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.

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 *.valenciacc.edu in your pop-up blocker allowed sites. In Internet Explorer, go to Tools – Pop-up Blocker – Pop-up Blocker Settings.
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.

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:

Date Source  OPROD
User Name
Password

[Request Full Text Search Support]  [Login]  [Cancel]
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)

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

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.

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 username and password:

- Data Source: OPROD
- User Name: [Enter username]
- Password: [Enter password]

[Request Full Text Search Support] [Login] [Cancel]