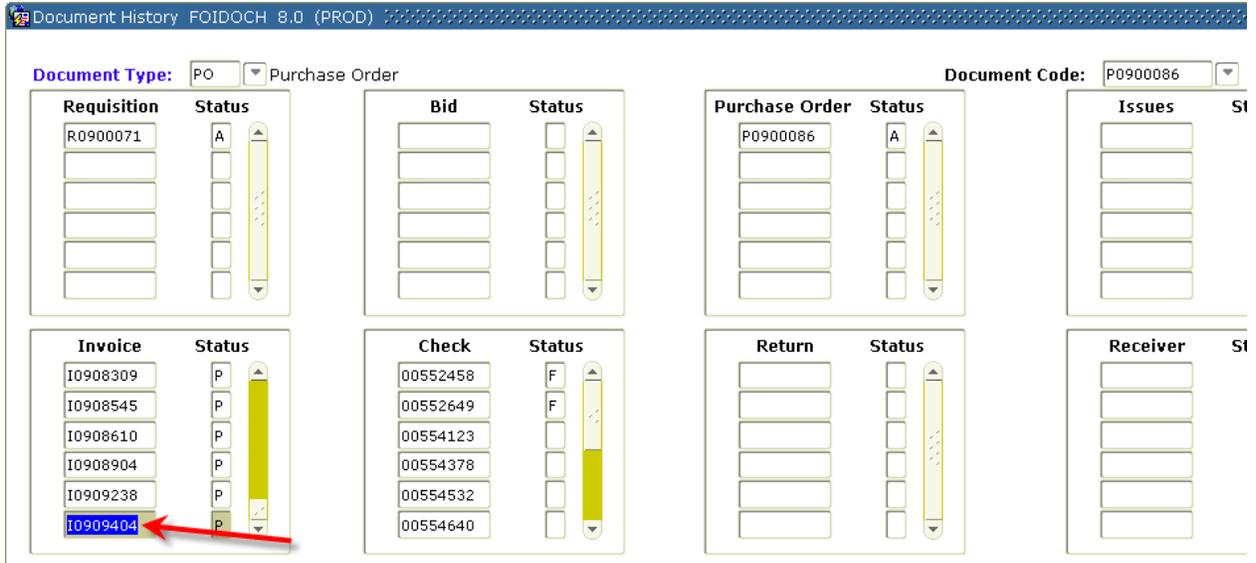


Instructions for using BDMS (Viewing Attachments)

In order to see the attached documents you need to be in Banner (INB). Go to the form you want to see the attachment on, for example FOIDOCH. Enter the PO # or invoice # you want to see, and do a NEXT

 BLOCK. Highlight the invoice you want to see. From FOIDOCH, you can view attachments for a Purchase Order or Invoices. Accounts Payable is attaching a copy of the vendor invoice to every Banner invoice starting 01-Jul-2009. The following forms can be used to view attachments, FOIDOCH, FOAIDEN, FPIPURR or FAIINVE.



