



**University of Minnesota**  
**Voucher and Journal Imaging Guide for**  
**ImageNow 6.2**

<b>INTRODUCTION .....</b>	<b>2</b>
<b>LAUNCHING IMAGENOW AND LOGGING IN.....</b>	<b>2</b>
<b>IMAGENOW TOOLBAR .....</b>	<b>3</b>
<b>VENDOR PAYMENT OR JOURNAL ENTRY WORKFLOW .....</b>	<b>3</b>
OPENING A WORK QUEUE ITEM .....	4
JOURNAL AND VOUCHER CREATION IN PEOPLESOFT .....	5
LINKING .....	6
DOCUMENT KEYS.....	6
ROUTE FORWARD.....	7
<b>SEARCHING FOR DOCUMENT .....</b>	<b>7</b>
VIEW VIA APPLETT .....	7
VIEW VIA QUICK AND ADVANCED SEARCH.....	7
<b>DISCONNECTING FROM THE SERVER .....</b>	<b>9</b>
<b>OTHER IMAGING TOPICS .....</b>	<b>9</b>
EDIT DOCUMENT KEYS .....	9
DELETING FINANCIAL DOCUMENTS IN IMAGENOW.....	9
BACK END IMAGING.....	10
SCANNING FOR INTERFACE VOUCHER .....	10
PAPER ARCHIVING.....	10
<b>TROUBLESHOOTING .....</b>	<b>10</b>

## Introduction

ImageNow is the software used by the University to scan and archive documents that are related to the financial system. Clusters will be responsible for scanning Voucher and Journal supporting documents. The scanning of documents may be done by the preparer or a scanner staff, depending on the cluster organization. The voucher or journal preparer entering the voucher/journal will need to link the scanned image to the voucher/journal data in PeopleSoft. Approvers will be able to review the document in ImageNow as part of the approval process.

## Launching ImageNow and Logging In

ImageNow can be launched in several ways. You can launch ImageNow:



- By double-clicking the ImageNow icon on the desktop;
- By clicking the ImageNow icon in the Windows System Tray;
- By selecting the ImageNow 6 icon from the Start menu;
- From the Windows Start menu go to Programs > ImageNow 6 > ImageNow 6.

As ImageNow is launched, the splash screen below appears.



### Follow these steps to log into ImageNow:

1. Use the default **UMN 6 Prod connection profile**.
2. In the **Username** field, confirm or enter the user name (x.500).
3. In the **Password** field, enter your password.
4. Click **Connect** to initiate the connection to the ImageNow Server. The ImageNow toolbar will display if you are successfully logged in to ImageNow.

**Note:** The default ImageNow Client installation from EAD-Imaging will have pre-configured your **Connection Profile**. If no Connection Profile is indicated then please contact 1-HELP. If you are unable to connect to the server, verify that you have correctly entered the Username and Password. If you continue to be unable to log in please contact 1-HELP.

## ImageNow Toolbar

The ImageNow toolbar provides single-mouse-click access to your frequently used features. Additionally, the dropdown buttons give you a quick path to those features and functions to which you have been granted security privileges by your administrator. The toolbar may look differently for you depending on your security privileges.



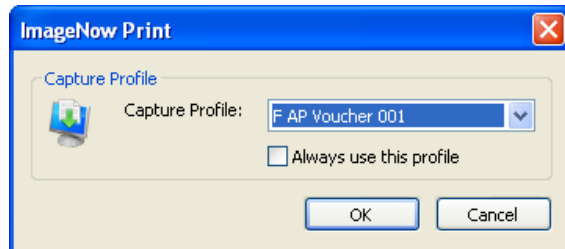
<b>Applications</b>	Formerly called Applets, they are mini programs that connect the financial system with documents in the imaging system. They also define the Document Keys for scanned documents.
<b>Batches</b>	Used by scanner staff to check the quality of newly scanned documents.
<b>Documents</b>	Search for documents that have been linked to a financial transaction in ImageNow by entering search criteria.
<b>Workflow</b>	Access scanned documents through a workflow queue for your cluster. This queue is shared with other voucher preparers in your cluster.
<b>Capture</b>	Used by scanner staff to initiate document capture or scanning process
<b>Help</b>	Contains in depth ImageNow guide

## ImageNow Printer

Cluster preparers may receive invoices and other types of supporting documents already in a form of electronic document such as e-mail, PDF, etc. The ImageNow printer will allow them to submit the document right from their desk instead of printing it out then scanning it into ImageNow. To use this feature, you will need to request ImageNow Printer Capture Profile be setup for you. Please contact your cluster's imaging support person or send an e-mail to [OIA-IMAGING@LISTS.UMN.EDU](mailto:OIA-IMAGING@LISTS.UMN.EDU).

