

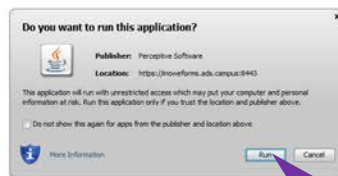
Viewing Scanned Documents Using WebNow

Department of Communications and Ag Education

Last Updated: 3/14/2017

From **desktop computer** log into WebNow, using Internet Explorer.
<https://inowweb.campus.ksu.edu:8443/webnow/>

You should see the screen below.
If you do not see the screen below please go to the troubleshooting section on page 6.



Click run

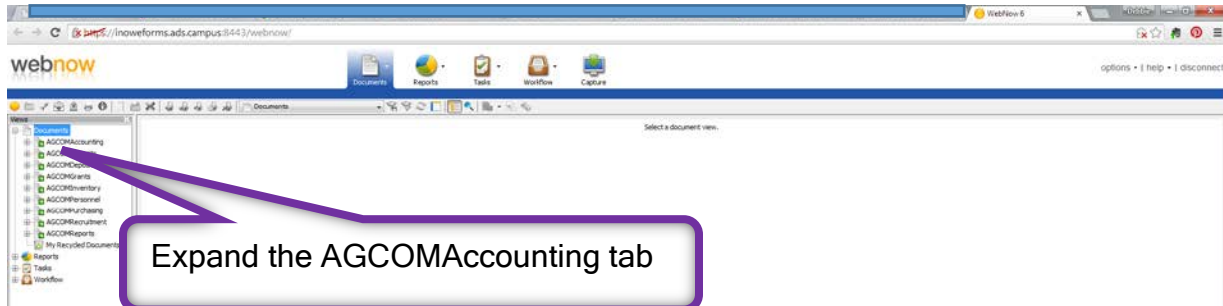
Log in using your eID and password.

