ImageNow Accounts Payable Corrections/Rejections Instructions: Department of Communications and Ag Education

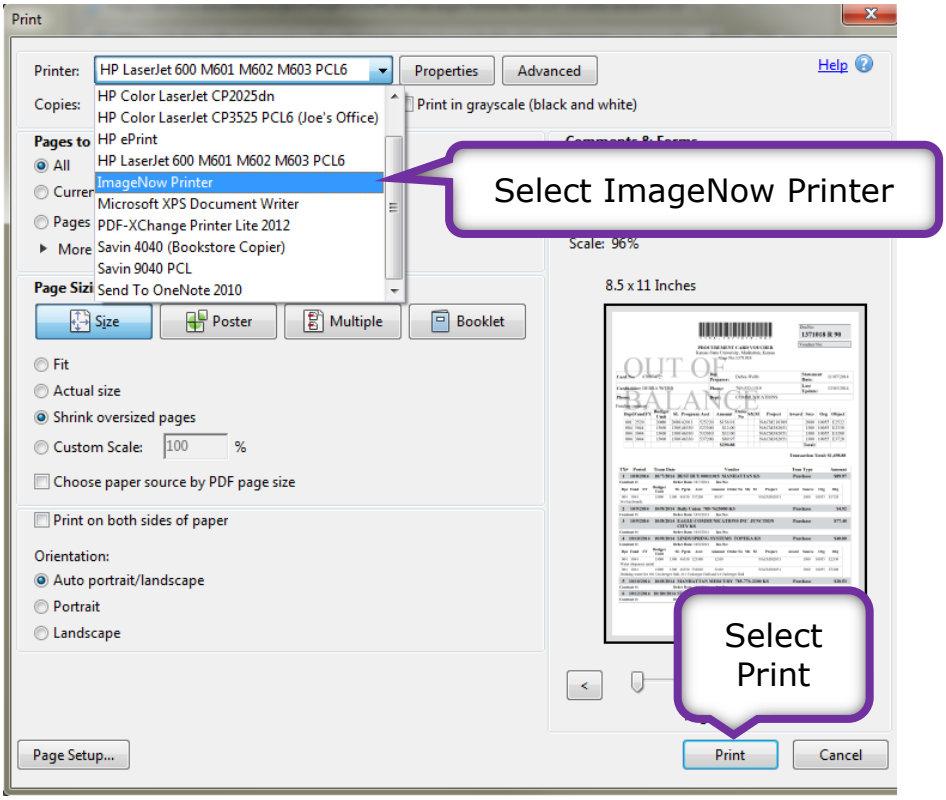
Last Updated: 08/12/2014

From desktop computer log into Image Now.

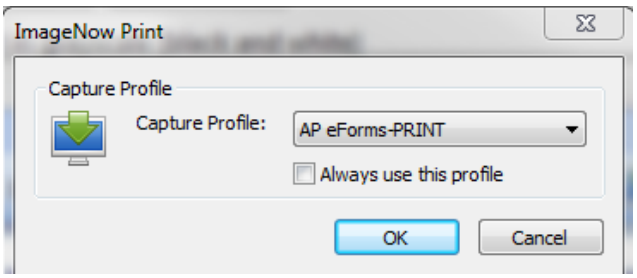
Complete all corrections for your document, **using Internet Explorer**.

From the Final Form page, select View Form and Print.

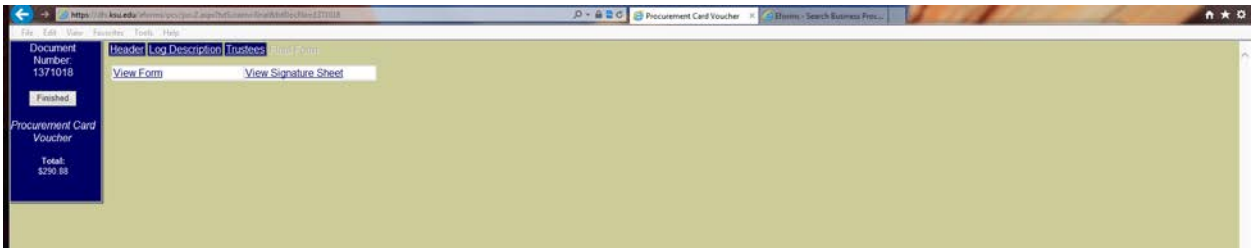
This box will open.

