

# BANNER DOCUMENT MANAGEMENT (BDM)

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Presented by: Pam Grey, Ellen Lyon  
and Chien Shih

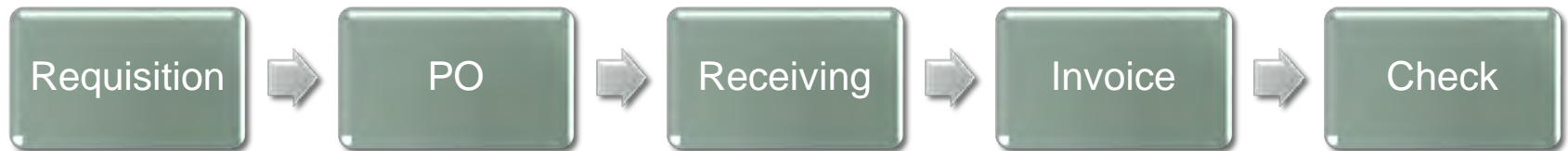
# Agenda

- Overview of project with a focus on the purchasing process
- Development of taxonomy
- Accounts Payable
- Security
- Next steps



# What the BDM pilot includes

- The lifecycle of purchase requisitions



- Vendor Set-up
- W9 & W8



# What is not included

- Independent Contract Agreements (w/o POs)
- Direct Pay
- Historical documents



# Current state

- Two user groups
  - INB (super users)
  - SSB (majority of users)
- Hybrid of electronic and paper workflow
- Issues
  - Lost documents and lag time
  - Physical storage limitations
  - Access to files
  - Touching documents multiple times
  - Difficulty sorting documents for destruction



# Why are we doing this

- Reduce costs by capturing paper-based content and converting it into electronic images
- Minimize inefficiencies by making information easier to find and share
- Improve security by applying more consistent retention policies across campus and limiting access



# Team and milestones

- Project Team
  - Representation from each stakeholder group
- Steering Committee
  - C-level representatives
- Project Milestone Dates



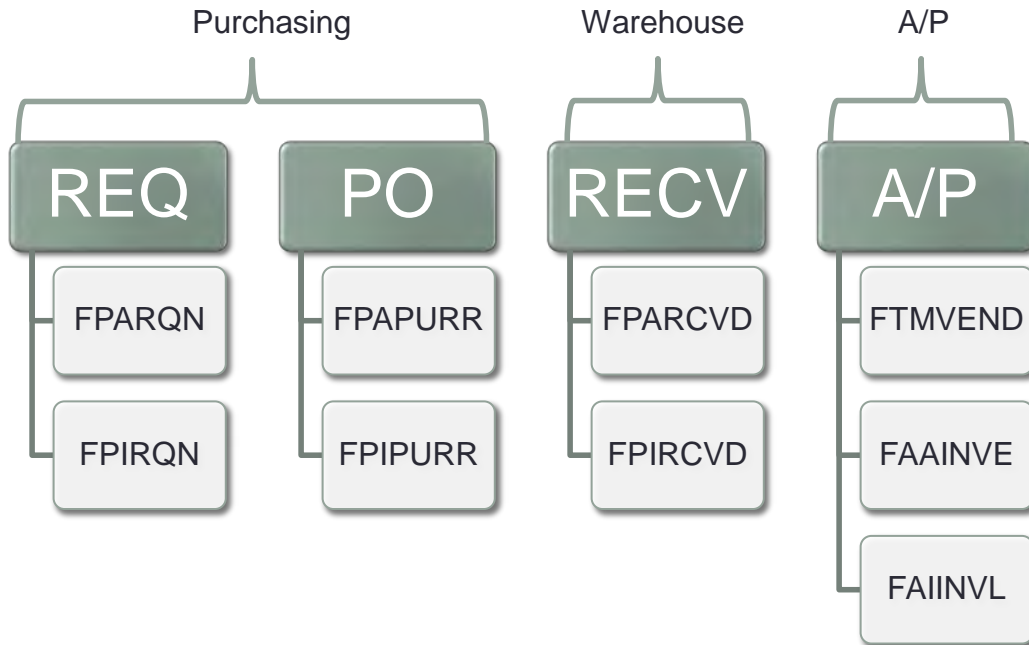
# Developing taxonomy

- Selected ETS to do beta testing
- Key Banner documents central to all members of the group were reviewed and discussed
- A pilot group of staff from ETS, Purchasing, Plant Services and Accounts Payable began testing

