Viewing Documents Scanned by Finance and Administration

There are two ways to view scanned documents in BDM. You can access the scanned documents from Banner Forms, or by directly accessing BDM.

Before you can view scanned documents you must have completed the BDM Video Tutorial. This video will walk you thru the steps to setting up your system so you can view all Finance scanned documents. The video can be found at http://isu.edu/finserv/bdminfo.shtml.

Access through Banner Forms:

Purchasing Documents, Invoices, Direct Pays (FY12 forward) and Travel Receipts (before 12/01/2013)

1. The easiest screen to view most finance scanned documents is FOIDOCH. From this screen you can view all purchasing scanned documents, invoices and direct pays. Almost any screen in banner that shows a document number can be used to access a scanned document.
2. Access to scanned documents is controlled by Fund Org Security. You will only be able to view documents charged against indexes you have access to.
3. Once you log into Banner type FOIDOCH at the Go To…….box on the General Menu screen in Banner.
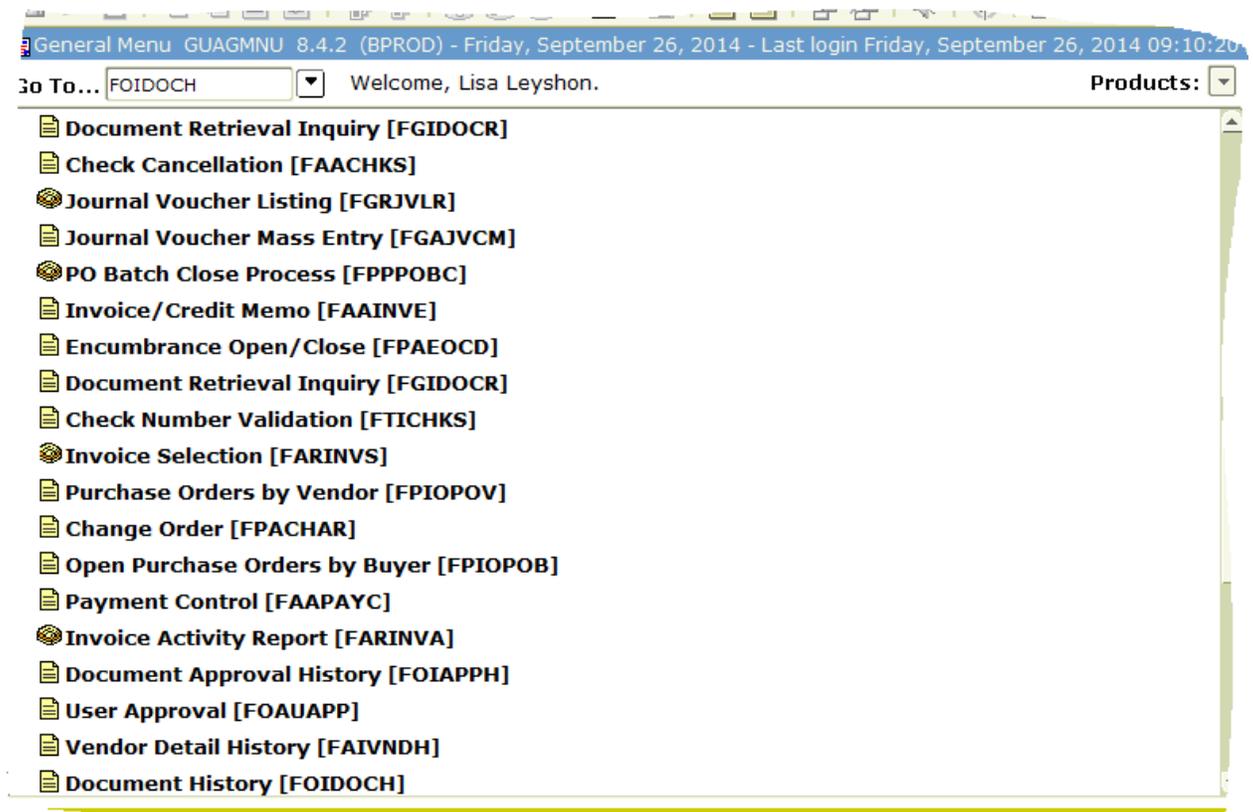
4. In FOIDOCH you can enter the purchase order or invoice number you would like to view, then click block next.
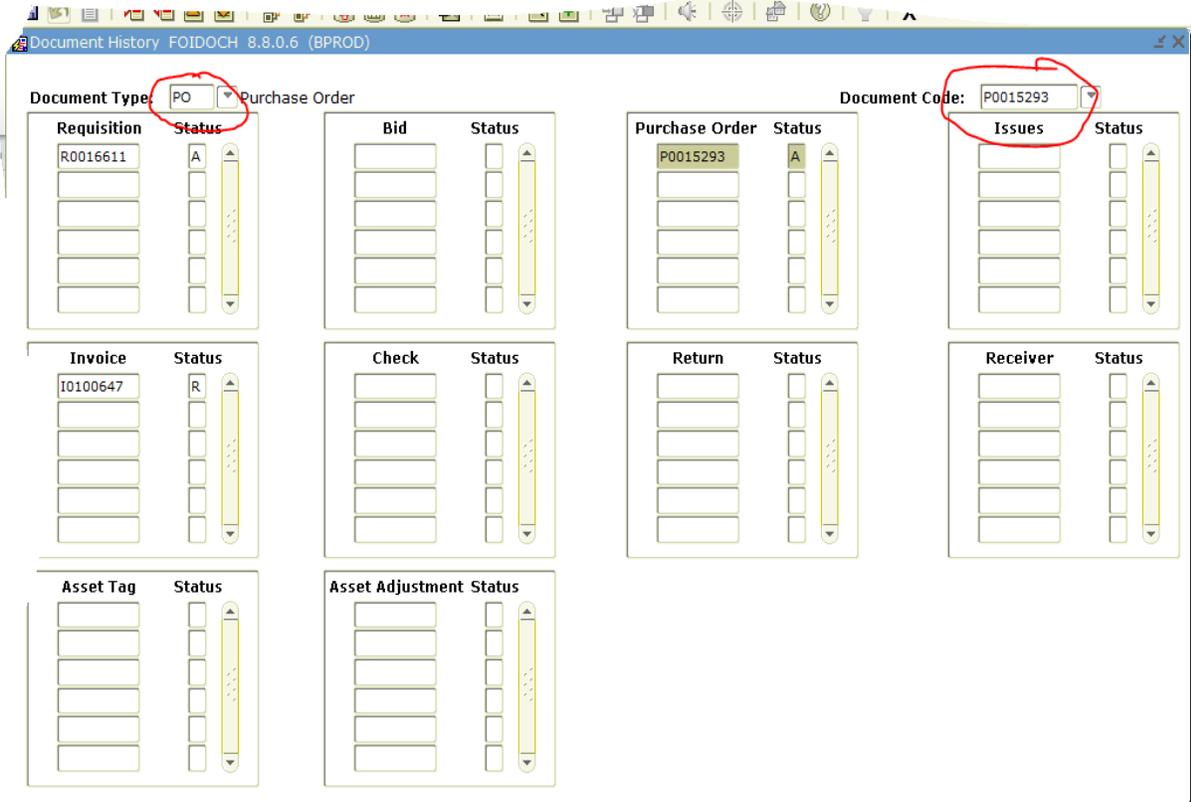
5. Make sure the document you want to view is highlighted, and then click on the spy glass icon at the top of the page.
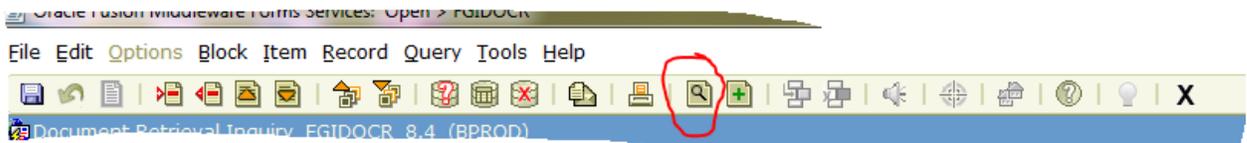
6. Clicking the spy glass icon will take you to BDM and the document you are trying to view.
7. Travel receipts and documentation for travel before 12/01/2013 can be accessed through banner forms. We currently are in the process of scanning these documents, so if you cannot find what you are looking for, please call the travel office. If there are multiple TR documents the receipts and documentation will be attached to the first TR document in the trip series.
8. Travel documents after 12/01/2013 will need to be accessed directly from BDM.
9. You can print the documents by clicking on View, then printer friendly view.