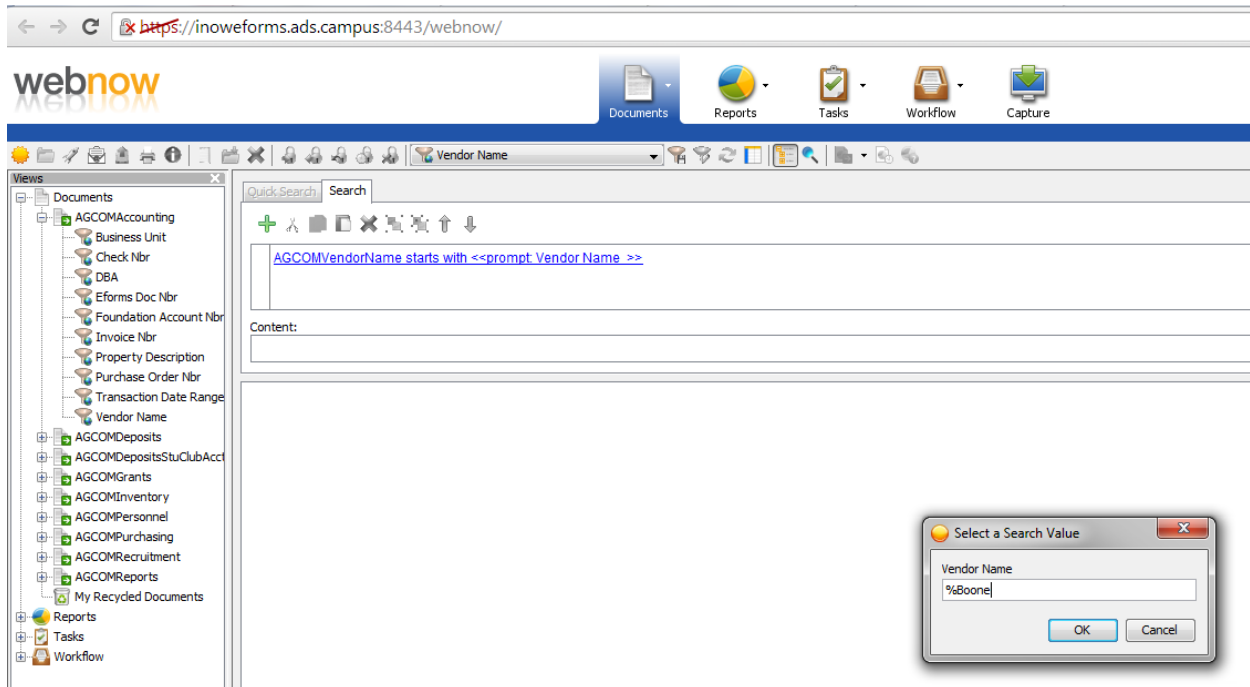


eID

eID password

You should see the screen below.
Expand the AGCOMAccounting tab, located under Documents.





The list above is based on your level of security access; you might not see all the options listed here.

Several search options are available. Click on your preferred search option, you will be prompted to input information.

Use % as a wildcard.

The search can take a few minutes; we have a large number of documents in our system.

Check Nbr applies ONLY to Foundation accounts.

DBA is short for Doing Business As, for instance Southwest Binding & Laminating is listed as Southwest Plastic Binding CO for payment purposes.

KSU DIVISION OF FINANCIAL SERVICES is the AGCOMVendorName for Business Procurement Card Vouchers (payment documents). The BPC holder's name is listed under AGCOMVendorAddName (DBA search option).

If something does not make sense, please feel free to ask questions, we will be glad to explain.

https://inowefoms.ads.campus:8443/webnow/

webnow

Documents Reports Tasks

Business Unit

Views

Documents

- AGCOMAccounting
- Business Unit
- Check Nbr
- DBA
- Eforms Doc Nbr
- Foundation Account Nbr
- Invoice Nbr
- Job Number
- Property Description
- Purchase Order Nbr
- Transaction Date Range
- Vendor Name
- AGCOMDeposits
- AGCOMDepositsStuClubAcc
- AGCOMGrants
- AGCOMInventory
- AGCOMPersonnel
- AGCOMPurchasing
- AGCOMRecruitment
- AGCOMReports
- My Recycled Documents
- Reports
- Tasks
- Workflow

Quick Search

Field2

Content:

Click on a header to sort by that column

Column widths can be adjusted

Double Click on line to view document

AGCOMFisca...	AGCOMTrans...	Type	Workflow Qu...	Funding Sour...	Business Unit	AGCOMeFor...	AGCOMeFormsDocType
FY2015	10/14/2014 3:2...	AGCOMAPSupp...		Restricted Fees	University Printing	1371018	Business Procurement Card
FY2015	10/1/2014 1:51...	AGCOMAcctsPa...		Restricted Fees	University Printing	1366160	Business Procurement Card
FY2015	10/2/2014	AGCOMAcctsPa...		Restricted Fees	University Printing	1371959	Agency Payment Voucher
FY2015	10/03/2014	AGCOMAcctsPa...		Restricted Fees	University Printing	1371948	Agency Payment Voucher
FY2015	10/09/2014	AGCOMAcctsPa...				1372247	Agency Payment Voucher
FY2015	10/06/2014 11:...	AGCOMAcctsPa...				1369733	Agency Payment Voucher
FY2015	10/16/2014 4:2...	AGCOMAcctsPa...				1372405	Business Procurement Card
FY2015	10/13/2014	AGCOMAcctsPa...				1373841	Agency Payment Voucher
FY2015	10/13/2014	AGCOMAcctsPa...				1373861	Agency Payment Voucher
FY2015	10/10/2014	AGCOMAcctsPa...				1373746	Agency Payment Voucher
FY2015	10/14/2014	AGCOMAcctsPa...				1373611	Agency Payment Voucher
FY2015	09/26/2014	AGCOMAcctsPa...		Restricted Fees	University Printing	1373598	Agency Payment Voucher

