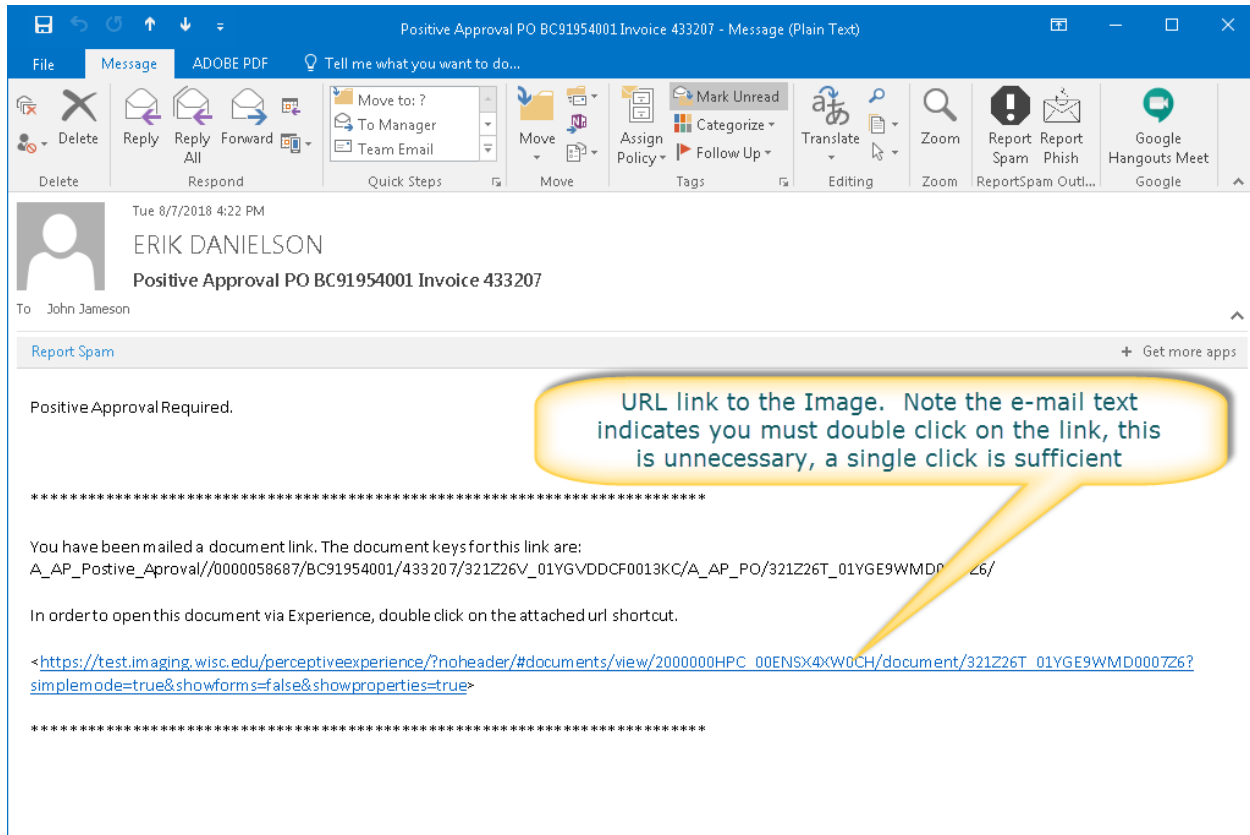



Accounts Payable Positive Approval in Perceptive Experience Instructions

1. The user identified as the default contact for positive approval will be e-mailed a link to the document in Perceptive Experience

Example of an e-mail with Perceptive Experience URL.



- After clicking on the link in the e-mail, you might be taken to the NetID login screen. You won't see this if your browser session is already authenticated with your NetID credentials (if you already logged in to MyUW for example).

 **University of Wisconsin-Madison Login**

Login

NetID [Forgot NetID](#)

Password [Forgot password](#)

Login

Need help?

- [Activate your NetID](#)
- [Modify your account](#)
- [Create a strong password](#)
- [Common login questions](#)
- [Contact the Help Desk](#)

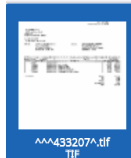
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- The image will open in Perceptive Content. Click the "Open in Workflow" button to open in workflow mode. This allows for routing the image forward.

