PO invoice images

1. Navigate to the following page:

Main Menu ▾ > Finance Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

   Note: You must use the **Regular Entry** search and not the Campus Voucher Entry search

2. Click on the **Find an Existing Value** tab and then search by either the voucher ID or invoice number

3. When the voucher opens, click on the **Invoice Information** tab

4. Once on the invoice information screen, click on the **ImageNow Attachments** link on the right side of the page

5. On the resulting page, click **View** to access the PO invoice image. This should open up a pdf image of the invoice. At this point, you may view or print the invoice as needed.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▽ Search Criteria

Business Unit:	= ∨	UNCCH
Voucher ID:	begins with ∨	
Invoice Number:	begins with ∨	
Invoice Date:	= ∨	
Short Vendor Name:	begins with ∨	
Vendor ID:	begins with ∨	
Name 1:	begins with ∨	
Voucher Style:	= ∨	
Related Voucher:	begins with ∨	
Entry Status:	= ∨	
Voucher Source:	= ∨	
☐ Case Sensitive		

Search	Clear	Basic Search	Save Search Criteria