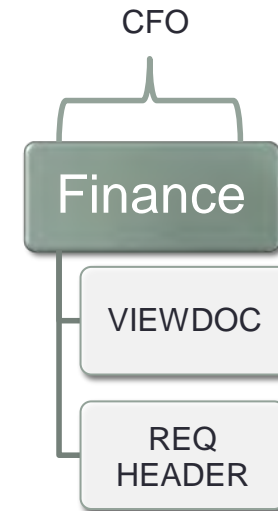




## INB



## SSB



Documents may also be viewed in FOIDOCH

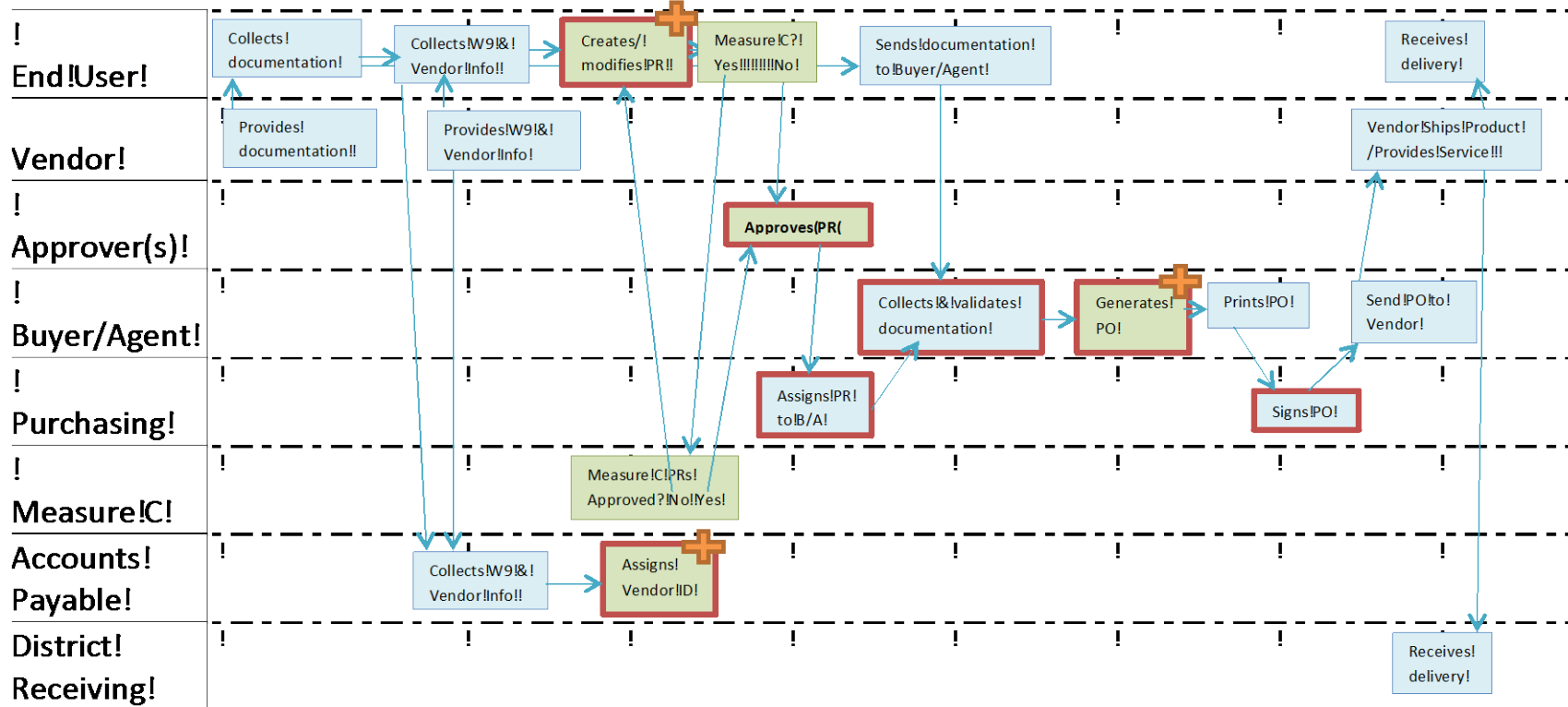


B form listed.

