HOW TO VIEW INVOICES WITH WEB IMAGING

General:

With Web imaging you can view copies of your invoices and purchasing attachments on your desktop in a secure manner.

Check List:

Before you proceed, you must have the following information:

- ❖ **McGill ID** and **PIN** e.g. McGill ID: 150123456   PIN: 987654
- ❖ Banner **invoice document number** *

* See detailed instructions on how to find an invoice document number on page 5.

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 1 of 8

1) Web Imaging is accessed within the Minerva Web Product (formerly Banner Web).
Go to the **Banner website** (http://www.mcgill.ca/banner), select "**Web Applications**" from the side menu on the left, then "**Login to the Banner Database**" .

2) You will then be asked to login. Enter your **McGill ID** and **PIN** and click on **Login**.

e.g. McGill ID: 150123456   PIN: 987654

You will then be asked to **re-enter your PIN** for verification.   Click on **Login**.

User Login - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   →   Search   Favorites   History

Address https://poseidon.cc.mcgill.ca:4451/mcgp/plsql/twgkwbis.P_WWWLogin

Ticker: Quotes • Charts • News • Rsrch • • Add To   My Portfolios   Markets • Bookmarks

Minerva

help

User Login

This is a private information system for use by authorized personnel only. Unauthorized access may lead to legal prosecution.

Please enter your 9 digit McGill Identification Number (ID) and your 6 digit Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

McGill ID: [   ]

PIN: [   ]

Login   Reset

Release: 4.0.1

Done   Internet

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
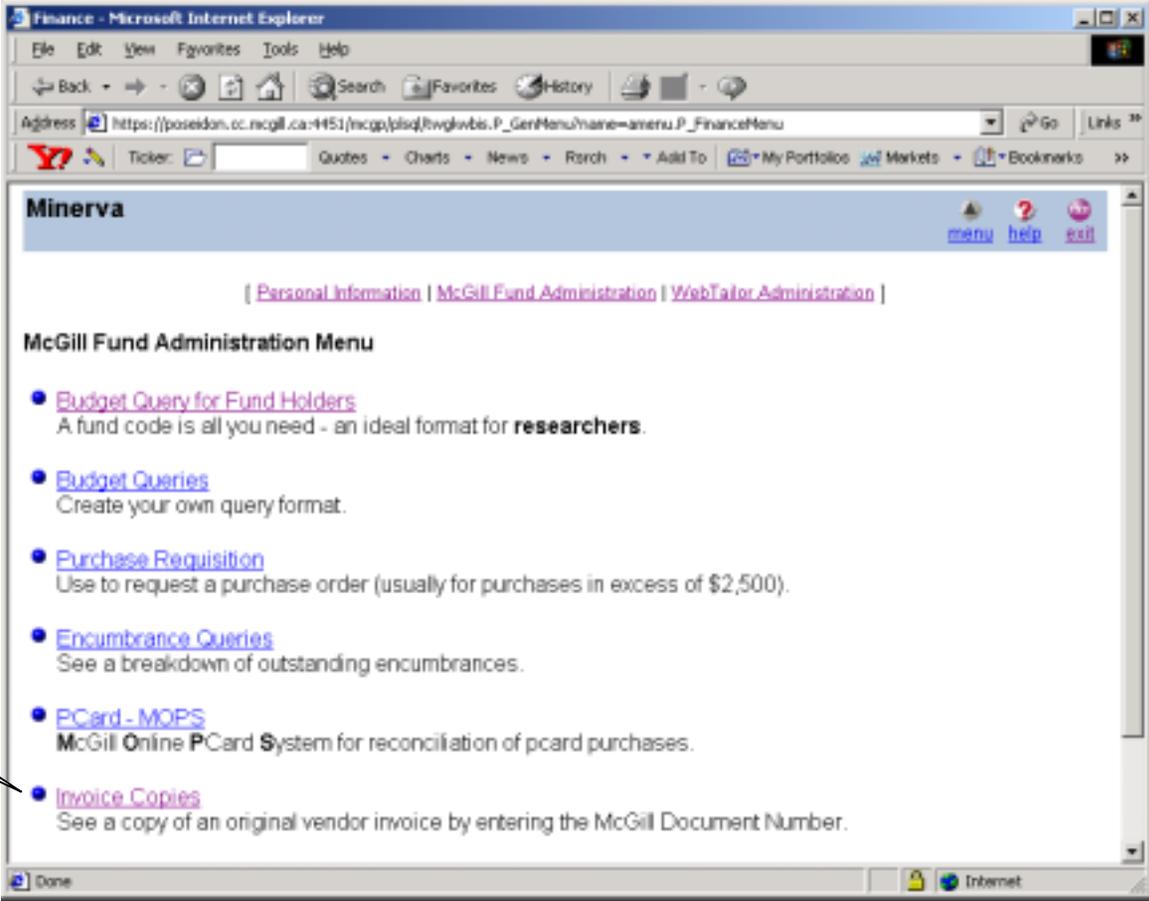Page 2 of 8

