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.

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74225	15400	350	21-APR-2015	хтс	TC000124	TELECOMM CHARG	YTD [4.4	ю +
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74225	15400	350	23-FEB-2015	хтс	TC000122	TELECOMM CHARG	YTD	1.6	6 +
74225	15400	350	28-JAN-2015	хтс	TC000121	TELECOMM CHARG	YTD [2.7	'9 +
74225	15400	350	11-DEC-2014	хтс	TC000120	TELECOMM CHARG	YTD	0.9	IS +
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- 7.
- 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

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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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14.

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

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4/6/2015 08:28:06AM 615-382-5186 SPRINGFIEL IN	5191	0.90	0.13
I CALLS EXTENSION CALLS IOTAL:		0.90	0.13
EXTENSION CALLS FOR #	aura Clark		
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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 EXTENSION CALLS TOTAL:		5.00	0.49
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4/2/2015 02 8.18PM 42-949-6110 DIINI AP TN	8204	1 70	0.24
3-F-DOCS Page 208 of 653 Version 1 of 1 Fit to width			

16.

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:
 - a. 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.
 - b. 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.