Browser: https://test.imaging.wisc.edu/perceptiveexperience/tnoheader/#documents/view/2000000HPC_00EN5X400WCH/docu

File Edit View Favorites Tools Help

Open in Workflow


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HF GROUP

Invoice

Page 1/1
Invoice 10006476
Date 6/22/2018
Customer Number 67100003

HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962

Fed ID# 20-4101469
260-982-2107 or 800-334-3628

BILL To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

Ship To: UNIV OF WISCONSIN MADISON
B137 MEMORIAL LIBRARY
728 STATE STREET (BASEMENT)
MADISON WI 53706

Purchase Order No.	Customer ID	Shipping Method	Payment Terms	Requisition	Master No.
BC91954058257	67100003		Net 30		18N083GRP1
Ordered	Item Number	Description	Unit Price	Ext. Price	
24	2100	CUSTOM BOOK	\$0.00	\$0.00	
1	21BP00	CUSTOM BOOK - BOX POCKET	\$15.30	\$15.30	
2	21CP00	CUSTOM BOOK - CLOTH POCKET	\$7.65	\$15.30	
2	21RC01	CUSTOM BOOK - ADHESIVE RECASE	\$8.30	\$16.60	
22	21SM01	CUSTOM BOOK - DOUBLE FAN ADHESIVE	\$7.30	\$160.60	
1	21SU00	CUSTOM BOOK - STUBBING/FILLER per volume	\$3.90	\$3.90	

DOCUMENT PROPERTIES

NAME
321226T_01YGE9WMD0007Z6

DRAWER
A_AP_Postive_Aproval

VOUCHER ID

VENDER ID
0000058687

PO ID
BC91954001

INVOICE #
433207

FIELD5
321226V_01YGVDDCF0013KC

TYPE
A_AP_PO

CUSTOM PROPERTIES

AP_PROCESS_PRIORITY
07 - Positive Approval

1 / 1 25% - +

- The window will refresh. Click the icon seen in the screenshot below to create an annotation. Apply the annotation to the image selecting Annotation Type of Text Stamp and Annotation Template of either AP_Campus_Approval or AP_Campus Reject.

Invoice

Page 1/1
Invoice 18006476
Date 6/22/2018
Customer Number 67100003

HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962

Fed ID# 20-4101469
260-982-2107 or 800-334-3628

Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

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Invoice

Page 1/1
Invoice 18006476
Date 6/22/2018
Customer Number 67100003


HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962

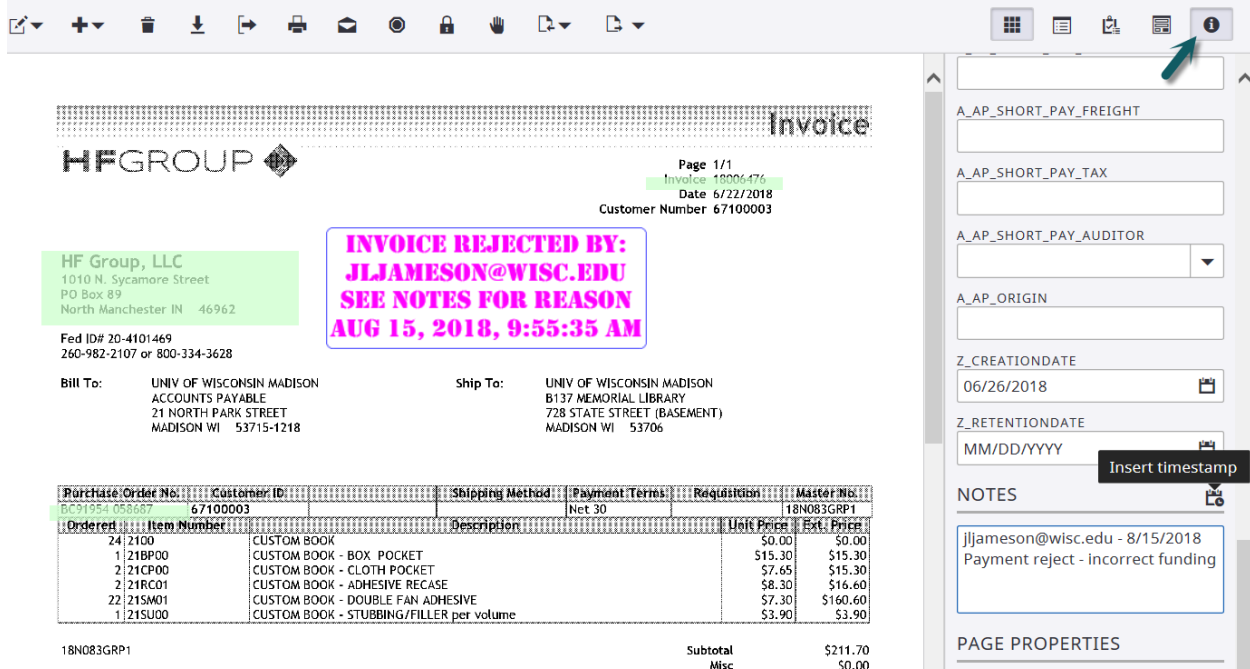
Fed ID# 20-4101469
260-982-2107 or 800-334-3628

Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

Ship To: UNIV OF WISCONSIN MADISON
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MADISON WI 53706

Purchase Order No.	Customer ID	Shipping Method	Payment Terms	Requisition	Master No.
BC81954 058687	67100003		Net 30		18N083GRP1
Ordered	Item Number	Description	Unit Price	Ext. Price	
24	2100	CUSTOM BOOK	\$0.00	\$0.00	
1	21BP00	CUSTOM BOOK - BOX POCKET	\$15.30	\$15.30	
2	21CP00	CUSTOM BOOK - CLOTH POCKET	\$7.65	\$15.30	
2	21RC01	CUSTOM BOOK - ADHESIVE RECASE	\$8.30	\$16.60	
22	21SM01	CUSTOM BOOK - DOUBLE FAN ADHESIVE	\$7.30	\$160.60	
1	21SU00	CUSTOM BOOK - STUBBING/FILLER per volume	\$3.90	\$3.90	

- If rejecting the invoice for payment enter the reason in the notes section of the Document Properties. If you don't see the Document Properties click the  button to show them. Click the calendar icon above the notes section to add your user ID and date.



Invoice

Page 1/1
Invoice 18006476
Date 6/22/2018
Customer Number 67100003

HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962

Fed ID# 20-4101469
260-982-2107 or 800-334-3628

**INVOICE REJECTED BY:
JIJAMESON@WISC.EDU
SEE NOTES FOR REASON
AUG 15, 2018, 9:55:35 AM**

Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

Ship To: UNIV OF WISCONSIN MADISON
B137 MEMORIAL LIBRARY
728 STATE STREET (BASEMENT)
MADISON WI 53706

Purchase Order No.	Customer ID	Shipping Method	Payment Terms	Requisition	Master No.
BC91954 058687	67100003		Net 30		18N083GRP1

Ordered	Item Number	Description	Unit Price	Ext. Price
24	2100	CUSTOM BOOK	\$0.00	\$0.00
1	21BP00	CUSTOM BOOK - BOX POCKET	\$15.30	\$15.30
2	21CP00	CUSTOM BOOK - CLOTH POCKET	\$7.65	\$15.30
2	21RC01	CUSTOM BOOK - ADHESIVE RECASE	\$8.30	\$16.60
22	21SM01	CUSTOM BOOK - DOUBLE FAN ADHESIVE	\$7.30	\$160.60
1	21SU00	CUSTOM BOOK - STUBBING/FILLER per volume	\$3.90	\$3.90

18N083GRP1 Subtotal \$211.70
Misc \$0.00

Document Properties

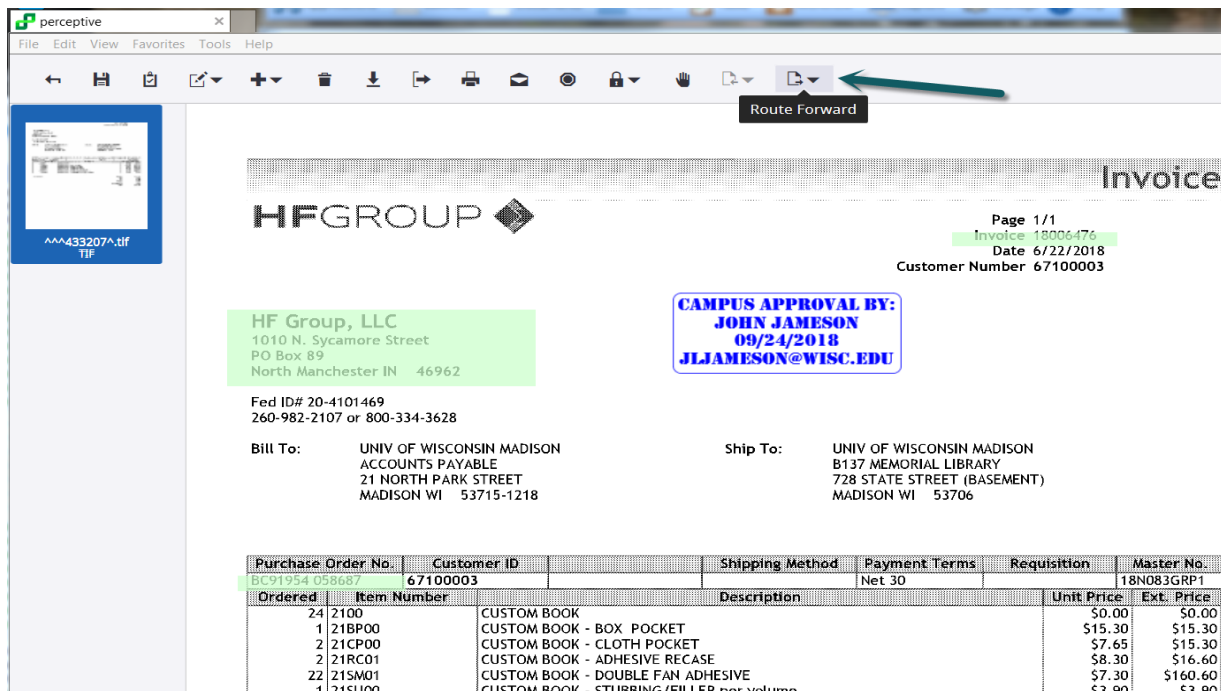
A_AP_SHORT_PAY_FREIGHT
A_AP_SHORT_PAY_TAX
A_AP_SHORT_PAY_AUDITOR
A_AP_ORIGIN
Z_CREATIONDATE 06/26/2018
Z_RETENTIONDATE MM/DD/YYYY
Insert timestamp

