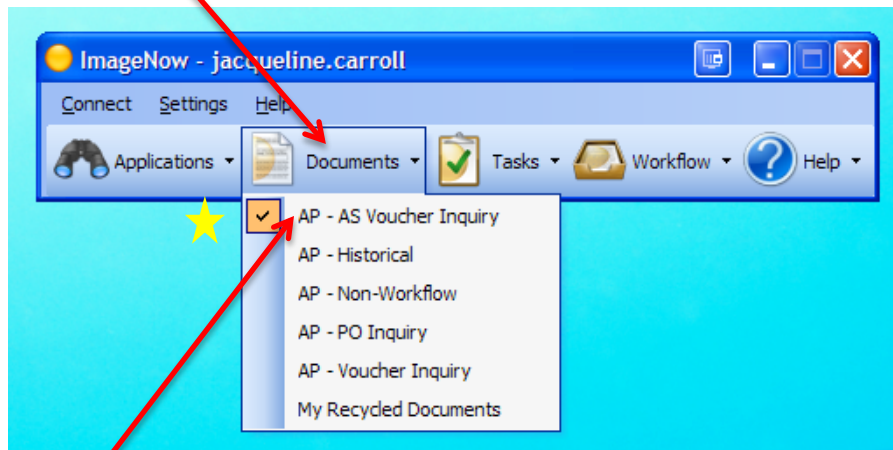
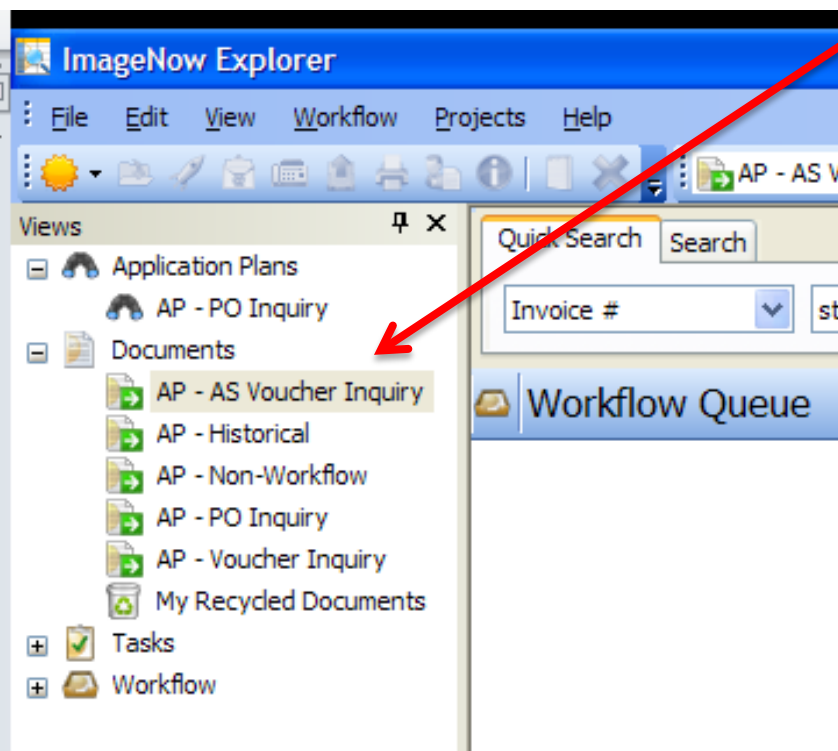


ImageNow AS – Voucher Inquiry

To start searching for a specific invoice/voucher, double click on the Documents Button located on the Tool Bar Menu



