

## 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.

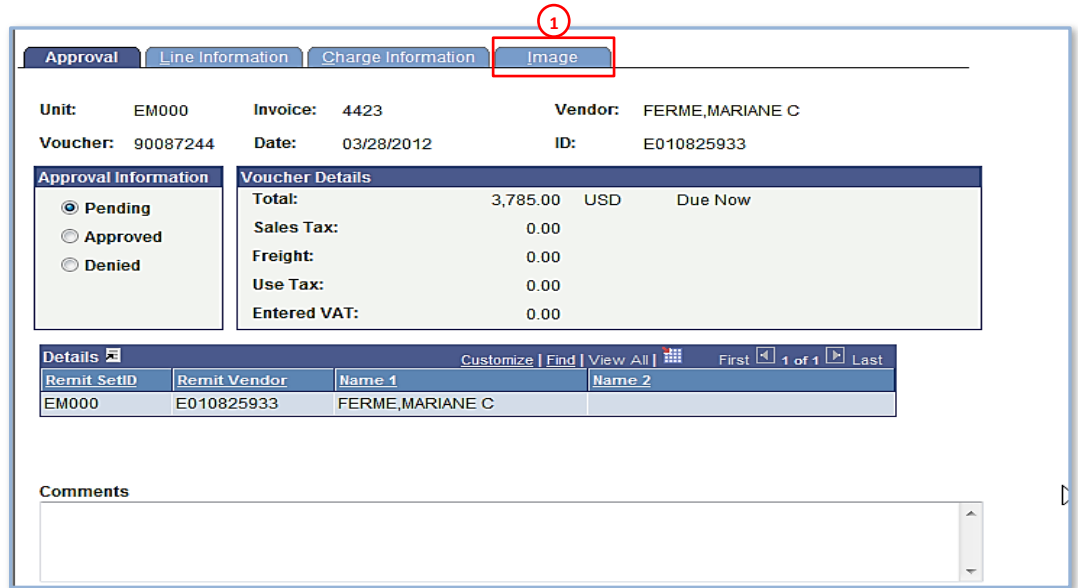
Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Image
<b>Business Unit:</b>	10000	<b>Invoice Date:</b>	02/29/2012			
<b>Voucher ID:</b>	12609425	<b>Invoice No:</b>	AD2059894			
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	2,000.00	USD		
<b>Contract ID:</b>						
<b>Vendor Name:</b>	NATURE PUBLISHING GROUP		<b>Pay Terms:</b>	Net 30 Day		
	ADVERTISEMENT DIVISION		<b>Voucher Source:</b>	Online		
	LONDON N1 9XW GBR					
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONC			
<b>Match Status:</b>	Matched	<b>Created:</b>	04/03/2012			
<b>Approval Status:</b>	Approved	<b>Created By:</b>	011852050			
<b>Post Status:</b>	Posted	<b>Modified:</b>	04/03/2012			
		<b>Modified By:</b>	011852050			
		<b>ERS Type:</b>	Not Applicable			
<b>Budget Status:</b>	Valid	<b>Close Status:</b>	Open			
<b>Budget Misc Status:</b>	Valid					
<b>View Related</b>	Payment Inquiry	Go				
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>						
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>   <a href="#">Image</a>						

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

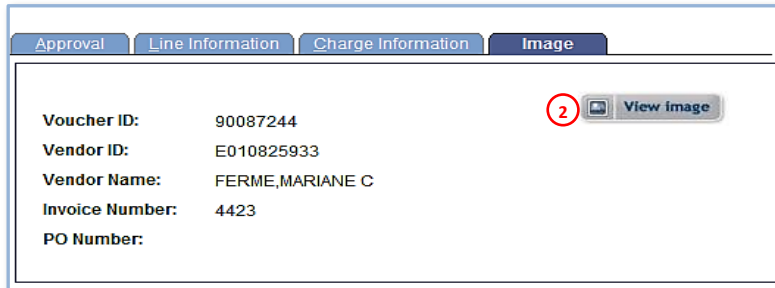
Invoice Information	Payments	Voucher Attributes	Error Summary	Image
<b>Voucher ID:</b>	12609425	<b>View image</b>		
<b>Vendor ID:</b>	0000526716			
<b>Vendor Name:</b>	NATURE PUBLISHING GROUP			
<b>Invoice Number:</b>	AD2059894			
<b>PO Number:</b>	2000104010			

