Banner Document Management (BDM) Basics

Banner Document Management (BDM) (previously called BDMS, BXS, or WebXtender) is the University of Illinois System's program for storing and viewing images of financial documents, such as invoices, credit memos, and checks. Using BDM with Banner helps you better understand payments to vendors, wire transfers, vendor credits, and so on.

To Access BDM

Step	Task
1.	Go to http://apps.uillinois.edu.
2.	Select **Banner > Document Manager (Xtender) – Financial** under **Applications by Category**.
3.	Log in with your ID and password.
4.	Select the **UI-F-INV** application.

To Access BDM through Banner 9

Step	Task
1.	Select the document type (such as Invoice or Purchase Order) you'd like to view in the FOIDOCH Banner page.
2.	Click **Retrieve Documents**. The results will appear in BDM in a separate browser tab.
3.	Follow the listed instructions to view the document index information and exit the document window.

Common BDM Fields

BDM contains 28 indexing fields. Each field has specific information regarding a BDM image, which could be an invoice, credit memo, wire transfer, or some other U of I System document. Multiple indexing fields can be utilized in the same query to narrow the search results. Following are the most commonly-used fields:

Field	Description
Banner_Inv_Nbr	Banner invoice number. Each financial document that is received by the system is assigned a Banner number. It starts with the capital letter "I" and is proceeded by seven numbers (e.g. I7339301). It is also known as the "I number."
Vendor_ID	Vendor identification. Vendors that do business with the system are assigned a vendor identification number. This number starts with the @ sign, followed by eight numbers (e.g. @14680138).
Vendor_LName	Vendor's last name. For example, "Smith" or "Smithsonian Institution."
Vendor_Inv_Nbr	Vendor invoice number. Vendors should assign a unique, previously unused invoice number, credit memo number, etc. to their document(s) when submitting them to the system.
Vendor_Inv_Date	Vendor invoice date. Vendors should have a date on their financial document(s) submitted to the system. The date is displayed in this format: DD-MM-YYYY (for example: 01-JAN-2018 or 15-APR-1999).
Vendor_Inv_Amt	Vendor invoice amount. The total amount of any invoice, credit memo, etc. If it is a credit memo, the amount will be a negative number in this format: -43.29.

Field	Description
Attachment_Type	There are six choices for this field available in a drop-down menu: {Null}, Credit Memo, Invoice, Other, Wire Transfer – Foreign, and Wire Transfer – US. The attachment types "Credit Memo" and "Invoice" are the most frequently used payment-related types.
Status	In this drop-down menu, there are ten choices to describe the current status of the document: {Null}, Canceled, Complete, Hold, Noncnform, Open, Pending, Ready, Reject, and Trashbin. This status should coincide with or be similar to the document's status in Banner.
Banner_PO/Enc_Nbr	This field contains the purchase order (PO) number for each document. The PO number starts with the capital letter "P" followed by seven numbers (such as P1470222, P1684068.)
Buyer_Name	If the purchase order was created by a university Purchasing office, then the Purchasing buyer's name will be listed in this field. If the purchase order was created through iBuy, the buyer's name will be "E-Procurement Buyer."
Requestor_Name	The department contact for the purchase order and the BDM document is listed in this field. Their email address follows in the next field, Requestor Email.
UREF1	This field can contain a variety of information relating to a financial document in BDM. For example, if an invoice or credit memo currently has a "Hold" status, then a hold code will be entered into this field. This code could start with "D-", "P-", or "U-". If a document had to be re-indexed, the former I number should be listed in this field. This field could also contain any notes regarding the BDM document.
UREF2	Similar to UREF1, this field can contain a variety of information relating to a financial document in BDM. For example, a document's former or current purchase order (PO) number could be in this field. A document's former I number or any notes regarding the BDM document could also be in this field.
UREF3	Similar to UREF1 and UREF2, this field can contain a variety of information relating to a BDM document. For example, the vendor's name, an accrual or deferral code, or any notes regarding this document may be included in this field.