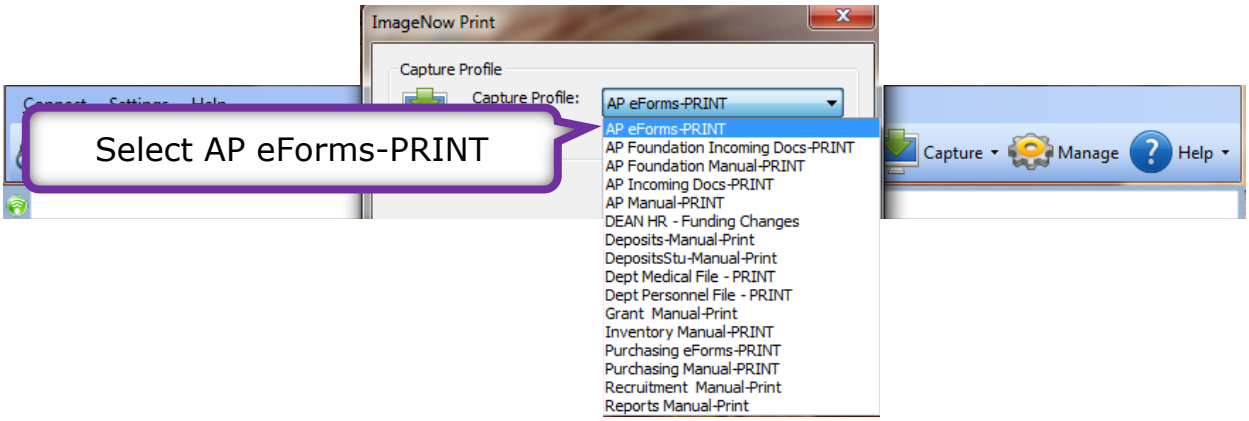


This ImageNow Print box will open.



Before moving on to the next step, click your mouse anywhere on your eForms Final Form window. This must be the primary active window for the linking process to work.