January 27, 2014

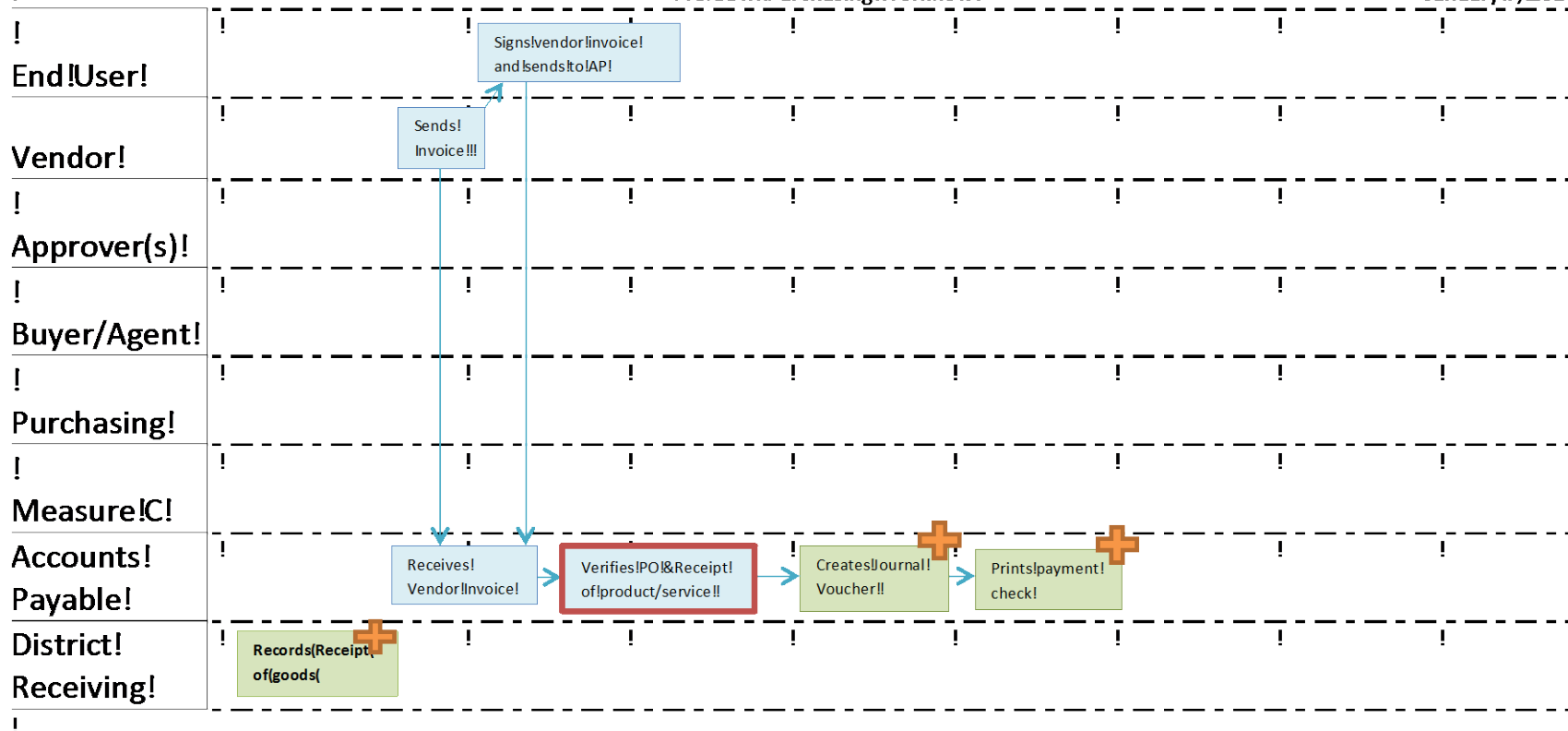
## Pre-BDM Purchasing Workflow!

January 7, 2014



## Pre-BDM Purchasing Workflow

January 7, 2014







## FOOTHILL-DE ANZA Community College District

My Account  
Content Layout

Welcome Pamela Sue Grey  
You are currently logged in.

Groups Logout Help

Home Employees Students Registration **Banner** Reports

April 24, 2014

### Approval Alerts

Requisition: 1  
**Total: 1**

[Next Approver](#) [All Documents](#)

### Banner Training

Interactive web training sessions are now available for Banner software components. Click on any of the URLs below for the training session you would like to view. It will loaded within your Luminis window. *Note: Flash Player is required.*

For user instructions [click HERE](#).

- [Banner Fundamentals](#)
- [Finance](#)
- [Financial Aid](#)
- [Human Resources](#)
- [Student](#)

### Open Classes Finder

Quickly locate open and newly added classes.

Term & College:

2014 Spring Foothill  
2014 Spring De Anza  
2014 Summer Foothill

[Browse Course Listings](#)

### Banner Applications



[Internet Native Banner](#)  
Open a PROD INB session in a new window



[Banner Self-Service](#)  
Open the web services main menu



[Banner Reports](#)  
View, search, and print output from Banner jobs and processes



[Banner Document Management Suite](#)  
View and search archives of scanned documents



[Faculty Leave and Sub Pay](#)  
Advanced workflow for faculty leave reporting



[Active Roster Administration](#)  
Advanced faculty rosters

### DegreeWorks

[Launch DegreeWorks](#)

### Banner Resources

[IFOAP Search](#)

[Chart of Accounts Crosswalk - FRS to Banner](#)