10. If there are multiple pages you can view each page by double clicking on the page number at the left of the screen.

Journal Vouchers or Inter-Departmental Sales

1. The banner form from which you can view JV's or Inter-Departmental sales is FGIDOCR. You will only be able to view Journal Type JE16 or IDS. Type FGIDOCR at the Go To……Box on the General Menu form in Banner.

General Menu GUAGMNU 8.4.2 (BPROD) - Friday, September 26, 2014 - Last login Friday, September 26,

io To... FGIDOCR   [▼]   Welcome, Lisa Leyshon.   Products:

📄 Document Retrieval Inquiry [FGIDOCR]
📄 Check Cancellation [FAACHKS]
🔶 Journal Voucher Listing [FGRJVLR]
📄 Journal Voucher Mass Entry [FGAJVCM]
🔶 PO Batch Close Process [FPPPOBC]
📄 Invoice/Credit Memo [FAAINVE]
📄 Encumbrance Open/Close [FPAEOCD]
📄 Document Retrieval Inquiry [FGIDOCR]
📄 Check Number Validation [FTICHKS]
🔶 Invoice Selection [FARINVS]
📄 Purchase Orders by Vendor [FPIOPOV]
📄 Change Order [FPACHAR]
📄 Open Purchase Orders by Buyer [FPIOPOB]
📄 Payment Control [FAAPAYC]
🔶 Invoice Activity Report [FARINVA]
📄 Document Approval History [FOIAPPH]
📄 User Approval [FOAUAPP]
📄 Vendor Detail History [FAIVNDH]
📄 Document History [FOIDOCH]

Banner Broadcast Messages

2. Enter the Journal Voucher number in the document box. Then click next block.

Document Retrieval Inquiry FGIDOCR 8.4 (BPROD)

Document: J0007416   **Submission Number:**   **Document Type:** JV

Header Information

Transaction Date: 31-JUL-2013   **Fiscal Year:** 14   **Fiscal Period:** 01   **Items:** 67   **Commit Type:** Uncommitted   ☐ **Document Text**

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	1	IDS	BusTechCntr/TechHelp AugRnt LBTC03	115.00	Debit		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
9	REGR34	220148	346000	7417	01IG				☐	K1	☐

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	2	IDS	BusTechCntr/TechHelp JulPost LBTC03	0.92	Debit		

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
9	REGR34	220148	346000	7272	01IG				☐	K1	☐

2. Once you have the JV document up on the screen, click on the spy glass icon. This will bring up all the pages of the JV. You will now need to search for the entry you are looking for.
3. Click on the binoculars icon.
    a. Click the Fuzzy box
    b. Then under Scope, click Doc. This will allow you to search the whole JV document.
    c. Under Find Text, enter what you want to search on, it could be index, dollar amount, a word, etc. then click ok. If the page that appears is not the one you are looking for, you can go to the next document by clicking on the binoculars with the arrow. This icon will take you to each page that has that search criteria. If what you are looking for does not appear, you may have to refine your search.

BDM Direct Access:

1. Before you can access BDM directly you must have synced your passwords by clicking on the spy glass on the Banner form FOIDOCH. Once this is completed you can follow the next steps.
2. In Internet Explorer enter the following URL: https://bdms.its.isu.edu/appXtender/login.aspx

   If you will be using the direct access often, you may want to create a shortcut on your desktop or add it to your toolbar.