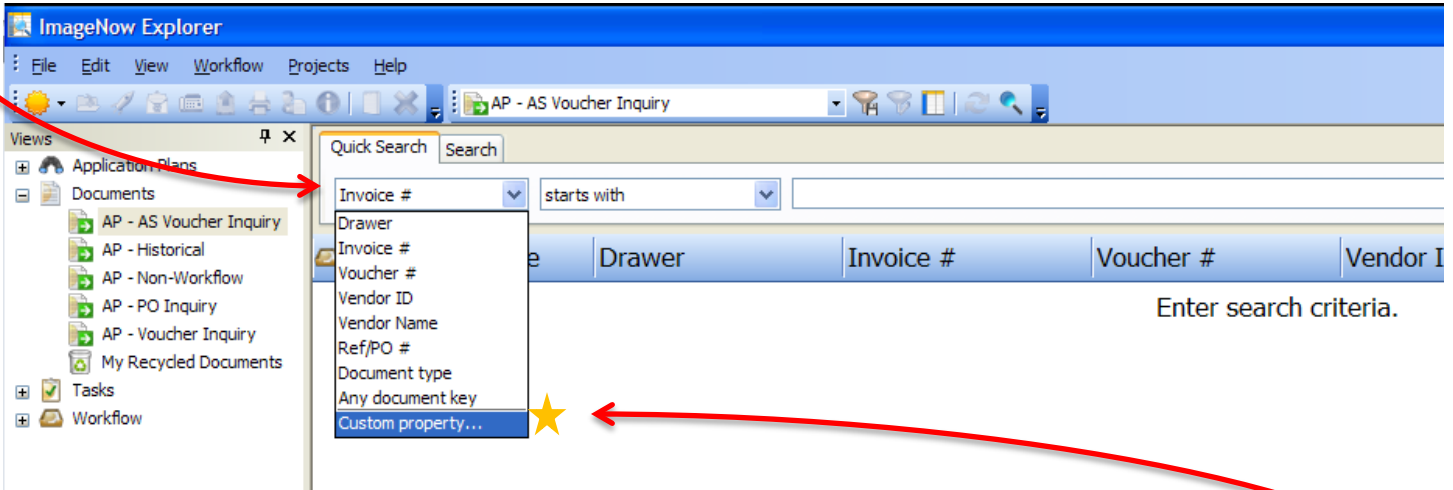
*To refine your search immediately, click once on the down arrow located on the immediate right side of the Documents Button and select AP – AS Voucher Inquiry.



If AP – AS Voucher Inquiry was not previously selected, select AP – AS Voucher Inquiry link located under the Documents Heading on the View Menu located on the left hand side of the screen.

Under the Quick Search Tab, select the first drop down menu on the left hand side for more AP – AS Voucher Inquiry Option.

*Invoice # is the default search criteria

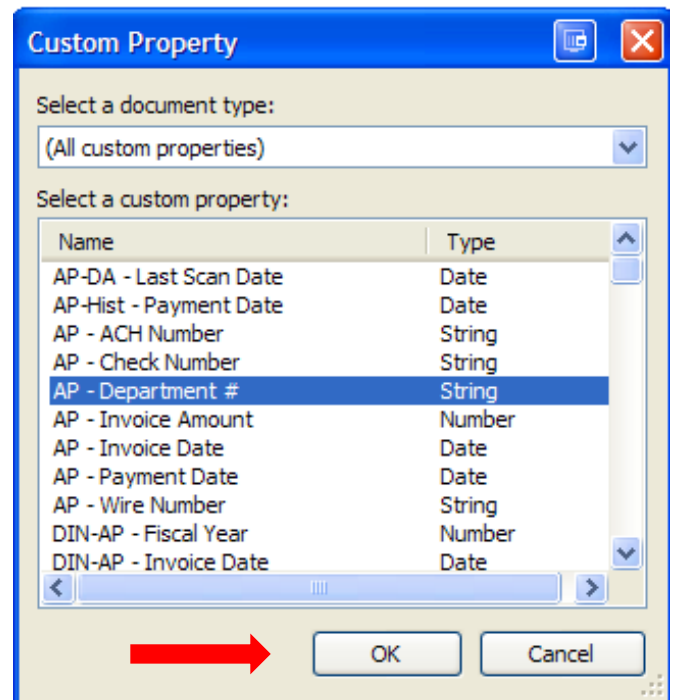


Select your preferred search criteria or select Custom Property for more search options.