### Finance Services

[Create a Requisition](#)  
[Check Available Balance](#)

### Course Monitoring



[Look up Classes](#)  
Get a department overview of courses



## Foothill-De Anza Community College District | MyPortal

Back to  
Banner Tab

Groups Logout Help

Personal Information Employee **Finance**

MENU SITE MAP HELP

### View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition Document Number R0008736  
Submission#: Change Seq# Reference Number

#### Display Accounting Information

Yes No

#### Display Document/Line Item Text

All Printable None

#### Display Commodity Text

All Printable None

View document Approval history

[ Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template ]

Release: 8.2

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MyPortal / Foothill-De Anza College District

https://myportal.fhda.edu/render.UserLayoutRootNode.up7uP\_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dcstsb%26url%3Dhttps%3F... man behind the curtain

Most Visited: myportal.fhda.e..., California Legis..., ETS Help Desk, Foothill-De Anz..., Facilities, Purchasing Doc..., boarddocs, Accounting Serv..., Bay Area Purcha...

**Foothill-De Anza Community College District | MyPortal**

Back to Banner Tab

Groups Logout Help

Personal Information Employee **Finance**

MENU SITE MAP HELP

**View Document**

**Requisition Header**

[Display Documents](#) [Upload Documents](#)

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0008736	Apr 15, 2014	Apr 15, 2014	May 20, 2014		1,087.50

Origin: SELF\_SERVICE

Complete: Y Approved: N Type: Procurement

Cancel Reason: Date:

Requestor: 419000 Material Services

Phone Number:

Accounting: Document Level

Ship to: Foothill-De Anza CCD  
District Receiving, Bldg D170  
12345 El Monte Rd  
Los Altos Hills, CA 94022

Attention: District Shipping & Receiving

Contact: District Shipping & Receiving

Phone Number:

Vendor:

Phone Number:

Fax Number:



ApplicationXtender Web Access .NET

https://bandoc.fhda.edu/appXtender/BatchView.aspx

File View Batch Page Help

B-F-DOCS - 20182683 - 4/16/2014 2:37:29 PM

Page 1 Zoom 100%

Index Name	Field Value
DOCUMENT ID	R0008736
BANNER DOC TYPE	REQUISITION
DOCUMENT TYPE	
TRANSACTION DATE	15-Apr-2014
VENDOR ID	00010778
VENDOR NAME	
FIRST NAME	
PIDM	274925
ROUTING STATUS	
ACTIVITY DATE	2014-04-16 14:43:34

Save

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

**Board of Trustees Agenda Item**

Meeting Date: February 6, 2012

SALE OF MISCELLANEOUS SURPLUS ELECTRONIC EQUIPMENT

**Background and Analysis:**

The District has eighteen pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 13 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. DeAnza College Occupational Training Institute has also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services will post a notice on Bid Net and call for competitive bids from authorized State of California material handlers, collectors, and recyclers. Proceeds will be deposited to the District's general fund.

**Recommendation:** (specify if information only)

Make a finding that the property does not exceed \$5,000.00 in value and authorize the Director of Purchasing Services to sell the items in accordance with Education Code 81452(a).

Submitted by: [Redacted]  
Additional contact: [Redacted]  
Is backup provided? Yes

Page 1  
Page 2  
Page 3  
Page 4  
Page 5

**Banner Document Type is hard coded**

ApplicationXtender Web Access .NET

https://bandoc.fhda.edu/appXtender/BatchView.aspx

File View Batch Page Help

B-F-DOCS - 20182683 - 4/16/2014 2:37:29 PM

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Save

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Submitted by: [Redacted]  
 Additional contact [Redacted]  
 Is backup provided? Yes

Page 1  
Page 2  
Page 3  
Page 4  
Page 5

**Document Type is custom and can be changed**

MyPortal / Foothill-De Anza College District

ImplementationTeam.pdf MyPortal / Foothill-De Anza Col...

https://myportal.fhda.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26url%3d Google

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**Foothill-De Anza Community College District** | MyPortal

Back to Banner Tab Groups Logout Help

Personal Information Employee **Finance**

MENU SITE MAP HELP

## Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

**Queried Parameters**

User ID	
Document Number:	
Documents Shown:	All

**Approve Documents List**

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ					1,087.50	DOC	<a href="#">R0008736</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>

Another Query

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#) ]

Release: 8.3

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ImplementationTeam.pdf MyPortal / Foothill-De Anza Col... https://myportal.fhda.edu/render.UserLayoutRootNode.up?up\_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttp Google

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**Foothill-De Anza Community College District** MyPortal

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[Display Documents](#) [Upload Documents](#)

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R0008736	Apr 15, 2014	Apr 15, 2014	May 20, 2014		1,087.50

