



Banner Document Management System (BDMS) for Finance Campus User Guide

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ApplicationXtender Web Access Introduction

ApplicationXtender Web Access (AppXtender) is used to view documents stored in BDMS. The documents that have been indexed can be accessed via Internet Native Banner (INB).

The document imaging program allows you to view information that has been scanned and indexed into Banner. Once the document has been indexed, it becomes associated with a series of documents in relationship to a Banner Document ID such as a requisition number, purchase order number, invoice number, etc.

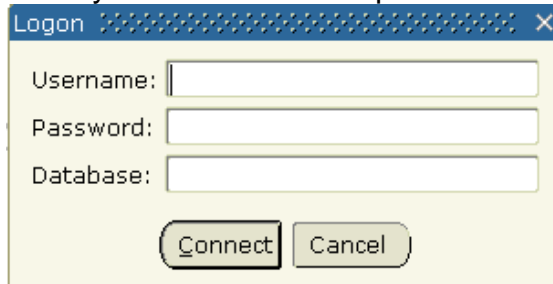
The Department of Procurement, Disbursements & Contract Services will be attaching images to the following types of documents when available:

- Invoice
- Purchase Order
- Requisition

Accessing ApplicationXtender Web Access


Note: Be sure your pop-up blocker is disabled or set to allow pop-ups from the following site.

1. Log into Banner using the following URL:
<https://bannerinb.eiu.edu:9093/forms/frmservlet?config=prod>
2. Enter your username and password in the Banner Logon screen



The screenshot shows a web browser window titled "Logon". Inside the window, there are three text input fields labeled "Username:", "Password:", and "Database:". Below these fields are two buttons: "Connect" and "Cancel".

3. Click the Connect button to enter Banner

4. Navigate to the FOIDDOCH (Document History) Form
5. Enter Document Type. You can access the following document types from this form:
 - INV – Invoice
 - PO - Purchase Order
 - REQ - Requisition
6. Enter Document Code (the specific invoice, purchase order or requisition number)
7. Click on the BDM-Display Document icon 



This icon allows a user to open AppXtender from within Banner and view a document image depending on the location of the cursor within a Banner form.

8. The following message will appear on the screen:



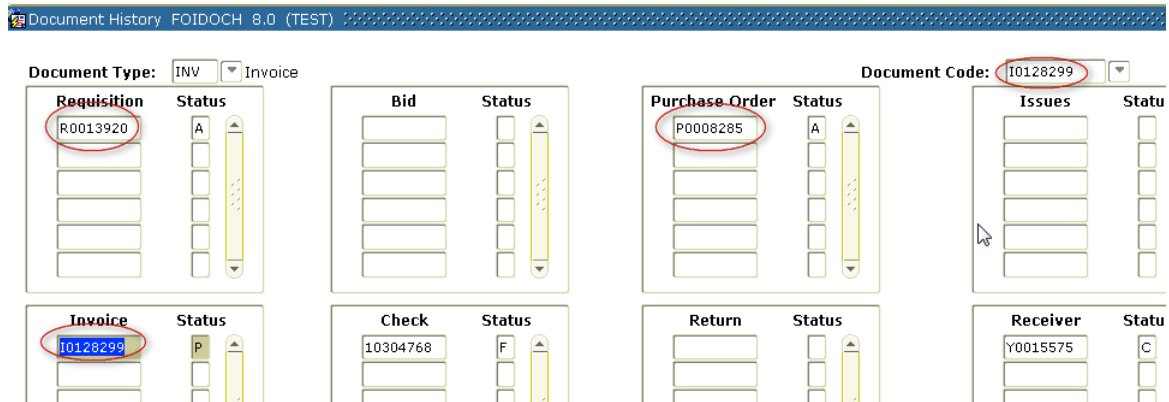
Banner and AppXtender are directly connected but can be used independently. You will need to synchronize your AppXtender password with your Banner password. **This will only have to be done the first time you sign on to AppXtender.**

9. Click **OK**

Viewing Document Images in AppXtender Web Access

1. Within FOIDoch, you can access the corresponding image from any of the following fields on the Banner form:
 - Document Code
 - Requisition number
 - Purchase Order number
 - Invoice number

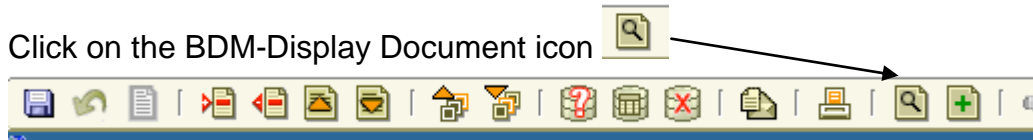
Highlight one of the fields:



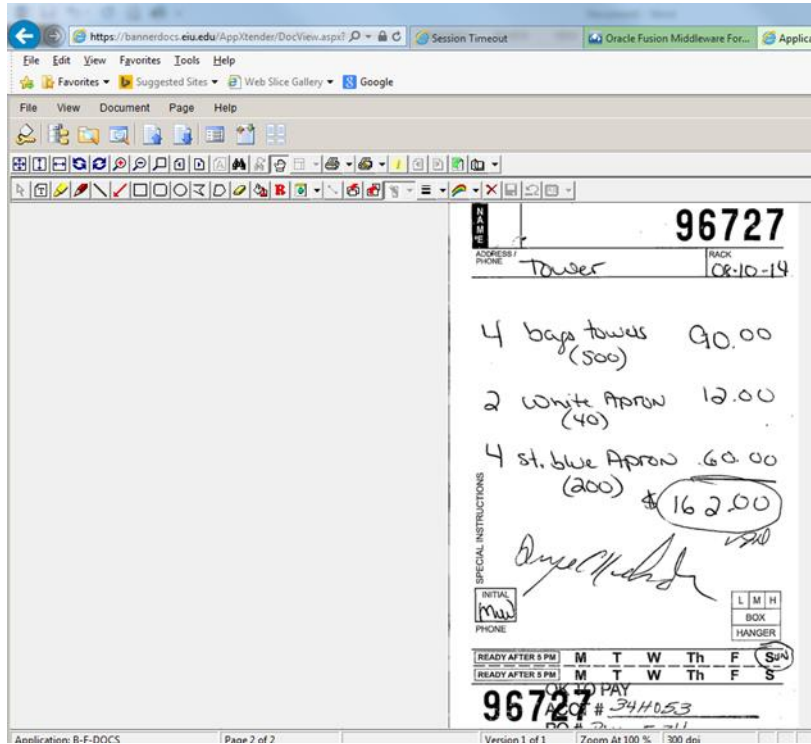
The screenshot shows the 'Document History FOIDoch 8.0 (TEST)' interface. At the top, 'Document Type' is set to 'INV' and 'Invoice'. The 'Document Code' field is highlighted with a red circle and contains the value 'I0128299'. Below this, there are several sections for different document types, each with a 'Status' dropdown menu:

- Requisition:** The field contains 'R0013920' (highlighted with a red circle) and the status is 'A'.
- Bid:** The field is empty and the status is empty.
- Purchase Order:** The field contains 'P0008285' (highlighted with a red circle) and the status is 'A'.
- Issues:** The field is empty and the status is empty.
- Invoice:** The field contains 'I0128299' (highlighted with a red circle) and the status is 'P'.
- Check:** The field contains '10304768' and the status is 'F'.
- Return:** The field is empty and the status is empty.
- Receiver:** The field contains 'Y0015575' and the status is 'C'.

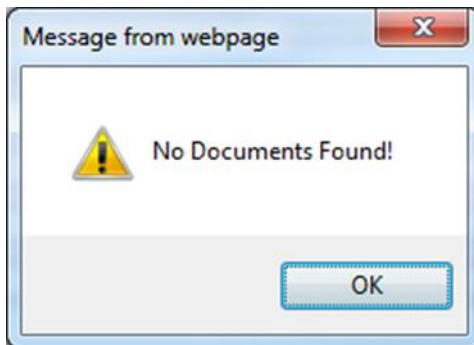
2. Click on the BDM-Display Document icon



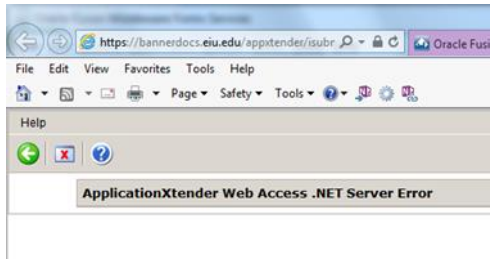
3. A document number with an image indexed will display the following:



4. If the document number does NOT have an image indexed to it, the following message will appear. Or, if you are not within a Banner form and click the BDM-Display Document icon, the following message will appear. Click OK to query more results.



5. If you do not have Fund/Org access, you may receive a similar message:



Click on the  icon to close window



NOTE: Imaged documents may be accessed within the following Banner forms by clicking on the desired document field:

Banner Form	Document Fields
FOIDOCH	Document Code, Requisition, Purchase Order, Invoice
FPIREQN	Requisition
FPIPURR	Purchase Order
FGITRND	Document
FAIVNDH	Invoice
FOAUAPP	Originating User
FGIENCD	Type

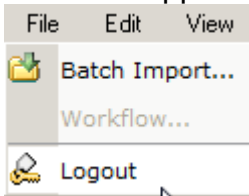
Closing AppXtender Web Access

When you are ready to exit AppXtender, you will want to use the logout command to cleanly exit the program.

Click on the **Logout** icon 

or

From the AppXtender main menu, select **File**, then **Logout**



If you logout using the **X** in the top right hand corner, or if you try to open more than one AppXtender session you will receive the following message:

