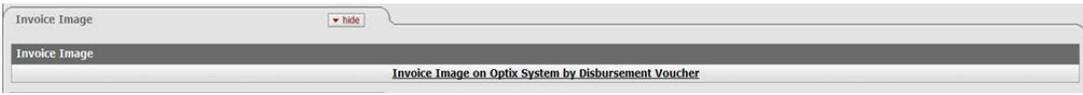


**Navigation:**

KFS > Main Menu > Custom Document Searches > Purchasing/Accounts Payable > Payment Requests

KFS > Main Menu > Custom Document Searches > Financial Processing > Disbursement Vouchers

Step	Action
1.	<p>In the <b>Payment Request</b> document, the Invoice Image tab will have two links, one to retrieve a list of invoice images by Purchase Order and one for the image associated with the specific Payment Request.</p> 
2.	Click the link <b><u>Invoice Image on Optix System by Purchase Order</u></b> , a list of invoice images for the Purchase Order will be returned.
3.	Click the Optix Document ID hyperlink to retrieve the invoice image as a PDF.
4.	Click “OK” and the invoice image will be displayed.
5.	click the link <b><u>Invoice Image on Optix System by Payment Request</u></b> , a link for the invoice image associated with that specific Payment Request will be returned.
6.	<p>In the <b>disbursement Voucher</b>, the Invoice Image tab will have one link for the invoice image associated with the specific Disbursement Voucher.</p> 
7.	Click the Optix Document ID hyperlink to retrieve the invoice image as a PDF.
8.	Click “OK” and the invoice image will be displayed.