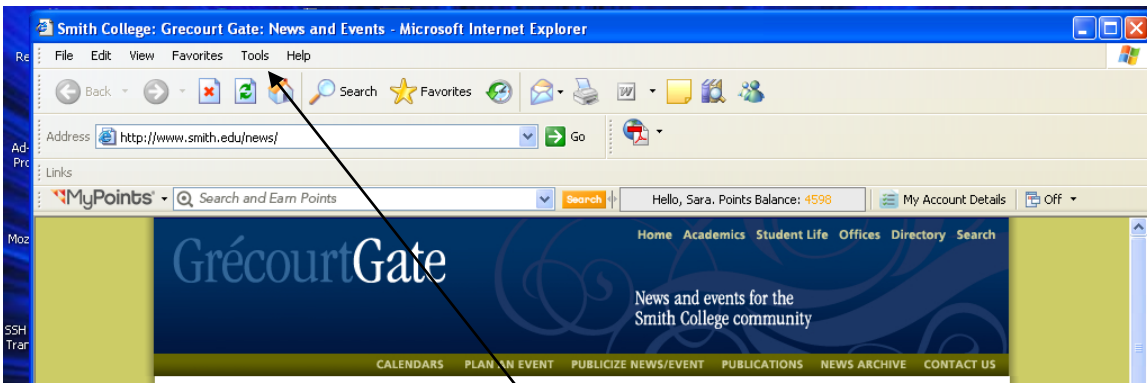


Viewing an Original Invoice in BDMS

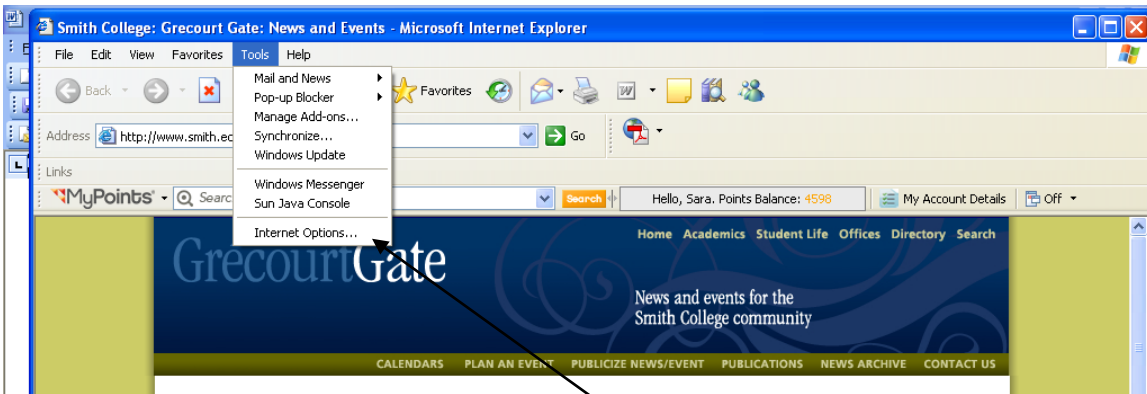
Beginning July 1, 2008 the Accounts Payable office began scanning original vendor invoices into the Banner Document Management System (BDMS) providing departments with the ability to view the original documents the resulted in a charge against their accounts.

Before you try to access a document through BDMS, please check the following internet settings.
*If you need assistance with these internet settings, please contact the User Support Center (x4487 or 4its@email.smith.edu)