*For this demonstration the Custom Property option was selected

Select Custom Property Option and then select preferred search criteria category

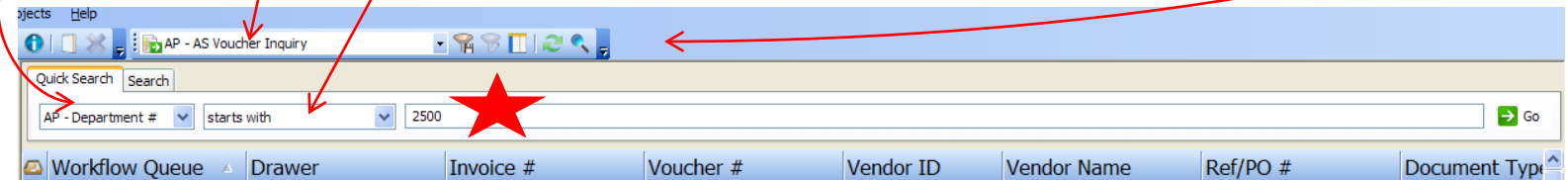
After selecting the specified custom search criterion, click the “OK” button. (For this demonstration, we selected AP – Department #)



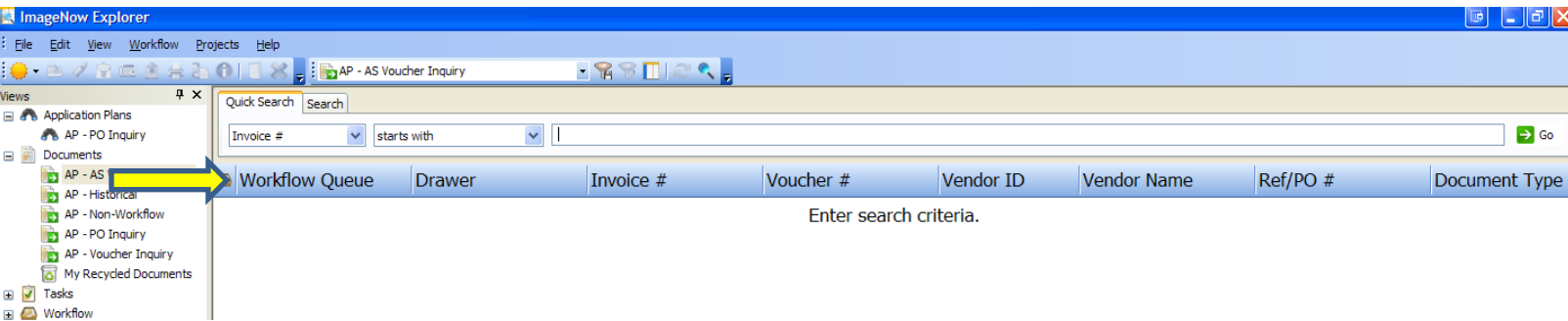
Enter the department number in the far right hand empty field located (directly next to the two drop down menus) to search for all of the AP – AS Voucher Inquiry documents under that department number.

Enter or click “Go” to search.

*You will not be able to scroll through all of the transactions that were located directly. To view all documents, you will need to use the filters.



To sort the various documents returned in the search, click directly on any column header.



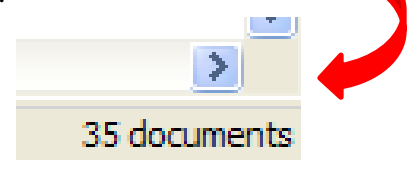
Double click on the document to view
 *Document information will display in a separate window.

