Viewing an Original Invoice in Nolij

Beginning July 26, 2013 vendor invoices will be viewable via Nolij, a web-based solution replacing the Banner Document Management System (BDMS). Nolij provides departments with the ability to view documents that result in a charge against their accounts.

These instructions presume that you are familiar with the basics of Banner Finance forms and navigation.

1. Begin in Banner INB. Open Form **FGIBDST**. Enter the appropriate fund or org code and perform a Next Block (ctrl-pgdn).

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2. Scroll down to the account code and tab to the **YTD Activity** column.

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3. Select **Options** and then **Transaction Detail Information**.

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4. Once the detail is displayed, scroll down to find the invoice you want to review. Make sure you have the cursor in the account, organization, program, type or fund columns.

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5. Select Options then Query Document (by Type).

If you get the following error "FRM-41800 – List of Values not available for this field" then you have something else highlighted other than the account, organization, program, type or fund. Move the cursor to one of these columns and try this step again.



Select Options then Invoice Header

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Bank:	55 Fleet Bank A/P	Credit Memo
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Income Type:	NC Nonemployee Compensation	Direct Deposit Override
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Click on the **magnifying glass** icon to display the scanned images. At this point you can retrieve the original documentation that Accounts Payable received for this payment.

You'll be prompted to authenticate via Shibboleth/SmithPortal in order to open Nolij.



Once you log in, the Nolij viewer will open. If you are prompted, grant permission to run Java.

Warning - Secur	rity	×
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If an image is available for the document you've selected, it will be listed in the left hand pane*.



Double click it to open the document



*Please note that if the Banner invoice was created within a week of the date you are doing your research, the documentation may not have been scanned yet. Unless you need the information immediately, please try again a few days later.