Origin:	SELF_SERVICE				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	419000			Material Services	
Phone Number:					
Accounting:	Document Level				
Ship to:	Foothill-De Anza CCD				
	District Receiving, Bldg D170				
	12345 El Monte Rd				
	Los Altos Hills, CA 94022				
Attention:	District Shipping & Receiving				
Contact:	District Shipping & Receiving				
Phone Number:					
Vendor:					
Phone Number:					

https://banssb.fhda.edu/PROD/ewkwrslt.P\_Dispatch\_Page?v\_id=R0008736&v\_typ=REQUISITION&v\_string=DATASOURCE\*PROD\*APPNAME\*B-F-DOCS\*DOCNABLOCKED\*TRUE\*DISPMODE\*1000\*AUTOLOGOUTONCLC

**ellucian**<sup>TM</sup>

## Banner Document Management Results Page

ID	TYPE	DOCUMENT TYPE	Document ID	Link
R0008736	REQUISITION	CONTRACTS/AGREEMENTS/LEASES	1297	<a href="#">Display Document</a>
R0008736	REQUISITION	SIGNED PO	1301	<a href="#">Display Document</a>
R0008736	REQUISITION	CHANGE ORDER DOCS	1300	<a href="#">Display Document</a>
R0008736	REQUISITION	QUOTE-BID/RFP/RFQ/SPECS	1279	<a href="#">Display Document</a>

**Form W-8BEN** **Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding**  
(Rev. February 2006) OMB No. 1545-1621

Department of the Treasury  
Internal Revenue Service

► Section references are to the Internal Revenue Code. ► See separate instructions.  
► Give this form to the withholding agent or payer. Do not send to the IRS.

**Do not use this form for:**

- A U.S. citizen or other U.S. person, including a resident alien individual . . . . . W-9
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States . . . . . W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions) . . . . . W-8ECI or W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession that received effectively connected income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions) . . . . . W-8ECI or W-8EXP

**Note:** These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim they are a foreign person exempt from backup withholding.

- A person acting as an intermediary . . . . . W-8IMY

**Note:** See instructions for additional exceptions.

**Part I Identification of Beneficial Owner** (See instructions.)

1 Name of individual or organization that is the beneficial owner

2 Country of incorporation or organization

3 Type of beneficial owner:

☐ Individual ☐ Corporation ☐ Disregarded entity ☐ Partnership ☐ Simple trust

☐ Grantor trust ☐ Complex trust ☐ Estate ☐ Government ☐ International organization

☐ Central bank of issue ☐ Tax-exempt organization ☐ Private foundation

4 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address.**

City or town, state or province. Include postal code where appropriate.

Country (do not abbreviate)

5 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country (do not abbreviate)

6 U.S. taxpayer identification number, if required (see instructions)

☐ SSN or ITIN ☐ EIN

7 Foreign tax identifying number, if any (optional)

8 Reference number(s) (see instructions)

**Part II Claim of Tax Treaty Benefits** (if applicable)

9 I certify that (check all that apply):

a ☐ The beneficial owner is a resident of . . . . . within the meaning of the income tax treaty between the United States and that country.

b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).

c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see instructions).

d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).

e ☐ The beneficial owner is related to the person obligated to pay the income within the meaning of section 267(b) or 707(b), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, \$500,000.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article . . . . . of the treaty identified on line 9a above to claim a . . . . . % rate of withholding on (specify type of income): . . . . .

Explain the reasons the beneficial owner meets the terms of the treaty article: . . . . .

**Part III Notional Principal Contracts**

11 ☐ I have provided or will provide a statement that identifies those notional principal contracts from which the income is **not** effectively connected with the conduct of a trade or business in the United States. I agree to update this statement as required.

**Part IV Certification**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates.

2 The beneficial owner is not a U.S. person.

3 The income to which this form relates is (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income, **and**

4 For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.



# B-F-ID

Banner Document Type:

- W9s
- W8s
- Vendor information forms







## FOOTHILL-DE ANZA Community College District

My Account  
Content Layout

Welcome Pamela!  
You are currently logged in.

Groups Logout Help

Home Employees Students Registration **Banner** Reports

April 24, 2014

### Approval Alerts

Requisition: 1  
**Total:** 1

[Next Approver](#) [All Documents](#)

### Banner Training

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For user instructions [click HERE](#).

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- [Finance](#)
- [Financial Aid](#)
- [Human Resources](#)
- [Student](#)

### Open Classes Finder

Quickly locate open and newly added classes.