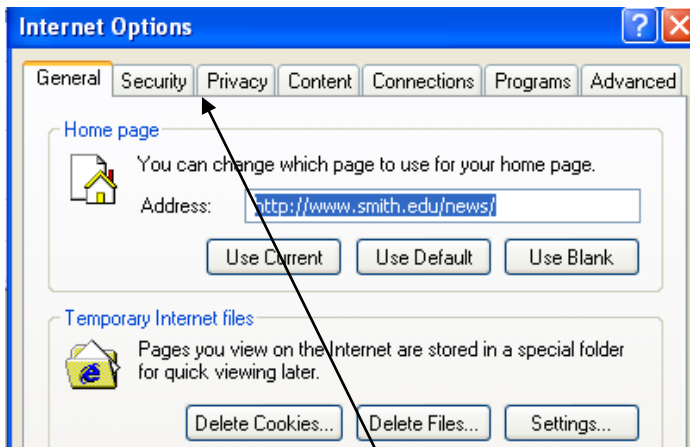
1. Open Internet Explorer



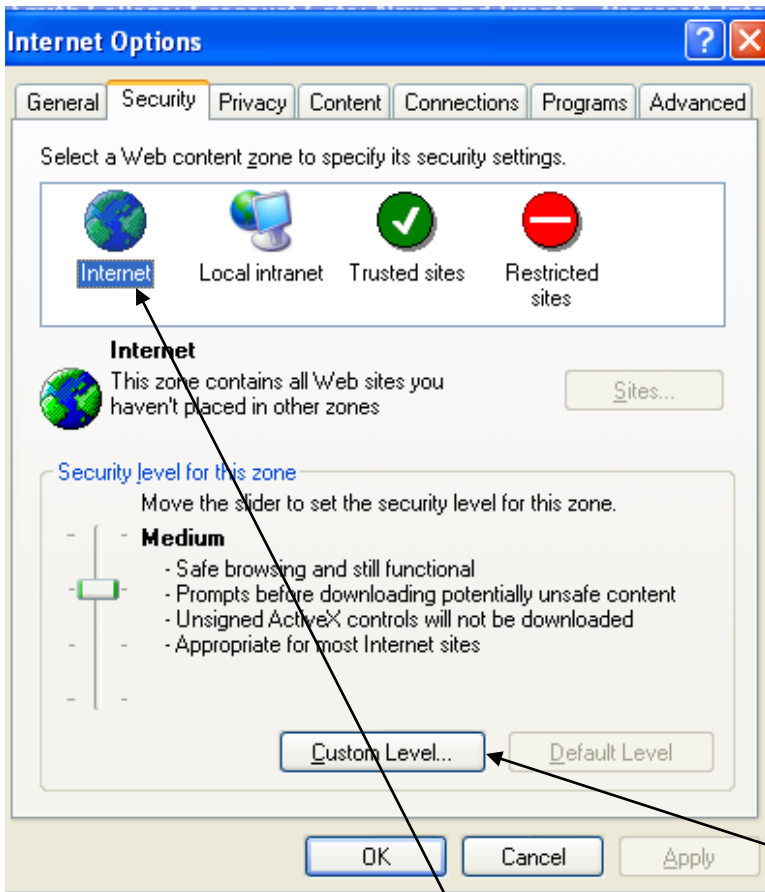
2. Select **Tools** from the menu at the top of the screen.



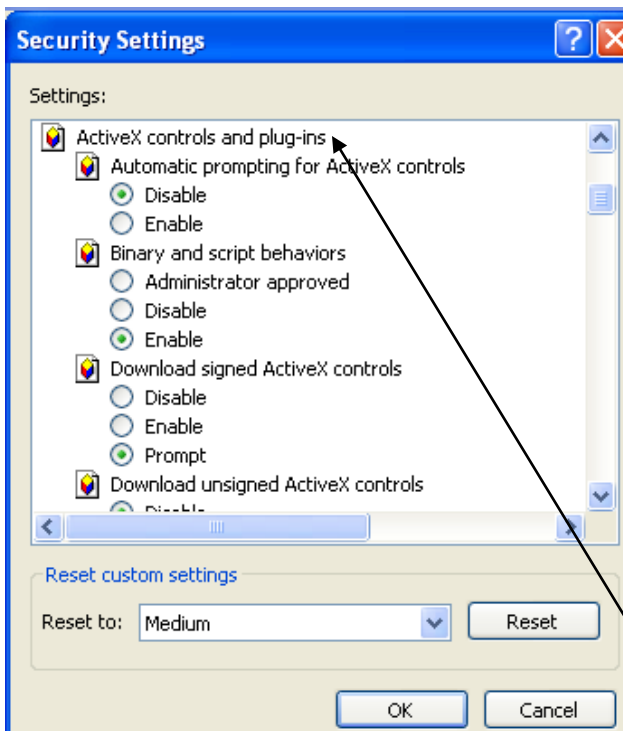
3. From the tools menu, select **Internet Options**



