Introduction
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 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).

Setting Up ImageNow Printer for Financial System Imaging.

Requirements:
1. Have ImageNow desktop software installed on the computer.
2. User is a member of a scanner group for the cluster or currently has access to scan documents in ImageNow.

A separate ImageNow Printer Capture Profile must be configured for each type of Financial System document listed above. Following are details for using the ImageNow Virtual Printer for Financial System Imaging.

1. Sign in to ImageNow
2. Click Settings – Options – Capture
3. Click Manage Profile List
4. On the Capture Profiles window, click Create to create a new profile.
5. Enter information below for the document type that you wish to create.
Voucher
General Tab
• Name: Type in “F AP Voucher INPrinter”.
• Source: Select ImageNow Printer from the dropdown list.
• Mode: Select Batch from the dropdown list.
• Send To: Select F AP Voucher Link xxx. The xxx is your cluster origin.

Batch Tab
• Check Automatic Server Processing
• Check Bypass QA Processing Step

Index Keys Tab
• Drawer: Select F Scan xxx. The xxx is your cluster origin
• Field 4: Select Batch Sequence from the dropdown list.
• Field 5: Select Literal and type in your cluster origin.
Journal
General Tab
- Name: Type in “F GL Journal INPrinter”.
- Source: Select ImageNow Printer from the dropdown list.
- Mode: Select Batch from the dropdown list.
- Send To: Select F GL Journal Link xxx. The xxx is your cluster origin.

Batch Tab
- Check Automatic Server Processing
- Check Bypass QA Processing Step

Index Keys Tab
- Drawer: Select F Scan xxx. The xxx is your cluster origin
- Field 5: Select Batch Sequence from the dropdown list.
Expense Report

General Tab
- Name: Type in “F EX Expense INPrinter”.
- Source: Select ImageNow Printer from the dropdown list.
- Mode: Select Batch from the dropdown list.
- Send To: Select F EX Expense Link xxx. The xxx is your cluster origin.

Batch Tab
- Check Automatic Server Processing
- Check Bypass QA Processing Step

Index Keys Tab
- Drawer: Select F Scan xxx. The xxx is your cluster origin
- Folder: Select User Entry from the dropdown list.
**Purchase Details Report**

**General Tab**
- Name: Type in “F PO PCardRpt INPrinter”.
- Source: Select ImageNow Printer from the dropdown list.
- Mode: Select Batch from the dropdown list.
- Send To: Select F PO PCardRpt Link xxx. The xxx is your cluster origin.

**Batch Tab**
- Check Automatic Server Processing
- Check Bypass QA Processing Step

**Index Keys Tab**
- Drawer: Select F Scan xxx. The xxx is your cluster origin
- Folder: Select User Entry from the dropdown list.
- Field 3: Select User Entry from the dropdown list.
- Field 4: Select User Entry from the dropdown list.

Importing ('printing') documents

1. Sign in to ImageNow. You will get an error message if you have not signed in to the system.
2. Open the document in its native format (i.e. PDF, Word, Excel, etc). Choose File > Print

3. Print dialog window will come up. Choose ImageNow Printer as the printer name then click OK. If necessary, select the page(s) you're trying to import.
4. If you have more than one ImageNow Printer profile, click on the drop-arrow and choose the appropriate one from the list.

5. Click OK to proceed.

6. Documents will be sent to their respective workflow queues. Please note there are additional processing steps for Expense and PCard reports described below.
Processing Expense Reports

1. When you use ImageNow Printer to capture Expense reports, you will be required to enter the Expense ID (Figure 4).
2. Click “Capture” when you have completed keying in the Expense ID.

![ImageNow Printer with Expense ID highlighted](image1.png)

Figure 1

3. Documents will be sent to the F EX ExpenseRpt xxx workflow queue.
4. From the ImageNow toolbar, click the down arrow next to the Workflow button. Choose F EX ExpenseRpt > EX ExpenseRpt XXX
5. Make sure Expense/Sheet IDs for the document(s) you just entered is correct.
6. Select the documents to be submitted. Shift-key will allow you to select multiple lines.
7. Right-Click > Workflow > Route Forward or go the menu then select Workflow > Route Forward
Processing PCard Reports

1. When you use ImageNow Printer to capture PCard reports, you will be required to enter 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)

2. Click “Capture” when you have completed keying in the Expense ID.

   ![Figure 5](image)

3. Documents will be sent to the F PO PCardRpt xxx workflow queue.
4. From the ImageNow toolbar, click the down arrow next to the Workflow button.
5. Choose F PO PCardRpt > F PO PCardRpt XXX (xxx is your cluster origin id)
6. Make sure the PCard data for the document(s) you just entered are correct.
7. Select the documents to be submitted. Shift-key will allow you to select multiple lines.
8. Right-Click > Workflow > Route Forward or go the menu then select Workflow > Route Forward
Troubleshooting

Delete document from ImageNow
Documents can be deleted if they are still in the queue. Once documents are submitted into ImageNow, financial users do not have the access to delete Vouchers, Journals, Expense and PCard supporting documents out of ImageNow. To request a document to be deleted, please send an e-mail to Disbursement Services

Document returned into the queue and flagged Failed
Typically a document is returned by the system to the origin queue because the script failed to auto index the document for example because Expense report ID or Employee ID does not exist in PeopleSoft. Cluster/departmental user must fix this problem by re-keying the correct value then resubmitting document.

Questions?
If you have any questions regarding this process, please call the University Financial Helpline
Phone: (612) 624-1617
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