

VIEWING INVOICES VIA BDMS (Banner Document Management System)

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Viewing Invoices via BDMS (Banner Document Management System)

OBTAINING ACCESS – NEW USERS

In order to view invoices via Banner, users must have the appropriate access in Banner **and** access to the WebEx application.

Obtaining Banner Access

Complete the Universal Account Request Form (available on the OCCS web site).

<http://occs.odu.edu/forms/acctreqform.pdf>

Fill out the first page – Under “Accounts Needed” check Banner. After completing the form, print the form, sign and date. Also at the bottom of the page, the Budget Unit Director (or someone higher in the organizational structure authorized to approve computer accounts) will need to complete the information in the authorization box and sign the form.

On the second page:

In Section C, include justification for obtaining the access (to be able to research invoices).

In Section D, under Banner Classification Accesses Needed, request *Accounts Payable Vendor Research* and list **all budgets**, including any ledger 6 budgets, to which you will need access.

The image shows a screenshot of a form with two main sections, C and D. Section C is titled "Section C - Banner Accounts" and includes a "Justification for access:" field (circled in red) and a "Departmental Authorization signatures:" section with lines for Student (Registrar), Finance (Data Control Manager), Budget Prep (University Budget Officer), AR (Manager of Cashiering Operations), Financial Aid (Financial Aid Director), Data Mart (Director of Institutional Research and Planning), HR (Director of Human Resources), Pay for Print (ASST), and RMS (DIR Housing & ResLife). A blue callout box with a red border contains the text: "List all budget codes" and "Under Banner Classification Access Needed - request Accounts Payable Vendor Research". Red arrows point from this box to Section D. Section D is titled "Section D - Accounts" and includes a "Budget Code (s) (For Banner Finance/AR Posting)" field (circled in red) and a "Banner Classification Accesses Needed" field (circled in red). At the bottom of the form, there is a note: "For a description of Banner classifications, please visit our website - www.occs.odu.edu/occs".

Viewing Invoices via BDMS (Banner Document Management System)

Applying for an ApplicationXtender Account

Before you can view documents in Banner via BDMS (***you may only view invoices paid from budgets to which you have access in Banner***), you will need to obtain access to BDMS and have WebXtender pushed to your desktop. To request access, you must complete the BDMS Account Request Form (screenshot of page 1 shown below) which can be found at the link shown below:

<http://occs.odu.edu/forms/xtenderacctreqform.pdf>

*** In addition, a Footprints ticket should be submitted to your TSP with a Problem type: Imaging Support and Category: Web Extender. This is needed so the WebEx application can be pushed to your desktop and installed.

Old Dominion University
BDMS ACCOUNT REQUEST FORM

Return to OCCS Account Manager, 4300 Engineering & Computational Sciences Building

Applicant Information

Last Name **First Name** **MI** **Contact Phone Number**

University ID Number **Budget Code** **Department**

Current Banner User Yes No

Type of User:
 Classified or Hourly Staff
 Faculty OR Adjunct Faculty
 Student Worker – Last Day of Work
 Other – Last Day of Work

Group	Power User	Scan & Index	Scanners	Viewers	AIR	TEST
Academic Affairs						
Advising						
Accounts						
Admissions						
Budget Office						
DL Viewers						
Finance B-F-DOCS				A	A	
Finance B-F-ID						
Financial Aid						
Fixed Assets						
GPD Viewers						
HR						
IR						
ISSS						
OSCAI						
Registrar						
Teacher Ed Svcs						

When completing the request form, under the "Group" column in the Finance B-F-DOCS row, insert an "A" for add this access in the "Viewers" and "AIR" columns. This will allow you to view invoices in the AIR database in Banner.

Be sure that you print your name and sign and date the form on the 2nd page - not pictured.

Your budget unit director will also need to approve the form by printing, signing, providing his/her UIN, and dating the form. If the budget unit director is the individual requesting access, someone higher in the organizational structure will need to approve this form.

Please forward the completed form (signed by both the requester and the approver) to the Office of Finance Data Owner (Linda Meyers, Data Control, Office of Finance).