New Query: Search for Documents Using BDM Fields

Field	Description
Banner_Inv_Nbr	1. Click on **New Query**. 2. Type the "I" number in the **Search Value** field. 3. Press ENTER or click **RUN**. The document will appear in a new screen. 4. If the document is two or more pages, click the **Show/Hide Thumbnail** icon on the left of the toolbar to hide or view page thumbnails. You can also use the page selector arrows found on the top-left. 5. On the right-hand side of the screen, all of the indexing fields that are associated with the document will be available for review. 6. Select **Query Results** to return to the original query, or select **UI-F-INV** to start a new query.
Vendor_ID	1. Type the vendor's identification number (ID) in the **Search Value** field. 2. Press ENTER or click **RUN**. The query results will appear. They include every document assigned to that vendor's ID number. Fifty documents appear by default; however, you can choose how many items to view per page using the **Items per page** drop-down menu at the bottom-right. **NOTE**: To limit the results, search by invoice date range, PO number, status, etc. – any BDM field(s) to refine the search results. 3. Click the Next Page arrow to view more query results. 4. Select **New Search** or **UI-F-INV** to start a new query.
Vendor_LName	You can search using the vendor's last name. Entering a common name, such as "Smith," may result in thousands of results. If the name of the vendor is known, such as "Smithsonian Institution," type it into the **Search Value** field, and hit Enter or click **Run**. If only part of the vendor's name is known, type it into the **Search Value** field, followed by an asterisk (*); e.g. Smithsonian*. The query results will contain any vendor with that word in its name. If the vendor name is unknown, you can search by vendor ID instead. Select **New Search** or **UI-F-INV** to start a new query.
Vendor_Inv_Nbr	1. Enter the vendor's invoice number (or credit memo number) into the **Search Value** field. 2. Press ENTER or click **RUN**. **NOTE:** The query results will include every vendor that has assigned that exact invoice number to their document(s). If the exact invoice number is unknown, use the asterisk (*) to aid in your search. For example, searching with 6597* will result in any invoices beginning with 6597. Searching with *6597* will result in all invoices which begin with, include, and end with 6597. Searching with *6597 will result in any invoices ending with 6597. 3. Select **New Search** or **UI-F-INV** to start a new query.

Field	Description
Vendor_Inv_Date	1. Enter the vendor's invoice date (or credit memo date) into the **Search Value** field (example: 01-FEB-2017). 2. Press ENTER or click **RUN**. The query results will include every vendor that has assigned that exact date to their documents. Because the query results could number anywhere from the tens to the thousands, this field is most effective when used in conjunction with another field(s)." **NOTE**: The search results can be narrowed by using the **Search Range** icon to the right of the **Search Value** field. 3. Click the **Search Range** icon. 4. In the **Range Search** window, select a type of comparison. There are eight search choices in a menu: Between, Greater Than, Greater Than or Equal, Less Than, Less Than or Equal, Not Equal To, Within, and Older Than. 5. Enter the invoice dates you would like to search in the **Value** and/or **And** fields. 6. Click **OK**. 7. Click **RUN** or press ENTER in the **Invoice Date** field when you've returned to the **New Search** window with your search criteria. Your query results will appear in a new window. 8. Select **New Search** or **UI-F-INV** to start a new query.
Vendor_Inv_Amt	1. Enter the total amount due on the vendor's invoice in the **Search Value** field (e.g. 1234.56). 2. Press ENTER or click **RUN.** **NOTE**: Dollar signs ($) are not necessary. If you're searching for a credit memo, use the negative sign (-) before the amount (e.g. -123.45). There can be a lot of query results, so this isn't an effective search tool. However, using this field in conjunction with another search value field may give better results. 3. Select **New Search** or **UI-F-INV** to start a new query.
Attachment_Type	This field is most effective when used in conjunction with another field(s). For example, if you're searching for a $50 credit memo: 1. Select **Credit Memo** in the **Attachment Type** field. 2. Enter -50.00 in the **Vendor Invoice Amount** field. 3. Enter the vendor ID number in the **Vendor ID** field. 4. Press ENTER or click **RUN**. Your query results will appear in a new window. 5. Select **New Search** or **UI-F-INV** to start a new query.
Status	Use this field in conjunction with another field(s). For example, if you're searching for an invoice on hold assigned to a particular purchase order: 1. Enter the purchase order (PO) number in the **Banner PO/Enc Nbr** field. 2. Select **Invoice** in the **Attachment Type** field. 3. Select **Hold** in the **Status** field. 4. Press ENTER or click **RUN**. Your query results will appear in a new window. 5. Select **New Search** or **UI-F-INV** to start a new query.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Banner_PO/Enc_Nbr</td><td>Use this field to search for purchase order (PO) numbers.
1. Enter the PO number.
2. Press ENTER or click RUN. Your query results will appear in a new window.
3. Select New Search or UI-F-INV to start a new query.</td></tr>
<tr><td>UREF1</td><td>If a document had to be re-indexed (assigned a new I number), use this field to search for it.
1. Enter the former I number followed by an asterisk (*) in the Search Value field. Query results will appear in a new window. Any notes regarding the BDM document could also be in this field.
2. Select New Search or UI-F-INV to start a new query.</td></tr>
<tr><td>UREF2</td><td>This field may contain a document’s former or current purchase order (PO) number.
1. Enter the PO number into the Search Value field followed by an asterisk (*). Query results will appear in a new window. A document’s former I number or any notes regarding the BDM document could also be in this field.
2. Select New Search or UI-F-INV to start a new query.</td></tr>
<tr><td>UREF3</td><td>This field is similar to UREF1 and UREF2 fields. It can have a variety of information related to a BDM document. However, this field isn’t used very often for search purposes.</td></tr>
</table>