3. The above URL will take you to the BDM log in page.
   a. The data source should be BPROD because you are accessing documents from production.
   b. Your user name and password are the same as when you log in to BengalWeb.
   c. Click on the log in button.

Login

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

Data Source | BPROD
User Name |
Password |

☐ Request Full Text Search Support

[Login] [Cancel]

ℹ️ for more information, see Logging into ApplicationXtender Web Access.

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4. You will now be at the types of forms that are scanned into BDM. The two options you will be using are B-F-Docs Banner Finance Purchasing/AP and B-F-TVLEXP Banner Finance Travel and Expense.

File   Edit   View   Help

⊟ BPROD
  ⊞ 📁 B-F-DOCS - BANNER FINANCE PURCHASING / AP
  ⊞ 📁 B-F-GRNT - BANNER FINANCE GRANT
  ⊞ 📁 B-F-ID - BANNER FINANCE COMMON
  ⊞ 📁 B-F-PROP - BANNER FINANCE PROPOSAL
  ⊞ 📁 B-F-TVLEXP - BANNER FINANCE TRAVEL AND EXPENSE
  ⊞ 📁 B-G-ID - BANNER COMMON
  ⊞ 📁 ISU-ARGOS-DOCUMENTATION - DOCUMENTS EXISTING ARGOS DATABLOCKS AND REPORTS
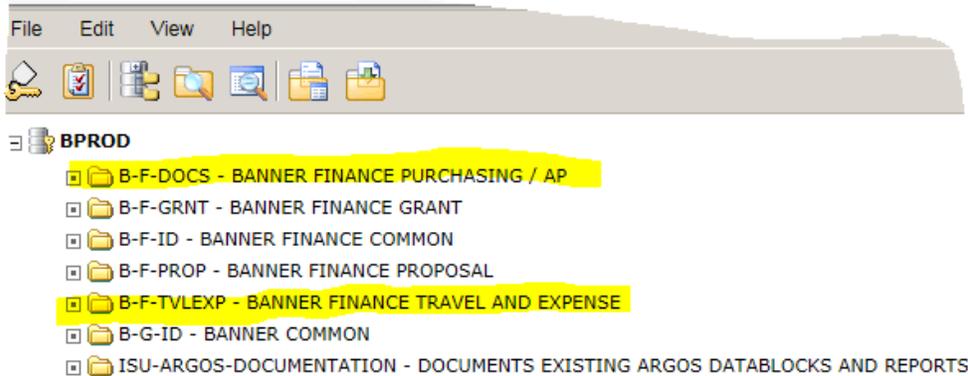
5. If you click on B-F-Docs Banner Finance Purchasing/AP, you will have the following parameters to search on.

Query Criteria for Application 'B-F-DOCS

how	Index Name	Search Value
✓	DOCUMENT ID	
✓	BANNER DOC TYPE	*
✓	DOCUMENT TYPE	*
✓	TRANSACTION DATE	
✓	VENDOR ID	
✓	VENDOR NAME	
✓	FIRST NAME	
✓	PIDM	
✓	ROUTING STATUS	*
✓	ACTIVITY DATE	

Query Options

Show [all documents ▾]

☐ Include previous document revisions

Save Options

Query Name

☐ Available To All Users

6. The best fields to search on are Document ID, Vendor ID or Vendor Name.
   a. Document ID is the document number.
      i. Invoices and Direct Pays begin with I.
      ii. Purchase Orders begin with P
      iii. Travel begins with a TV or TR.
      iv. Journal Voucher begin with J
   b. The Vendor ID is the Banner vendor number. This will bring up all documents for this vendor number. If multiple documents come up, you can double click on the document you wish to view.
   c. The Vendor Name is the name of the vendor, or the last name of an individual. This will bring up all documents for this vendor.
7. Enter the search criteria and hit return or click submit.
8. Double click on the document you wish to view.
9. You can print the document if you need to by clicking Page, then printer friendly view.

10. If you wish to view a new query, click on View, then New Query.