You have now logged in to the Minerva Web Product.

3. Click on the **McGill Fund Administration** Menu item.

The screenshot shows the Minerva Main Menu web page in Microsoft Internet Explorer with the following content:

Minerva
help   exit

[Personal Information | McGill Fund Administration]

Main Menu

Welcome to Minerva - McGill's Web Administrative Systems!

Personal Information
Change PIN;
Students Only: View and Update addresses, phone numbers and emergency contact information.

McGill Fund Administration
Query Budget Status or Encumbrances, create Purchase Requisitions,
reconcile PCards, view vendor invoice copies.

Release: 4.0

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 3 of 8

4. Click on the submenu item **Invoice Copies**.

Minerva

menu help exit

[Personal Information | McGill Fund Administration | WebTailor Administration]

McGill Fund Administration Menu

● Budget Query for Fund Holders
A fund code is all you need - an ideal format for **researchers**.

● Budget Queries
Create your own query format.

● Purchase Requisition
Use to request a purchase order (usually for purchases in excess of $2,500).

● Encumbrance Queries
See a breakdown of outstanding encumbrances.

● PCard - MOPS
McGill **O**nline **P**Card **S**ystem for reconciliation of pcard purchases.

● Invoice Copies
See a copy of an original vendor invoice by entering the McGill Document Number.

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 4 of 8

5. You will now be prompted for the **Invoice Document Code**. If you do not have the code on hand, look it up using the Banner client. Instructions provided below:

After you have typed in the invoice code, click on **Submit**.

```
https://poseidon.cc.mcgill.ca:4451/mcgp/plsql/hzpkwimg.p_display_invoice - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back  →  ·  ⊗  ⊡  ⌂  | ⊗Search  ⊡Favorites  ⊗History  | ⊜  ■  ·  ⊕

Address  ⊡ https://poseidon.cc.mcgill.ca:4451/mcgp/plsql/hzpkwimg.p_display_invoice            ▼  ⟁Go   Links »

Y?  ⅄  | Ticker: ⊡ [        ]        Quotes  ·  Charts  ·  News  ·  Rsrch  ·  ▾Add To  | ⊞▾My Portfolios  ⊿Markets  ·  ⌂▾Bookmarks   »»
```

Minerva   ? ⊕
                                                              help exit

[Personal Information | McGill Fund Administration | WebTailor Administration]

Enter Invoice Document Code: [   ]

[Submit] [Reset]

