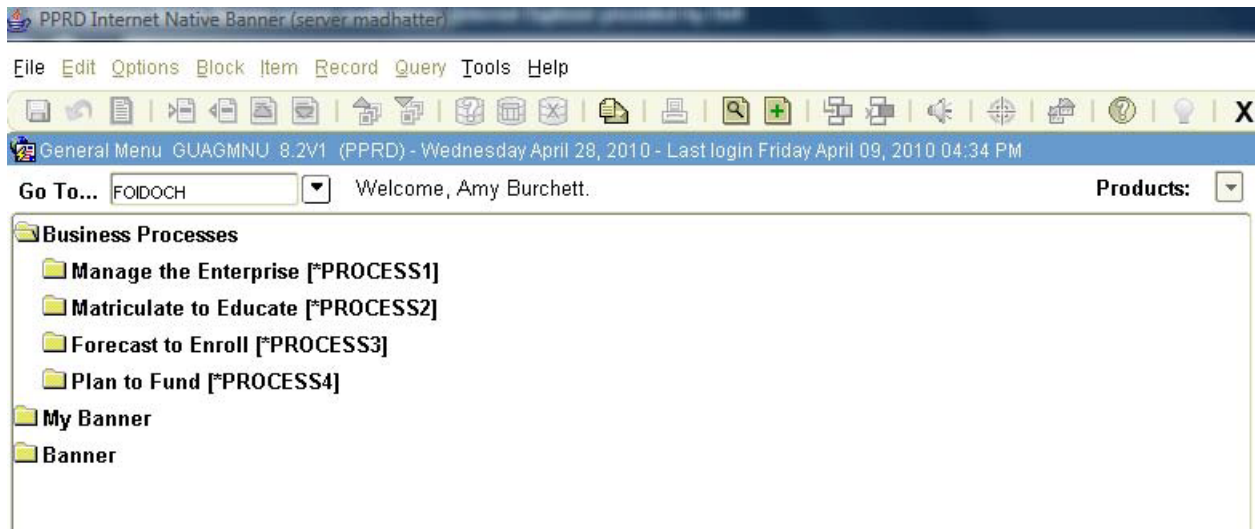




Procedure 21005a: Invoice Imaging

Images of all invoices, travel vouchers, payment documents and supporting documentation, except for electronic invoices (Banner invoice numbers beginning with an E), are available for viewing in Banner. Images are available for documents from July 1, 2007 forward. Invoices can be viewed by entering the purchase order number or the Banner invoice number. Department users can only view documents that have funding on their organization code.

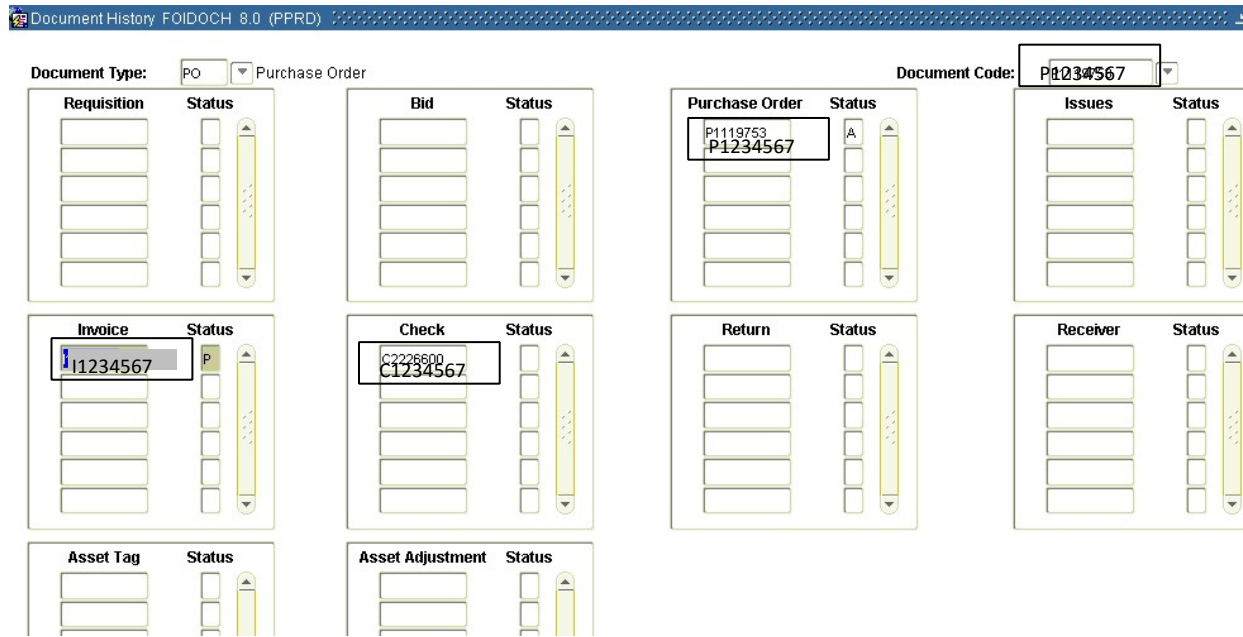
A. Instructions for Accessing Invoice Images


