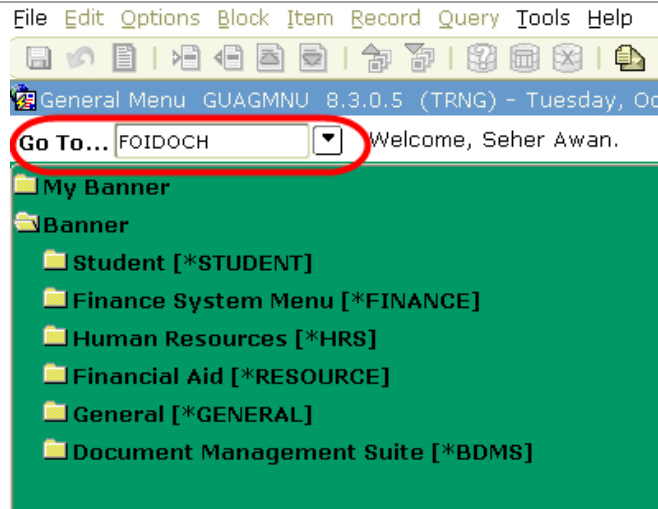
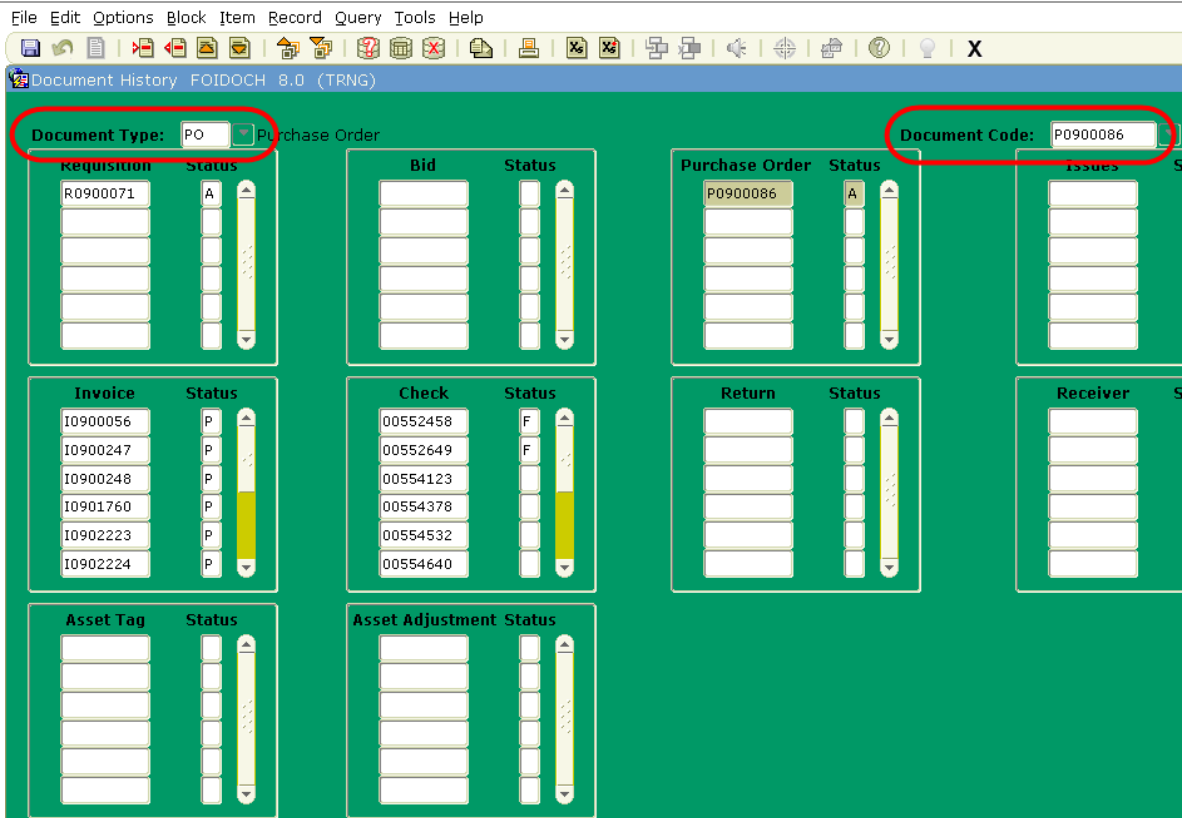