NOTES

Jijameson@wisc.edu - 8/15/2018
Payment reject - incorrect funding

PAGE PROPERTIES

- After applying the approval or reject stamp click the Route Forward icon. The process is now complete.



Invoice

Page 1/1
Invoice 18006476
Date 6/22/2018
Customer Number 67100003

HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962

Fed ID# 20-4101469
260-982-2107 or 800-334-3628

**CAMPUS APPROVAL BY:
JOHN JAMESON
09/24/2018
JIJAMESON@WISC.EDU**

Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

Ship To: UNIV OF WISCONSIN MADISON
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728 STATE STREET (BASEMENT)
MADISON WI 53706

Purchase Order No.	Customer ID	Shipping Method	Payment Terms	Requisition	Master No.
BC91954 058687	67100003		Net 30		18N083GRP1

Ordered	Item Number	Description	Unit Price	Ext. Price
24	2100	CUSTOM BOOK	\$0.00	\$0.00
1	21BP00	CUSTOM BOOK - BOX POCKET	\$15.30	\$15.30
2	21CP00	CUSTOM BOOK - CLOTH POCKET	\$7.65	\$15.30
2	21RC01	CUSTOM BOOK - ADHESIVE RECASE	\$8.30	\$16.60
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1	21SU00	CUSTOM BOOK - STUBBING/FILLER per volume	\$3.90	\$3.90

Document Properties

A_AP_SHORT_PAY_FREIGHT
A_AP_SHORT_PAY_TAX
A_AP_SHORT_PAY_AUDITOR
A_AP_ORIGIN
Z_CREATIONDATE 06/26/2018
Z_RETENTIONDATE MM/DD/YYYY
Insert timestamp

NOTES


Jijameson@wisc.edu - 8/15/2018
Payment reject - incorrect funding

PAGE PROPERTIES

7. If you need a copy of the invoice, use the “Export to PDF” or “Print” options to get a copy in PDF. If using the Print option, the “convert to PDF” checkbox might not work, depending on the browser you are using and whether or not the browser has the PDF plugin activated. You can still Print to PDF without having to select “convert to PDF”. The “Download” button will work, but it will download a file with a .G42 extension that won’t really be of any use.

File Edit View Favorites Tools Help

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HF GROUP 

Page 1/1
Invoice 18006476
Date 6/22/201
Customer Number 6710000

HF Group, LLC
1010 N. Sycamore Street
PO Box 89
North Manchester IN 46962


Fed ID# 20-4101469
260-982-2107 or 800-334-3628

CAMPUS APPROVAL BY:
JOHN JAMESON
09/24/2018
JLJAMESON@WISC.EDU

Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE

Ship To: UNIV OF WISCONSIN MADISON
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HF GROUP 

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☒ Include cover page

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PO Box 89
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Fed ID# 20-4101469
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Bill To: UNIV OF WISCONSIN MADISON
ACCOUNTS PAYABLE
21 NORTH PARK STREET
MADISON WI 53715-1218

Purchase Order No.	Customer ID
BC91954 058687	67100003

Ordered	Item Number	Description	Unit Price
24	2100	CUSTOM BOOK	\$
1	21BP00	CUSTOM BOOK	\$1
2	21CP00	CUSTOM BOOK - CLOTH POCKET	\$