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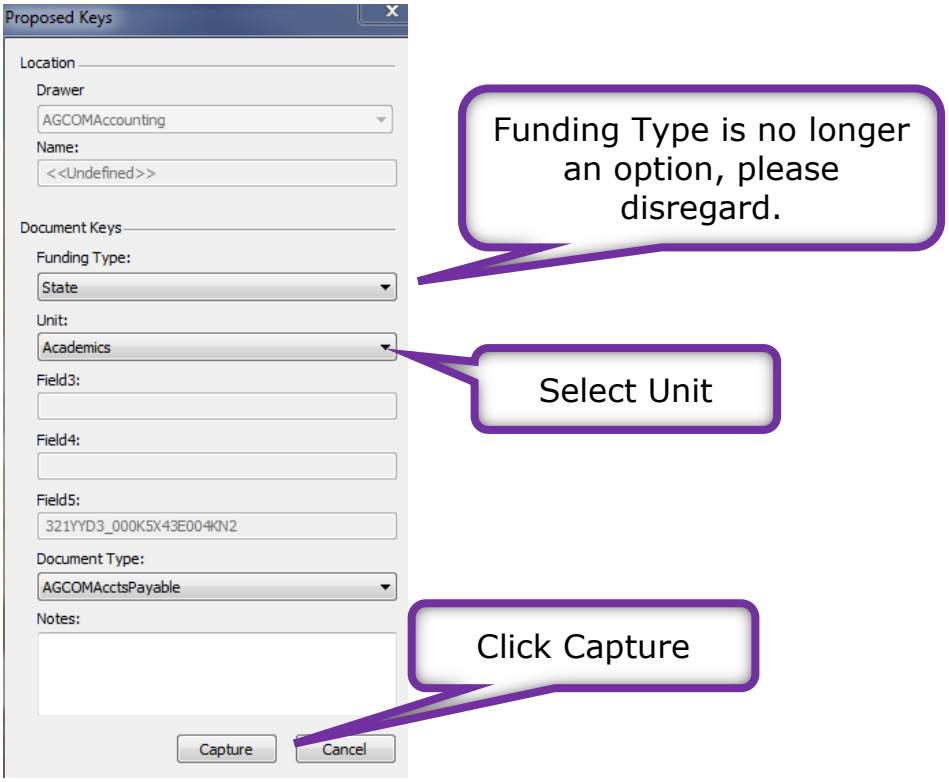
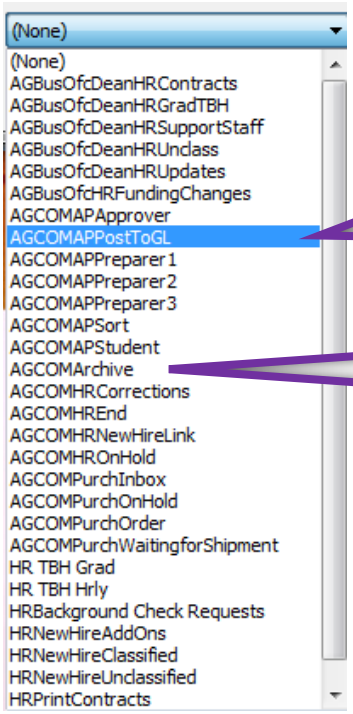
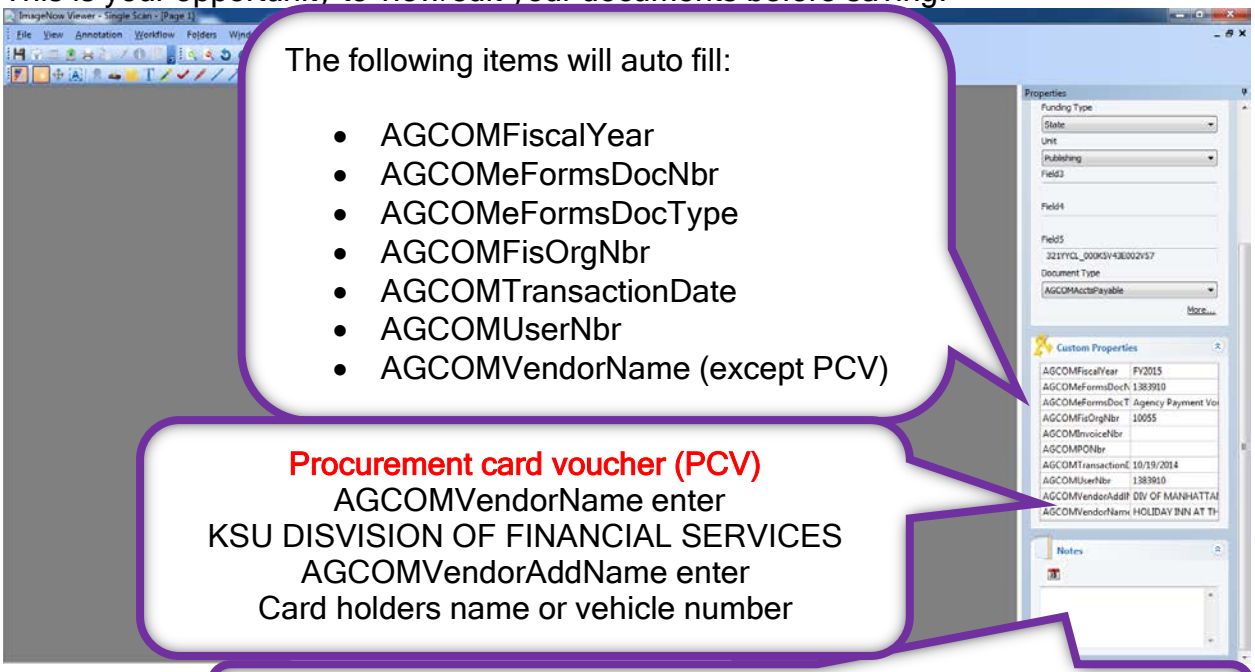




If completed correction(s) require changes to the General Ledger Select AGCOMAPPostToGL

If completed correction(s) DOES NOT require changes to General Ledger Select AGCOMArchive

This is your opportunity to view/edit your documents before saving.



The following items will auto fill:

- AGCOMFiscalYear
- AGCOMeFormsDocNbr
- AGCOMeFormsDocType
- AGCOMFisOrgNbr
- AGCOMTransactionDate
- AGCOMUserNbr
- AGCOMVendorName (except PCV)

Procurement card voucher (PCV)
AGCOMVendorName enter
KSU DISVISION OF FINANCIAL SERVICES
AGCOMVendorAddName enter
Card holders name or vehicle number

Please leave a note regarding changes on document – this will be helpful when updating the General Ledger/Accounting System

Click save

Document will be automatically routed to either AGCOMPostToGL Workflow que or AGCOMArchive depending on your previous selection.