1. Log in to Banner with your user id and password.
2. On the main menu enter FOIDOCH in the Go To field as seen below and click Enter.

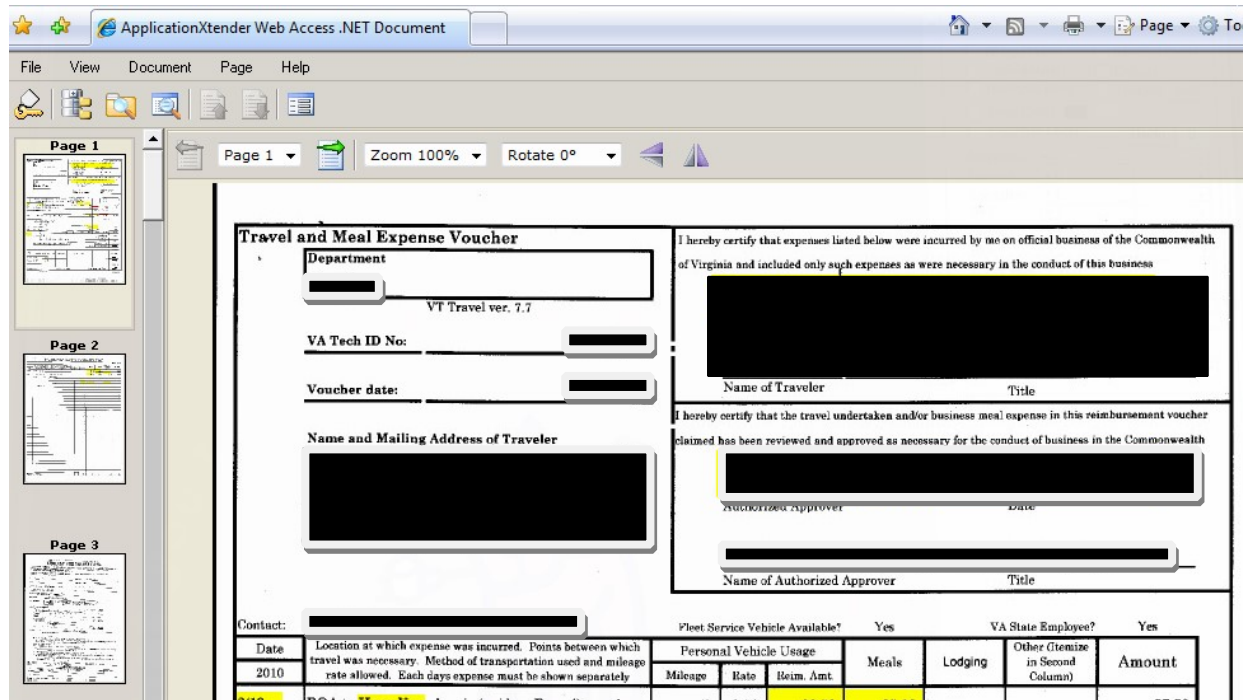


3. Search for a document image either by Purchase Order Number or Banner Invoice Number.
 - a. To search by Purchase order number, type PO in the Document Type field and tab over to the Document Code field and enter the Purchase Order number. Perform a Next Block (Ctrl+ Page Down or click the Next Block button ()).
 - b. To search by Invoice number, type INV in the Document Type field and tab over to the Document Code field and enter the Banner Invoice number (begins with the letter I). Perform a Next Block (Ctrl + Page Down or click the Next Block button ()).

