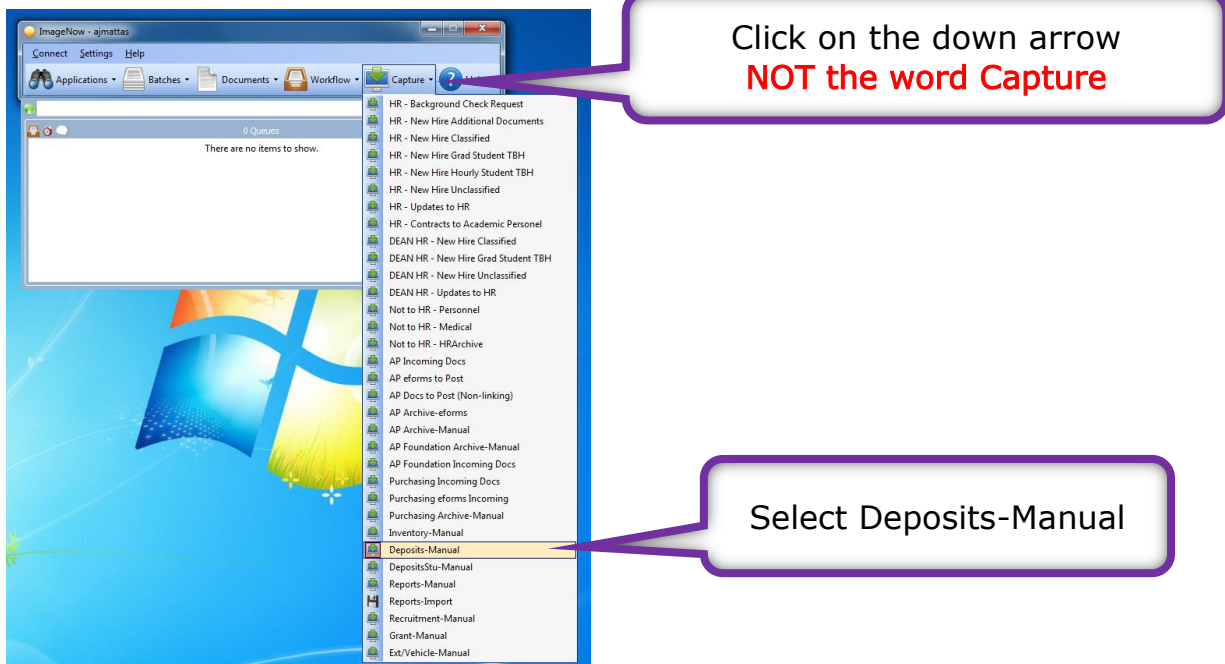


# ImageNow Interfund Deposits

## 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 Interfunds.

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:

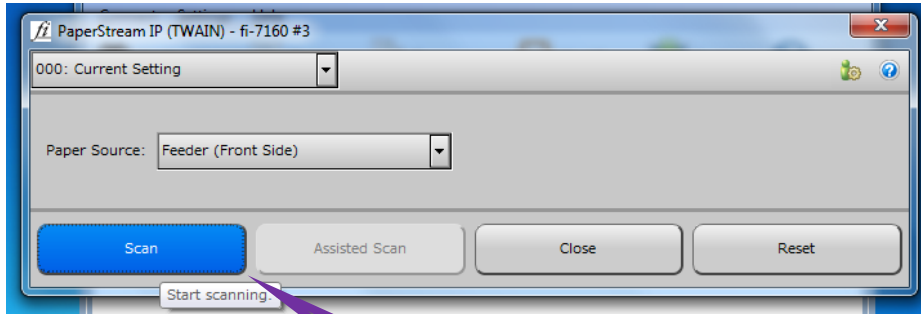
Capture Cancel

Click on the down arrow. Select  
the account number the deposit  
uses.

Leave on the AGCOM Deposit  
Document Type.

Select capture.

Load your paper into the scanner.

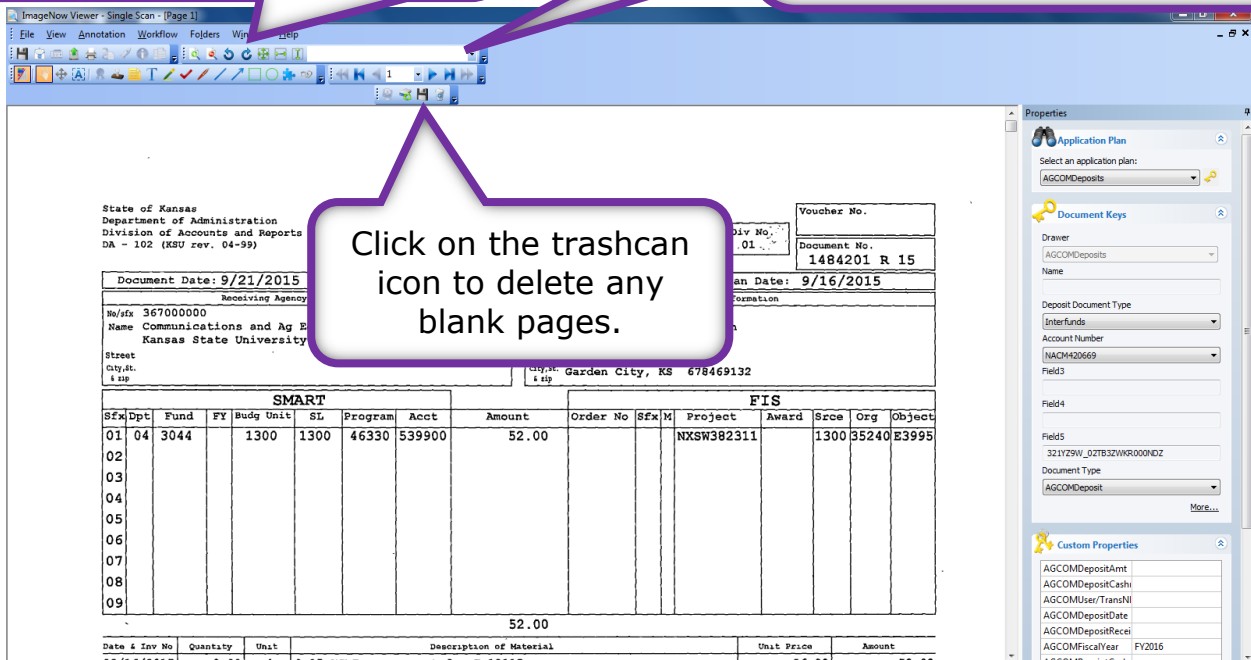


Select Scan\*

\*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.



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.

Here you will find the deposit amount, account number, and receipt code for the Custom Properties area.

Sfx	Dpt	Fund	FY	Budg Unit	SL	Program	Acct	Amount	Order No	Sfx	M	Project	Award	Src	Org	Obj	Code
01	04	2697		1100	1100	46330	425010	52.00				NACM420669		1100	10055		R2205

