

# Instructions for Getting your Monthly Telecom Invoice

1. Go to **FGIBDST** in Internet Native Banner
2. **Enter** your index number under **INDEX**
3. Hit **CNTRL + PG DOWN** (Next Block Command)
4. Arrow down to either the line that says **Allocated Telephone Local Distance** or **Allocated Telephone Long Distance** (Account Codes 74215 or 74225)
5. Select **Options/Transaction Detail Information (FGITRND)**
6. Arrow down to the line that want to view the charges.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
74225	15400	350	22-MAY-2015	XTC	TC000125	TELECOMM CHARG YTD	3.43	+	
74225	15400	350	21-APR-2015	XTC	TC000124	TELECOMM CHARG YTD	4.40	+	
74225	15400	350	19-MAR-2015	XTC	TC000123	TELECOMM CHARG YTD	2.38	+	
74225	15400	350	23-FEB-2015	XTC	TC000122	TELECOMM CHARG YTD	1.66	+	
74225	15400	350	28-JAN-2015	XTC	TC000121	TELECOMM CHARG YTD	2.79	+	
74225	15400	350	11-DEC-2014	XTC	TC000120	TELECOMM CHARG YTD	0.95	+	
74225	15400	350	21-NOV-2014	XTC	TC000119	TELECOMM CHARG YTD	3.34	+	
74225	15400	350	22-OCT-2014	XTC	TC000118	TELECOMM CHARG YTD	7.29	+	
74225	15400	350	19-SEP-2014	XTC	TC000117	TELECOMM CHARG YTD	2.50	+	
74225	15400	350	29-AUG-2014	XTC	TC000116	TELECOMM CHARG YTD	3.91	+	
							Total:	32.65	

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8. Click on the **BDM DISPLAY DOCUMENT** (next to the plus sign) see above.
9. This will log you into BDMS and will bring up all the Telecom invoices for the current month for the entire campus

**EQUIPMENT DETAIL**

<u>UserId</u>	<u>Date</u>	<u>Description</u>	<u>Name</u>	<u>Amount</u>
6153907482	4/30/15	Verizon Monthly Service	Dorris Terry	50.00
<b>Object Code 74215 Subtotal:</b>				<b>50.00</b>
6153907482	4/30/15	Verizon Usage	Dorris Terry	0.10
<b>Object Code 74225 Subtotal:</b>				<b>0.10</b>