## Viewing Support Documents in Banner

1. Type in **FOIDOCH** in the Go To... Field. (You can also view documents in FOAIDEN, FPIPURR, or FAIINVE.)



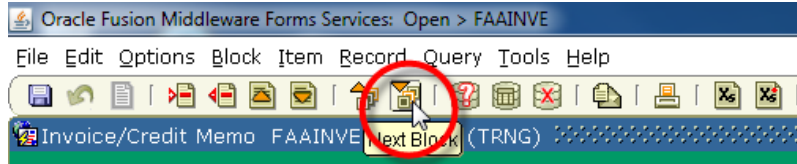
2. Enter PO or INVOICE in the **Document Type** Field. Then enter the PO Number or Invoice Number in the **Document Code** Field.



3. Go to Next Block

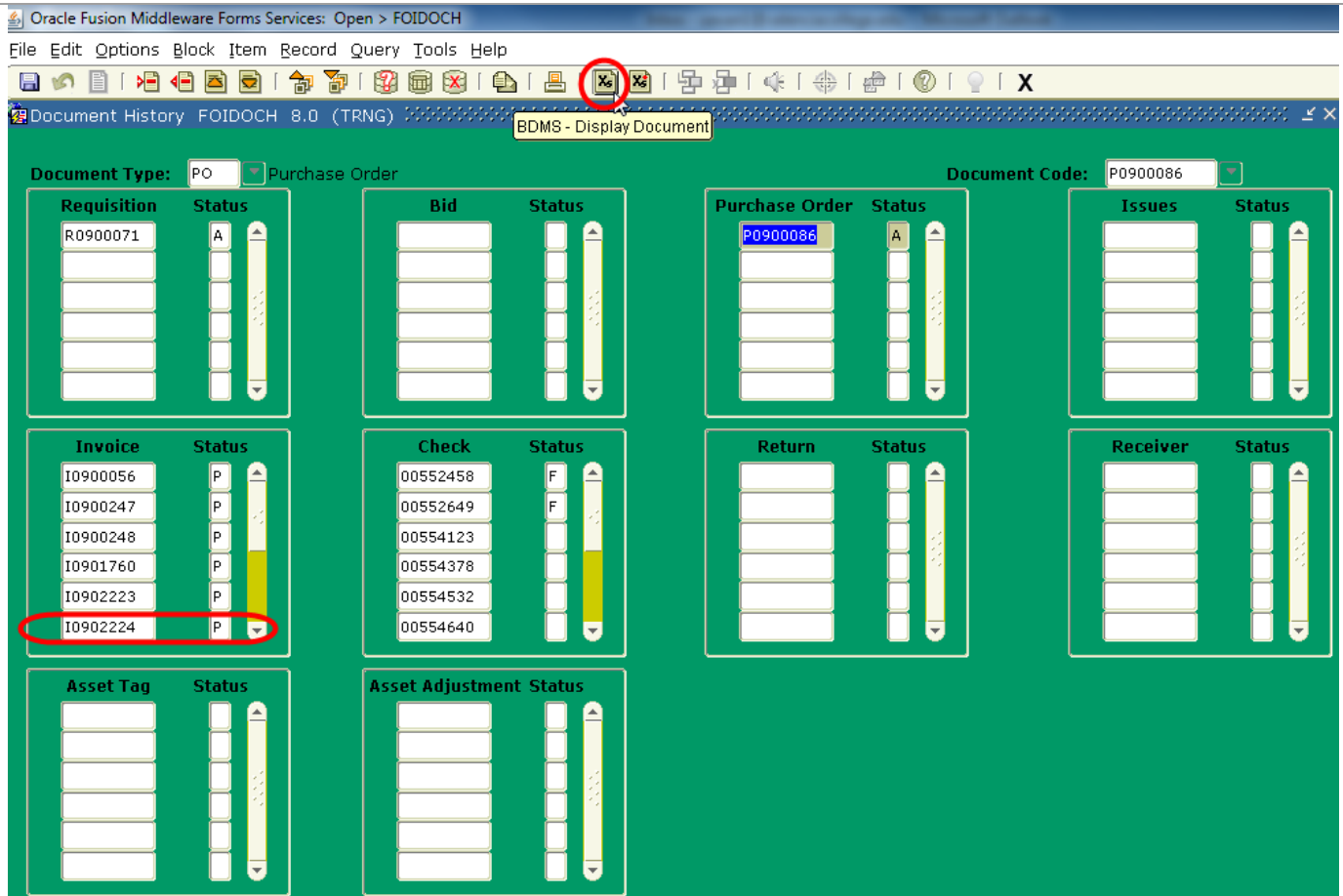
Control/Page Down

OR



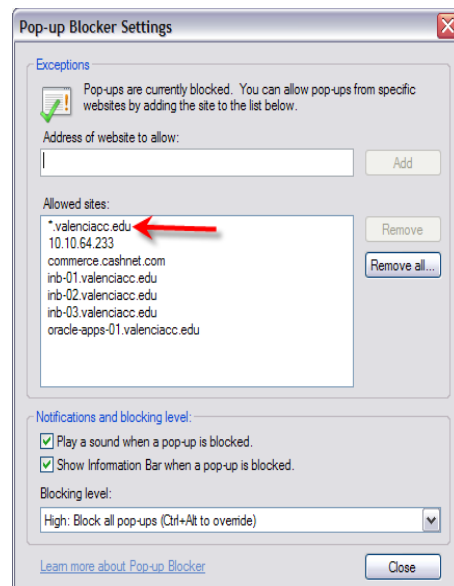
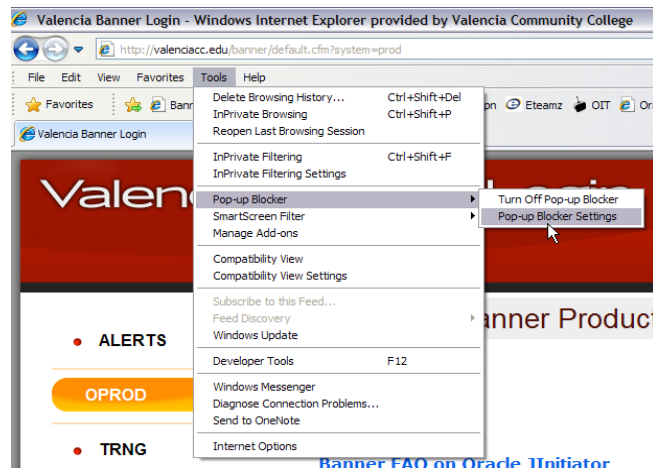
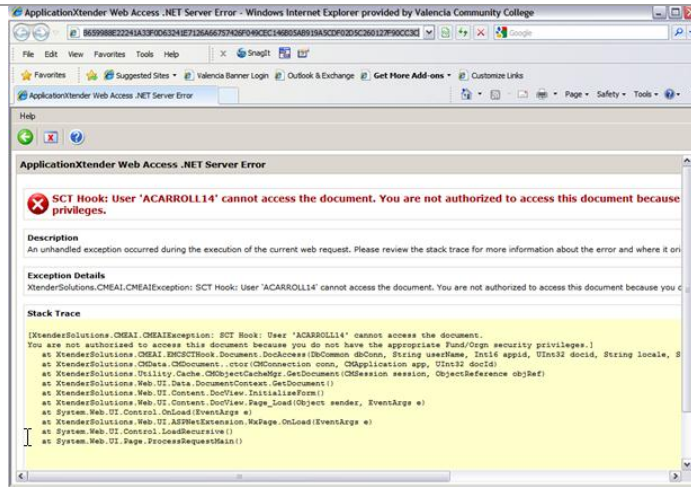
4. The Document History Form will populate. Click on the Document you want to view. Then select the **BDMS-Display Documents** icon at the top of the screen.