* Abbreviations

Computer and network resources are shared electronically contingent upon their prudent and responsible use. Users may not (1) use resources for purposes established by other customers or (2) use resources in a way that unreasonably interferes with the fair use of resources by other customers. Misuse of computing, networking, and information resources may result in severe consequences, including the loss of access to computing resources. (Please be aware that this loss of access could adversely affect the fulfillment of your University's mission.)

Revised October 2011

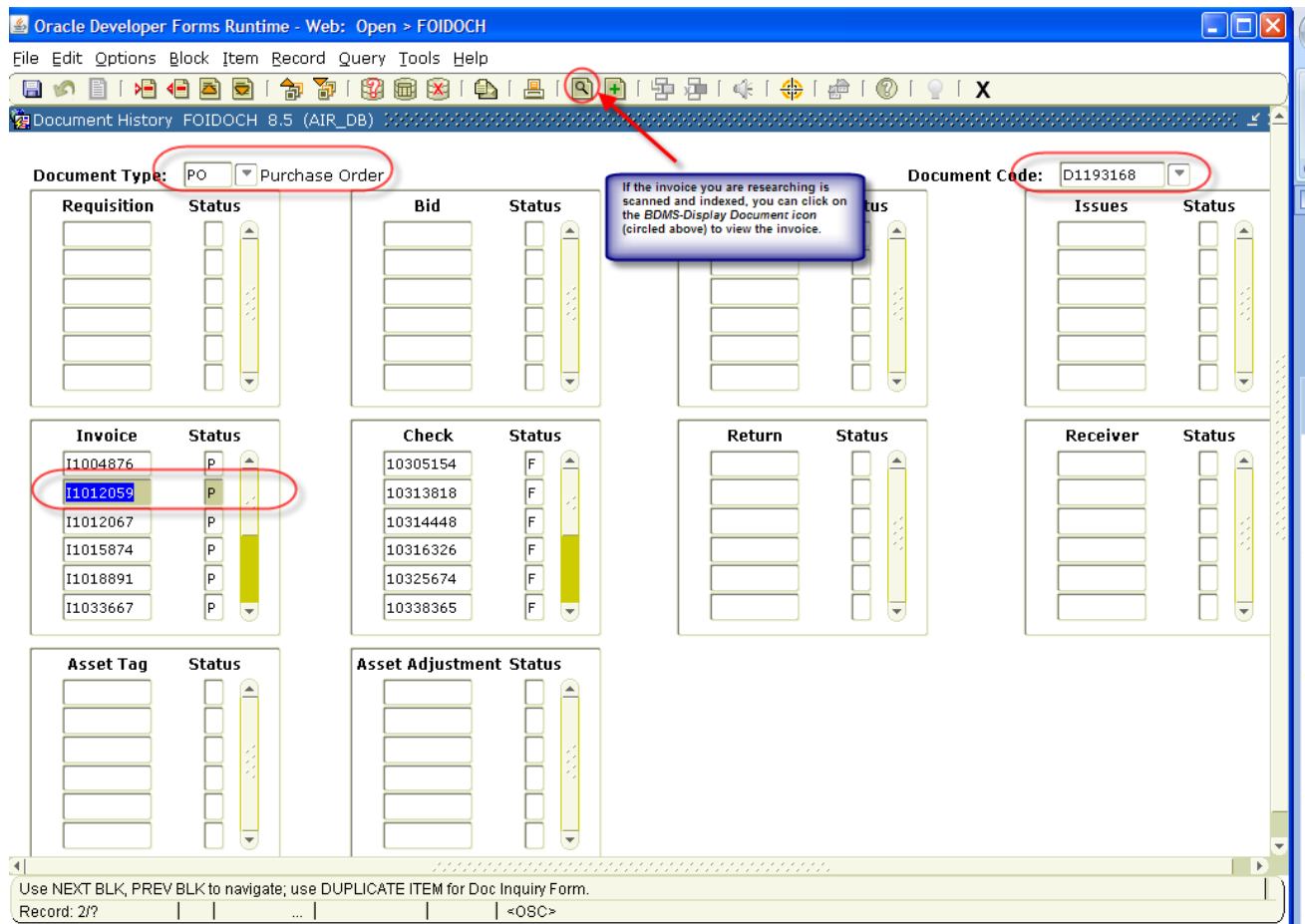
Viewing Invoices via BDMS (Banner Document Management System)

Finding Invoices Via FOIDoch (Document History Form)

When an invoice is scanned and indexed, it is available for viewing via the Banner Document Management System (BDMS). You will view invoices via FOIDoch.

