spot you want your text box to appear.
Right click inside the box.

Text Annotation
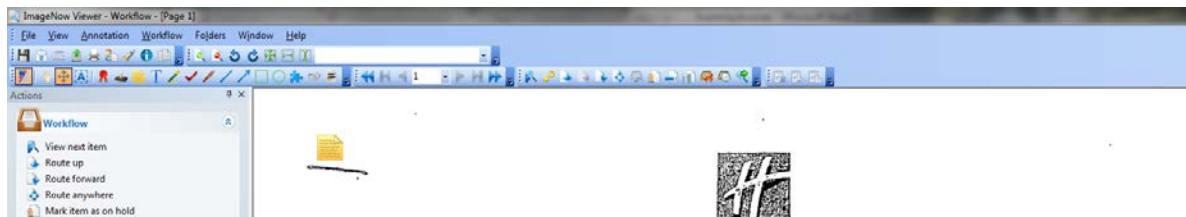
Properties
Content
Appearance

Content

Enter Text:
ACCT # NACM420767
SUBGRP
Code e2610

Add account number, subgroup and object code

Window Help

Select content

ACCT #
SUBGRP
Code

Delete
Content...
Appearance...
Properties...

Preview
ACCT # NACM420767
SUBGRP
Code e2610

Click OK

OK   Cancel
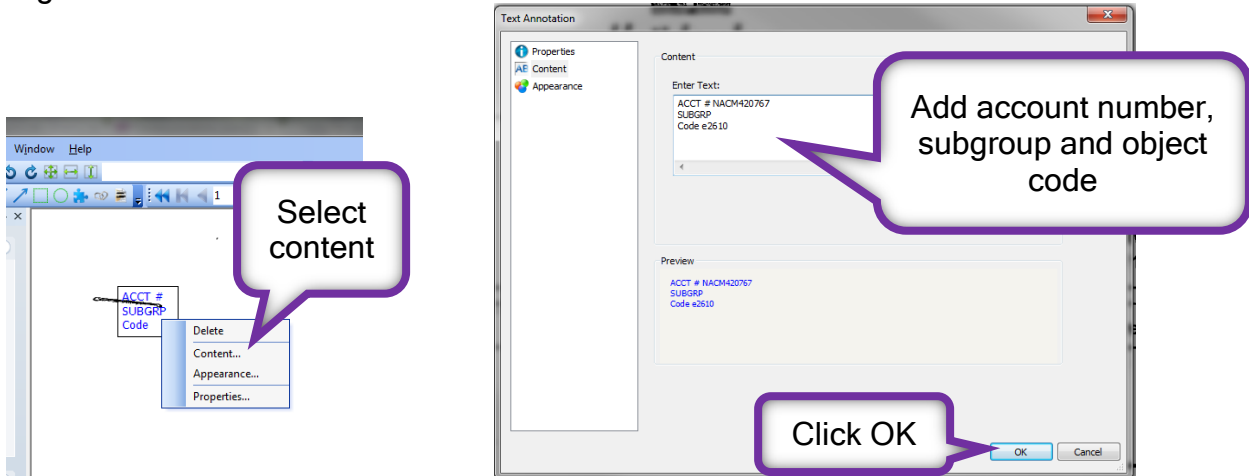
If you choose AGCOMPurpleText option:
Left click on the spot you want your text box to appear. The box below will open.

Add Text

Add content

Click OK

OK   Cancel

File View Annotation Workflow Folders Window Help

Actions

Workflow
next item
up
forward
anywhere
tem as on hold
tem as pending
this item
e this item from workflow
w workflow history
View recently routed items

Document
E-mail this document
Export this document to file
Print this document
Send this document to an ImageNow user
Launch associated application
Edit this document's properties
Copy this document

nacm420767
E2610

Text box appears on document

KSU Communicati
301 Umberger Hall
Manhattan KS 66506
United States

Group Code
Company
Membership No.

Mau, Phylicia

Invoice No.

Yellow sticky notes are available as an option; however NOT preferable when viewing the document at a later date.
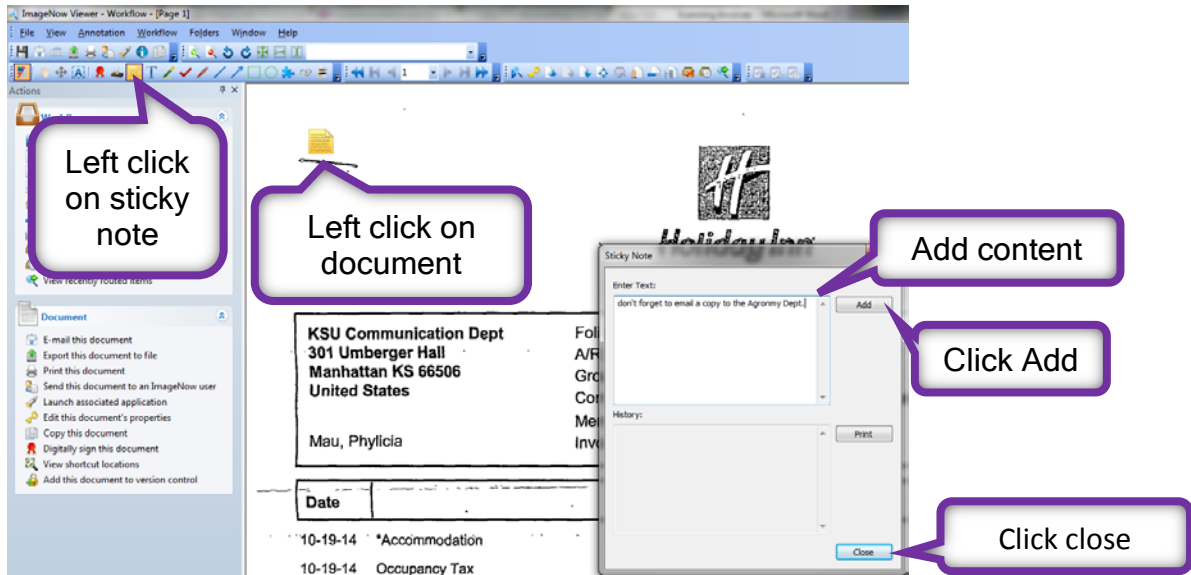
This is how it will appear on your document. Anyone viewing the document will have to click on the sticky note to read your message.

Save your document.