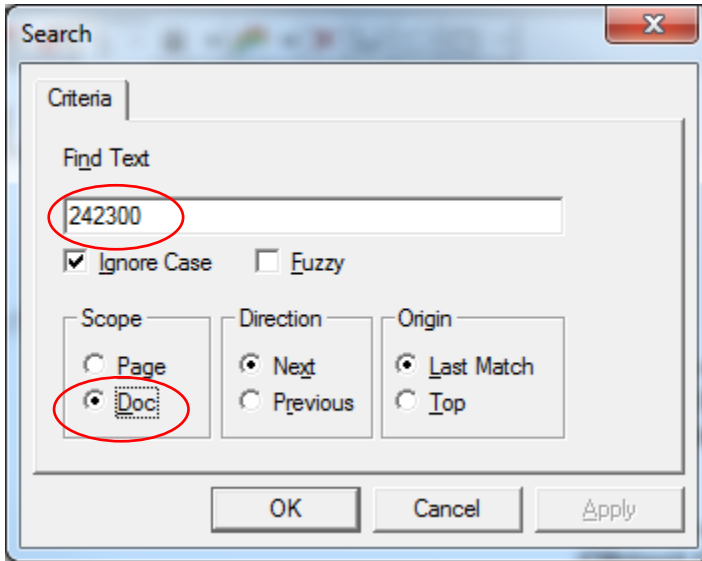
  

**EXTENSION ACTIVITY DETAIL**

<u>DATE</u>	<u>TIME</u>	<u>NUMBER DIALED</u>	<u>CITY/STATE</u>	<u>LINE #</u>	<u>DURATION</u>	<u>CHARGES</u>
<i>EXTENSION CALLS</i>		<i>FOR #</i>	<i>Durant Bridges</i>			
4/15/2015	01:47:18PM	404-305-6170	ATLANTA GA	2054	0.70	0.10
4/30/2015	10:20:00AM	405-954-4657	OKLAHOMA C OK	2054	7.00	0.97
<b>2 CALLS</b>		<b>EXTENSION CALLS TOTAL:</b>			<b>7.70</b>	<b>1.07</b>

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11. To sort and find your index number, click on the little binoculars (see red circle above)
12. In the **FIND TEXT** put in your index number
13. Click on **DOC**, then **OK** (see below)

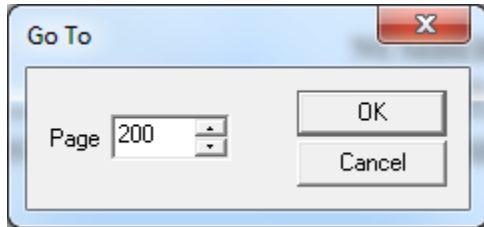


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15. It will sort through all the invoice (this may take a few minutes)

DATE	TIME	NUMBER DIALED	CITY/STATE	LINE #	DURATION	CHARGES
<b>EXTENSION ACTIVITY DETAIL</b>						
<i>EXTENSION CALLS</i>		<i>FOR #</i>	<b>Editing Suite 110</b>			
4/6/2015	09:36:54AM	615-905-6887	FRANKLIN TN	2738	0.10	0.01
4/6/2015	09:58:36AM	615-285-3792	WHITE HOUS TN	2738	6.40	0.89
2 CALLS		<b>EXTENSION CALLS TOTAL:</b>			<b>6.50</b>	<b>0.90</b>
<i>EXTENSION CALLS</i>		<i>FOR #</i>	<b>Sally Rivera</b>			
4/6/2015	08:28:06AM	615-382-5186	SPRINGFIEL TN	5191	0.90	0.13
1 CALLS		<b>EXTENSION CALLS TOTAL:</b>			<b>0.90</b>	<b>0.13</b>
<i>EXTENSION CALLS</i>		<i>FOR #</i>	<b>Laura Clark</b>			
4/6/2015	07:08:24PM	312-464-1000	CHICAGO IL	5405	2.60	0.21
4/7/2015	04:14:30PM	931-235-8404	MANCHESTER TN	5405	1.50	0.21
4/20/2015	07:31:06PM	859-595-3396	WINCHESTER KY	5405	0.90	0.07
3 CALLS		<b>EXTENSION CALLS TOTAL:</b>			<b>5.00</b>	<b>0.49</b>
<i>EXTENSION CALLS</i>		<i>FOR #</i>	<b>Anthony Tate</b>			
4/7/2015	02:58:18PM	423-949-6119	DUNN AP TN	8704	1.70	0.24
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17. HINT: If your invoices always appear around page 200, then you can speed this up by going to booklet icon, clicking the down arrow key, Go To page...and enter 200 then click OK.



18. This will take you immediately to page 200. You can begin your search from this point (step 13).
19. You can print your invoice using the print key in the BDMS toolbar, not the browser printer or FILE/PRINT. There are 2 printer icons in the BDMS toolbar:
- The icon on the left will say PRINT CURRENT PAGE when you hover. By selecting this, a pop-up will appear where you can select to print to printer or pdf. In the Print Range section indicate whether you want the selection (single page) or a range.
  - The icon on the right will say PRINT DOCUMENT/PDF PRINTER... when you hover. It will print the entire document regardless of selection. DO NOT USE.
20. When finished viewing the document, log out of BDMS by clicking the **key icon** in upper left hand corner, click **OK** at the popup box, then **close the window or tab that was opened**. This will take you back to Banner.