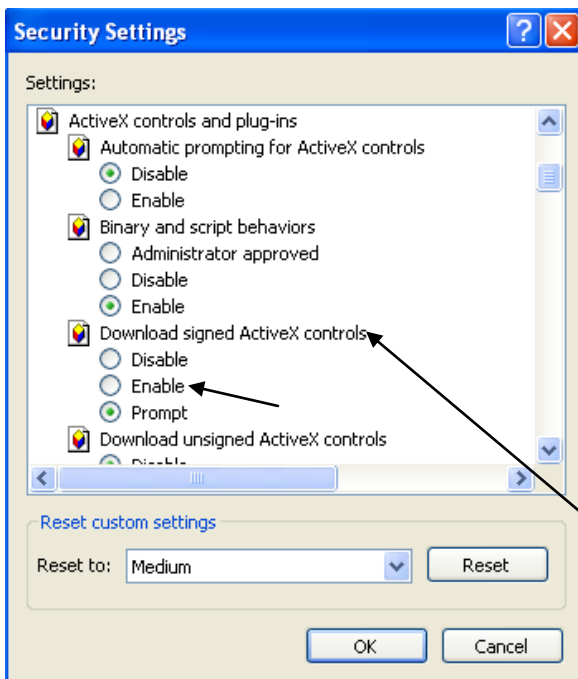
4. Click on the tab labeled **Security**



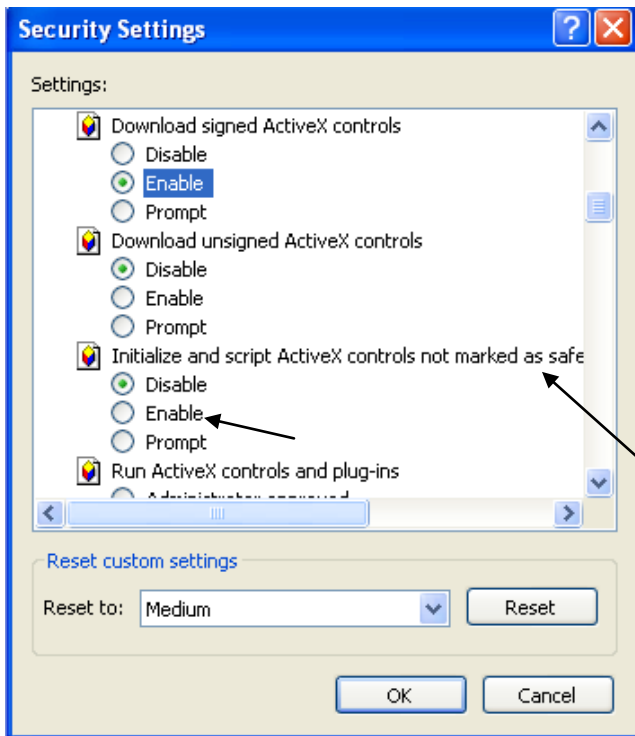
5. Click on the icon labeled **Internet**, then click on the button Labeled **Custom Level**



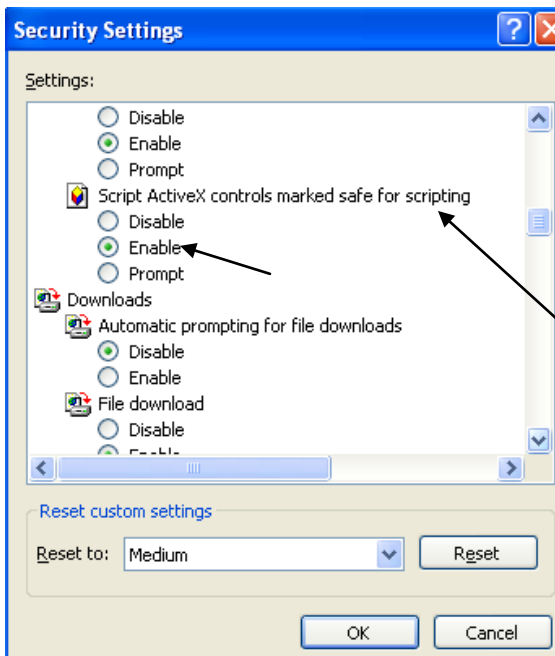
6. Scroll down until you see the section labeled **ActiveX controls and plug-ins**.



