

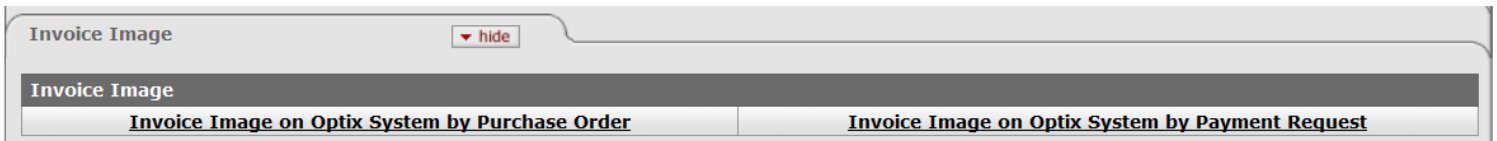
Accessing the Invoice Image through KFS for UMCP, UMCES and USM Campuses

The invoice image can now be accessed through KFS for UMCP, UMCES and USM replacing the functionality that was available through ProWeb with FRS. Please note, the invoice images are still available through ProWeb for payments that were processed through FRS.

There is a tab located on the Payment Request and the Disbursement Voucher labeled Invoice Image. This tab contains the link to the invoice image through the Optix database.

Below are the steps to access the invoice image from the Payment Request and the Disbursement Voucher.

Payment Request – the Invoice Image tab will have two links, one to retrieve a “hit list” of invoice images by Purchase Order and one for the image associated with the specific Payment Request



If you click the link **Invoice Image on Optix System by Purchase Order**, a list of invoice images for the Purchase Order will be returned

KFS Optix Image Document Search Results

These are the Optix Image documents which met your search criteria of PO=12863. Click on the Optix Document ID to view the Optix document.

	Optix Document ID	P.O. Number	Invoice Number	DV #	PreReq
1.	686528	12863	4290428107		P33211
2.	686478	12863	4290707295		P32813
3.	685676	12863	4290311638		P32228

Click the Optix Document ID [hyperlink](#) to retrieve the invoice image as a PDF.

KFS Optix Image Document Search Results

These are the Optix Image documents which met your search criteria of PO=12863. Click on the Optix Document ID to view the Optix document.

	Optix Document ID	P.O. Number	Invoice Number	DV #	PreReq
1.	686528	12863	4290428107		P33211
2.	686478	12863	4290707295		P32813
3.	685676	12863	4290311638		P32228

Copyright 2005-2014 Unive
Portions of Kualii are copyrighted

Opening 12863-686528.pdf

You have chosen to open:
12863-686528.pdf
which is: Adobe Acrobat Document (15.4 KB)
from: <https://otc-1.umd.edu>

What should Firefox do with this file?

Open with Adobe Acrobat (default)

Save File

Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

OK Cancel

Click "OK" and the invoice image will be displayed.

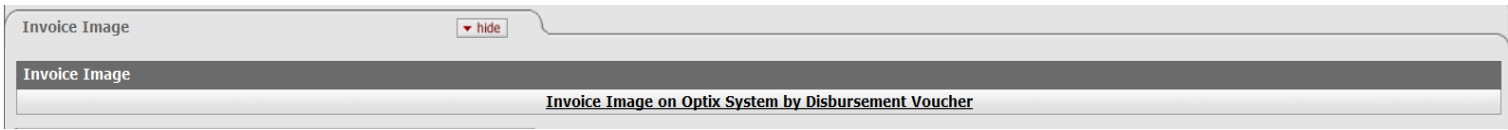
If you click the link **Invoice Image on Optix System by Payment Request**, a link for the invoice image associated with that specific Payment Request will be returned.

