Job Aid: ImageNow – Using ImageNow Printer

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Financial System users who have the security privilege to scan documents into ImageNow also have the ability to capture electronic documents for the following types of Financial System documents:

- Voucher
- Journal
- Expense Reports
- PCard Reports

This functionality, however, requires the use of the ImageNow desktop program. For this reason, ImageNow Printer is not available for WebNow users (those who use a web browser to access ImageNow documents).

A separate ImageNow Printer Capture Profile must be configured for each type of Financial System document. This will need to be done for each computer where the functionality is required. *Contact the Financial System Support Helpline if ImageNow Printer Capture Profiles are needed on your computer.*

Following are details for using the ImageNow Virtual Printer for Financial System Imaging.

1. Sign in to ImageNow

2. Open the file or the document that is to be captured into ImageNow.

3. Proceed to print the document.

4. At the print dialog, choose “ImageNow Printer” as the printer to which the document should be sent for processing (Figure 1).

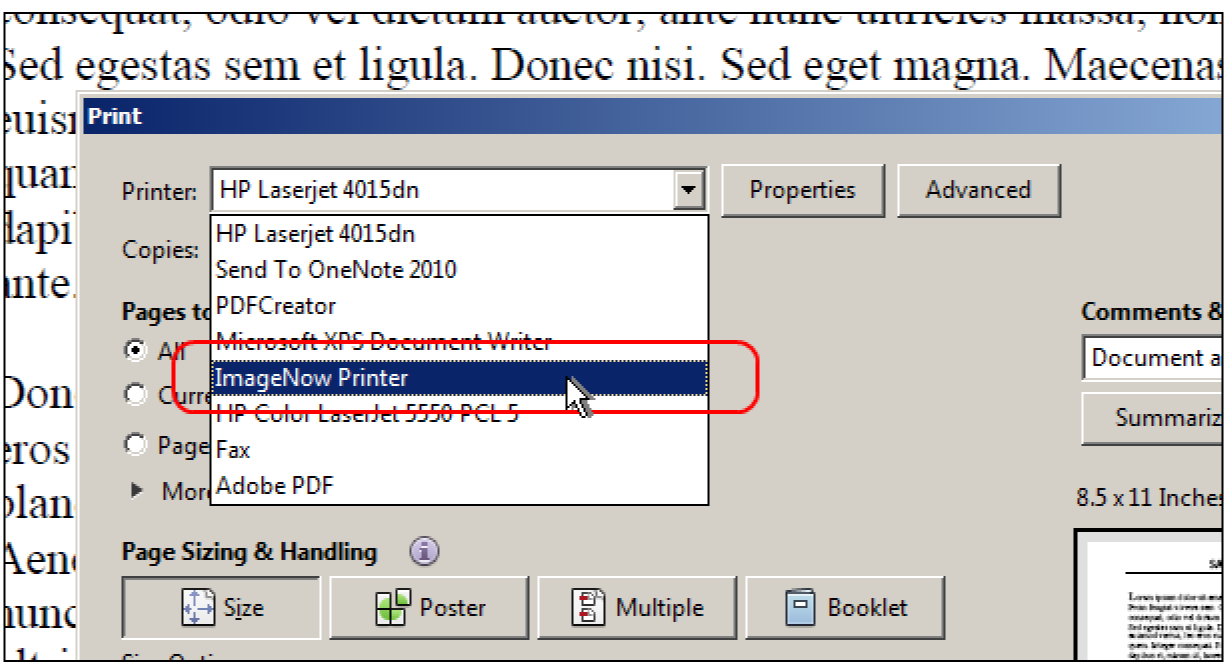

Figure 1

5. Click “Print” to start the print job.

6. The ImageNow Print dialog will open when the document is ready to be uploaded.

7. If you have more than one ImageNow Printer profile, click on the drop-arrow  and choose the appropriate one from the list (Figure 2).

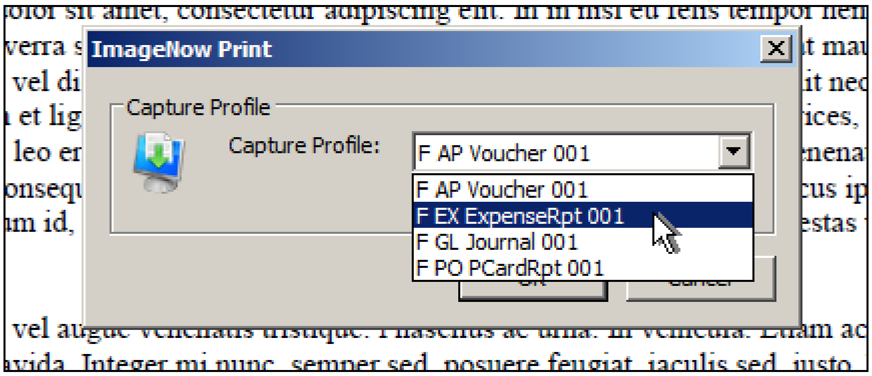

Figure 2

8. Click "OK" to proceed.

(Refer to the details on the following pages about additional processing requirements for PCard and Expense report documents.)

9. Done.

You will find the captured document in the workflow queue where the document would normally be sent had it been captured with a hardware scanner.

ImageNow Printer profiles are only available when the ImageNow Printer is used. Unlike scanning or file import capture profiles, they are not visible from the Capture button (Figure 3).