### Printing documents into ImageNow

1. Login to ImageNow.
2. Open and view the document in its native viewer (e-mail client, Acrobat Reader, etc).
3. From the top menu, select File – Print.
4. Choose **ImageNow Printer** as your destination printer then click OK.
5. ImageNow Printer window will pop-up. Select the desired Capture Profile or if you only have one, you can choose to mark "Always use this profile" so will not be prompted every time you print into ImageNow.
6. Your document will show up in the workflow queue.



## Vendor Payment or Journal Entry Workflow

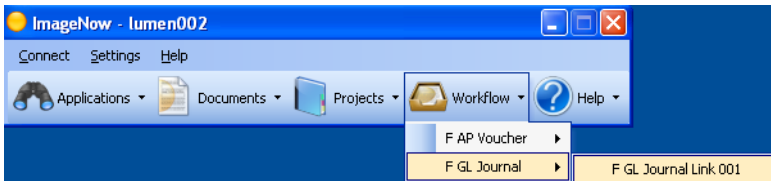
Supporting documents scanned by each cluster are placed into an ImageNow work queue, identified by the cluster Origin ID. Voucher and Journal Preparer(s) for the cluster are responsible for monitoring their own queue for incoming documents to be processed. Voucher/Journal Preparer(s) will create the voucher or journal in PeopleSoft based on the image. Once it is created and saved in PeopleSoft, image document keys will be linked with the assigned PS voucher or journal info.

### Opening a work queue item

1. From the ImageNow toolbar, click the down arrow next to the Workflow button.  
**Voucher:** F AP Voucher > F AP Voucher XXX (your cluster's Origin ID) queue to open.



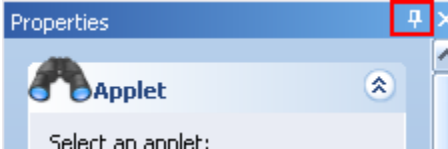

**Journal:** F GL Journal > F GL Journal XXX (your cluster's Origin ID) queue to open.



Documents are listed in the Workflow grid.

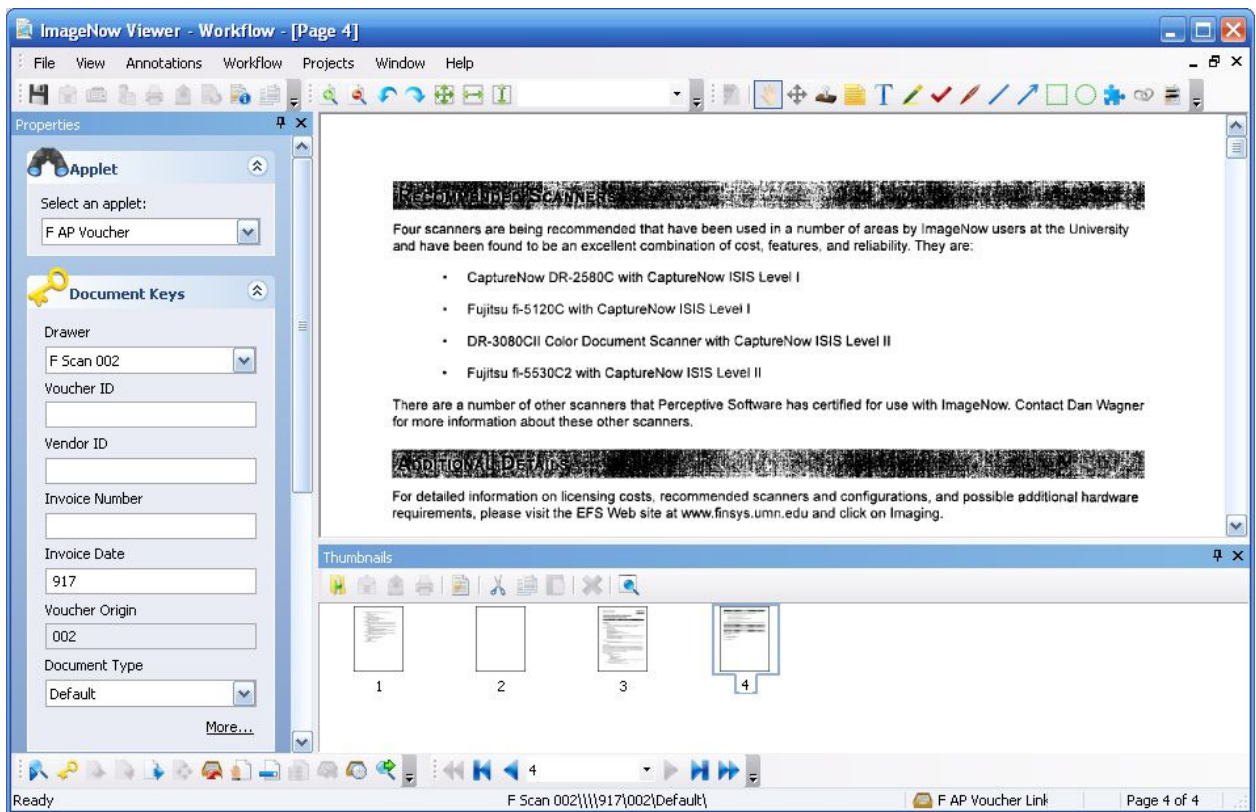
The screenshot shows the ImageNow Explorer window with a grid of documents. The grid has columns for 'Drawer', 'Voucher ID', 'Vendor ID', 'Invoice Number', and 'Invoice Date'. The 'F AP Voucher Link 001' queue is selected in the Views pane.