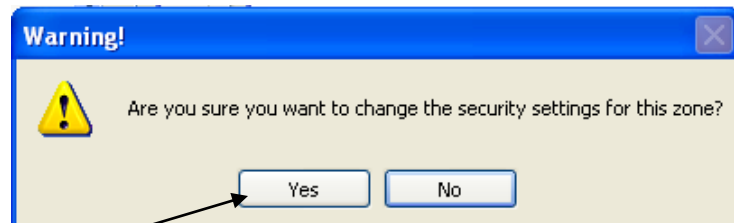
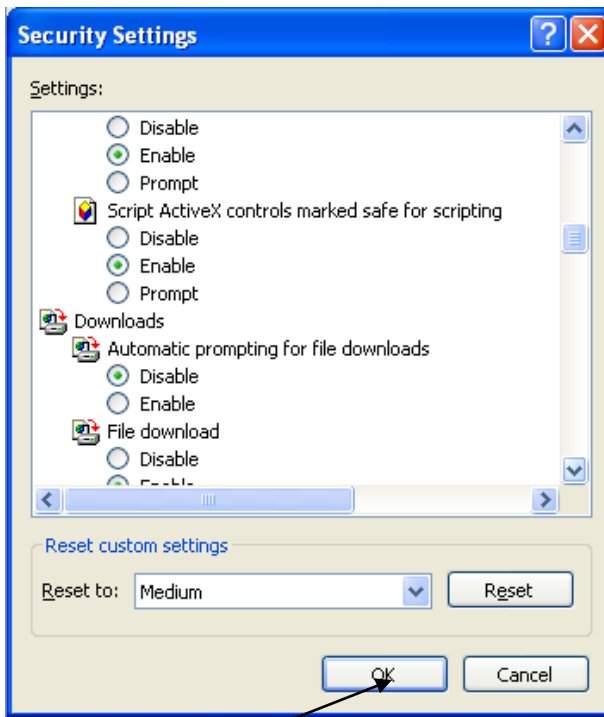
7. Find the sub-heading labeled **Download signed ActiveX controls** and click on the **Enable** radio button beneath it.



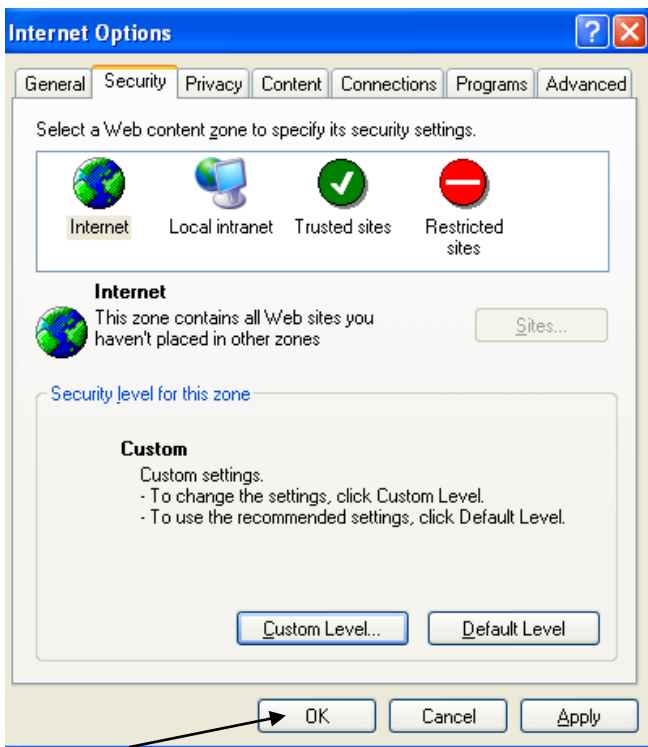
8. Scroll down a little further until you see the sub-heading **Initialize and script ActiveX controls not marked as safe**. Click on the radio button labeled **Enable** beneath it.