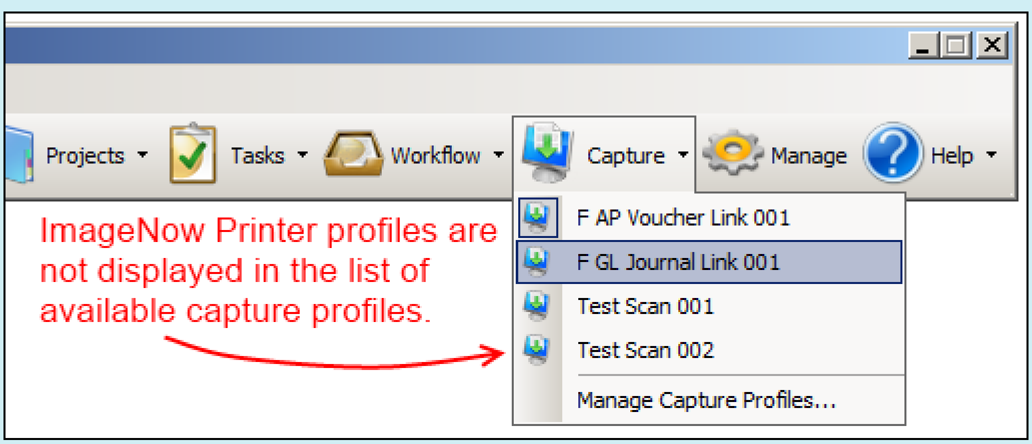

Figure 3

Processing Expense Reports

F EX ExpenseRpt documents require the **Expense ID** in the document's **Folder** field (Figure 4).

Click "Capture" when you have completed keying in the *Expense ID*.

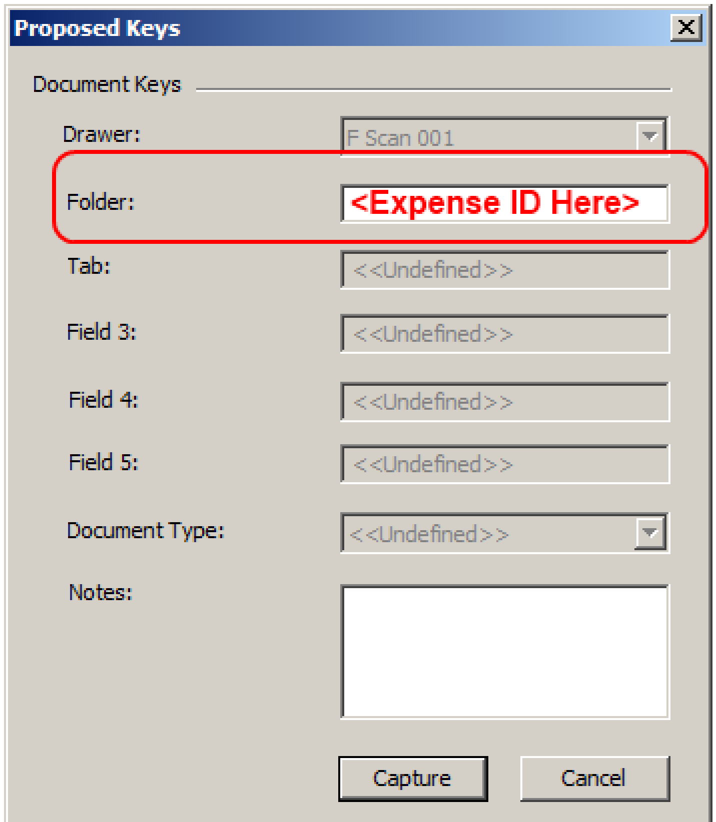

Figure 4

Processing Purchasing Card Reports

F PO PCardRpt documents require the ***Employee ID***, the ***Card#***, and the ***Billing Date*** (Figure 5). These must be entered into the following document fields in exactly the following format:

Folder: *Employee ID* (1234567)
Field 3: *Card#* (Last 4 digits)
Field 4: *Billing Date* (MMDDYYYY **NO SLASHES**)

Click "Capture" when you have completed entering the required information into the document key fields.

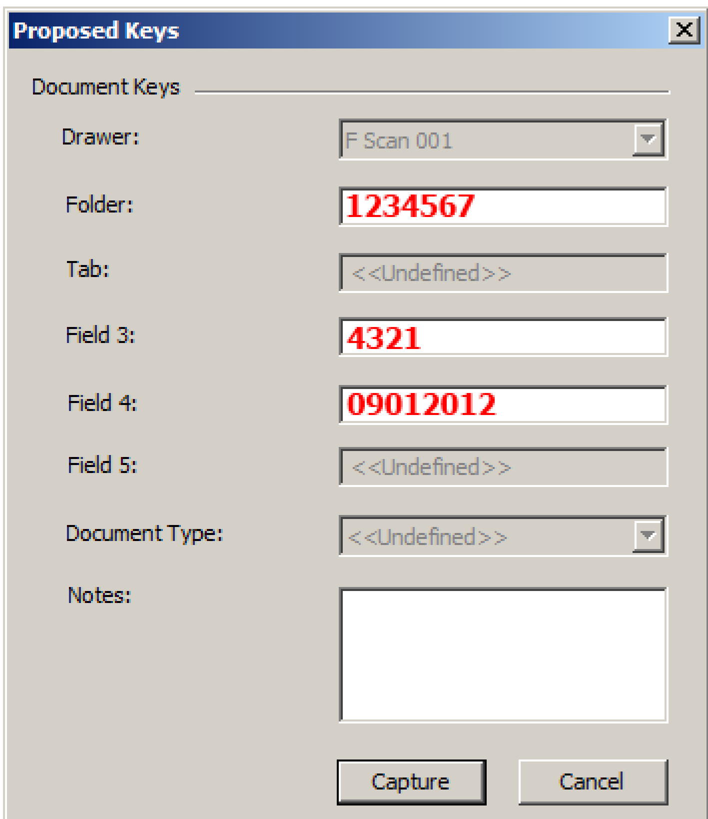

Figure 5