Drawer	Voucher ID	Vendor ID	Invoice Number	Invoice Date
F Scan 001			592	
F Scan 001			738	
F Scan 001			762	
F Scan 001			761	
F Scan 001			811	
F Scan 001			810	
F Scan 001			900	

2. Double click on an item to open it for viewing and processing.
  - You can click on Properties tab on the left side of your window to see the document keys.
  - You can click on the Pin icon to turn off the Auto Hide mode so it stays open while you are working on your document. 
  - You can turn off image tiling while browsing through the document by going to Window > Automatic Tile then uncheck the option
  - You can sort documents by clicking on the Column Headers
  - You can customize the columns you want to display by going to Table Control 

## Journal and Voucher Creation in PeopleSoft

Preparers are encouraged to create journals and vouchers in PeopleSoft using the scanned supporting documents available in their work queue. Please refer to your Vendor Payment and Journal Entry manual for detail information regarding creating vouchers or journals in PeopleSoft.



- You can add annotations to the documents such as Sticky Note, Highlight, Check Mark, Pen, Rectangle, etc. Right click on the icon to see the different annotation options.




- You can Link, Route, Mark item On Hold, Pending, View Workflow History, etc by clicking on one of these icons.



## Linking



Once voucher or journal is created and SAVED in PeopleSoft, document in ImageNow can now be linked to the transaction. **Linking in ImageNow is only supported using Internet Explorer**

- Navigate or confirm that you are on the correct PeopleSoft page and tab where voucher/journal data is displayed.
  - Make sure transaction has been saved in PeopleSoft. Transaction ID must be assigned by the financial system before the document can be linked to the voucher data.
  - PS Voucher Entry page: PeopleSoft Page: Accounts Payable> Vouchers> Add/Update> Regular Entry (**Invoice Information tab**)
  - PS Journal Entry page: General Ledger>Journals>Journal Entry>Create/Update Journal Entries (**Header tab**)
- On the ImageNow Viewer, click the **Properties** tab to display the Applet sidebar (if it's not already visible).
- Click the **Relink**  icon located on the bottom left corner of your screen.
  - If you have multiple pages opened in PS, make sure that the desired page is the current or last active page.
  - If you accidentally linked the document to the wrong voucher data, click the Relink icon again to correct document keys.
- For Voucher, click on the down arrow for Document Type. Select F AP UMN01 for external vouchers or F AP UMNIS for internal sales vouchers.

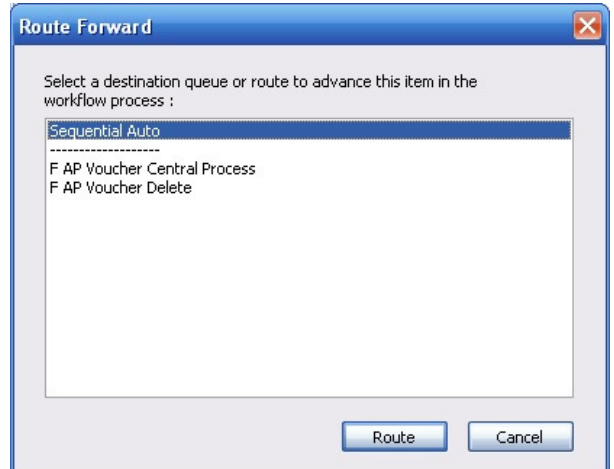
## Document Keys

Drawer (This is where the documents stored in the imaging system. It is similar to a file cabinet)	F AP Voucher	F GL Journal
Folder	Voucher ID	Journal ID
Tab	Vendor ID	Journal Date
Field 3	Invoice Number	Fiscal Year
Field 4	Invoice Date	Accounting Period
Field 5	Voucher Origin	Business Unit
Document Type	Business Unit: UMN01/UMNIS	N/A
Custom Properties - Barcode/Interface ID		