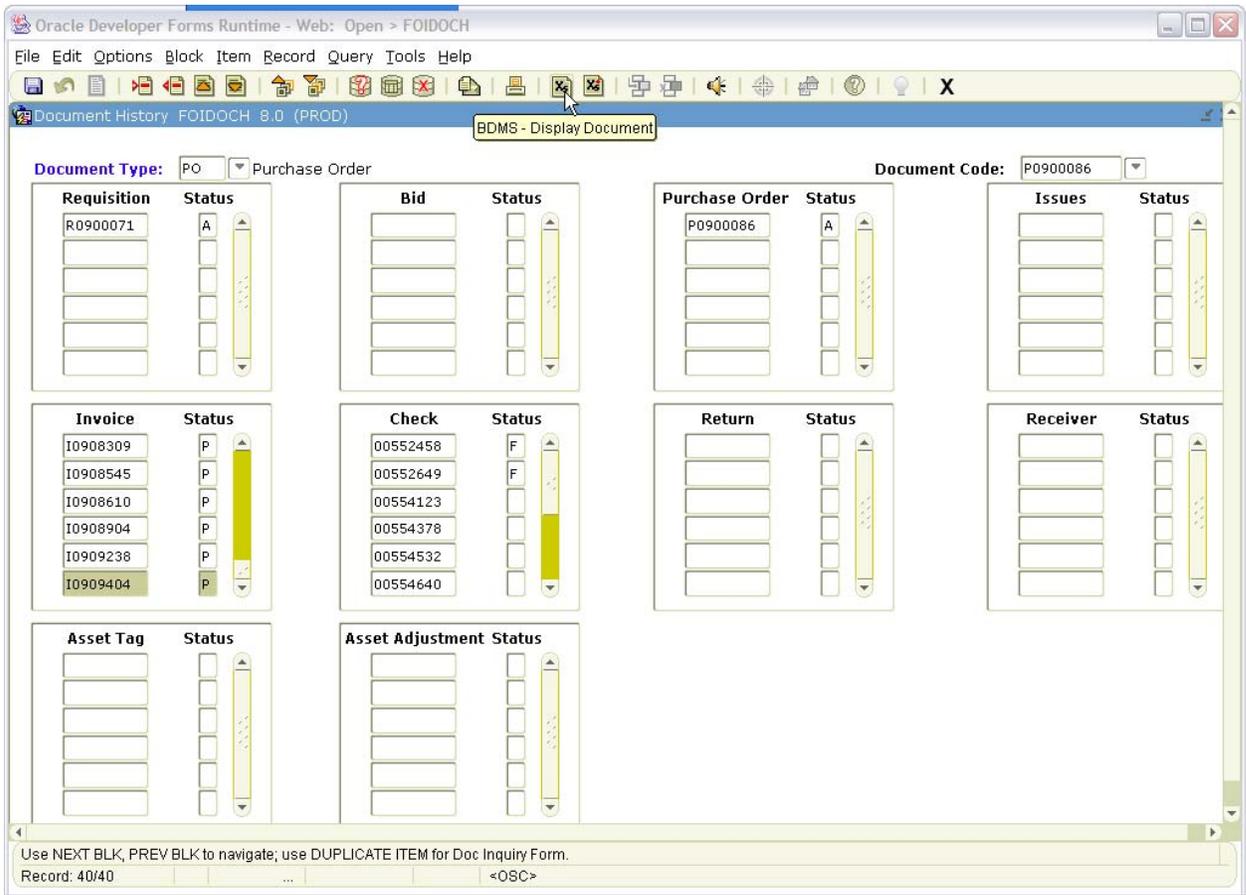
Document History FOIDOCH 8.0 (PROD)

Document Type: PO Purchase Order Document Code: P0900086

Requisition	Status	Bid	Status	Purchase Order	Status	Issues	St
R0900071	A			P0900086	A		

