

## **VIEWING INVOICES VIA BDM (Banner Document Management)**

### **TABLE OF CONTENTS**

Obtaining Access – New Users	
Obtaining Banner Access .....	2
Applying for an ApplicationXtender Account.....	3
Finding Invoices via FOIDOCH (Document History Form) .....	4
Viewing Invoice Images via FAINVE (Invoice/Credit Memo Query Form) .....	7
Screenshot of Invoice .....	8
Error Message – No Documents Found .....	9
Questions.....	10

# Viewing Invoices via BDM (Banner Document Management)

## OBTAINING ACCESS – NEW USERS

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

### Obtaining Banner Access

Complete the Computer Account Request Form (available on the ITS website).

<https://www.odu.edu/content/dam/odu/offices/occs/docs/universal-account-request-form.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 *FIN\_EVERYONE* and **list all budgets**, including any ledger 6 budgets, to which you will need access.

The image shows a screenshot of the Computer Account Request Form with several red annotations. A red box highlights the 'Justification for access:' field in Section C. Another red box highlights the 'Departmental Authorization signatures:' section, which includes lines for Student (Registrar), Finance (Data Control Manager), Budget Prep (University Budget Officer), AR, HR, Pay for Print (ASST Director FSC), Accounts Tracking (ASST DIR ENV SVCS), Application Extender (DIR COMP INFO SVCS), and RMS (DIR Housing & ResLife). A blue callout box with a red border contains the text 'List all budget codes' and 'Under Banner Classification Accesses Needed - request FIN\_EVERYONE'. Red arrows point from this callout box to the 'Budget Code (s) (For Banner Finance/AR Posting)' field and the 'Banner Classification Accesses Needed' field in Section D. The 'Budget Code (s)' field is a table with two columns and four rows. The 'Banner Classification Accesses Needed' field is a text area with four lines.

**Section C - Banner Accounts**  
Justification for access: \_\_\_\_\_  
Departmental Authorization signatures:  
Student (Registrar) \_\_\_\_\_ Finance (Data Control Manager) \_\_\_\_\_ Budget Prep (University Budget Officer) \_\_\_\_\_  
AR ( \_\_\_\_\_ )  
HR ( \_\_\_\_\_ )  
Pay for Print (ASST Director FSC) \_\_\_\_\_ Accounts Tracking (ASST DIR ENV SVCS) \_\_\_\_\_ Application Extender (DIR COMP INFO SVCS) \_\_\_\_\_  
RMS (DIR Housing & ResLife) \_\_\_\_\_

**Section D - Accounts**  
Budget Code (s) (For Banner Finance/AR Posting)  
Banner Classification Accesses Needed

# Viewing Invoices via BDM (Banner Document Management)

## Applying for an ApplicationXtender Account

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

[https://www.odu.edu/content/dam/odu/offices/occs/docs/bdms\\_acctrequest.pdf](https://www.odu.edu/content/dam/odu/offices/occs/docs/bdms_acctrequest.pdf)

\*\*\* In addition, an ITS ticket should be submitted to your TSP with a Problem type: Imaging Support and Category: Web Extender. This is needed so the WebXT application can be pushed to your desktop and installed. Alternatively, you can access WebXT via an internet browser such as Google Chrome.

Please fill out the top portion completely

Old Dominion University

### BDM ACCOUNT REQUEST FORM

Once all signatures have been obtained – Return to ITS Account Mgr, 4300 Engineering & Computational Sciences Bldg

*Applicant*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Contact Phone Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>University ID Number</b>	<b>Budget Code</b>	<b>Department</b>	<i>Type of User:</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Classified or Hourly
<b>Current Banner User</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Staff Faculty or
			<input type="checkbox"/> Adjunct Faculty
			<input type="checkbox"/> Student Worker – Last Day of Work <input type="text"/>

