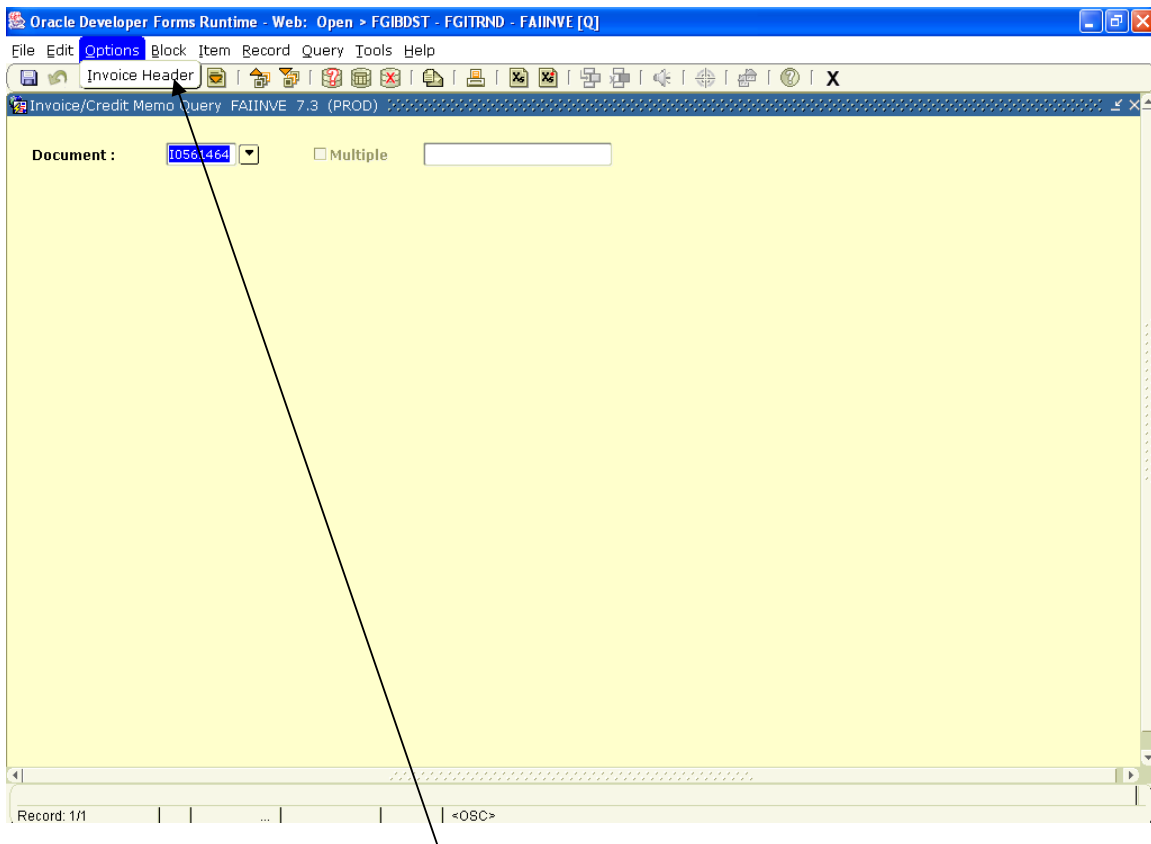
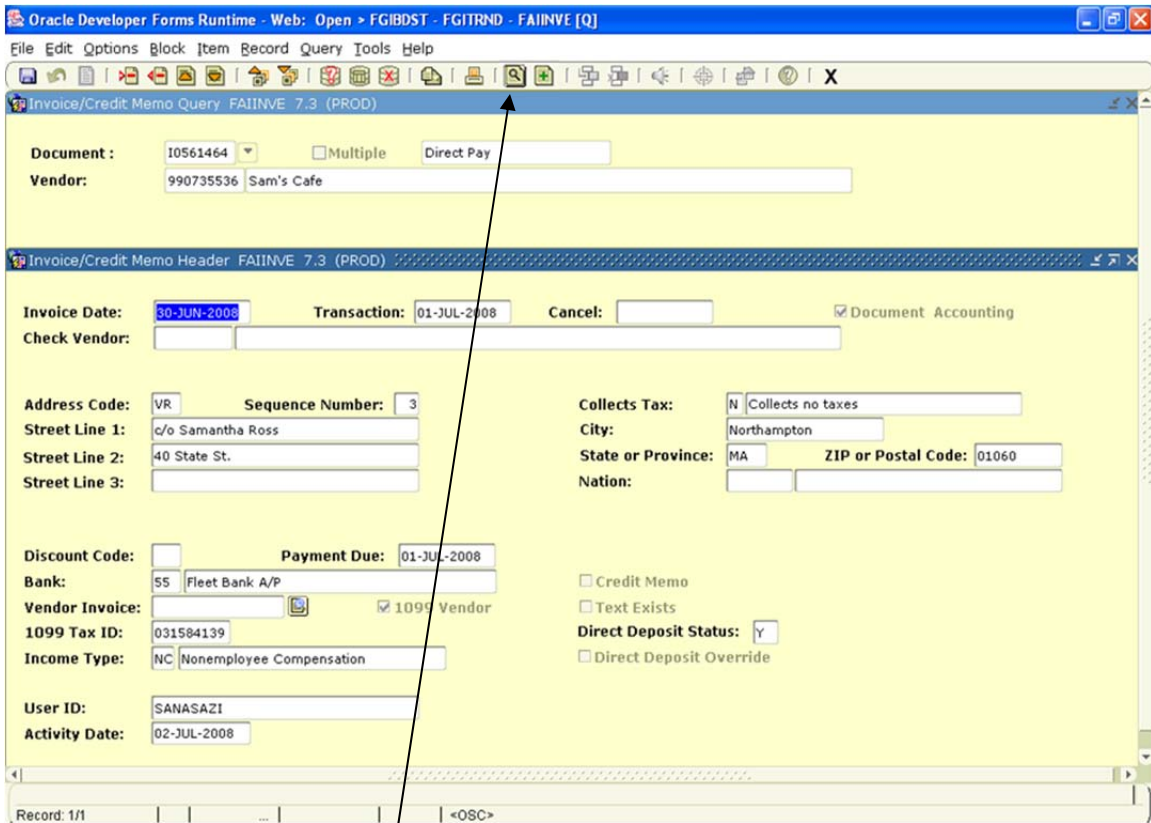