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

WebNow Viewer

File View Annotation Workflow Folders Window Help

Page 1 - 19 File

Tamara Steady 10/14/14

AGENCY PAYMENT VOUCHER

ID: 1373611
 UNIT: 1373611
 UNIT ID: 1

Check No. 1373611
 Document No. 1373611 N 5

Invoice Date: 10/14/2014 8:59:13 AM Modified Date: 10/14/2014 10:09:10 AM Print Date: 10/14/2014

Vendor Information

Supplier: XXXXXXX541 1 Payment Indicator: 1
 Name: DON MICEL BROWNE
 204 N. S. S. SERVICE
 Phone: 24340 24070 87
 Mail: Vpo 1800 - 1A 50144-2884

Invoice Agency
 Agency: UNIVERSITY OF ARIZONA
 Address: TUCSON, AZ 85724
 Phone: (520) 527-1334
 Website: www.arizona.edu

SMART

Invoice Item	QTY	UNIT PRICE	AMOUNT	INVOICE NO	ITEM CODE	INVOICE DATE	QTY	UNIT PRICE	AMOUNT
01	1	550.00	550.00						
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04									
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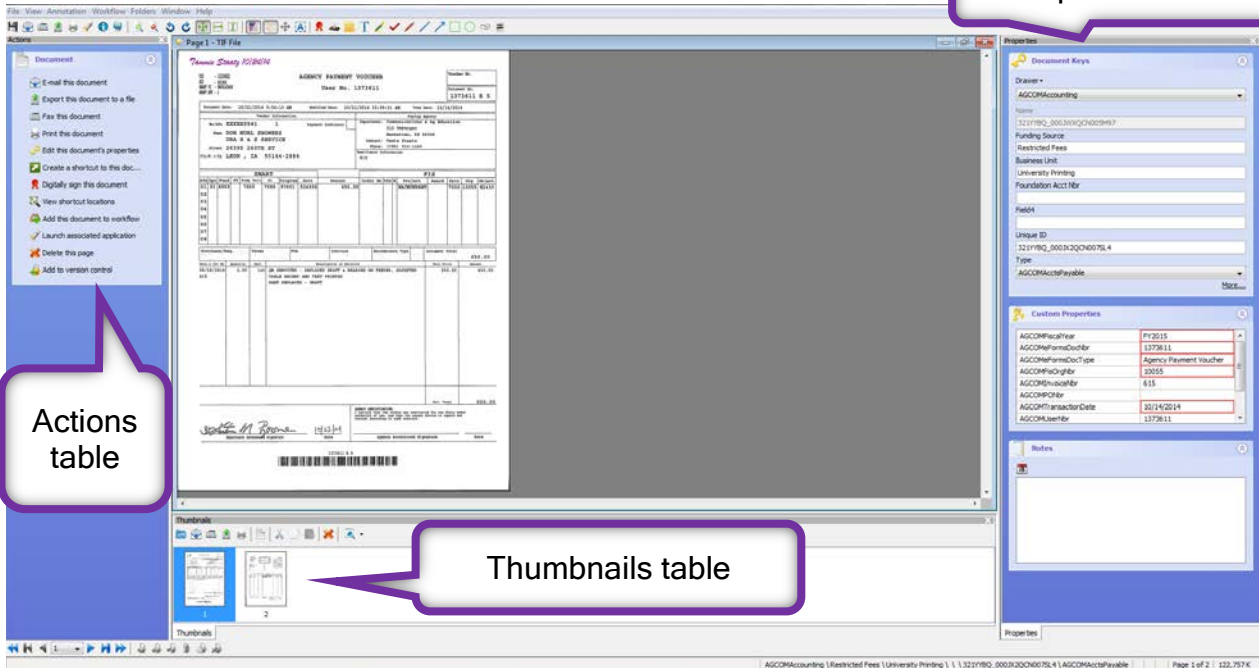
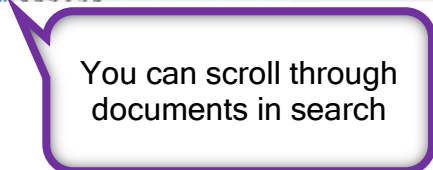
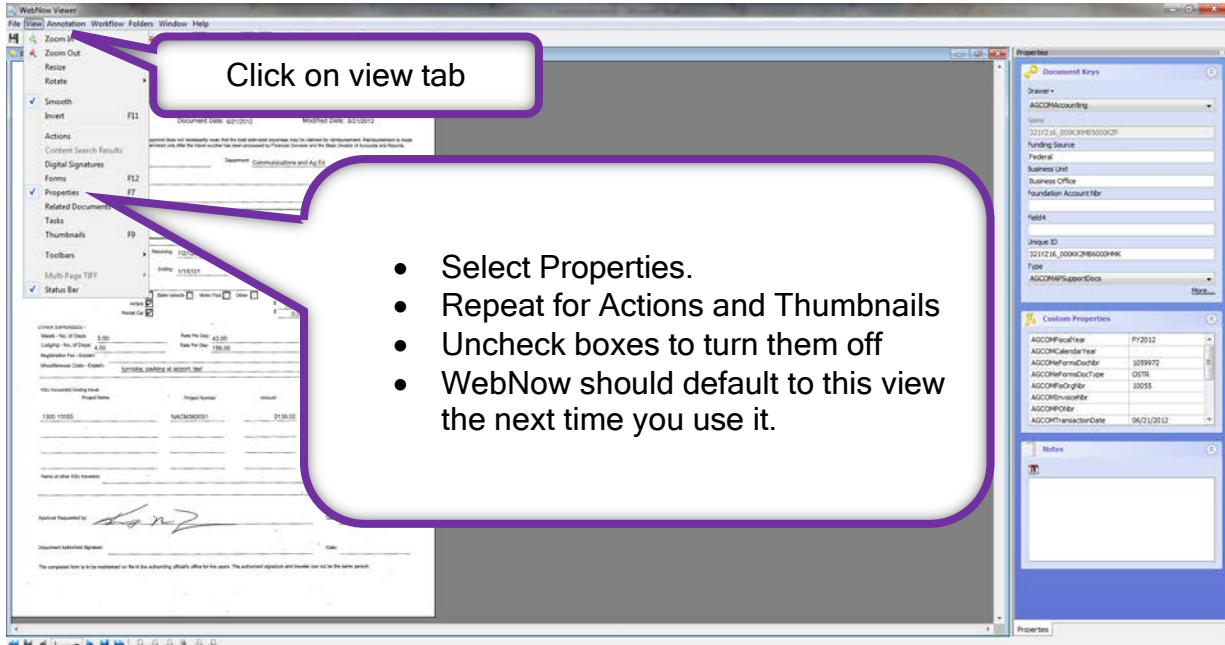
AGENCY PAYMENT VOUCHER