Term & College:

2014 Spring Foothill  
2014 Spring De Anza  
2014 Summer Foothill

[Browse Course Listings](#)

### Banner Applications



[Internet Native Banner](#)  
Open a PROD INB session in a new window



[Banner Self-Service](#)  
Open the web services main menu



[Banner Reports](#)  
View, search, and print output from Banner jobs and processes



[Banner Document Management Suite](#)  
View and search archives of scanned documents



[Faculty Leave and Sub Pay](#)  
Advanced workflow for faculty leave reporting



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Advanced faculty rosters

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[Launch DegreeWorks](#)

### Banner Resources

[IFOAP Search](#)

[Chart of Accounts Crosswalk - FRS to Banner](#)

### Finance Services

[Create a Requisition](#)  
[Check Available Balance](#)

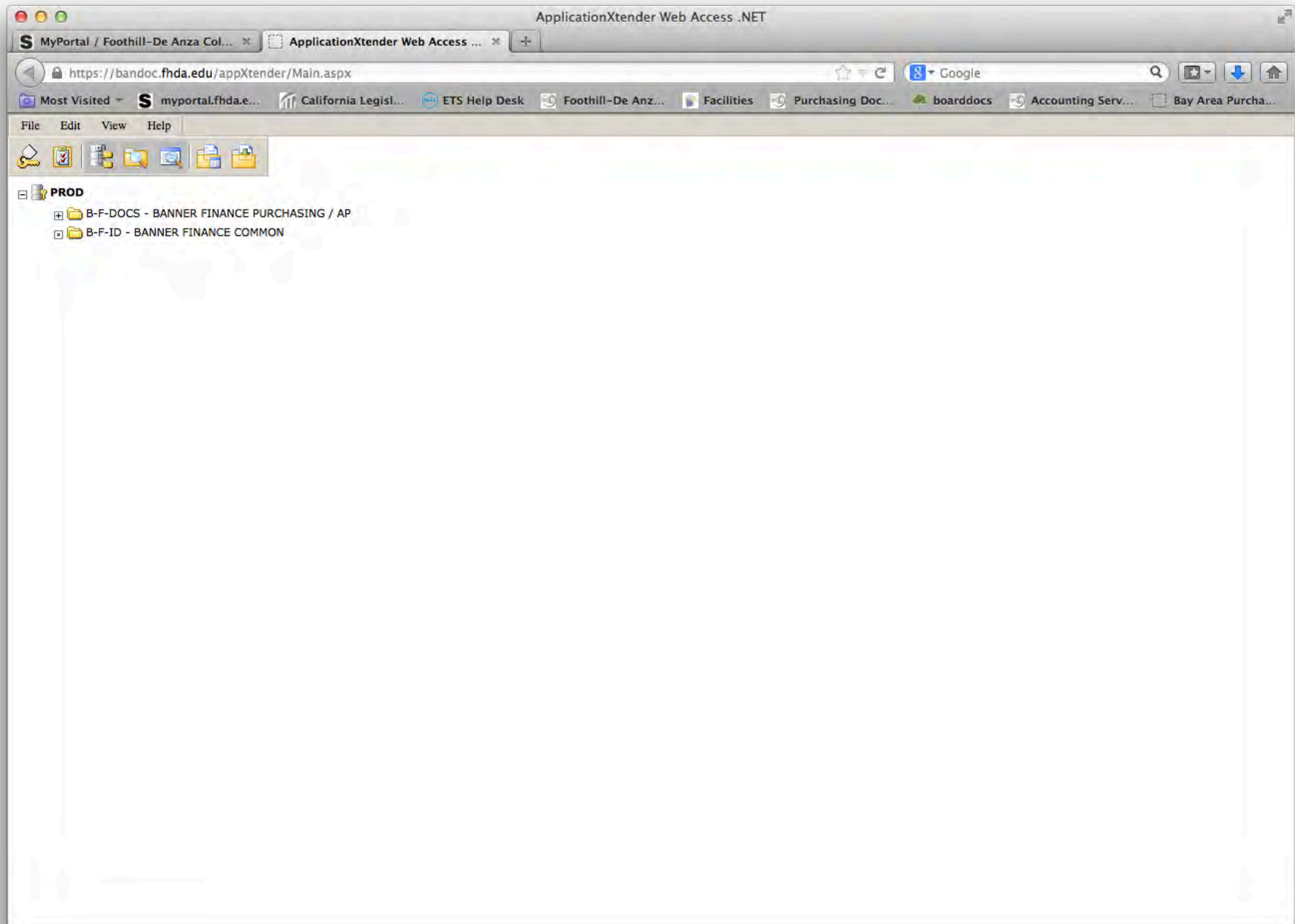
### Course Monitoring



[Look up Classes](#)  
Get a department overview of courses







# B-F-ID

- File cabinet where W9s, W8s and vendor information forms will be stored
- Limited to authorized users only
- Only the last 5 digits of a SSN will show when queried
- Taxonomy taken from document names

BDM is able to retrieve indexed documents using the Query feature. Right click on either folder and you will see the following screen. There are drop-down menus to select your Banner Doc Type and/or Document Type.