Group	Power User	Scan & Index	Scanners	Viewers	AIR	TEST
Academic Affairs						
Advising						
Accounts						
Admissions						
Budget Office						
DL Viewers						
Engineering X-E-ENSYSMG						
Finance ARCR						
Finance B-F-DOCS				A	A	
Finance B-F-ID						
Finance X-F-COA						
Financial Aid						
Fixed Assets						
Faculty Viewers B-S-ADMN						
General Counsel						
HR						
HR Academic Affairs B-H-EMPL						
HR DLS Benefits						
IR						
ISSS						
Library – Bibliographic Svcs						
Library – Circulation Svcs						
Registrar- B-S-ID X-S-CEO						
Registrar PRC- X-S-BSIDPRC						
Student Conduct and Integrity						
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).

\* Abbreviation Codes: R: Delete A: Add

# Viewing Invoices via BDM (Banner Document Management)

## 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 (BDM). 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
- Bring up the next page of the form by clicking the green **Go** button on the right hand side of the screen

Document History FOIDoch 9.3.2 (AIR\_DB) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Document Type: PO Purchase Order Document Code: E2686079 [Go]

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- You will see all the invoices, receivers, and other documents associated with this purchase order
- Select the invoice you wish to view by clicking on the appropriate Banner-generated invoice number (I#) so that it is highlighted

Document History FOIDoch 9.3.2 (AIR\_DB) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Document Type: PO Purchase Order Document Code: E2686079

Document Type	Document Number	Status	Status Description
Purchase Order	E2686079	A	Approved
Invoice	11814063	P	Paid
Invoice	11814076	P	Paid
Invoice	11814079	P	Paid
Invoice	11814145	P	Paid
Invoice	11814200	P	Paid
Invoice	11814230	P	Paid
Invoice	11814240	P	Paid
Invoice	11816071	P	Paid
Invoice	11816083	P	Paid
Invoice	11816084	P	Paid
Invoice	11817568	P	Paid
Invoice	11819416	P	Paid
Invoice	11820521	P	Paid
Invoice	11823328	P	Paid
Invoice	11825809	P	Paid
Invoice	11827523	P	Paid
Invoice	11827524	P	Paid
Invoice	11827525	P	Paid
Invoice	11827527	P	Paid

1 of 3 [20] Per Page Record 3 of 42

# Viewing Invoices via BDM (Banner Document Management)

To view the invoice details in Banner XE, you may open the invoice through FOIDoch, which will redirect you to FAIINVE.

- Make sure that the invoice you wish to view is selected (highlighted)
- Click the **RELATED** button in the top right-hand corner of the screen
- This will open a drop-down menu with the options **Search**, **Requisition Info**, and **Query Document**
- Press the **Query Document** button to bring up the invoice number in FAIINVE

The screenshot displays the Banner Document Management (BDM) interface. At the top, there is a navigation bar with the title "Document History FOIDoch 9.3.2 (AIR\_DB)" and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the navigation bar, the document type is identified as "Purchase Order" and the document code as "E2686079".

The main content area is divided into two sections. On the left, a table titled "DOCUMENT HISTORY" lists various documents. The table has four columns: "Document Type", "Document Number", "Status", and "Status Desc". The following table represents the data shown in the screenshot:

Document Type	Document Number	Status	Status Desc
Purchase Order	E2686079	A	Approved
Invoice	I1814063	P	Paid
Invoice	I1814076	P	Paid
Invoice	I1814079	P	Paid
Invoice	I1814145	P	Paid
Invoice	I1814200	P	Paid
Invoice	I1814230	P	Paid
Invoice	I1814240	P	Paid
Invoice	I1816071	P	Paid
Invoice	I1816083	P	Paid
Invoice	I1816084	P	Paid
Invoice	I1817568	P	Paid
Invoice	I1819416	P	Paid
Invoice	I1820521	P	Paid
Invoice	I1823328	P	Paid
Invoice	I1825809	P	Paid
Invoice	I1827523	P	Paid
Invoice	I1827524	P	Paid
Invoice	I1827525	P	Paid
Invoice	I1827527	P	Paid

At the bottom of the table, there are navigation controls including "1 of 3" and "20 Per Page".