Invoice Total: \$55.00

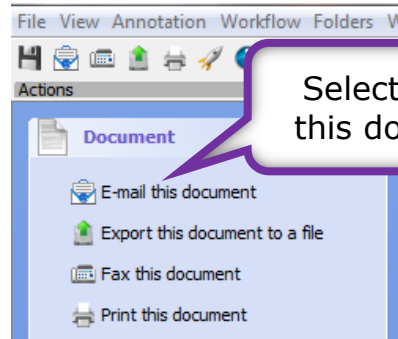
Approved: *Tamara Steady* 10/14/14

1373611 N 5

Tables can be turned on/off by clicking on view tab.

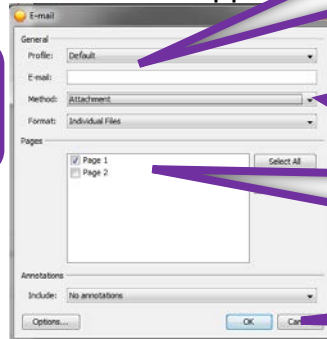


To email a document



Select E-mail this document

This box will appear



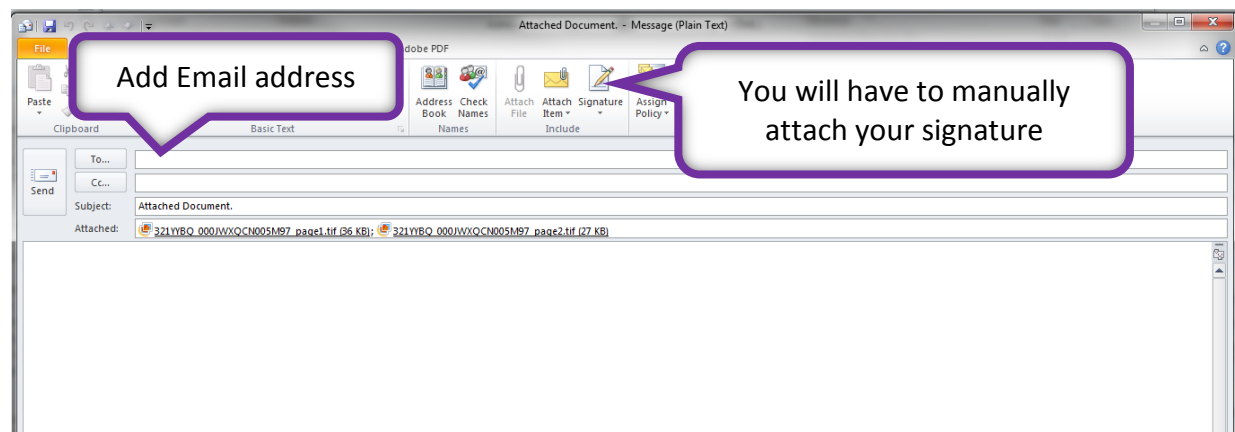
Leave blank-Process will NOT work if you add email address right now

MUST say attachment

Select specific pages or all of them

Click OK

It might take a few minutes before the email appears, be patient.



Add Email address

You will have to manually attach your signature

Subject line can be changed.

Text can be added to the body of the email message.

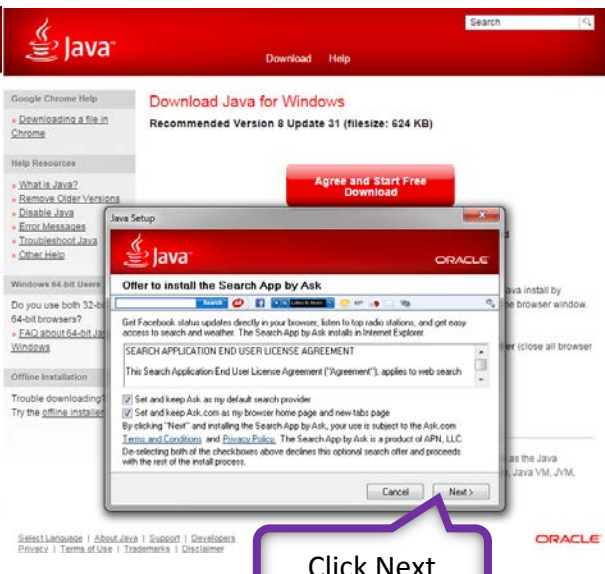
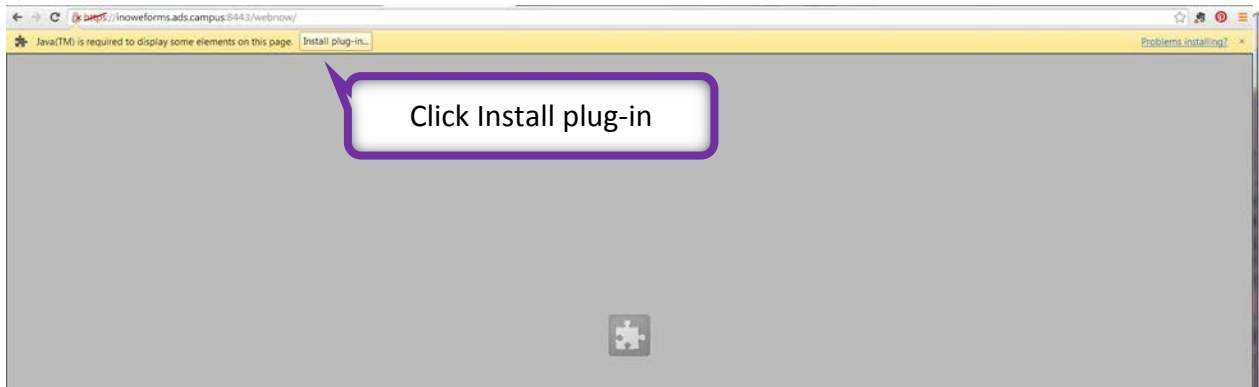
You can also print a copy of document by selecting Print this document.

