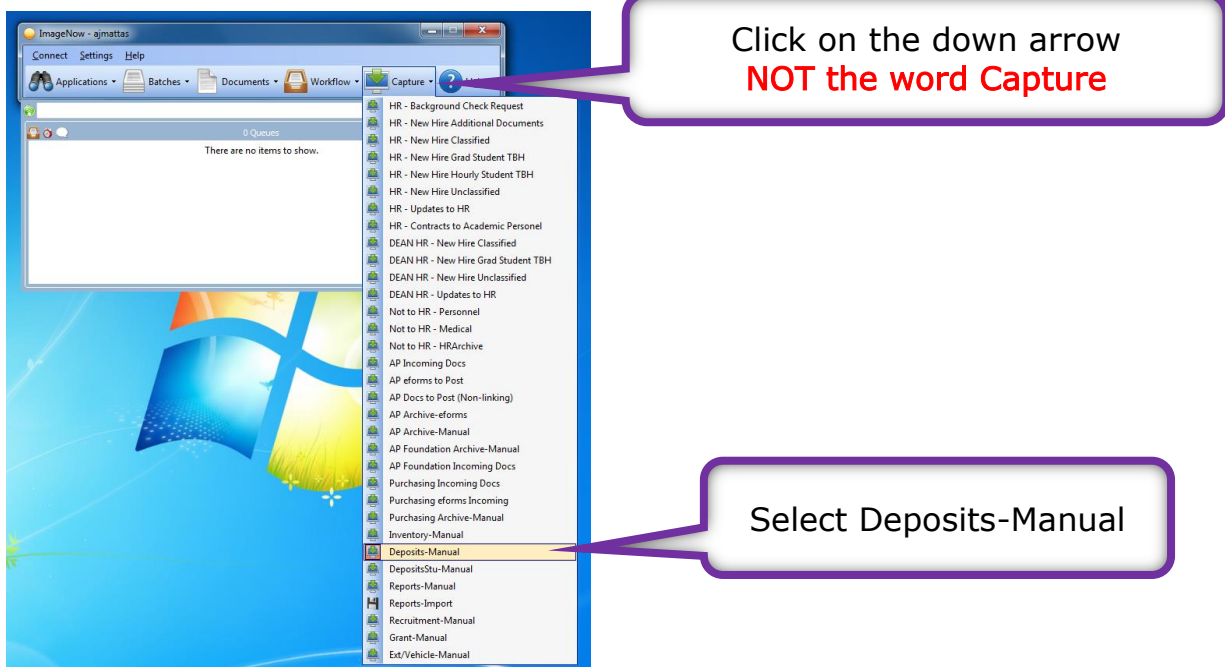


ImageNow Credit Card Deposits

Department of Communications and Ag Education

Updated: 10/05/2015

From **desktop computer** log into Image Now.



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:
321Y29W_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:
321Y29W_02TB3RWKR000Q84

Document Type:
AGCOMDeposit

Notes:

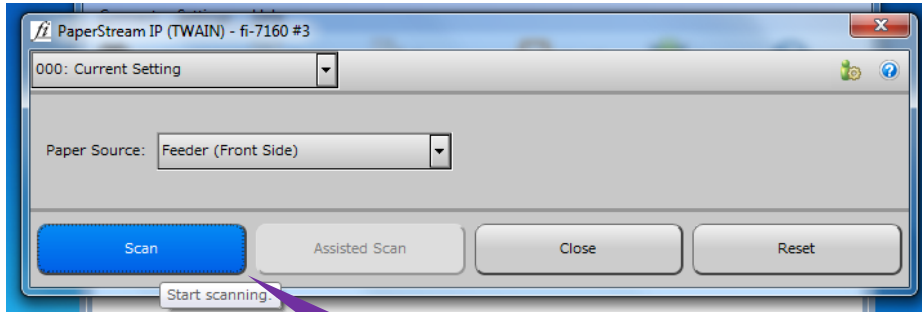
Capture Cancel

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.