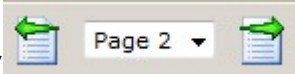
Controller's Office Procedure




4. Single click on the Invoice field to highlight the invoice number.
5. Click the BDMS – Display Document button () on the toolbar.
6. A web browser will be launched and the image will appear.




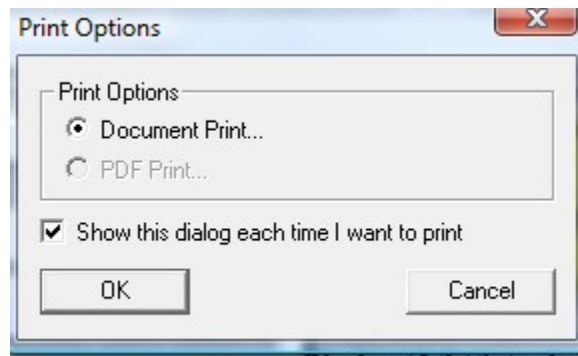
7. The user can navigate through the document in one of two ways.
 - a. Click on the thumbnail image for each page to be viewed.

- b. Click on the previous page and/or next page buttons ().

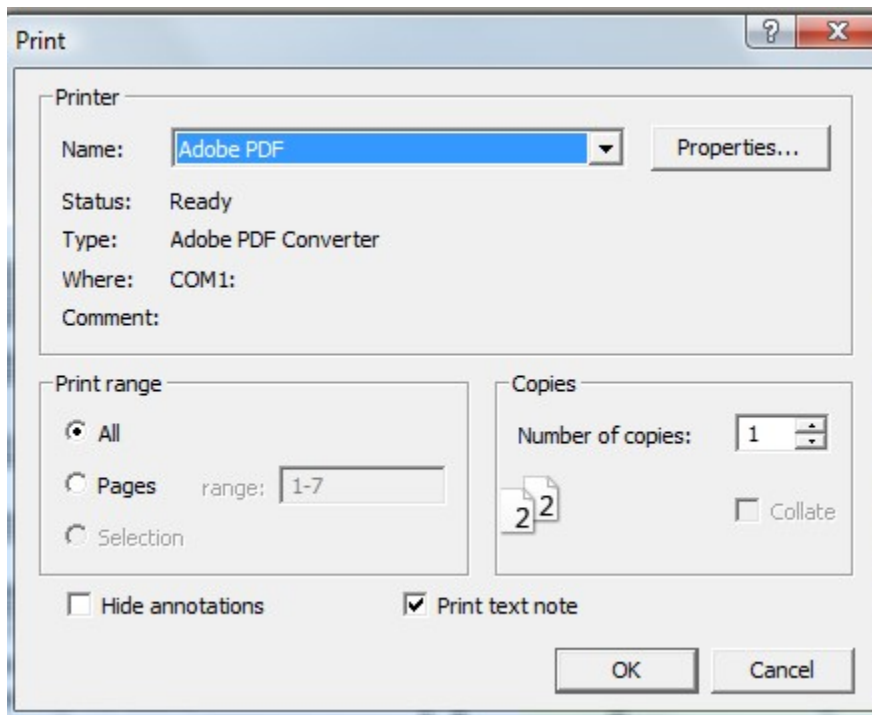
B. Saving Images to Desktop using Internet Explorer

Note: The Controller's Office will be annotating the invoices and travel vouchers as they are processed. If the user wishes to save a copy of the invoice without annotations, the Show/Hide icon () should be selected to remove the annotations prior to saving the document.

1. Select the drop down on the Print Document/PDF print icon () on the toolbar.
2. Select Print.
3. The Print Dialog box will appear. Select Document Print and Click OK.



4. The Print Dialog box will appear. Select Adobe PDF as the printer and click OK.



5. The Save PDF File box will appear and the user should select the location to save the file and click Save. The file be saved to the specified location.