If you have questions or need more help, please call Debbie Webb at 2-1319.

All mistakes are correctable. If you notice an error, please email Debbie Webb, Gina Nixon or Lori Buss.

Troubleshooting

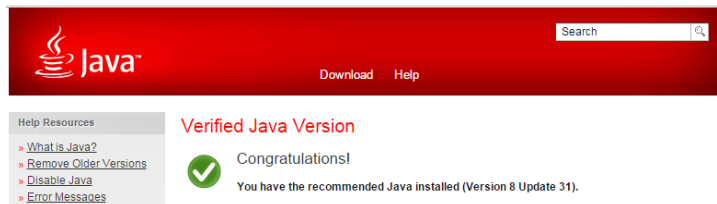
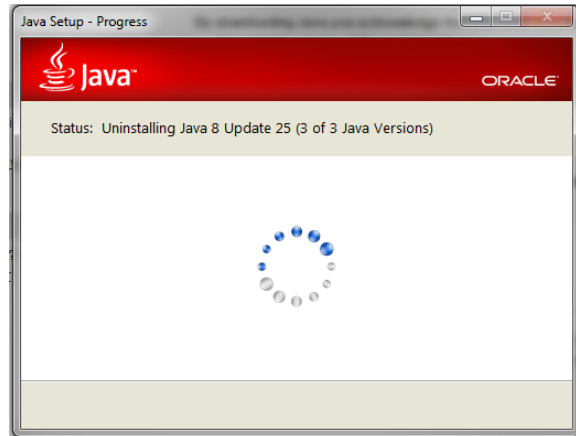
If you get this screen when you try access WebNow page.



This box will appear

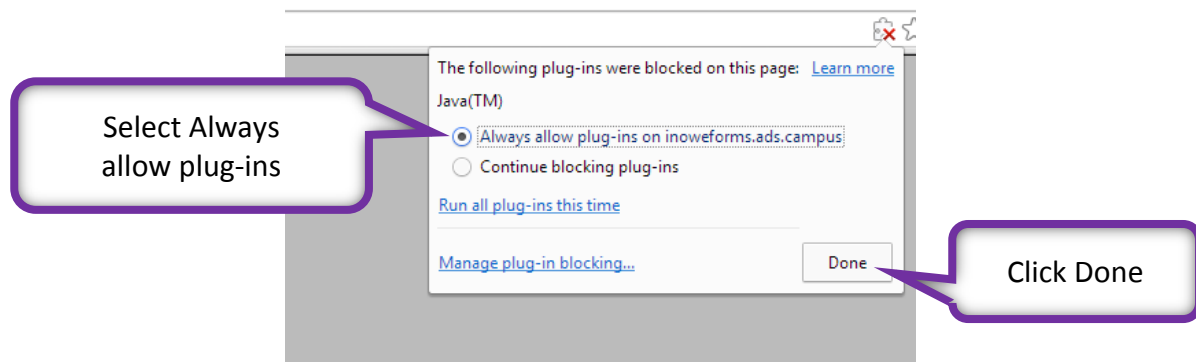


Click yes to uninstall previous versions



You should be able to access the webpage now.

If you get this screen when you try access WebNow page.



You should be able to access the webpage now.