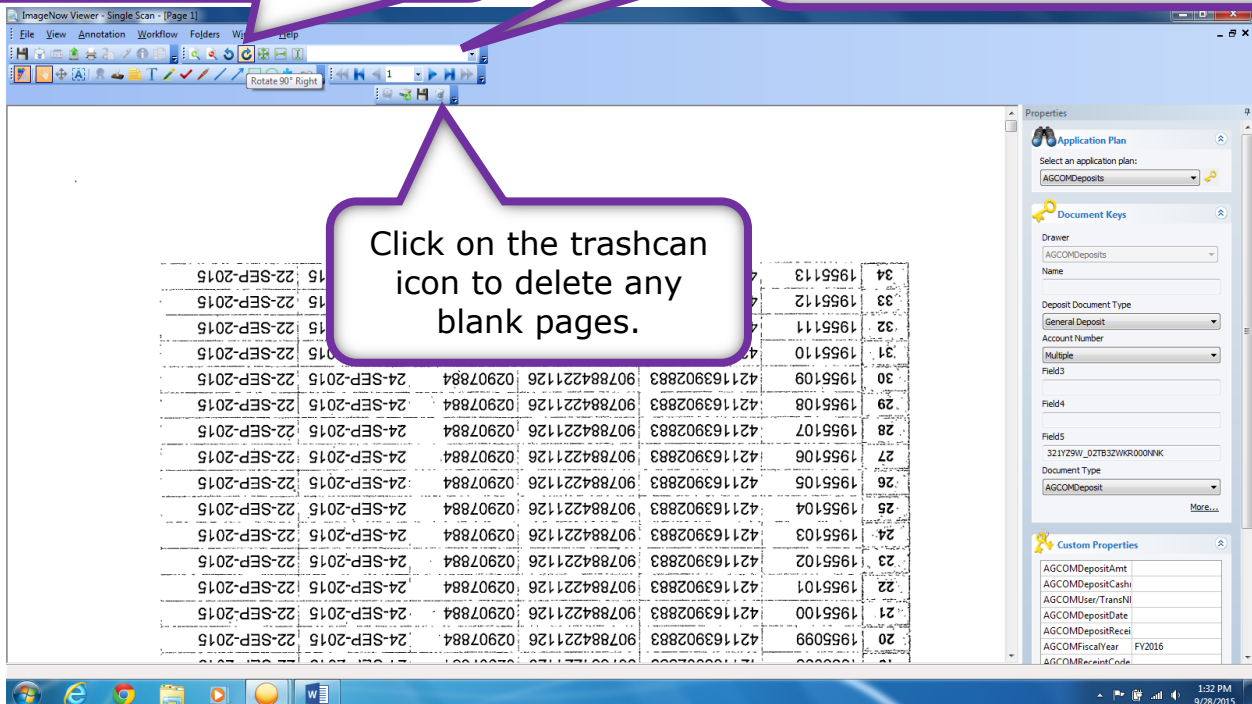


Select Scan*

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

If your document needs rotated these are the arrows to do so until it is right side up.

Use these arrows to advance forwards and backwards in the document. Make sure all the pages are scanned in right side up and delete any blank pages.



Click on the trashcan icon to delete any blank pages.

After you have rotated the pages so they are right side up, deleted any blank pages, and made sure all your pages are there in the ImageNow document you can start to add information regarding the document in the Custom Properties section.

Credit Card Deposit Detail
 [Merchant.Nbr.Key: 421163902883] | [Tran.No: 67999]

	CC Detail Id	Merchant Nbr	Batch Nbr	Terminal Nbr	File Date	Transaction Date
1	1955080	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
2	1955081	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
3	1955082	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
4	1955083	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
5	1955084	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
6	1955085	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
7	1955086	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
8	1955087	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
9	1955088	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
10	1955089	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
11	1955090	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015
12	1955091	421163902883	907884221126	02907884	24-SEP-2015	22-SEP-2015

Handwritten notes: 4-20999, R2220, \$268.19

Properties panel (Custom Properties):
 AGCOMDepositAmt \$ 268.19
 AGCOMDepositCash 67999
 AGCOMUser/TransNI 67999
 AGCOMDepositDate 09/22/2015
 AGCOMDepositRecei
 AGCOMFiscalYear FY2016
 AGCOMReceiptCode R2220
 AGCOMPropertyDesc