Document Date

Cashnet Number

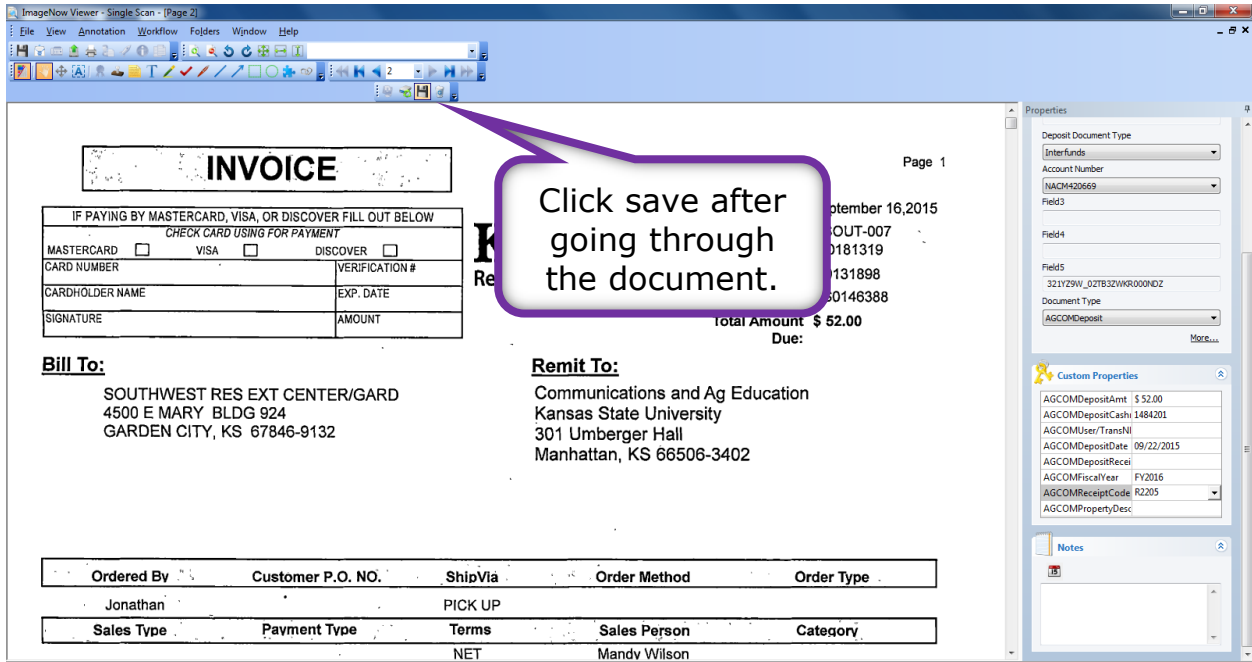
State of Kansas  
Department of Administration  
Division of Accounts and Reports  
DA - 102 (KSU rev. 04-99)

Document Date: 9/21/2015  
Modified Date: 9/22/2015  
Tran Date: 9/16/2015

Receiving Agency Information  
No/sfx 367000000  
Name Communications and Ag Education  
Kansas State University  
Street  
City, St.  
Zip

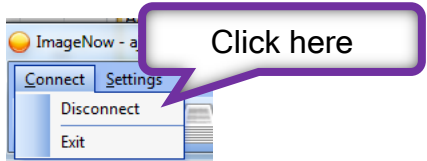
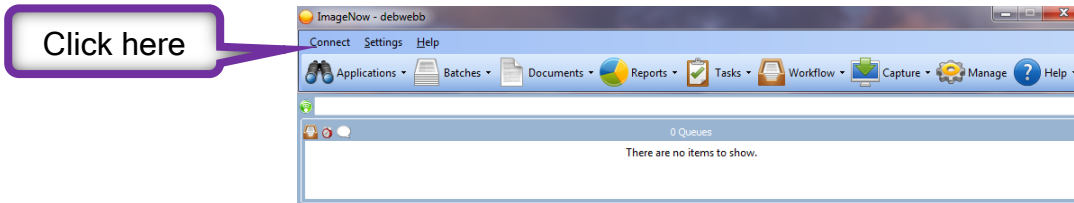
Paying Agency Information  
No/sfx 367000000  
Name Southwest Area Extension  
Kansas State University  
Street 4500 E. Mary Street  
City, St. Garden City, KS 67846  
Zip

Sfx	Dpt	Fund	FY	Budg Unit	SL	Program	Acct	Amount	Order No	Sfx	M	Project	GT
01	04	3044		1300	1300	46330	539900	52.00				NXSW36	95



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.