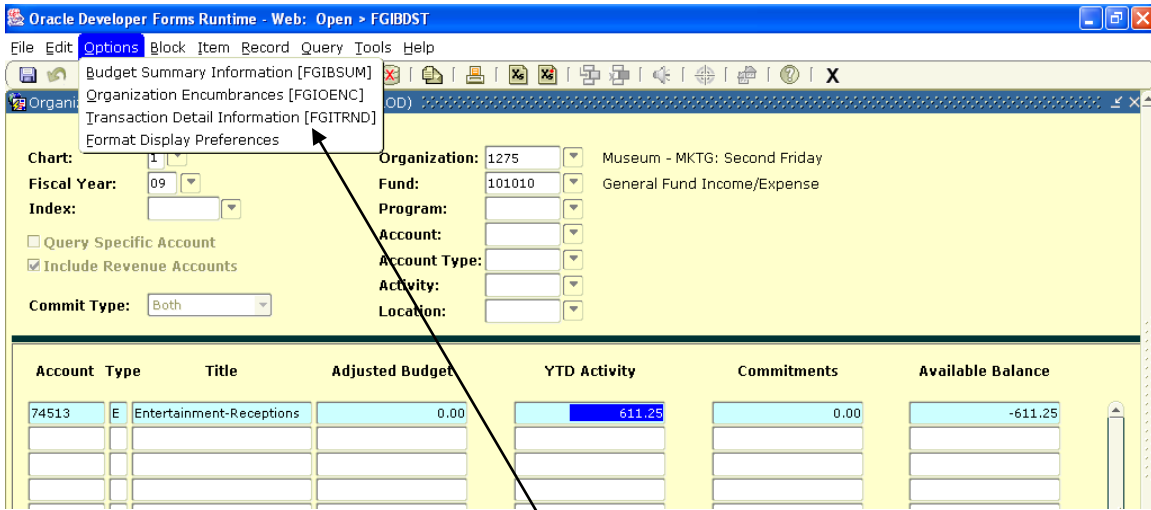
9. Scroll down further until you find the sub-heading labeled **Script ActiveX controls marked safe for scripting**. Click on the radio button labeled **Enable** beneath it.



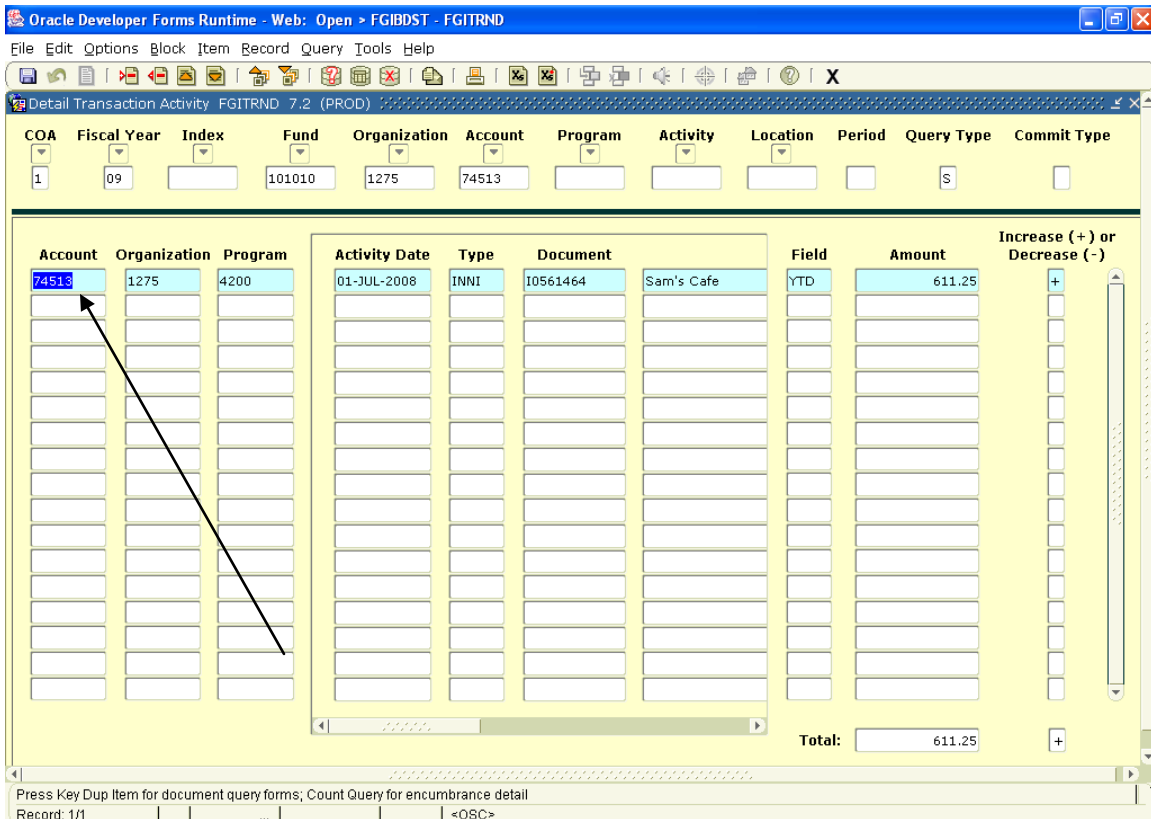
10. Click **OK**. You will see a pop-up box asking if you're are sure that you want to change your security settings. Click **Yes**.