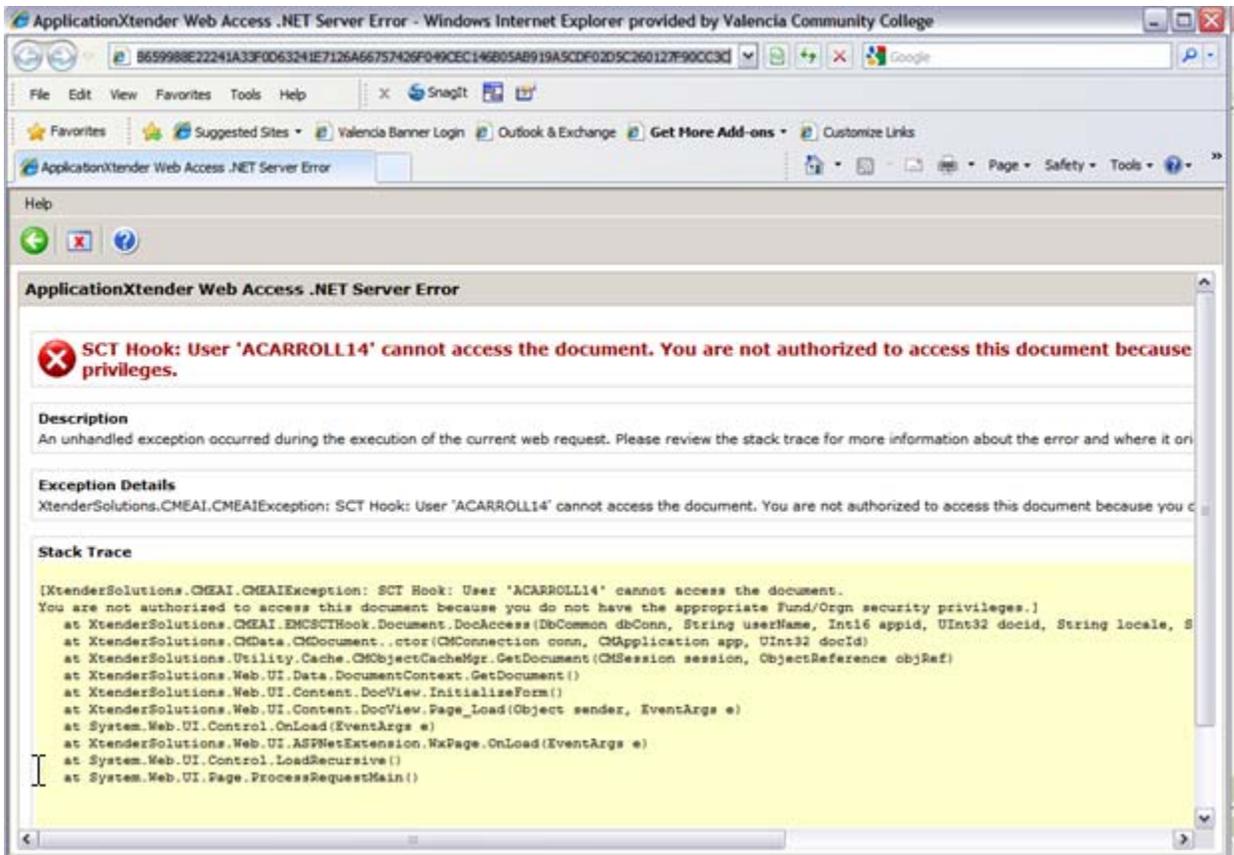
Invoice	Status	Check	Status	Return	Status	Receiver	St
I0908309	P	00552458	F				
I0908545	P	00552649	F				
I0908610	P	00554123					
I0908904	P	00554378					
I0909238	P	00554532					
I0909404	P	00554640					

Go to the top of Banner and click on BDMS – Display Document  (see the screen below)



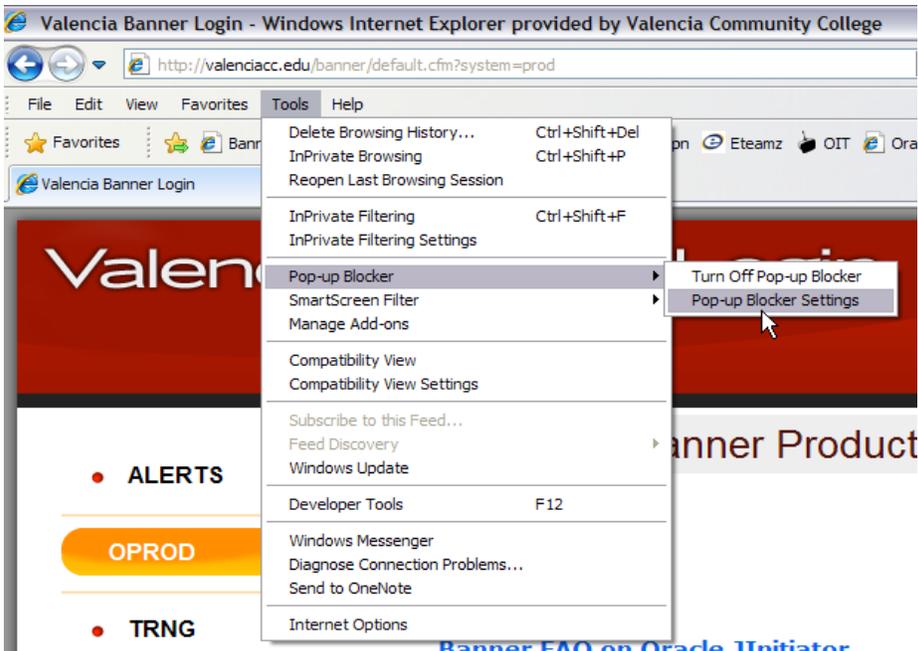
(A message will appear to let you know that the Banner password was synchronized to the Xtender. Just click O.K. this will be a one time message).