Query Criteria for Application 'B-F-DOCS' Current Query: New Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOCUMENT ID	
<input checked="" type="checkbox"/>	BANNER DOC TYPE	*
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	TRANSACTION DATE	
<input checked="" type="checkbox"/>	VENDOR ID	
<input checked="" type="checkbox"/>	VENDOR NAME	
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	PICM	
<input checked="" type="checkbox"/>	ROUTING STATUS	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	

**Query Options**

Show: all documents

☐ Include previous document revisions

**Save Options**

Query Name:

☐ Available to All Users

Submit Save Reset

The \* is the wild card in BDM.

To use the Query feature select a Document Type in the drop down list. Then just click "Submit".

All of the listed Index field Names are searchable

In this example I used "Check" as my query:

Query Results for Application 'B-F-DOCS'

Document 1 - 23 of 23

	DOCUMENT ID	BANNER.DOC TYPE	DOCUMENT TYPE	TRANSACTION DATE	VENDOR ID	VENDOR NAME	FIRST NAME	PIDM	ROUTING STATUS	ACTIVITY DATE	Document ID	Pages
<input type="checkbox"/>	25061088	CHECK	CHECK	19-Feb-2014				1803405		2014-02-19 15:12:42	108	1
<input type="checkbox"/>	25061101	CHECK	CHECK	19-Feb-2014				274662		2014-02-19 15:13:56	110	1
<input type="checkbox"/>	25061357	CHECK	CHECK	28-Feb-2014				1068052		2014-02-28 11:14:14	270	1
<input type="checkbox"/>	25061387	CHECK	CHECK	28-Feb-2014				1866375		2014-02-28 10:40:52	265	1
<input type="checkbox"/>	76004929	CHECK	CHECK	19-Feb-2014				1864989		2014-02-19 15:11:10	106	1
<input type="checkbox"/>	76004930	CHECK	CHECK	20-Feb-2014				274237		2014-02-20 13:11:29	142	1
<input type="checkbox"/>	76004931	CHECK	CHECK	20-Feb-2014				1865457		2014-02-20 13:12:19	143	1

Below is a query for "W9's" in the B-F-ID folder:

Query Results for Application 'B-F-ID'

Document 1 - 4 of 4

	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	FISCAL YEAR	CHART OF ACCOUNT	ROUTING STATUS	ACTIVITY DATE	Document ID	Pages
<input type="checkbox"/>		1865720	W-9								2014-02-19 11:54:19	21	1
<input type="checkbox"/>		278492	W-9								2014-02-19 11:51:34	19	1
<input type="checkbox"/>		1865376	W-9								2014-02-19 11:48:32	17	1
<input type="checkbox"/>			W-9								2014-02-19 11:30:27	10	1

As you can see, quite a bit of information is available from the query.

To select a document, double click the document icon and document will display.

## Viewing Documents in INB

Once documents have been indexed, you will be able to pull them up and view them from the INB.

For example we use FOIDDOCH for most of our searches. In this example I have entered an invoice number "10089348". If you are not already logged into my Portal it will take you to the web page to log on.

Click on the Magnifier Glass. All documents indexed to the highlighted Banner Doc Type will be listed on the next screen.



Document History FOIDCH 8.5 (PROD)

Document Type: INV Invoice Document Code: 10089348

Document Type	Status
Requisition	
Bid	
Purchase Order	
Issues	
Invoice	10089348
Check	25061088
Return	
Receiver	
Asset Tag	
Asset Adjustment	

1. You can now double click on the document to view it.

Query Results for Application 'B-F-DOCS'

Document 1 - 1 of 1

DOCUMENT ID	BANNER DOC TYPE	DOCUMENT TYPE	TRANSACTION DATE	VENDOR ID	VENDOR NAME	DEBIT NAME	FORM	ROUTING STATUS	ACTIVITY DATE	Document ID	Pages
10089348	INVOICE	VENDOR INVOICE	18-Feb-2014	2					2014-02-18 12:18:31	51	1





# INVOICE

INVOICE #119  
PO #HH134248  
DATE: FEBRUARY 16, 2014

**TO: Foothill-De Anza CCD**

12345 El Monte Road  
Los Altos Hills, CA 94022  
Attention: Chien Shih, ETS

**FOR:**

Provide service as a Banner Consultant for the ETS  
Systems and Operations  
Jan 2014 - Feb 2014

