How to view scanned invoice in ASCENT:

1. Log into: https://ascent.jefferson.edu/psp/fscmp/?cmd=login

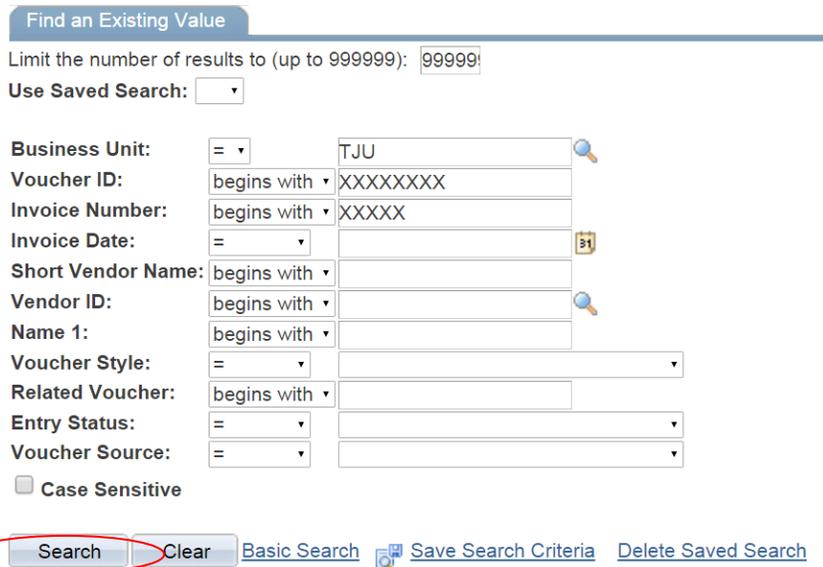2. Navigation: Home > Accounts Payable > Vouchers > Add/Update > Regular Entry

3. Under 'Find an Existing Value' enter voucher criteria and then click 'Search'.

   Note Business Unit is required and relates to the legal entity by which the invoice would be paid under (TJH, TJH, etc.).

4. Click invoice information tab and then click the Attachments link.

5. Click file name to view.