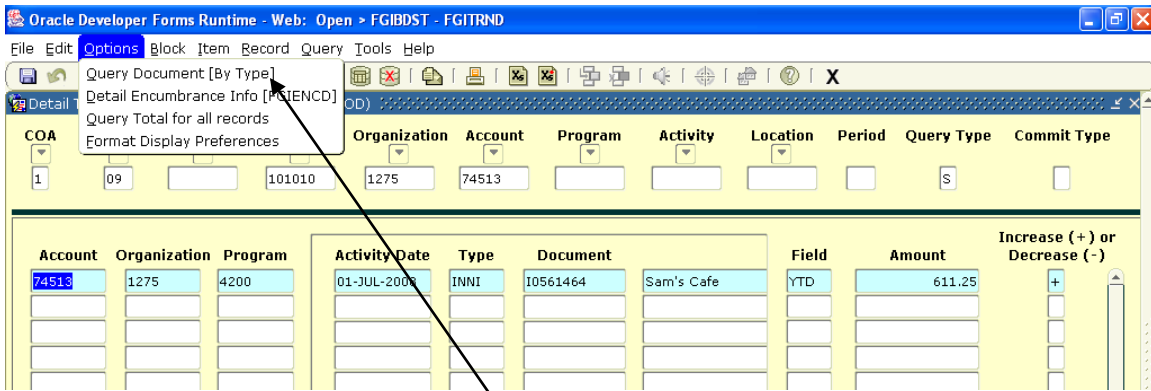
11. You will be returned to the internet options menu. Click **OK** to exit. You can now log into BannerINB and view documents though BDMS. See below for instructions for retrieving documents.



