How to Access and View Imaged Documents in BFS

The Disbursements Office converts vendor invoices from paper to electronic images. The ability to view these images is available to all campus BFS/AP users. Images can be accessed in BFS from two locations:

A. Voucher Inquiry page, or
B. Worklist Voucher Approval page

AP documents that cannot be viewed by campus users include:

- EFT authorizations
- Direct Vouchers
- BluCard back-up
- Adjustments
- Wire transfer vouchers
- Invoices processed prior to November 26, 2007
- Travel & Entertainment back-up prior to September 1, 2009

A. From VOUCHER INQUIRY PAGE – Steps 1 and 2 to access imaged documents:

1. From the Voucher Inquiry page, to view imaged documents click on the Image tab.

2. From the Image Tab screen, click on the View Image button to launch the WebNow document access system.

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B. From WORKLIST VOUCHER APPROVAL PAGE – Steps 1 and 2 to access imaged documents:

1. From the Worklist Voucher Approval page, to view imaged documents click on the Image tab.

![Image Tab Screen](image1)

2. From the Image Tab screen, click on the View Image button to launch the WebNow document access system.

![View Image Button](image2)

To view imaged documents, Steps 3 through 8 are the same for either access method (A or B) above:

3. The WebNow system opens with a Security Warning message. Click “Yes”.

![Security Warning](image3)
4. The document will be displayed in a new window.

5. The page number that you are viewing and the number of pages in the document are displayed below the image. For multi-page documents, use the arrow next to the page number field to scroll forward to the next page or to scroll back to the previous page.

6. Note the toolbar above the document image. Click on the icons for the following actions:
   
   a. **Print** – allows user to print a copy of the document
   
   b. **Zoom In** – enlarges images on the screen
   
   c. **Zoom out** – Makes images on the screen smaller
   
   d. **Rotate Left** – Rotates image counterclockwise 90 degrees
   
   e. **Rotate Right** – Rotates image clockwise 90 degrees
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f. Fit Window – Resizes image to fit in the space available on the screen

g. Fit Width – Resizes image to fit the entire width of the window

h. Fit Height – Resizes image to fit the entire height of the window

7. If you get a “No documents found” result while attempting to view an image:
   - it may contain confidential information, which will not be displayed, or
   - it may be an old document, processed before Nov 26, 2007.

8. When you are done viewing a document, click on the red X in the upper right corner of the WebNow image window (not the BFS screen). This will return you to the BFS page.