Final tip! Query results in BDM are sorted by the BDM field with the arrow (^) beside the field name. Query results can be resorted simply by selecting a different BDM field. Then, the arrow will appear beside that field, and the field information will be in **bold**.

Query results can be ordered within that selected field by clicking on the field name to change the arrow. If the arrow is pointing up, the query results are ordered alphabetically, from oldest to newest, or from least to greatest. If the arrow is pointing down, the query results are ordered in reverse alphabetical order, from newest to oldest, or greatest to least.

Add Annotations to a BDM Image

Follow these steps once you've located the document you need, and you want to notate some facts or information on the image.

Step	Task
1.	Click the **Text** (T) icon in the **Annotation** toolbar. The cursor changes to a plus sign (+).
2.	Click anywhere on the BDM image.
3.	Type a note in the **Add Text Annotation** window. You can also customize the note by size, color, etc.
4.	Click **OK**. **NOTE:** Text will appear on the invoice image. Choose the **Select** arrow in the **Annotation** toolbar to click and drag the note anywhere on the BDM image.
5.	Click the **Save Changes** icon in the **Actions** toolbar.

Change BDM Image Note

Step	Task
1.	Click the **Select** arrow in the **Annotation** toolbar.
2.	Right-click the note in the image. (You can also double-click to bypass step 3.)
3.	Select **Properties** from the menu.
4.	Change the note in the **Edit Annotation Text** window.
5.	Click the **OK** button.
6.	Click the **Save Changes** icon in the **Actions** toolbar.

Identify the Author of a BDM Note

Step	Task
1.	Click the **Select** arrow in the **Annotation** toolbar.
2.	Right-click the note in the image. (You can also double-click to bypass step 3.)
3.	Select **Properties** from the menu. **NOTE:** The "Created:" line gives the date, time, and name of the user who authored the note. The "Modified:" line gives similar information, based on any modifications which were made after the Created date.

Delete BDM Image Note

Step	Task
1.	Click the **Select** arrow in the **Annotation** toolbar.
2.	Right-click the text note you want to erase. (Or, select the text note, and click **Delete** in the **Actions** toolbar to bypass step 3.)
3.	Select **Delete** from the menu.
4.	Click the **Save Changes** icon in the **Actions** toolbar.

Print a BDM Image

Step	Task
1.	Click **Print** in the top-right corner, or choose **Document > Print Document**. You can print All Pages, Current Page, or a page range.
2.	If you don't want text notes, highlights, etc. on the printed document, check the **Hide Annotations** box.
3.	Click **Print**. A new tab will open with the document image. Click the **Print** icon. When printing is complete, close the tab.

Email a BDM Image

Step	Task
1.	Click **Email** in the top-right corner, or choose **Document > Email Document**. **NOTE:** You may be asked to register your email address using a registration code emailed to you.
2.	In the **Mail Document** window, enter the recipient's email address in the **To** field.
3.	Enter a subject in the **Subject** line.
4.	Select **Attach Entire Document**, or select **Page Range** to email a range of pages. The emailed invoice will be in a TIF or PDF format. **NOTE:** If **Send Attachments as Hyperlinks** is selected, the recipient will receive a link to the BDM image. If **Hide Annotations** is selected, the recipient won't be able to see any text notes.
5.	Fill in the body of the email.
6.	Click **SEND**. **NOTE:** The **Email Status** window will appear. Don't close this window until the message "Email has been sent successfully" appears.
7.	Click the **Close** button.

Contact University Payables Customer Service at (217) 333-6583, (888) 872-9953, or obfsupay@uillinois.edu for help.