3. Select **Options** and then **Transaction Detail Information**.

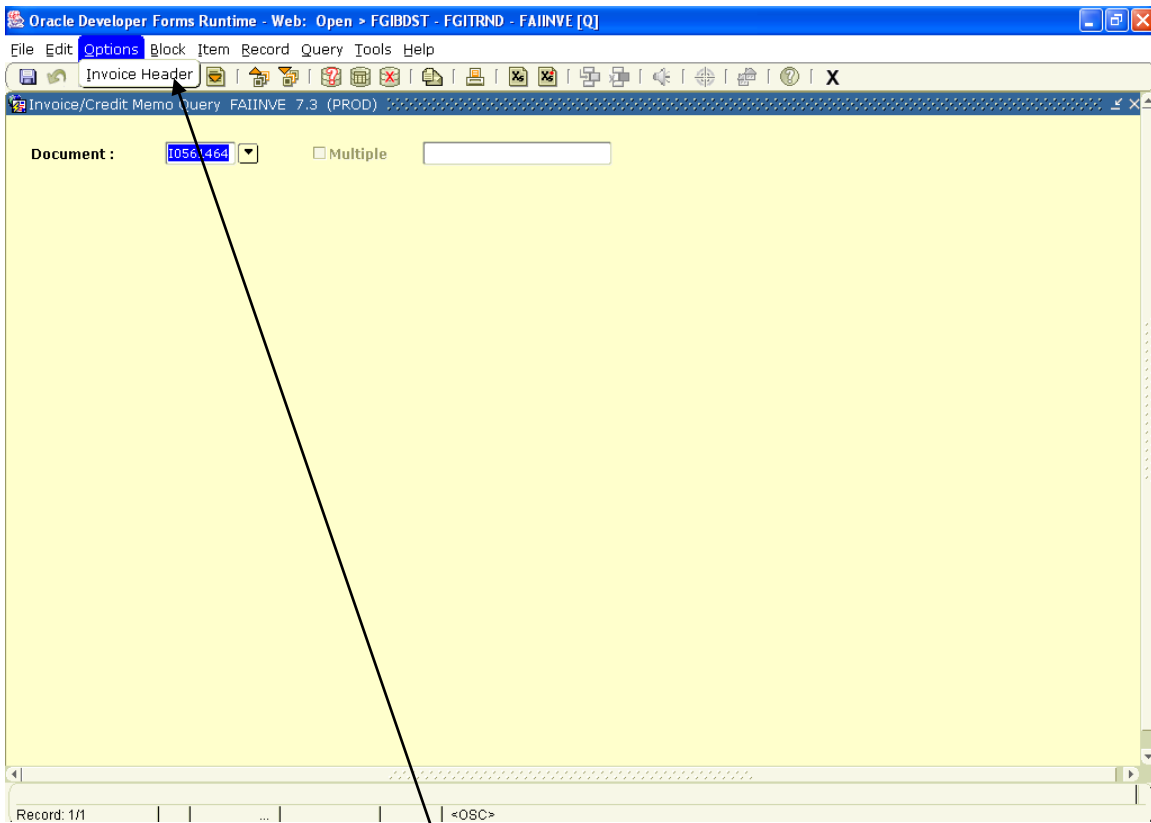


4. Once the detail is displayed, scroll down to find the invoice you want to review. Make sure you have the cursor in the account, organization, program, type or fund columns.



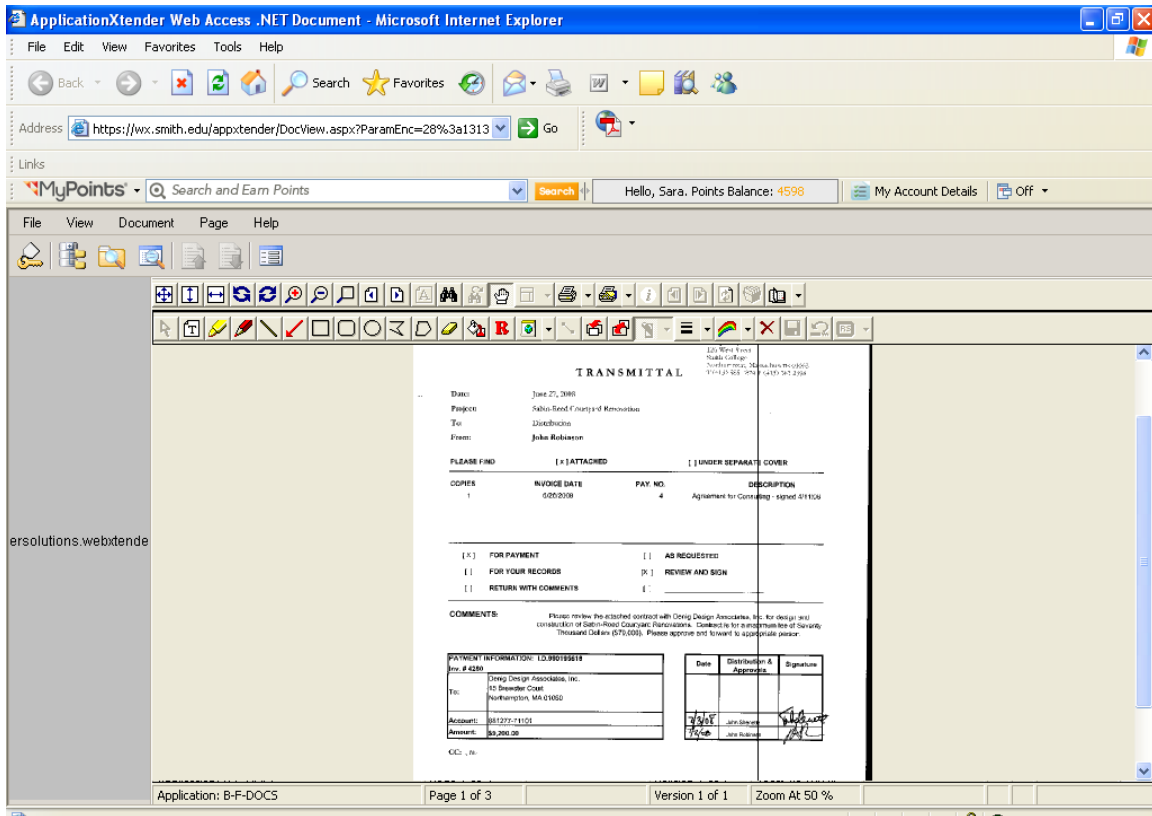
5. Select **Options** then **Query Document (by Type)**.