Just a reminder, Fund/Orgn (Index) security is in place for BDMS. If you are trying to look at documentation that is not within your Fund/Orgn (Index) you will receive the following error message:

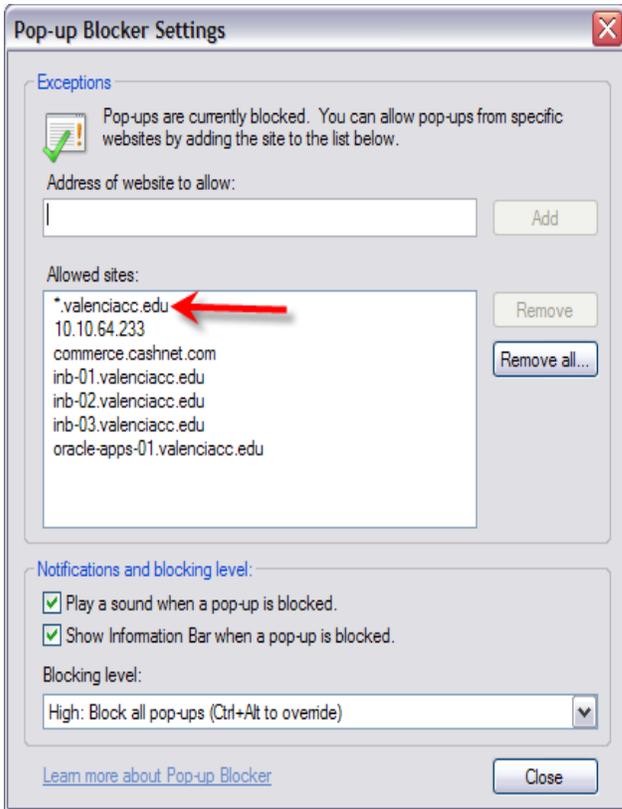


Just close the error message to continue.