## Route Forward.

1. Confirm that the correct voucher/journal data is linked to the image.
2. If you need to keep document in the queue for additional processing, click the **Save**  icon.
3. Click the **Route Forward**  icon to move document out of the queue.

- Select Sequential Auto to complete the imaging process.
- Select F AP Voucher Delete or F GL Journal Delete if you need to delete the scanned document.
- Select F AP Voucher Central Process if the voucher needs Special Handling attention, a Manual/Express Payment, or a foreign vendor invoice. (See *Vendor Payment manual for details*)



**Note:** If there is already a document exist for this voucher in ImageNow, it will prompt you to **Append** the document. Click Yes to accept. If it is a mistake, please research document in ImageNow and correct the document keys. You will not be able to Replace the document per financial system imaging policy. All supporting documents will be kept in the imaging system.

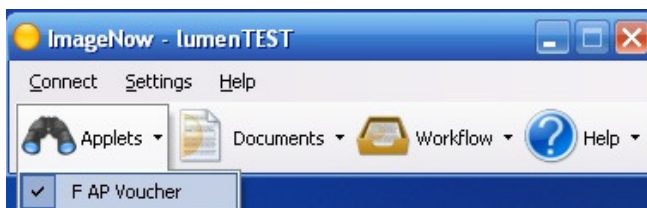
## Searching for Document

Once images are linked to the correct voucher information, it is available for viewing. Users who belong to the financial roles that have access to view voucher information in PeopleSoft will also be able to view the supporting documents in ImageNow.

## View via Applet

The **Applications** icon can be used to retrieve documents when you have the exact key(s) needed to retrieve a certain document. In order to retrieve the document, you must make sure that the correct PeopleSoft Voucher/Journal page is opened before you click the Applets icon.

Click Applications then select the desired learnmode (F AP Voucher, F GL Journal).



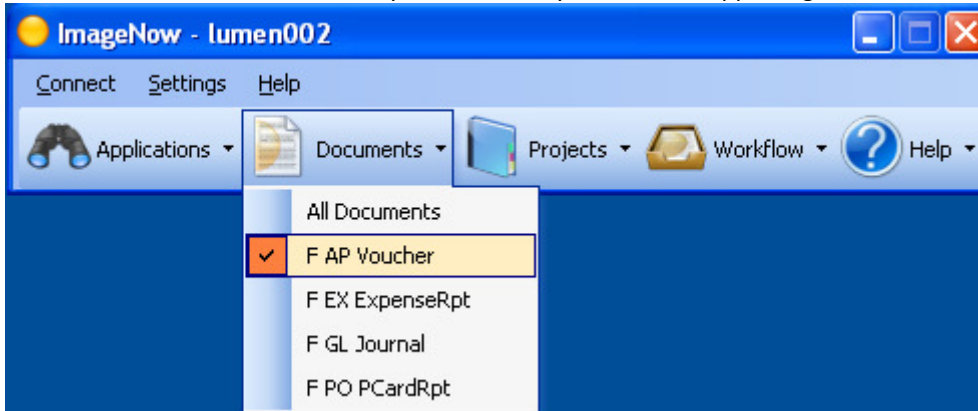
Note: if you have more than one applets available, choose the correct one.

## View via Quick and Advanced Search

The **Documents** icon can be used to retrieve documents using a single criterion (Quick Search) or multiple criteria (Advanced Search).



Click the arrow next to the Documents icon then select a View. For example, choosing All Documents view will give you generic search criteria and will search across all types of documents whereas choosing F AP Voucher view will narrow and limit your search only to voucher supporting documents.



### Simple Search

1. Select a search criterion.

Quick Search Search

Voucher ID is equal to

Drawer

Voucher ID Voucher ID Vendor ID Invoice #

Vendor ID

Invoice Number

Enter search criteria.