DESCRIPTION	SERVICE HOURS	RATRE IN HOURS	AMOUNT
Worked as a consultant to support FHDA Banner Student Team, including:		\$100	
Course description function mod to allow clob data display in Portal	1		\$100
Assist Jerrick with query building with TBVCSRV	1		\$100
Help Jim with building logic for a district Student AR report	1		\$100
Assist with reviewing and reapplying a mod to a document imaging package efkimag as a work around to continuing using CWID for fund/org security check	0.5		\$50
Periodic task review and planning	2		\$200
Enhancements to Registration Priority process to allow IR users access utilizing Baner baseline security	4		\$400
Investigate how to allow instructors to be able to submit grades even after a grade roll and apply code mods	3.5		\$350
Work with Jerrick to review Registration Priority and Student Success Checklist to address some of the discrepancies	1		\$100
Work with Jerrick to review, revise and integrate into FHDA environment a peer package that auto rolls waitlisted students into enrollment, also seek to replace individual procedures in this package with Banner registration API so as to ensure future compatibility	11		\$1,100
Investigate a discrepancy reported by Rachel regarding the auto refund process that has been automated	4		\$400
Emails, conference calls, miscellaneous support, project management for the month	2		\$200
<b>Total</b>	<b>31</b>		<b>\$3,100</b>

Please make all checks payable to **Xiaobin Li**



FOOTHILL-DE ANZA  
Community College District



Here is another example searching on the Indexed Document:

Vendor Detail History FAIVNDH 8.6.1.5 (PROD)

Vendor:  ☐ Vendor Hold Selection: All

Fiscal Year: 14 Invoice Date From:  Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
112	I0079933	Y	N	N	P	N	12,400.00	19-AUG-2013	20-AUG-2013	25055468
113	I0079982	Y	N	N	P	N	2,500.00	19-AUG-2013	20-AUG-2013	25055468
114	I0081339	Y	N	N	P	N	4,600.00	20-SEP-2013	23-SEP-2013	25056254
115	I0086809	Y	N	N	O	Y	5,950.00	02-JAN-2014		
116	I0086810	Y	N	N	O	Y	7,500.00	02-JAN-2014		
117	I0086811	Y	N	N	O	Y	2,100.00	02-JAN-2014		
115-A	I0086822	Y	N	N	P	N	5,950.00	03-JAN-2014	03-JAN-2014	25059795
116A	I0086868	Y	N	N	P	N	7,500.00	06-JAN-2014	07-JAN-2014	25059820
117A	I0086869	Y	N	N	P	N	2,100.00	06-JAN-2014	07-JAN-2014	25059820
118	I0087437	Y	N	N	P	N	1,700.00	15-JAN-2014	16-JAN-2014	25060075
119	I0089348	Y	N	N	P	N	3,100.00	18-FEB-2014	19-FEB-2014	25061088
Total:							55,400.00			



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FOOTHILL-CL ANZA COLLEGE DISTRICT - Accounts Payable

VENDOR INVOICE NUMBER	DATE	PO NUMBER	BANNER INV NUMBER	BANNER USER ID	INVOICE AMOUNT	DISCOUNT AMOUNT	AMOUNT PAID
175	02/19/14		10289514		3,106.00	.00	3,106.00 USD
WARRANT NUMBER	WARRANT DATE	BANNER VENDOR ID		TOTAL TAX	TOTAL ADJL CHARGES	WARRANT AMOUNT	
25061088	02/19/14	29128957		3,106.00	.00	3,106.00	

REMARKS:

COUNTY OF SANTA CLARA WARRANT  
FOOTHILL-CL ANZA COMMUNITY COLLEGE DISTRICT  
10248 E. MONTE ROAD  
LOS ALTOS HILLS, CALIFORNIA 94022-4599

WARRANT DATE 02/19/14      WARRANT NUMBER 25061088      WARRANT AMOUNT \$\*\*\*\*\*3,100.00 USD

ISSUED AFTER SIX MONTHS OF NOTICE

PAY: \*\*\*Three Thousand One Hundred & 00/100\*\*\*\*\*

FILED

RECEIVED BY THE COUNTY CLERK

FILED 02/19/2014

FILED COPY \*\* FILE COPY \*\*

C25061088C A071923284A 876 541 6703C

# Security

- Staff will be able to single sign on through MyPortal
- The security model deployed is based on the Banner role based security
- We currently have three access classes
  - read only, read/write, read/write/delete
- The provision is controlled from Banner, and is real time.
- The cabinet security class can be further defined to the document type level, but this is not advisable, given the resources within each department and the complexity we need to maintain within the document depository, if needed, we need to re-visit the security model in more detail



# Next Steps

- Steering Committee sign off
- Next identified user – FF&E Coordinator
- Develop timeline and roll-out plan
- Equipment needs
  - create a standard list of equipment based on needs and role
- Documentation and training
  - Train the trainer vs. Purchasing/ETS training
  - Develop training schedule and documentation