**NOTE: 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.**

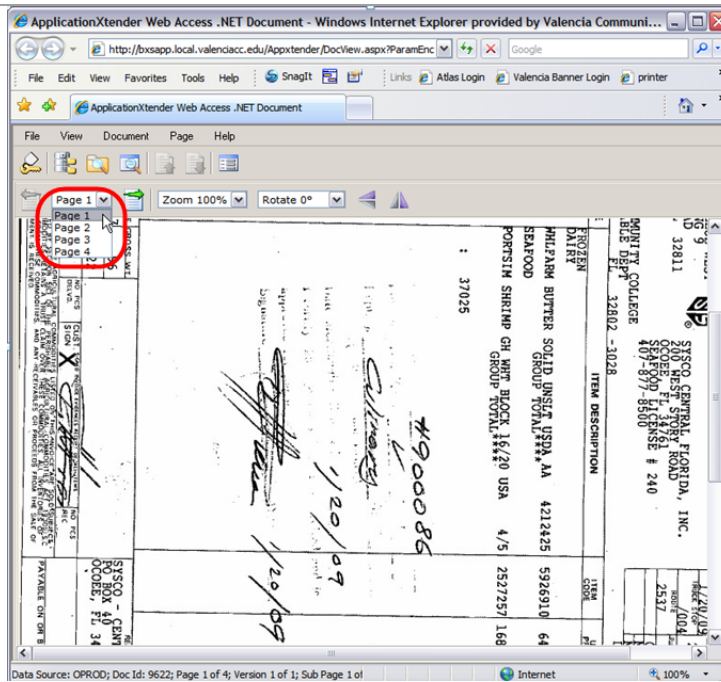


**NOTE: Fund/Orgn (Index) security is in place for BDMS. If you are trying to look at documentation that is not within your Fund/Orgn (Index) you will receive the following error message. Just close the error message to continue.**

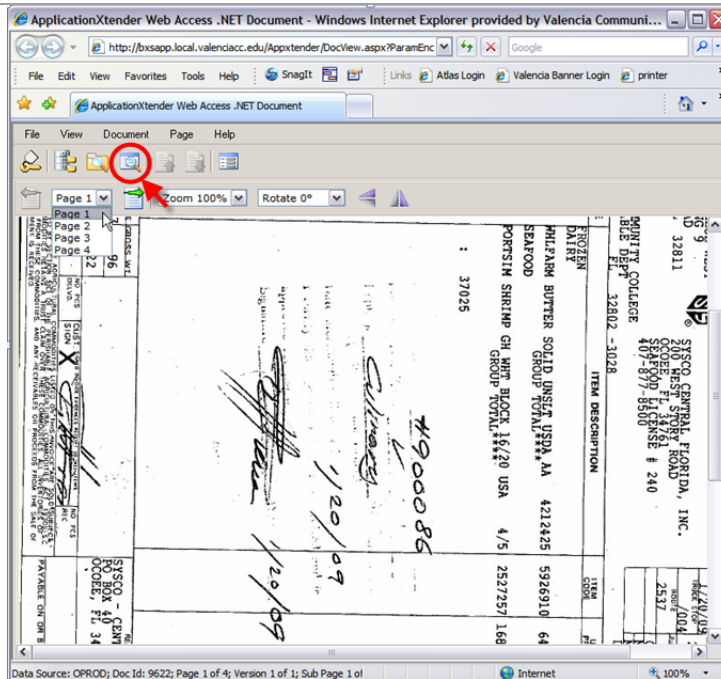
**NOTE: Please make sure that you have \*.valenciacollege.edu in your pop-up blocker allowed sites. In Internet Explorer, go to Tools – Pop-up Blocker – Pop-up Blocker Settings.**



5. 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.



6. To **Print** copies of the document you are viewing, go to the **Magnifying Glass** called **Query Results** and click on it.



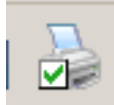
7. The Query Results will open in a new window. **Select the documents** you would like to print and then select the

**Print Icon.** This will print the entire document.

#### Query Results for Application 'B-F-DOCS'

Document 1 - 1 of 1

<input type="checkbox"/>	<a href="#">DOCUMENT ID</a>	<a href="#">BANNER DOC TYPE</a>	<a href="#">DOCUMENT TYPE</a>	<a href="#">TRANSACTION DATE</a>	<a href="#">VENDOR ID</a>	<a href="#">VENDOR NAME</a>
<input checked="" type="checkbox"/>	I0909404	INVOICE	INVOICE	29-Jan-2009	V02563089	SYSCO FOOD SYSTEMS OF CENTRAL FLORIDA INC



8. To go back to your document go to **View** and Then **View Current Document**. This will take you back to the initial document.

The screenshot shows the application's menu bar with 'File', 'Edit', 'View', 'Options', and 'Help'. The 'View' menu is open, showing options like 'Applications', 'Query Results', and 'View Current Document'. The 'View Current Document' option is circled in red. Below the menu, the 'Query Results' table is visible, showing the same invoice data as in the previous screenshot.

9. When you are done viewing the pages click on the **File** and **Logout**. A Pop Up will appear in a new window. Press **Cancel** and it will return you to Banner. Then you can login and continue.

The dialog box has a title bar 'Message from webpage' and a close button. It contains a question mark icon and the text: 'Are you sure you want to logout of ApplicationXtender Web Access .NET?'. There are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

#### Login

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

Data Source:

User Name:

Password:

Request Full Text Search Support