The screenshot shows the ImageNow Explorer interface. The main window displays an email titled "Inbox: UB Foundation Activities OL Customer Receipt/Purchase Confirmation". The email content includes a "Welcome to Webmail" banner and a message from "Philip Harmeson" at the University of Buffalo (SUNY) School of Management. Handwritten notes in blue ink are present: "University of Buffalo (SUNY) School of Management" and "2500-1C".

On the right side, a table lists document information:

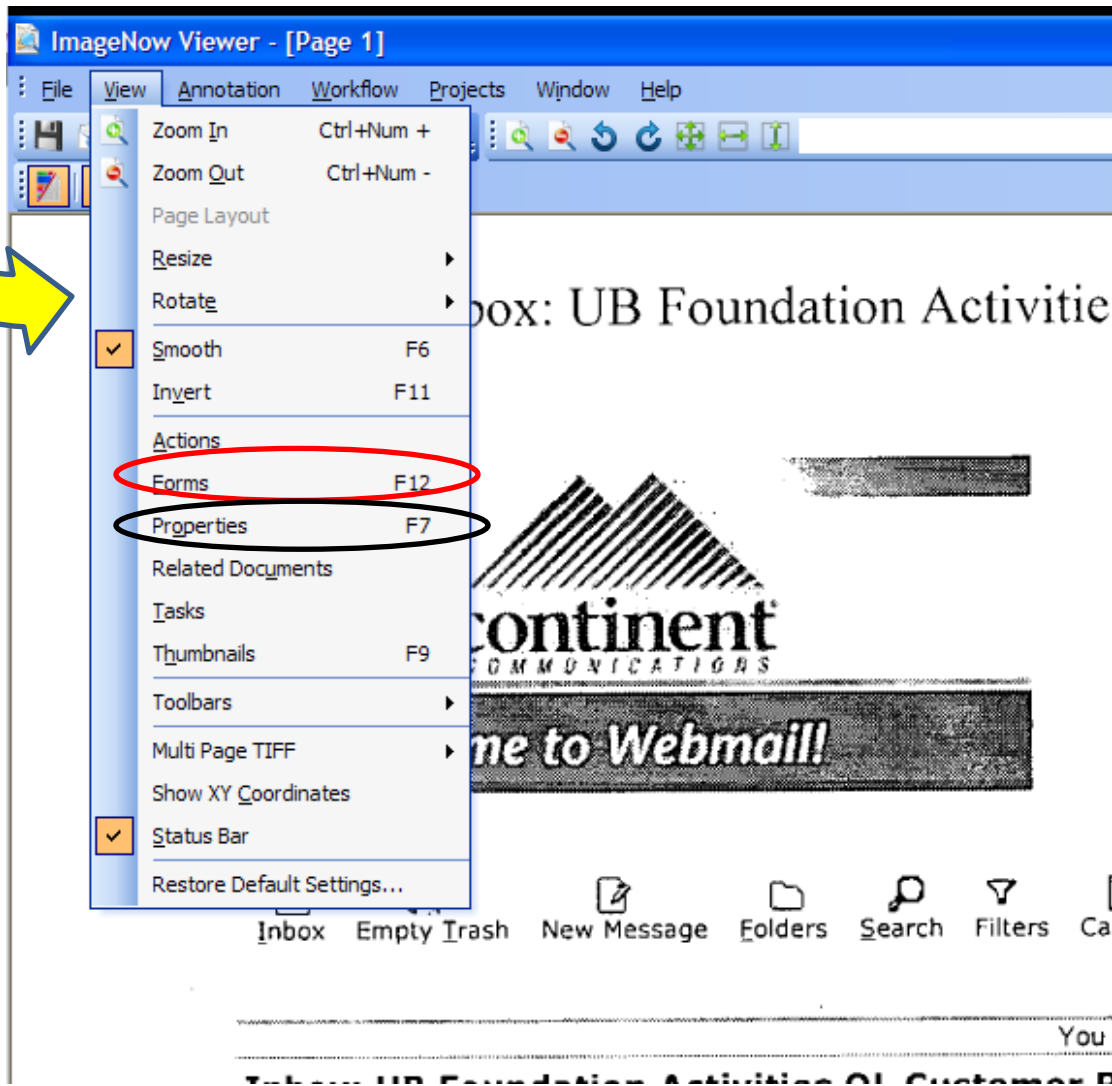
Vendor Name	Ref/PO #	Document Type
Harmeson, Philip Al...	2500-1C	AP - Non-PO In
LASER SYSTEMS	250039460Y	AP - Non-PO In
LASER SYSTEMS	250039460W	AP - Non-PO In
BLOOMBERG BUSI...	2500-1a	AP - Non-PO In
BLOOMBERG BUSI...	2500-1f	AP - Non-PO In
LASER SYSTEMS	2500-1B	AP - Non-PO In
NORBYS OFFICE S...	2500	AP - Non-PO In
Syrup, Gregory M	2500-1G	AP - Non-PO In
LASER SYSTEMS	2500-1I	AP - Non-PO In
AMERICAN SOCIE...	2500-1H	AP - Non-PO In
LASER SYSTEMS	2500-1K	AP - Non-PO In
LASER SYSTEMS	2500-1J	AP - Non-PO In
Rensch, Douglas Lee	2500	AP - Non-PO In
Graf, Christopher R...	2500	AP - Non-PO In
Schermerhorn, Dan...	2500	AP - Non-PO In
Brown, Matthew Al...	2500-1P	AP - Non-PO In
Sperling, Heidei K	2500-1M	AP - Non-PO In
Karlovich, Nicholas ...	2500	AP - Non-PO In
Roth, Jacob Alan	2500	AP - Non-PO In
LASER SYSTEMS	2500	AP - Non-PO In
Sperling, Heather ...	2500	AP - Non-PO In
BOTTOM LINE PE...	2500	AP - Non-PO In
FORBES	2500	AP - Non-PO In
CONSUMER REPO...	2500	AP - Non-PO In
CHRONICLE OF HI...	2500	AP - Non-PO In
LASER SYSTEMS	2500-1U	AP - Non-PO In