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

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

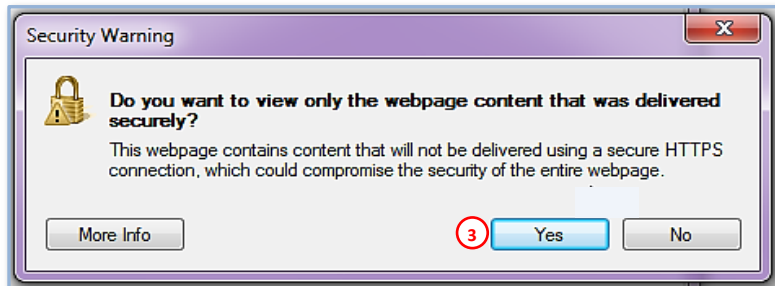


- From the Image Tab screen, click on the **View Image** button to launch the WebNow document access system.



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

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




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

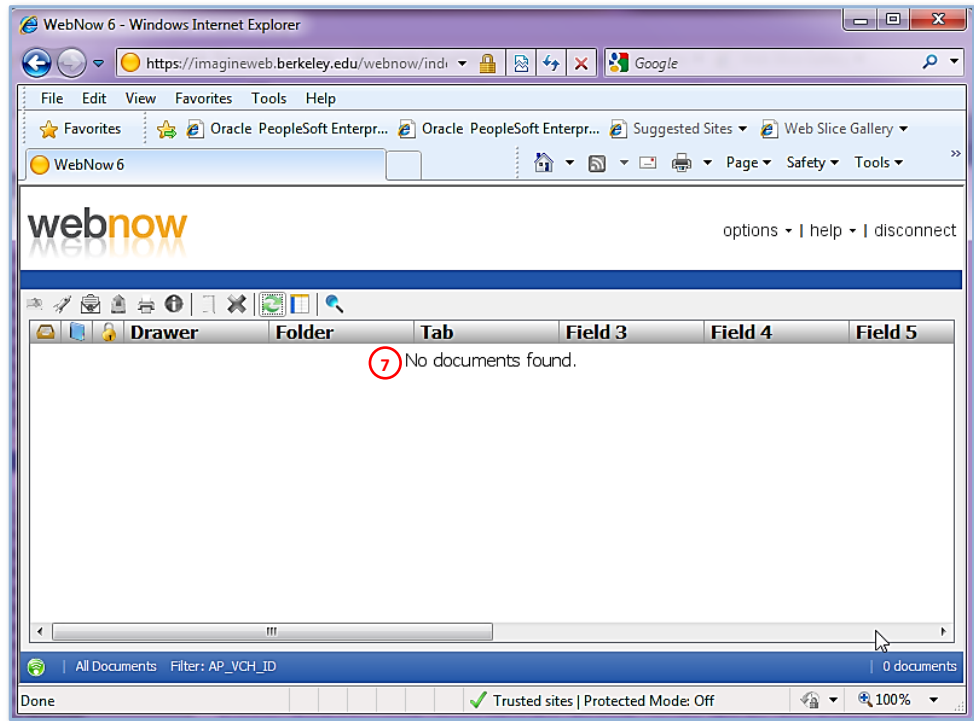
c.  **Zoom out** – Makes images on the screen smaller


d.  **Rotate Left** – Rotates image counterclockwise 90 degrees

e.  **Rotate Right** – Rotates image clockwise 90 degrees

- 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.