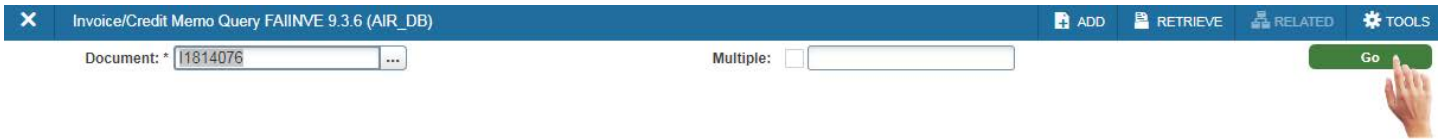
On the right side of the interface, there is a search bar and a dropdown menu. The dropdown menu is open, showing options: "Requisition Info [FPIREQN]" and "Query Document [BY TYPE]". The "Query Document [BY TYPE]" option is highlighted with a red box, and a hand icon is shown pointing to it.

At the bottom right of the interface, there is a "SAVE" button.

# Viewing Invoices via BDM (Banner Document Management)

Once you know the invoice number of the invoice you want to view, you can bring up the invoice details in Banner XE by using the **Query Document** function. This will bring up the FAIINVE (Invoice/Credit Memo Query) search field, which should automatically be populated with the invoice number (#) you selected in FOIDOCH.

- The invoice number (#) will be automatically filled in the box labeled **Document**
- Bring up the next page of the form by clicking the green **Go** button on the right hand side of the screen



Invoice/Credit Memo Query FAIINVE 9.3.6 (AIR\_DB)

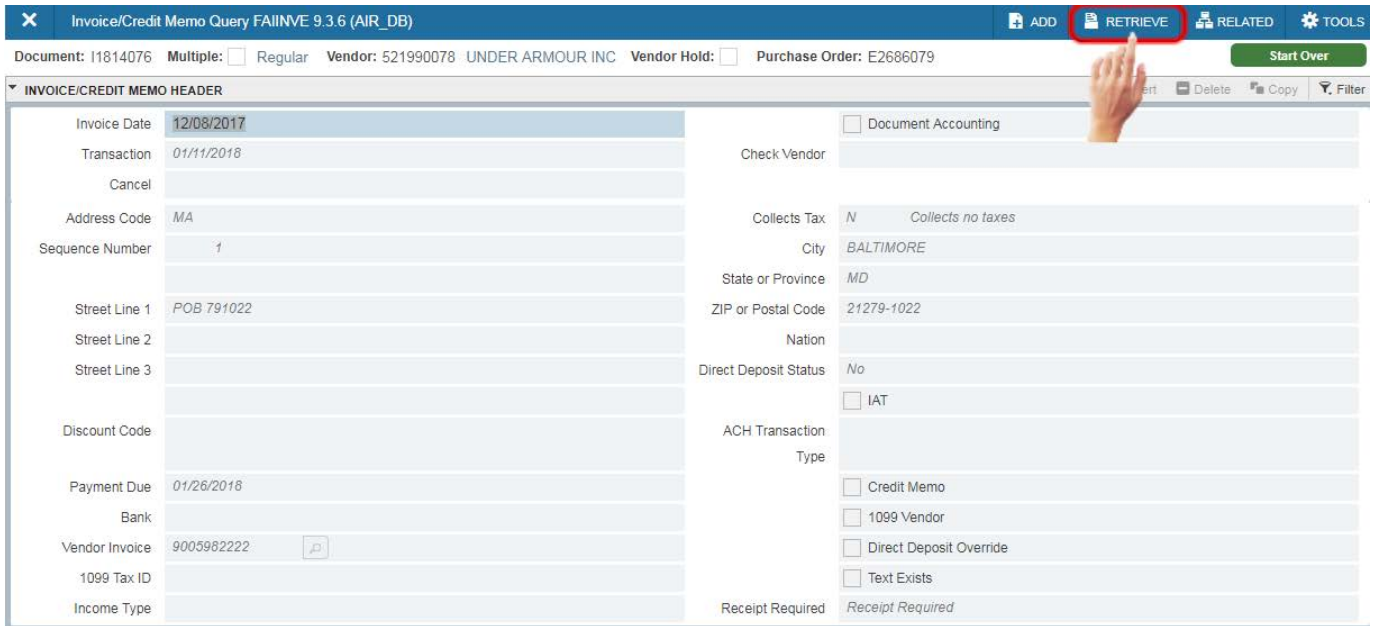
Document: \* 11814076 Multiple:

ADD RETRIEVE RELATED TOOLS

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- This will bring up the invoice information in Banner XE
- Click the **RETRIEVE** button in the top right-hand corner of the screen to open the scanned and indexed document corresponding to this invoice number in BDM



Invoice/Credit Memo Query FAIINVE 9.3.6 (AIR\_DB)

Document: 11814076 Multiple:  Regular Vendor: 521990078 UNDER ARMOUR INC Vendor Hold:  Purchase Order: E2686079

ADD RETRIEVE RELATED TOOLS

Start Over

INVOICE/CREDIT MEMO HEADER

Invoice Date	12/08/2017	<input type="checkbox"/> Document Accounting	
Transaction	01/11/2018	Check Vendor	
Cancel			
Address Code	MA	Collects Tax	N Collects no taxes
Sequence Number	1	City	BALTIMORE
Street Line 1	POB 791022	State or Province	MD
Street Line 2		ZIP or Postal Code	21279-1022
Street Line 3		Nation	
Discount Code		Direct Deposit Status	No
Payment Due	01/26/2018	<input type="checkbox"/> IAT	
Bank		ACH Transaction Type	
Vendor Invoice	9005982222	<input type="checkbox"/> Credit Memo	
1099 Tax ID		<input type="checkbox"/> 1099 Vendor	
Income Type		<input type="checkbox"/> Direct Deposit Override	
		<input type="checkbox"/> Text Exists	
		Receipt Required	Receipt Required

# Viewing Invoices via BDM (Banner Document Management)

## Viewing Invoice Images Via FAIINVE (Invoice Query Form)

If you know the Banner-generated invoice number (I#) from the outset, you may open the document directly through FAIINVE:

- Access FAIINVE
- Enter the Banner-generated invoice number (I#) in the **Document Code** field
- Press the green **Go** button to bring up the Banner XE invoice information
- Then click on the **RETRIEVE** button in the upper right-hand corner of the toolbar

Invoice/Credit Memo Query FAIINVE 9.3.6 (AIR\_DB)

Document: \* 11814076 Multiple:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Invoice/Credit Memo Query FAIINVE 9.3.6 (AIR\_DB)

Document: 11814076 Multiple:  Regular Vendor: 521990078 UNDER ARMOUR INC Vendor Hold:  Purchase Order: E2686079

Start Over

INVOICE/CREDIT MEMO HEADER

Invoice Date	12/08/2017	<input type="checkbox"/> Document Accounting	
Transaction	01/11/2018	Check Vendor	
Cancel			
Address Code	MA	Collects Tax	N Collects no taxes
Sequence Number	1	City	BALTIMORE
Street Line 1	POB 791022	State or Province	MD
Street Line 2		ZIP or Postal Code	21279-1022
Street Line 3		Nation	
Discount Code		Direct Deposit Status	No
Payment Due	01/26/2018	<input type="checkbox"/> IAT	
Bank		ACH Transaction Type	
Vendor Invoice	9005982222 <input type="button" value="P"/>	<input type="checkbox"/> Credit Memo	
1099 Tax ID		<input type="checkbox"/> 1099 Vendor	
Income Type		<input type="checkbox"/> Direct Deposit Override	
		<input type="checkbox"/> Text Exists	
		Receipt Required	Receipt Required

# Viewing Invoices via BDM (Banner Document Management)

## Screenshot of Invoice

Use the right and left arrow icons on the toolbar in the top left of your screen to navigate through multiple pages that have been indexed (see diagram below).