If you do NOT have the Banner-generated invoice number, you can find it via FOIDoch using the purchase order number.

- Access FOIDoch
- Type the PO # in the **Document Type** field
- Press **TAB**
- Type the purchase order number in the **Document Code** field
- Populate the form by doing **Next Block (Ctrl+Page Down)**.
- You will see all the invoices associated with this purchase order.
- Select the one you wish to view by clicking on the appropriate Banner-generated invoice number (#) so that it is highlighted
- Then click on the **BDMS-Display Document** icon (magnifying glass) on the toolbar.

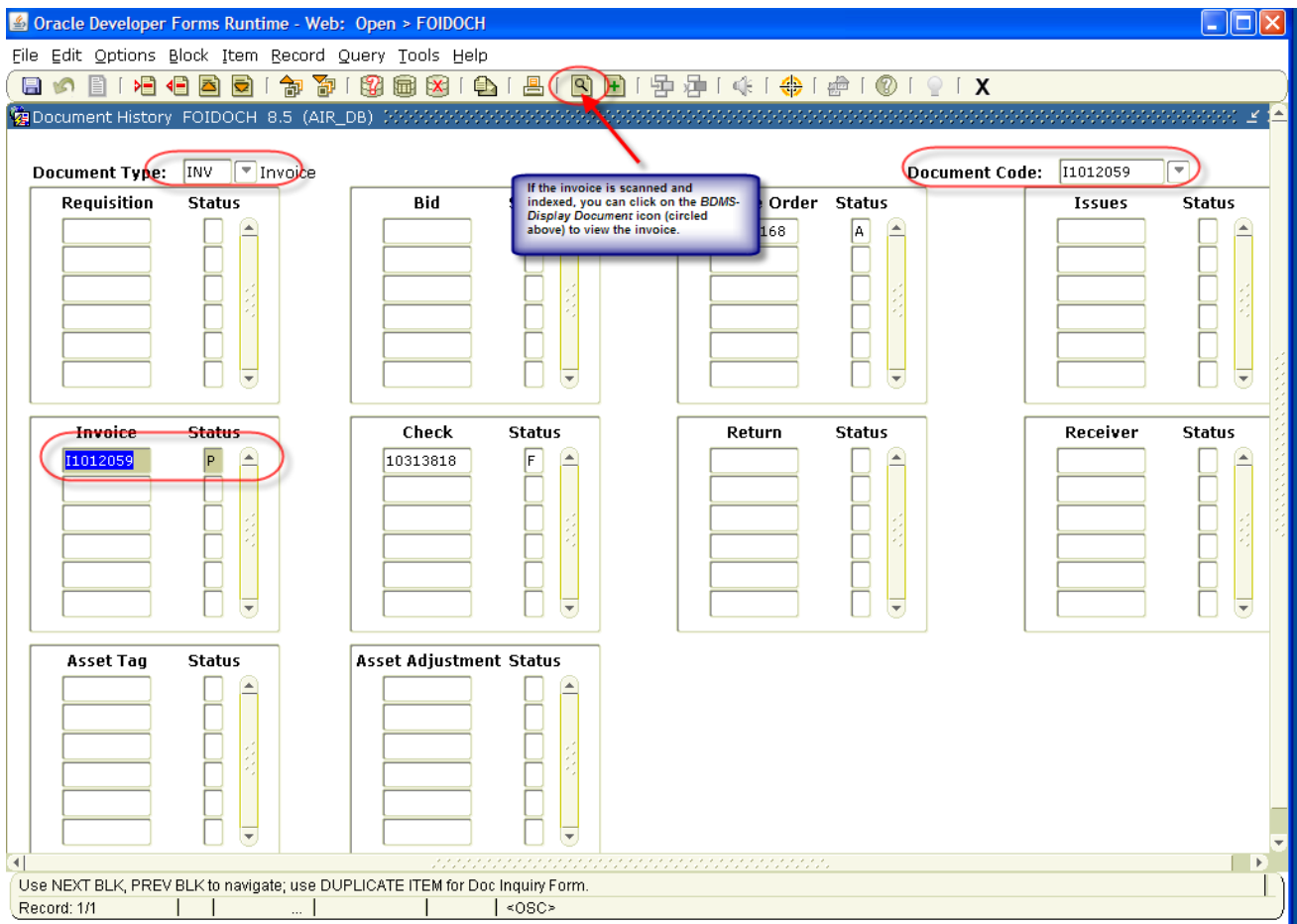


Viewing Invoices via BDMS (Banner Document Management System)