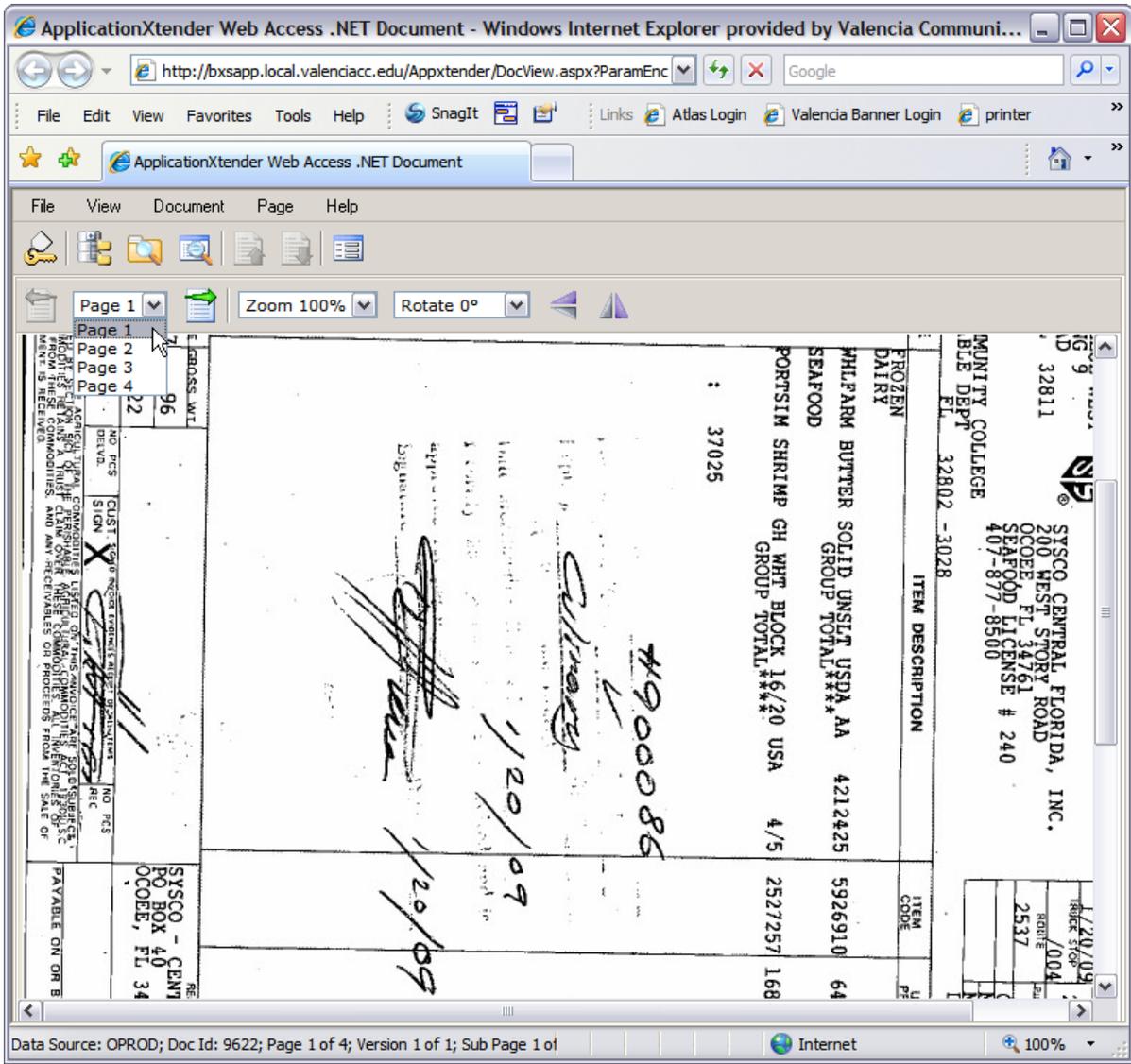
Also, please make sure that you have *.valenciac.edu in your pop-up blocker allowed sites. In Internet Explorer, go to Tools – Pop-up Blocker – Pop-up Blocker Settings.

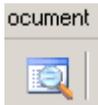


[Banner FAQ on Oracle Initiator](#)



If you have access to the Fund/Orgn (Index), the documents attached to that specific invoice will open. Scroll down from the navigation bar to look up the invoice and move to the page you are looking for.



To print copies of the document you are viewing, go to the magnifying glass  called Query Results and click on it.

Query Results for Application 'B-F-DOCS'

Document 1 - 1 of 1

<input type="checkbox"/>	DOCUMENT ID	BANNER DOC TYPE	DOCUMENT TYPE	TRANSACTION DATE	VENDOR ID	VENDOR NAME
<input checked="" type="checkbox"/>	10909404	INVOICE	INVOICE	29-Jan-2009	V02563089	SYSKO FOOD SYSTEMS OF CENTRAL FLORIDA INC

Select the document as in the screen above and click on the printer icon . This will print the entire document.

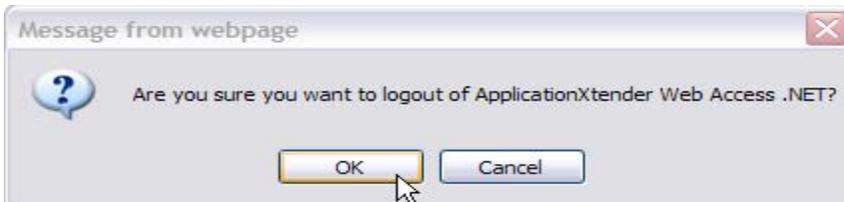
To go back to your document go to View and Then View Current Document

DOCUMENT ID	BANNER DOC TYPE	DOCUMENT TYPE	TRANSACTION DATE	VENDOR ID	VENDOR NAME	
<input checked="" type="checkbox"/>	10909404	INVOICE	INVOICE	29-Jan-2009	V02563089	SYSCO FOOD SYSTEMS OF CENTRAL FLORIDA INC

This will take you back to the initial document.



