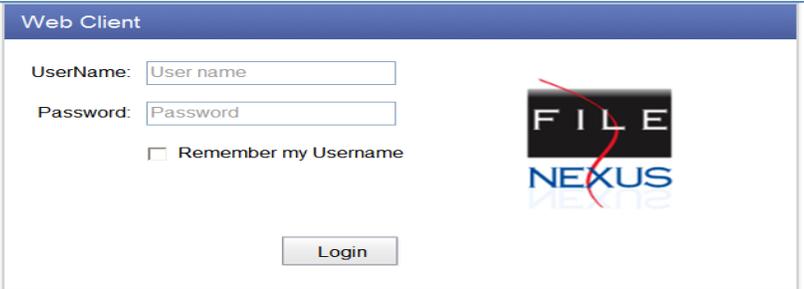
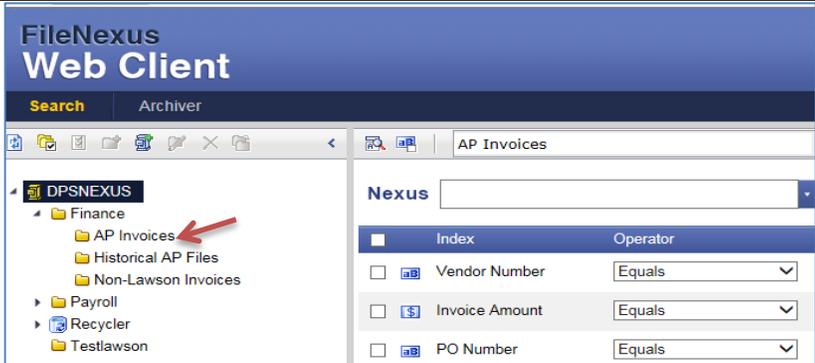
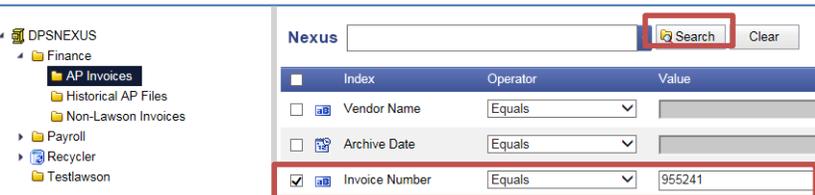


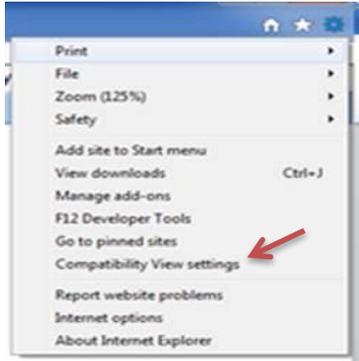
Invoice Review Using File Nexus

Author/Owner: Financial Services Training

Form or Screen: File Nexus	Updated: 1/19/16												
Business Use: Vendor Invoices are scanned or retained electronically in files and can be viewed using File Nexus application.													
http://dpsnexus/filenexus/browserclient/login.aspx	1. Click link or copy URL to web browser (IE, Firefox, etc.)												
 <p>The screenshot shows the 'Web Client' login interface. It includes fields for 'UserName' (with a placeholder 'User name') and 'Password' (with a placeholder 'Password'). There is a checkbox for 'Remember my Username' and a 'Login' button. The FileNexus logo is displayed on the right side.</p>	2. Enter UserName: scan and Password: scanner 3. Click Login												
 <p>The screenshot shows the 'FileNexus Web Client' main interface. The left sidebar shows a tree view with folders: Finance, AP Invoices (highlighted with a red arrow), Historical AP Files, Non-Lawson Invoices, Payroll, Recycler, and Testlawson. The main area shows search criteria for 'Index' and 'Operator' with dropdown menus for 'Vendor Number', 'Invoice Amount', and 'PO Number'.</p>	4. Below the DPSNEXUS folder locate and expand the Finance Folder. 5. Click the AP Invoices Folder. The AP Search screen will appear.												
 <p>The screenshot shows the search criteria section. The 'Search' button is highlighted with a red box. The search criteria table is as follows:</p> <table border="1"> <thead> <tr> <th>Index</th> <th>Operator</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Vendor Name</td> <td>Equals</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Archive Date</td> <td>Equals</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Invoice Number</td> <td>Equals</td> <td>955241</td> </tr> </tbody> </table>	Index	Operator	Value	<input type="checkbox"/> Vendor Name	Equals		<input type="checkbox"/> Archive Date	Equals		<input checked="" type="checkbox"/> Invoice Number	Equals	955241	6. Enter the criteria you wish to use for your search, such as Invoice Number, Vendor Number, etc.) 7. Click the Search button.
Index	Operator	Value											
<input type="checkbox"/> Vendor Name	Equals												
<input type="checkbox"/> Archive Date	Equals												
<input checked="" type="checkbox"/> Invoice Number	Equals	955241											
 <p>The screenshot shows the search results table:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Folder Name</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>AP Invoices</td> <td>955241</td> </tr> </tbody> </table>	Action	Folder Name	Invoice Number		AP Invoices	955241	8. If using the Vendor Name or Number as search criteria, a list of invoices will appear. Find the invoice to view and click on either the PDF icon or the FileNexus viewer icon to view the invoice.						
Action	Folder Name	Invoice Number											
	AP Invoices	955241											
<p>Troubleshooting Tip!!</p> 9. Purchase of new computers or upgrades of Internet Explorer may present compatibility issues and loss of access to FileNexus. When this occurs, please follow these steps to ensure compatibility: <ol style="list-style-type: none"> Open Internet Explorer Browser. Click on Tools in the Internet Explorer browser (click on the 'alt' key to make 'Tools' show up if it is not shown). 													

Invoice Review Using File Nexus

Note: Another option is to click the settings (gear)    icon to display Compatibility View settings: if the **Tools** selection is not visible on the Menu Bar.



- c. Click on **Compatibility View Settings**
- d. A dialogue box will be displayed. Type **dpsnexus** in the "Add this website:" box.
- e. Ensure **Display intranet sites in Compatibility View** settings is either checked or greyed out.
- f. Click **Add**.
- g. Click **Close**.