KFS Optix Image Document Search Results

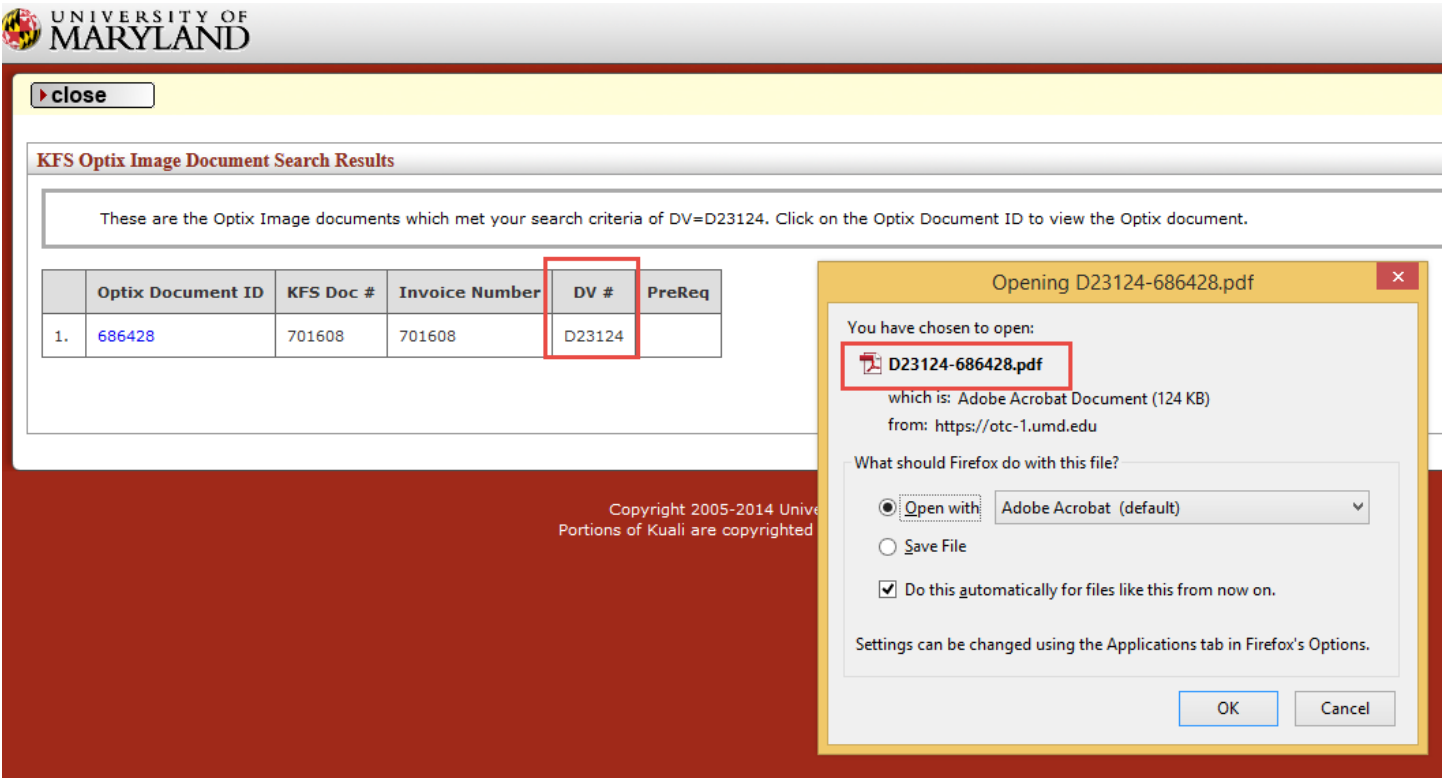
These are the Optix Image documents which met your search criteria of PReq=P33211. Click on the Optix Document ID to view the Optix document.

	Optix Document ID	P.O. Number	Invoice Number	DV #	PreReq
1.	686528	12863	4290428107		P33211

Disbursement Voucher – the Invoice Image tab will have one link for the invoice image associated with the specific Disbursement Voucher.



Click the Optix Document ID [hyperlink](#) to retrieve the invoice image as a PDF.



UNIVERSITY OF MARYLAND

close

KFS Optix Image Document Search Results

These are the Optix Image documents which met your search criteria of DV=D23124. Click on the Optix Document ID to view the Optix document.

	Optix Document ID	KFS Doc #	Invoice Number	DV #	PreReq
1.	686428	701608	701608	D23124	

Copyright 2005-2014 Unive
Portions of Kualii are copyrighte

Opening D23124-686428.pdf

You have chosen to open:
D23124-686428.pdf
which is: Adobe Acrobat Document (124 KB)
from: https://otc-1.umd.edu

What should Firefox do with this file?

Open with: Adobe Acrobat (default)

Save File

Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

OK Cancel

Click “OK” and the invoice image will be displayed.