When you are done viewing the pages click on the File where the little key is and Logout.



Click on Cancel on the screen below and this will take you back to Banner.

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source:

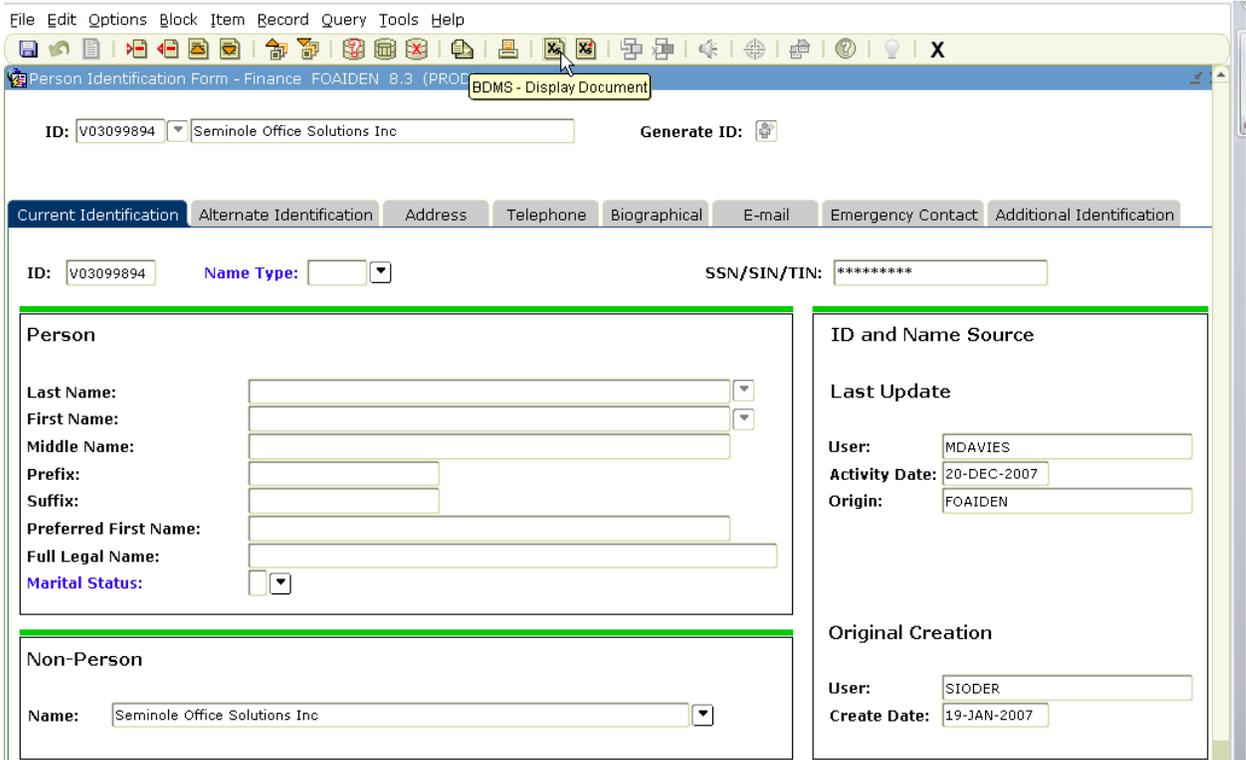
User Name:

Password:

Request Full Text Search Support

In order to see Vendor attachments, you will need to go to form FOAIDEN. Enter the Vendors V # and click on Next Block.

