

VIEWING INVOICES VIA BDM (Banner Document Manage P H Q W)

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Viewing Invoices via BDM(Banner Document Management)

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](#)

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.

- x Access FOIDOCH
- x Type the PO # in the **Document Type** field
- x Press **TAB**
- x Type the purchase order number in the **Document Code** field
- x %ULQJ XS WKH QH[W SDJH RI WKH IRUP E\ FOLFNLQJ WKH JUHHQ *R E
View -0004A000.96.Bum7998 -12.6 0 Td <08he

Viewing Invoices via BDM (Banner Document Management)

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 \RX WR)\$, ,19(

- x 0DNH WXKNDWQ YRIRFZL WKRLHZV HOHFVWHS GOLJKWHG
- x &OLKNS (W\$7(' EXWWRQ LQ WKH WRS ULJKW KDQG FRUQHU RI WKH VFUHH
- x 7KLV ZLOO RSHQ D GURS G WZG QPHUC X Z\$M TX WMDH B R4X H QIR
 'RFXPHQW
- x 3UHV4V4 WKHU 'RFXPHQW EXWWRQ WR EULQJ XS WKH LQYRLFH QXPEHU L

The screenshot displays the Banner Document Management (BDM) interface. At the top, there is a search bar with the text "Search". Below the search bar is a "DOCUMENT HISTORY" table. The table has four columns: "Document", "Document Code", "Status", and "Action". The first row is a "Purchase Order" with document code "E2686079" and status "Approved". The subsequent rows are "Invoice" entries with various document codes (e.g., 11814063, 11814076, 11814079, 11814145, 11814200, 11814240, 11816083, 11816084, 11817568, 11819416, 11820521, 11823328, 11825809, 11827523, 11827524, 11827525, 11827527) and status "Paid". To the right of the table, there is a "Requisition Info [FPIREQN]" section with a button labeled "Query Document [BY TYPE]". A hand icon is shown pointing at this button. At the bottom of the interface, there is a "SAVE" button.

Viewing Invoices via BDM(Banner Document Management)

Viewing Invoice Images
Via) \$, , 1 9((, Q Y R L F H 4 X H U \ Form)

Viewing Invoices via BDM(Banner Document Management)

Screenshot of Invoice

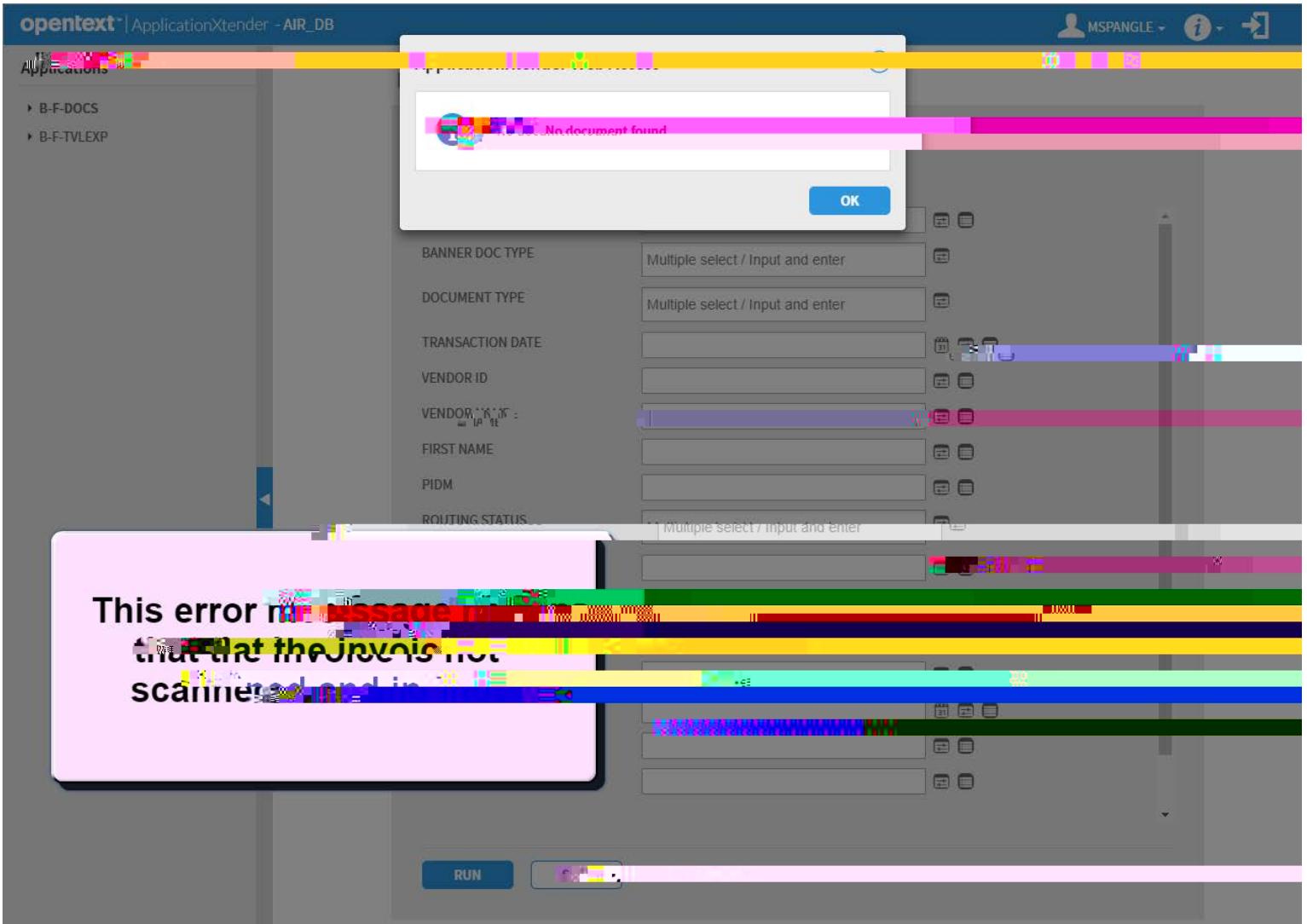
Use the U L J K W O E D G J I R F Z R Q V R Q W K H W R R O E D U F L Q H M C K h n a V i g a s t o b u g M u l t i p l e R X U pages that have been index see8isw93-0.01 Tw (index)Tj 0.01 Tr5.912 <004F.4 2.relgat

Viewing Invoices via BDM (Banner Document Management)

Error Message – No Document Found

If you receive the error message below please check the following:
1. Verify the Banner Doc ID is correct.
2. Verify the Banner Doc Type is correct.
3. Verify the Document Type is correct.
4. Verify the Transaction Date is correct.
5. Verify the Vendor ID is correct.
6. Verify the First Name is correct.
7. Verify the PIDM is correct.
8. Verify the Routing Status is correct.

If you have verified the above information and the error message still appears, please contact the Banner Support team for further assistance.



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