If you get the following error “FRM-41800 – List of Values not available for this field” then you have something else highlighted other than the account, organization, program, type or fund. Move the cursor to one of these columns and try this step again.

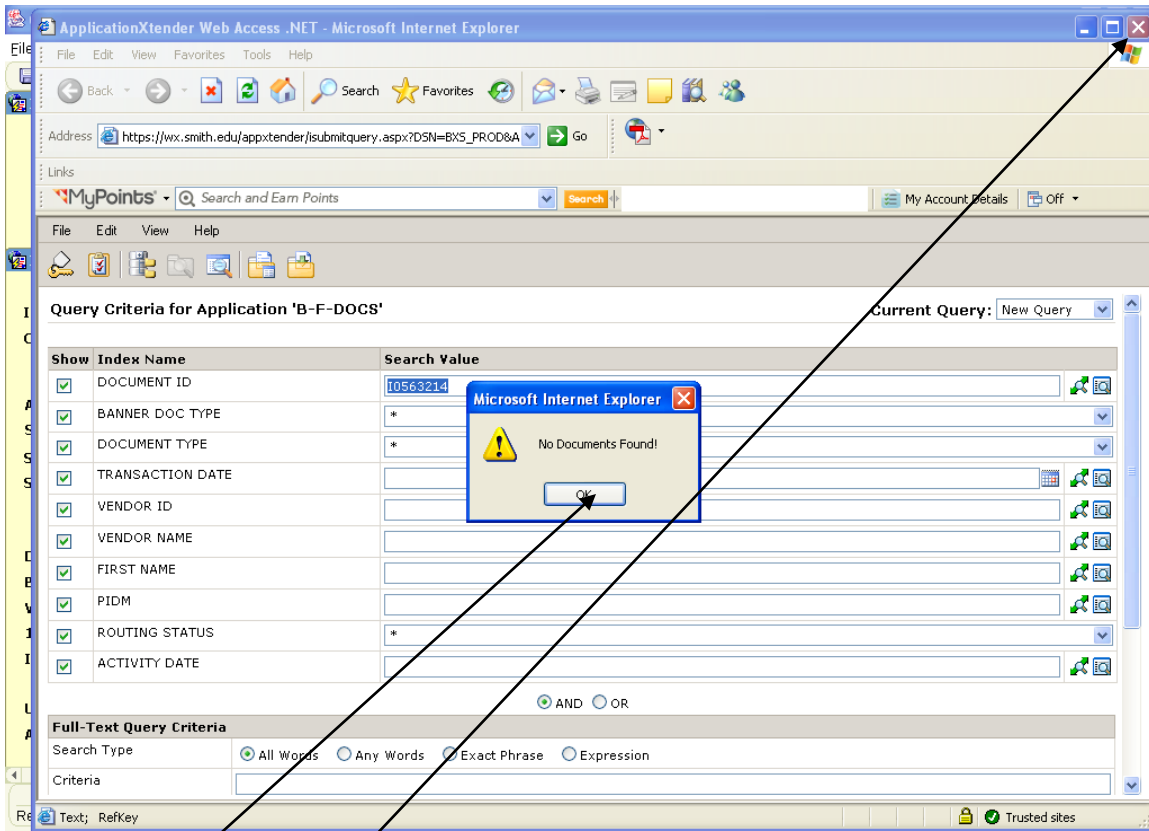


Select **Options** then **Invoice Header**

If an image is available for the document you've selected it will now display on your screen*.



*Please note that we have only scanned images for invoices that have been entered since July 1, 2008. In addition, if the Banner invoice was created within a week of the date you are doing your research, the documentation may not have been scanned yet. Unless you need the information immediately, please try again a few days later.



If no image is available, you will receive a notice to that affect.*

Click **Ok** and then **X** at the upper right hand corner to return to Banner.

*If you need to see the original back-up for documents prior to July 1, 2008 or if you need assistance using BDMS, please contact Accounts Payable at x2229.