Go to the top on Banner and click on BDMS – Display Document  (see the screen below)



File Edit Options Block Item Record Query Tools Help

Person Identification Form - Finance FOAIDEN 8.3 (PROD) BDMS - Display Document

ID: V03099894 Seminole Office Solutions Inc Generate ID: 

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: V03099894 Name Type: SSN/SIN/TIN: *****

Person

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

Marital Status:

Non-Person

Name: Seminole Office Solutions Inc

ID and Name Source

Last Update

User: MDAVIES

Activity Date: 20-DEC-2007

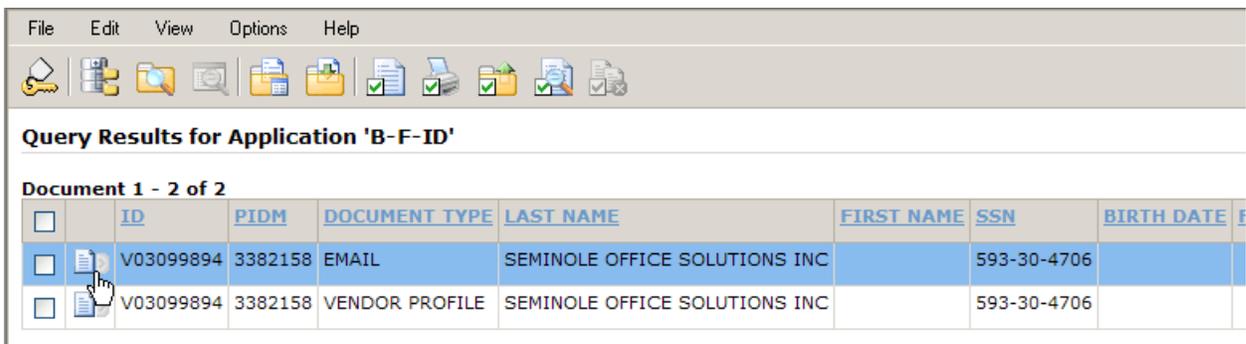
Origin: FOAIDEN

Original Creation

User: SIODER

Create Date: 19-JAN-2007

This will bring up any documents attached to that vendor. Choose the document you wish to look at and click on the paper icon.



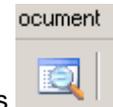
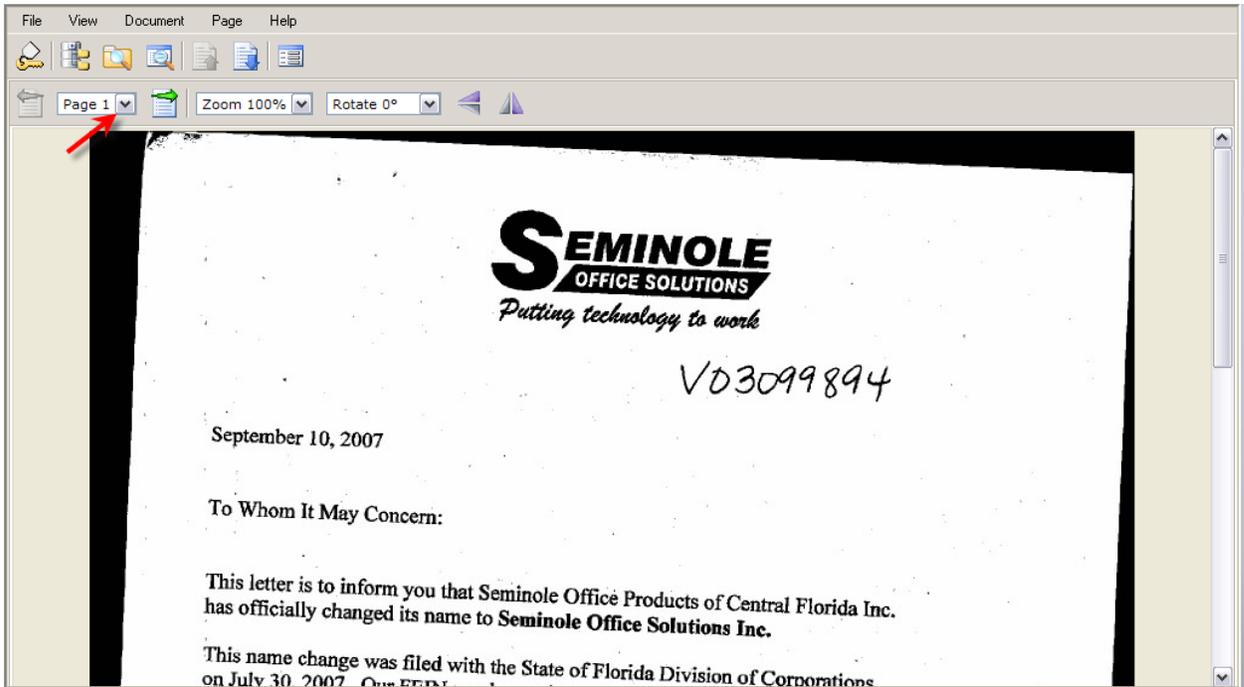
File Edit View Options Help