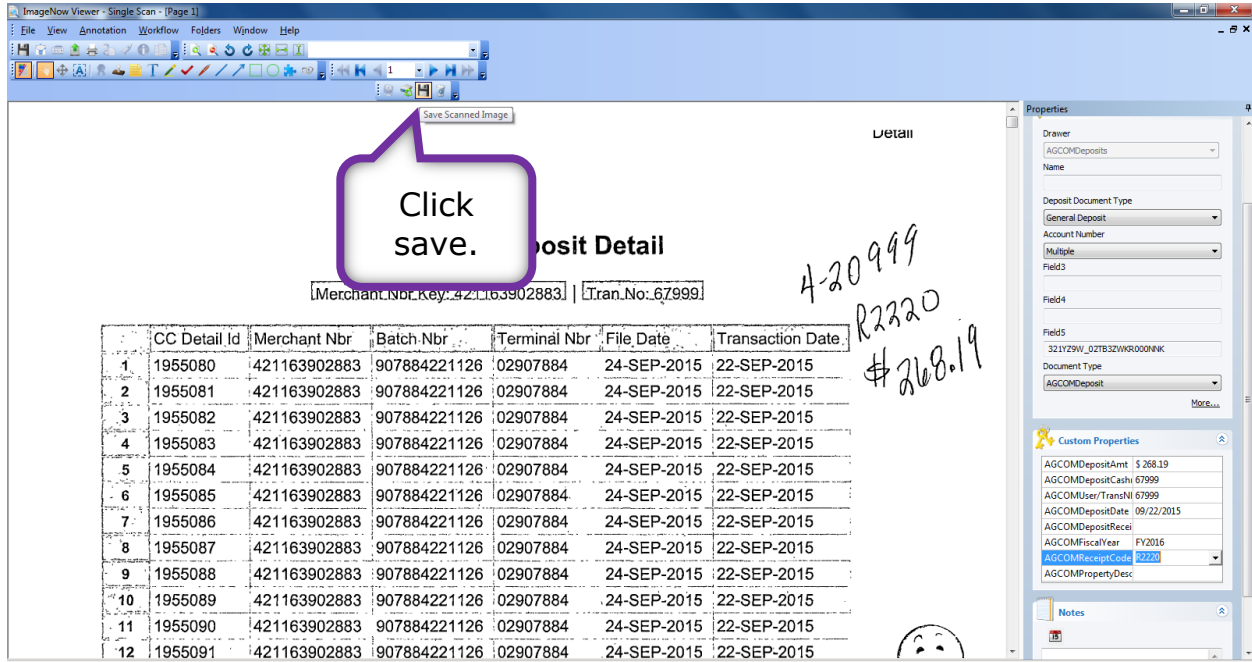
Kelly normally will have the account(s), receipt code, and deposit amount for the Credit Card Deposit here. **The transaction number serves as the Cashnet number in the Credit Card Deposit.**

Custom Properties

- AGCOMDepositAmt \$ 268.19
- AGCOMDepositCash 67999
- AGCOMUser/TransNI 67999
- AGCOMDepositDate 09/22/2015
- AGCOMDepositRecei
- AGCOMFiscalYear FY2016
- AGCOMReceiptCode R2220
- AGCOMPropertyDesc

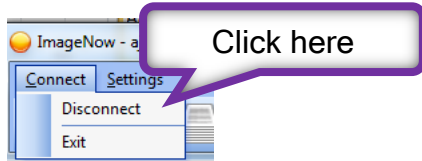
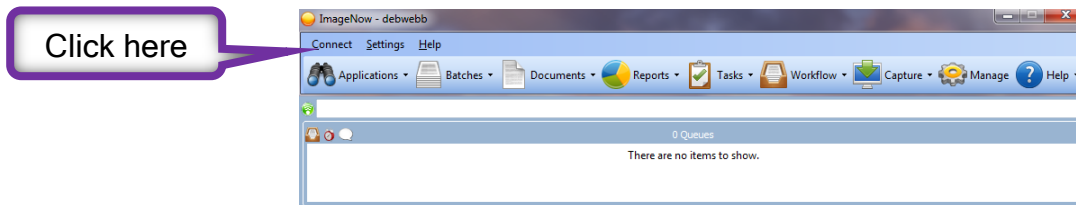
Many times the receipt code will be MULTIPLE.

Once you have finished entering the information you can click save.



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

Exit ImageNow at scanning station.



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