Viewing Invoice Images Via FOIDoch (Document History Form)

If you know the Banner-generated invoice number (I #):

- Access FOIDoch
- Type **INV** in the **Document Type** field
- Press **TAB**
- Enter the Banner-generated invoice number (I #) in the **Document Code** field
- Populate the form by doing **Next Block (Ctrl+Page Down)**
- The invoice number should be highlighted (see screenshot).
- Then click on the **BDMS-Display Document** icon (magnifying glass) on the toolbar.



Viewing Invoices via BDMS (Banner Document Management System)

Screenshot of Invoice

Use the "Previous Page" or "Next Page" arrows to navigate through multiple pages that have been indexed (see diagram below).

When you are finished viewing the invoice, close the application by clicking on the red "x" as shown in the first screenshot. If the second screenshot below appears click "Yes" to continue, this will close Internet Explorer.

The screenshot shows a web browser window displaying an invoice. The browser title is "ApplicationXtender Web Access .NET Document - Windows Internet Explorer". The address bar shows the URL: <https://webxt.odu.edu/appxtender/DocView.aspx?ParamEnc=28%3aDDE9FF4FB50C0444C714EA9385334D635226EF>. The invoice content includes:

- Invoice Number: 9-324-174
- Billing Address: ODU/FINANCE DEPT
- Shipping Address: ODU/FINANCE DEPT, FRED ROLLINS HALL, NORFOLK VA 23529-0001
- Invoice Questions? Contact FedEx Revenue Services: Phone: (800) 622-1147 M-Sa 7-6 (CST), Fax: (800) 548-3020, Internet: www.fedex.com
- Charges: Base Discount 54.25, Special Handling Charges -30.77, Total Charges 16.25, **TOTAL THIS INVOICE \$39.73**

Handwritten notes on the invoice include "I 1012059 11/2/09" and "L888 9 10 09 # 500". A status bar at the bottom indicates "Page 1 of 13".

Callouts in the screenshot:

- Top right: "When you are finished reviewing this invoice, click on the red 'X' to close." (points to the browser window's close button)
- Left side: "Use the 'Previous Page' or 'Next Page' icon to view additional pages of the invoice." (points to navigation icons)
- Center: "You can see how many pages are in the invoice - you will need to click on the 'Previous Page' or 'Next Page' icon (see above) to view any additional pages of the invoice." (points to the status bar)
- Right side: "Scroll to see the rest of this page of the invoice." (points to the scrollbar)

The screenshot shows a document management interface with a grid of document types and their statuses. The "Document Code" is 11012059. A dialog box is overlaid on the interface.