Query Results for Application 'B-F-ID'

Document 1 - 2 of 2

<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE
<input checked="" type="checkbox"/>	V03099894	3382158	EMAIL	SEMINOLE OFFICE SOLUTIONS INC		593-30-4706	
<input type="checkbox"/>	V03099894	3382158	VENDOR PROFILE	SEMINOLE OFFICE SOLUTIONS INC		593-30-4706	

This will bring up that attachment. If there are more than one page, you can click on the drop down icon next to Page 1 for a list.



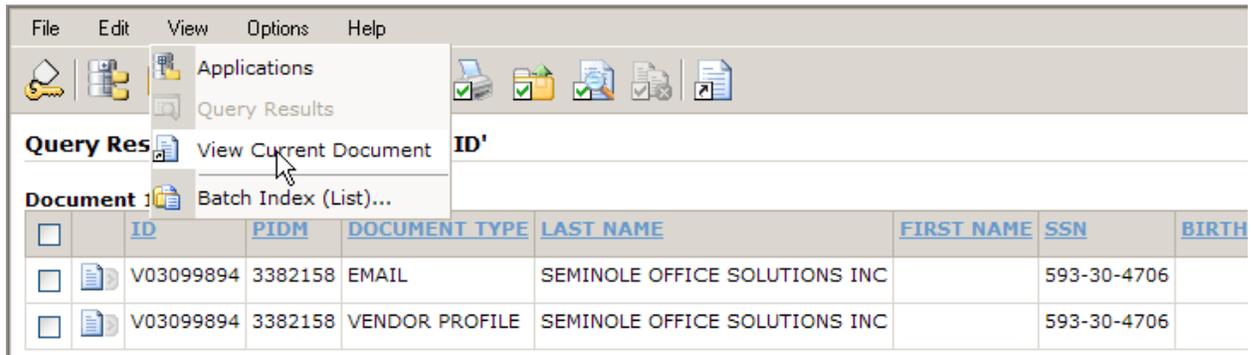
To print copies of the document you are viewing, go to the magnifying glass  called Query Results and click on it.

Query Results for Application 'B-F-ID'							
Document 1 - 2 of 2							
<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DA
<input checked="" type="checkbox"/>	V03099894	3382158	EMAIL	SEMINOLE OFFICE SOLUTIONS INC		593-30-4706	
<input type="checkbox"/>	V03099894	3382158	VENDOR PROFILE	SEMINOLE OFFICE SOLUTIONS INC		593-30-4706	



Select the document as in the screen above and click on the printer icon . This will print the entire document.

To go back to your document, go to View and Then View Current Document

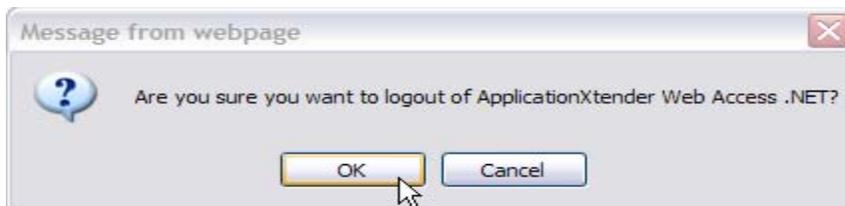


This will take you back to the initial document.

When you are done viewing the pages click on the File where the little key is



and Logout.



Click on Cancel on the screen below and this will take you back to Banner.

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source:

User Name:

Password:

Request Full Text Search Support