2. Select an operator.

starts with

starts with

ends with

contains

is equal to

is not equal to

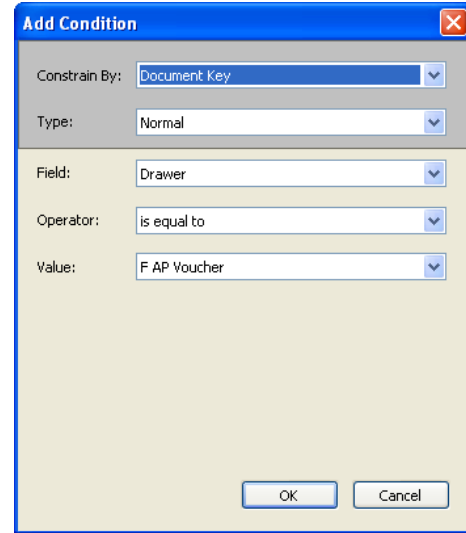
3. Type the key or part of the key.

Quick Search Search

Voucher ID is equal to 00046047 Go

## Advanced Search

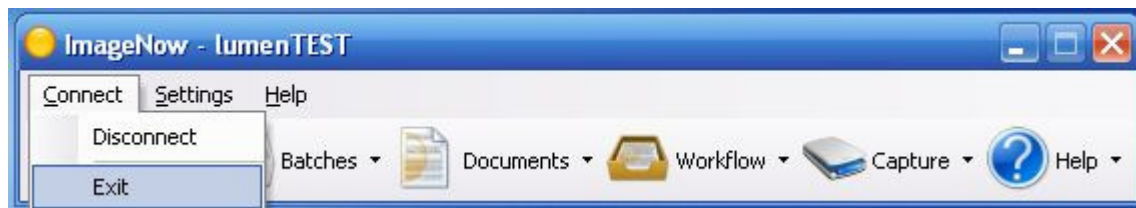
1. Click on the **Search** tab.
2. Click on the **+** button to add the first search criterion. A dialog box opens.
3. Select **Condition**: You can search by document keys, document properties, etc. Searching by Document Keys is the best option for most searches. The labels assigned to these fields depend on the View that you chose.
4. Select **Field**
5. Select **Operator**
6. Select **Type**: Normal requires you to put in key in the value field whereas Prompted will prompt you upon search.
7. Select **Value**: enter key value
8. Click the **Go** **→** button to begin searching or the **+** button again to add another search criterion.



## Disconnecting from the Server

To disconnect from the ImageNow Server, from the ImageNow toolbar, select **Connect > Exit**


The toolbar disappears. After a brief moment, the ImageNow splash screen appears allowing you to log back in. Closing the ImageNow Client will also disconnect your session. To close the current session and exit ImageNow, select **Connect > Exit** from the toolbar or click the **Close (X)** button on the main toolbar.



## Other Imaging Topics

### Editing Document Keys

Only Voucher and Journal Preparers are allowed to change/edit document keys in ImageNow

1. To correct document keys in ImageNow, simply search for the document and open it.
2. Click on the Properties tab if it's not already displayed.
3. Modify key(s)
4. Click **Save** 

### Deleting Financial Documents in ImageNow

Once document has been linked and routed out of the workflow queue. It can no longer be deleted. To delete documents out of ImageNow, please send the request to Leslie Koidahl [koida001@umn.edu](mailto:koida001@umn.edu). Include voucher/journal id and explanation why document or page(s) need to be deleted.

## Back End Imaging

There might be times when invoices cannot be scanned first. In this case, enter the voucher in PeopleSoft using the hard copy of the invoice then note down the Journal/Voucher ID on the supporting document. Once the scanner is available document can be scanned then linked to the existing voucher in PeopleSoft.

## Scanning for Interface Voucher (bar-coded Invoices)

Some areas within the University will be processing payments through their own interface. Payment data will be uploaded into PeopleSoft and supporting documents will also be scanned into ImageNow with assistance of barcode stickers. Clusters that have been identified needing this functionality will see the F AP Voucher XXX Barcode Capture Profile on their scanner station.

Documents will be scanned and QA'd using the standard procedure. Documents will be placed in the F AP Voucher Interface XXX queue to be routed to a system work queue that will auto-index the document with the correct PeopleSoft voucher information. **Documents should not be imaged unless voucher has been successfully uploaded into PeopleSoft.**

## Paper Archiving

Clusters are recommended to keep all supporting documents for at least 90 days before they can be securely shredded.

## Troubleshooting

ImageNow errors, issues, and questions	Technology Helpline 1-HELP (1-4357) or Financial Helpline (612) 624-1617
Installation problem and hardware problem	College IT Support
Journal/Voucher processing question	Vendor Payment or Journal Entry Manual