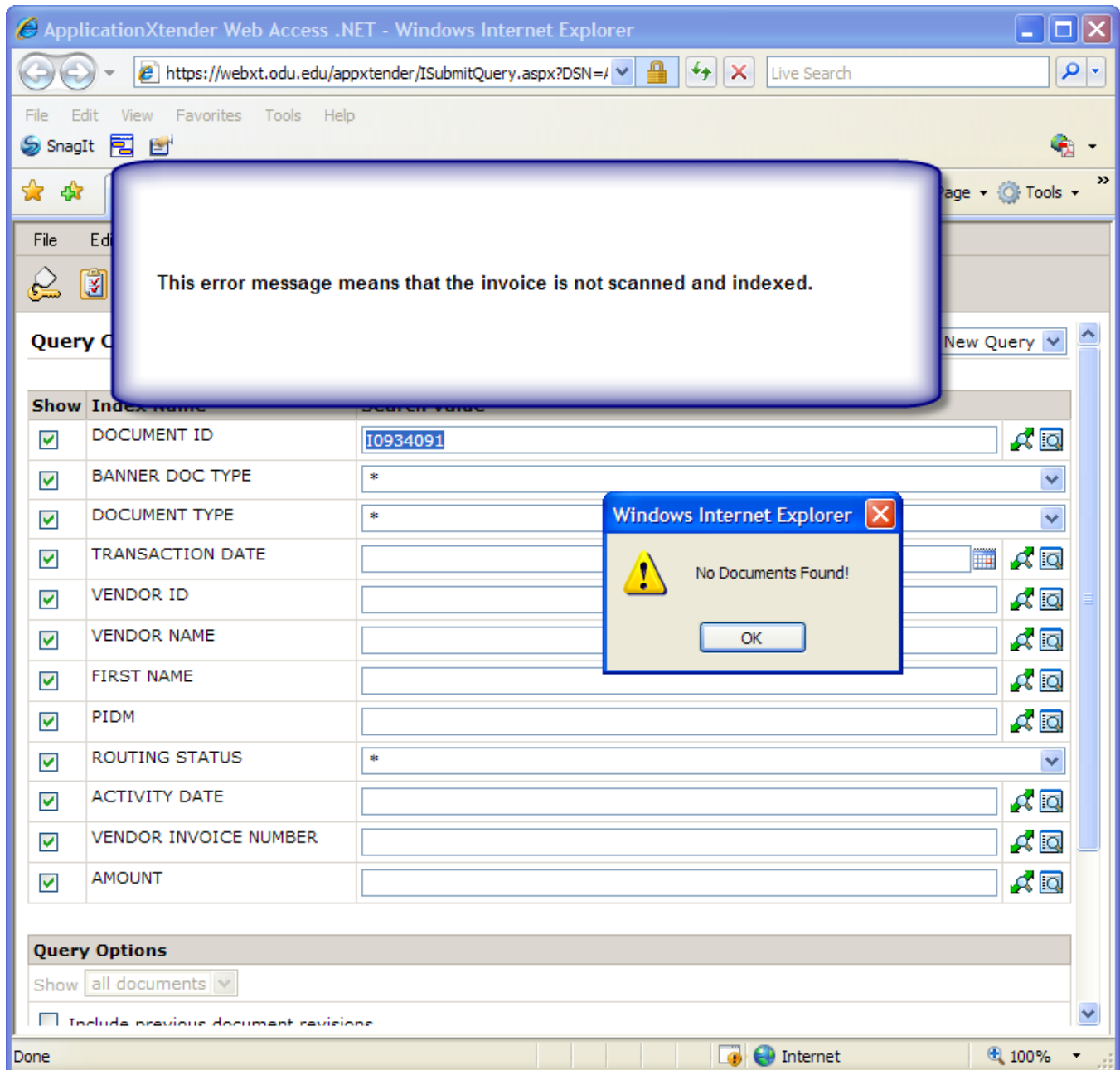
Document Type	Status
Requisition	Unknown Zone
Invoice	P
Asset Tag	
Asset Adjustment	
Purchase Order	A
Issues	
Receiver	

Dialog Box: "Windows Internet Explorer" - "The webpage you are viewing is trying to close the window. Do you want to close this window?" (Yes/No buttons)

Viewing Invoices via BDMS (Banner Document Management System)

Error Message – No Documents Found

As of September 1, 2011 all invoices were scanned when processed by Accounts Payable. If you receive the error message below please consider the implementation date.



The screenshot shows a Windows Internet Explorer browser window displaying the ApplicationXtender web interface. The address bar shows the URL: <https://webxt.odu.edu/appxtender/ISubmitQuery.aspx?DSN=/>. The page title is "ApplicationXtender Web Access .NET - Windows Internet Explorer".

A callout box with a blue border and white background contains the text: "This error message means that the invoice is not scanned and indexed." This callout is positioned over a search form where the "DOCUMENT ID" field contains the value "10934091".