*If over 500 documents are returned, you will need to further refine the search.



To view more information regarding the document, click on the view tab located on the left hand side of the tool bar on the top of the screen

- To view the e-form, click the view tab and select the Forms option (Circled in RED)
- To view all of the properties about the transaction, click the view tab and select the Properties option (Circled in BLACK)



If the two choices above are selected, this is what the page will look like.

- Form Column (RED arrow)
- Properties Column (YELLOW arrow)

The screenshot displays the ImageNow Viewer application window. The main area shows a scanned document titled "Inbox :: UB Foundation Activities OL Customer Receipt/Purchase Confirmation". The document includes a Midcontinent logo, a "Welcome to Webmail" banner, and a receipt for a purchase confirmation from the University of Buffalo (SUNY) School of Management. Handwritten notes on the document include "reimburse Phil Harneson certification" and "2500-1C".

On the left side, there is a "Form Column" with a red arrow pointing to it. This column contains various form fields such as "Vendor Location", "Fed Tax Id #", "SSN #", and "Zip". A note next to the SSN field says "Last four digits of Social Security Number only!".

On the right side, there is a "Properties Column" with a yellow arrow pointing to it. This column contains "Document Keys" and "Custom Properties". The "Document Keys" section includes fields for "Drawer", "Invoice #", "Voucher #", "Vendor ID", and "Vendor Name". The "Custom Properties" section includes fields for "AP - Department #", "AP - Invoice Amount", "AP - Invoice Date", "AP - Payment Date", "AP - ACH Number", "AP - Check Number", and "AP - Wire Number".

At the bottom of the window, the status bar shows the path: "AP - Accounts Payable\144726\00020210\0212617\Harneson, Philip Alan\2500-1C\AP - Non-PO Invoice".

To begin a new search, close the previously searched transaction's window (little X, not ImageNow Window = large RED X) and either:

- Select a different document
- Type in a new department number