Release: 4.0.1.1

How to look up an invoice document code using the Banner client:
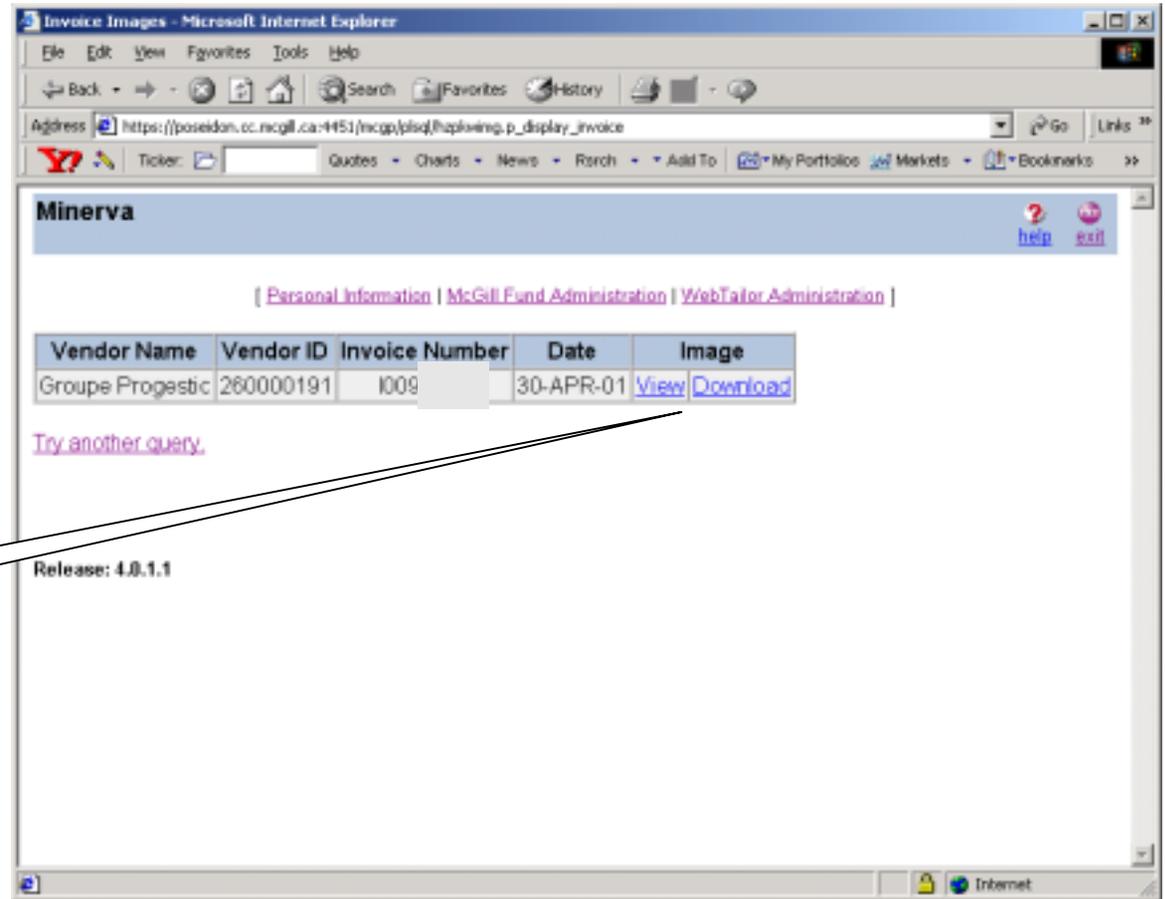
a) Go to the Detail Transaction Activity form (FGITRND)
b) Find the transaction you are concerned with and take down the Invoice document code from the Document field.

Created on 1/19/2001 10:52 AM   Last edited on August 16, 2001
Created by Rebecca Sinclair-Smith   Last printed 9/4/2001 10:36 AM
Imaging.doc   Page 5 of 8

The Vendor Name, Vendor ID, Invoice number, Date and Image options will appear.

2 options appear under the Image column: View/Popup/Download.

View: Opens the invoice image in the window you are currently working in, you have to press Back on your browser to get back to the invoice information.

 Download: Allows you to download the image file to disk.