The search form includes a table with the following columns: "Show", "Index Name", and "Search Value". The rows are as follows:

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOCUMENT ID	10934091
<input checked="" type="checkbox"/>	BANNER DOC TYPE	*
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	TRANSACTION DATE	
<input checked="" type="checkbox"/>	VENDOR ID	
<input checked="" type="checkbox"/>	VENDOR NAME	
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	ROUTING STATUS	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	VENDOR INVOICE NUMBER	
<input checked="" type="checkbox"/>	AMOUNT	

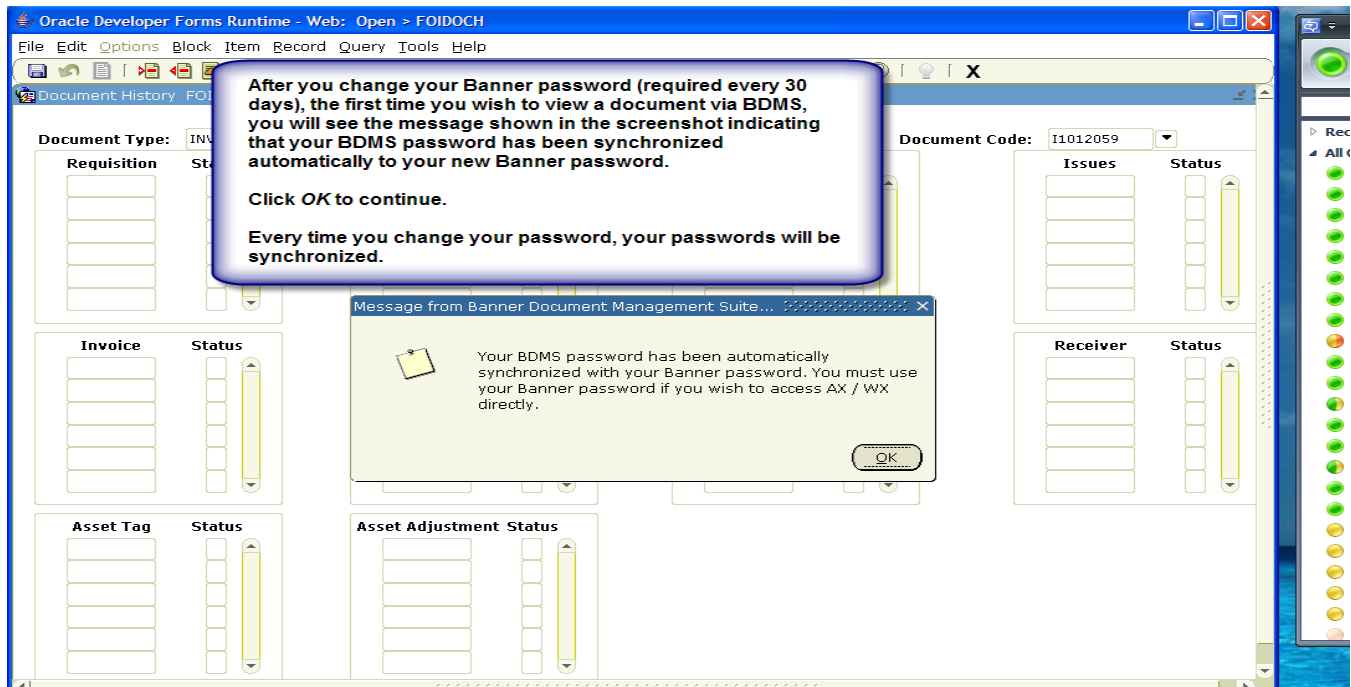
Below the search form, there are "Query Options" including a dropdown menu set to "all documents" and a checkbox for "Include previous document revisions" which is currently unchecked.

An error dialog box titled "Windows Internet Explorer" is overlaid on the search results. It features a yellow warning triangle icon and the text "No Documents Found!". An "OK" button is located at the bottom of the dialog.

Viewing Invoices via BDMS (Banner Document Management System)

Password Synchronization

Every time you change your Banner password, you will see the password synchronization message. You simply need to click "ok" to continue.



QUESTIONS/CONCERNS

Please address questions, concerns or problems related to viewing vendor invoice images to:

Cori Duck, Accounts Payable Manager
cduck@odu.edu, 757-683-6977

OR

bannerhotline@odu.edu

Please address questions, concerns or problems related to *account set-up* to ocshelp@odu.edu or via a Footprints ticket.