The display under the **Page** heading in the upper left shows you how many pages are in the document in total and which page number you are currently viewing.

The toolbar near the top of the screen contains other useful features (described from left to right):

- Page orientation (rotate the image)
- Zoom/Viewing preferences
- Add or edit annotations
- Format the page
- Actions including show/hide annotations, save the document, and undo last action

**opentext** | ApplicationXtender - AIR\_DB

B-F-DOCS > B-F-TVLEXP\_B-F-DOCS > Query Results > I1814076

Document 1 of 1 <PREVIOUS | NEXT>

Document Page

Text Search

EMAIL EXPORT PRINT

Page: 1 / 1

Rotate

Zoom: 99%

Annotation

Format

Actions

I1814076

Correspondence  
Under Armour, Inc  
1020 Hull Street  
Baltimore, MD 21230

**INVOICE**

Invoice Number: 9005982222  
Customer ID: 19053841  
Date: 12/08/2017  
Total Due: 116.80 USD

AMOUNT ENCLOSED \$

PLEASE REFERENCE YOUR CUSTOMER ID AND INVOICE NUMBER ON YOUR CHECK AND REMIT TO:

OLD DOMINION UNIV - MENS GOLF  
106 ATHLETIC ADMINISTRATION BL  
NORFOLK, VA 23529

OLD DOMINION UNIVERSITY  
4251 POWHATAN AVE  
NORFOLK, VA 23508-2225

EP2686079

CUSTOMER ID	INVOICE NUMBER	CUSTOMER PO	PAYMENT TERMS			
19053841	9005982222	M Golf 11.30.2017	Net due in 30 days			
PICK TICKET NO.	TRACKING NO	SALESPERSON ID	ORDER NUMBER			
750342087	9612019294889161321004		5454321			
INCOTERMS		SHIPPING METHOD	SHIP DATE	INVOICE DUE DATE		
EXW Shipping Point		Standard Order	12/08/2017	01/07/2018		
QTY SHIP	MATERIAL NO.	DESCRIPTION	SIZE	WHSE PRICE	UNIT PRICE	EXTENDED PRICE

Use the left and right arrows to view additional pages of the invoice. You can see how many pages are in the invoice displayed to the right of the "/" character. The number in the box shows you which page number you are currently viewing.

Scroll to see the rest of this page of the invoice.



## Viewing Invoices via BDM (Banner Document Management)

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### Error Message – No Document Found

If you receive the error message below, please make sure that you have the correct invoice number. For example, Chrome River transactions will not have scanned and indexed images associated with the Banner XE invoice entry.

If the invoice number is correct, the error message may be the result of a processor's failure to scan and index the original invoice document. This mistake should be brought to the attention of the Accounts Payable supervisor, the Accounts Payable manager, or the Accounts Payable Audit staff.

The screenshot shows the ApplicationXtender web interface. A modal window titled "ApplicationXtender Web Access" is open, displaying an information icon and the message "No document found." with an "OK" button. The background interface includes a sidebar with "Applications" (B-F-DOCS, B-F-TVLEXP), a main form with fields for BANNER DOC TYPE, DOCUMENT TYPE, TRANSACTION DATE, VENDOR ID, VENDOR NAME, FIRST NAME, PIDM, and ROUTING STATUS, and buttons for RUN, SAVE, and CANCEL. A pink callout box in the bottom left corner states: "This error message means that the invoice is not scanned and indexed."

## Viewing Invoices via BDM (Banner Document Management)

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### QUESTIONS/CONCERNS

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

Barbara Stokes, Accounts Payable Manager  
[bstokes@odu.edu](mailto:bstokes@odu.edu), 757-683-4813

OR

[itshelp@odu.edu](mailto:itshelp@odu.edu)

Please address questions, concerns or problems related to *account set-up* to <https://www.odu.edu/its/helpdesk> or via an ITS Support Ticket at <http://oduprod.service-now.com/sp>.