6. Click on **View** or **Download**.

Inside the browser window:

Minerva

help exit

[Personal Information | McGill Fund Administration | WebTailor Administration]

Vendor Name	Vendor ID	Invoice Number	Date	Image
Groupe Progestic	260000191	I009	30-APR-01	View Download

Try another query.

Release: 4.0.1.1

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 6 of 8

If you clicked on the **View** option you would then be able to see the invoice image.

You are given various options at the top of your screen: Zoom/Horizontal Flip/Vertical Flip/Update/Previous Page/Next Page.

If you would like to view any other invoices, click on the **Back** icon on your browser until you return to the Vendor and Invoice number prompt.

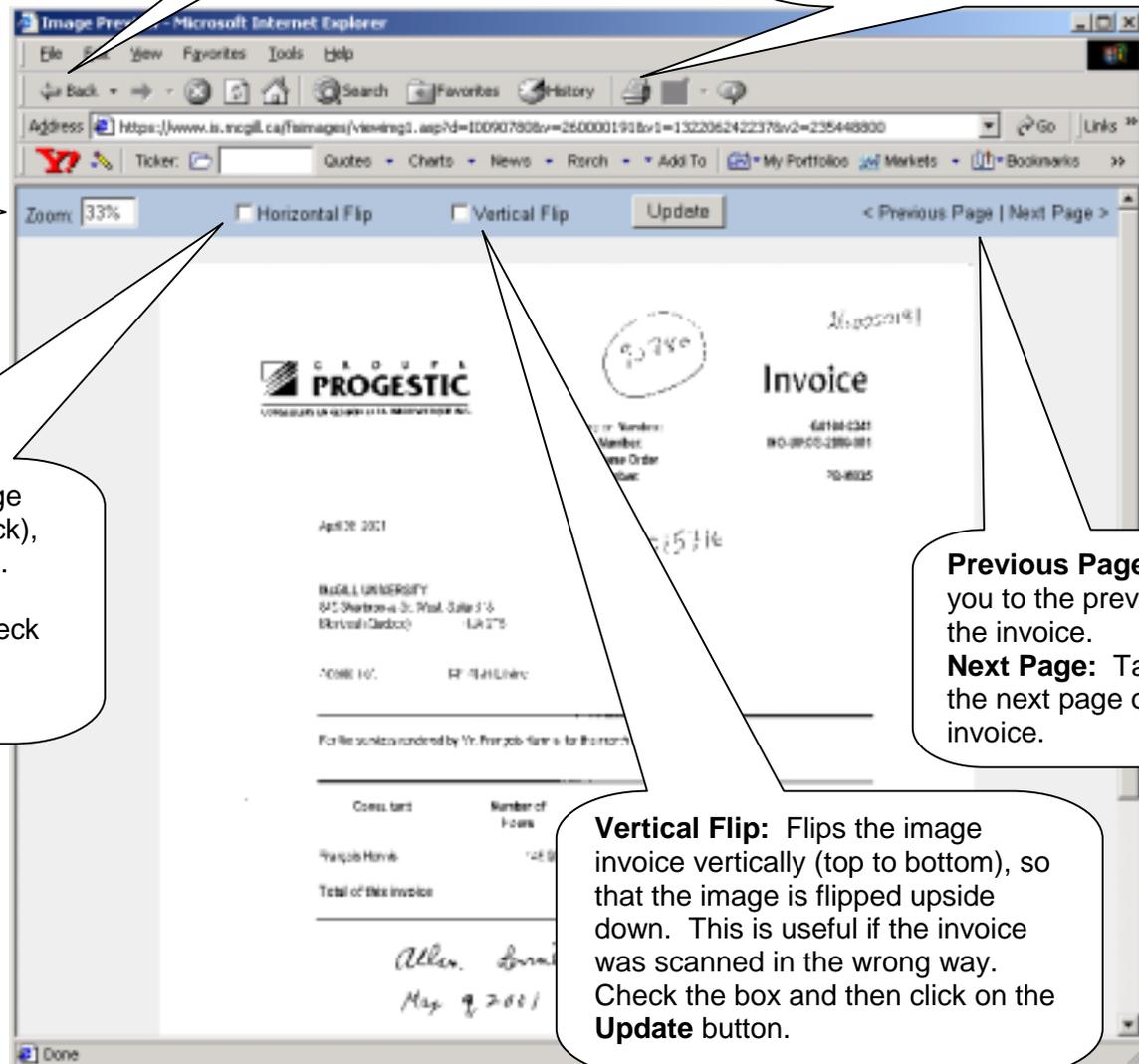Print the Invoice by clicking on the **Print** icon of your browser or going to File/Print on your browsers Menu Bar.

Zoom: Type in the amount you would like to zoom in or out and then click on the **Update** button. Makes the image bigger or smaller depending on what you specified in this field.

Horizontal Flip: Flips the image invoice horizontally (front to back), so that the writing is backwards. This is useful if the invoice was scanned in the wrong way. Check the box and then click on the **Update** button.

Previous Page: Takes you to the previous page of the invoice.
Next Page: Takes you to the next page of the invoice.

Vertical Flip: Flips the image invoice vertically (top to bottom), so that the image is flipped upside down. This is useful if the invoice was scanned in the wrong way. Check the box and then click on the **Update** button.

If you would like to view any other invoices, click on the **Back** icon on your browser until you return to the Vendor and Invoice number prompt.

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 7 of 8

Troubleshooting:

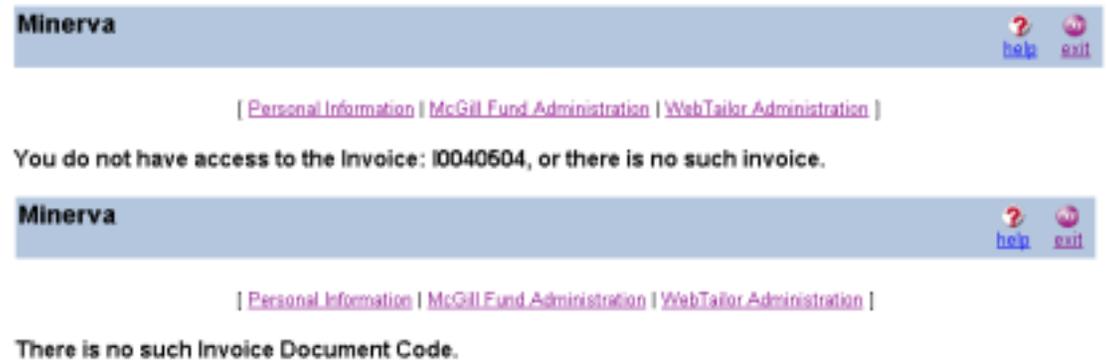Access Denied or Invalid invoice document number

The following errors appear if you have entered the code of
an invoice number you **do not have access to** or if the code
that you entered is **not valid**.

Click on the Back button of your browser and try re-entering
the number. If this does not work check your number in
Banner to ensure that it is valid and that you have the
fund/org access to view the invoice.

TIP: Make sure you are entering an "I" in front of the invoice
number not a "1"

Minerva

help exit

[Personal Information | McGill Fund Administration | WebTailor Administration]

You do not have access to the Invoice: I0040604, or there is no such invoice.

Minerva

help exit

[Personal Information | McGill Fund Administration | WebTailor Administration]

There is no such Invoice Document Code.

Timed out of Minerva Web Product

If you are inactive for an extended period of time you will be automatically logged out of
the Minerva Web Product. The login box will reappear, simply re-enter your McGill ID
and PIN and continue.

30 minute inactivity caused web session timeout.

McGill ID: [   ]
PIN: [   ]

Login   Reset

Created on 1/19/2001 10:52 AM
Created by Rebecca Sinclair-Smith
Imaging.doc

Last edited on August 16, 2001
Last printed 9/4/2001 10:36 AM
Page 8 of 8