5. Select **Options** then **Query Document (by Type)**.

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**

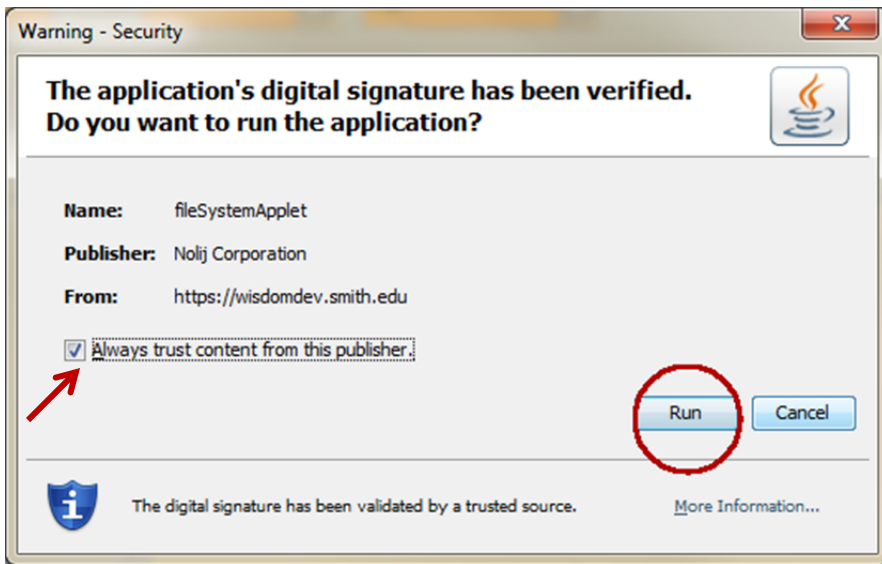


Click on the **magnifying glass** icon to display the scanned images.  
At this point you can retrieve the original documentation that Accounts Payable received for this payment.

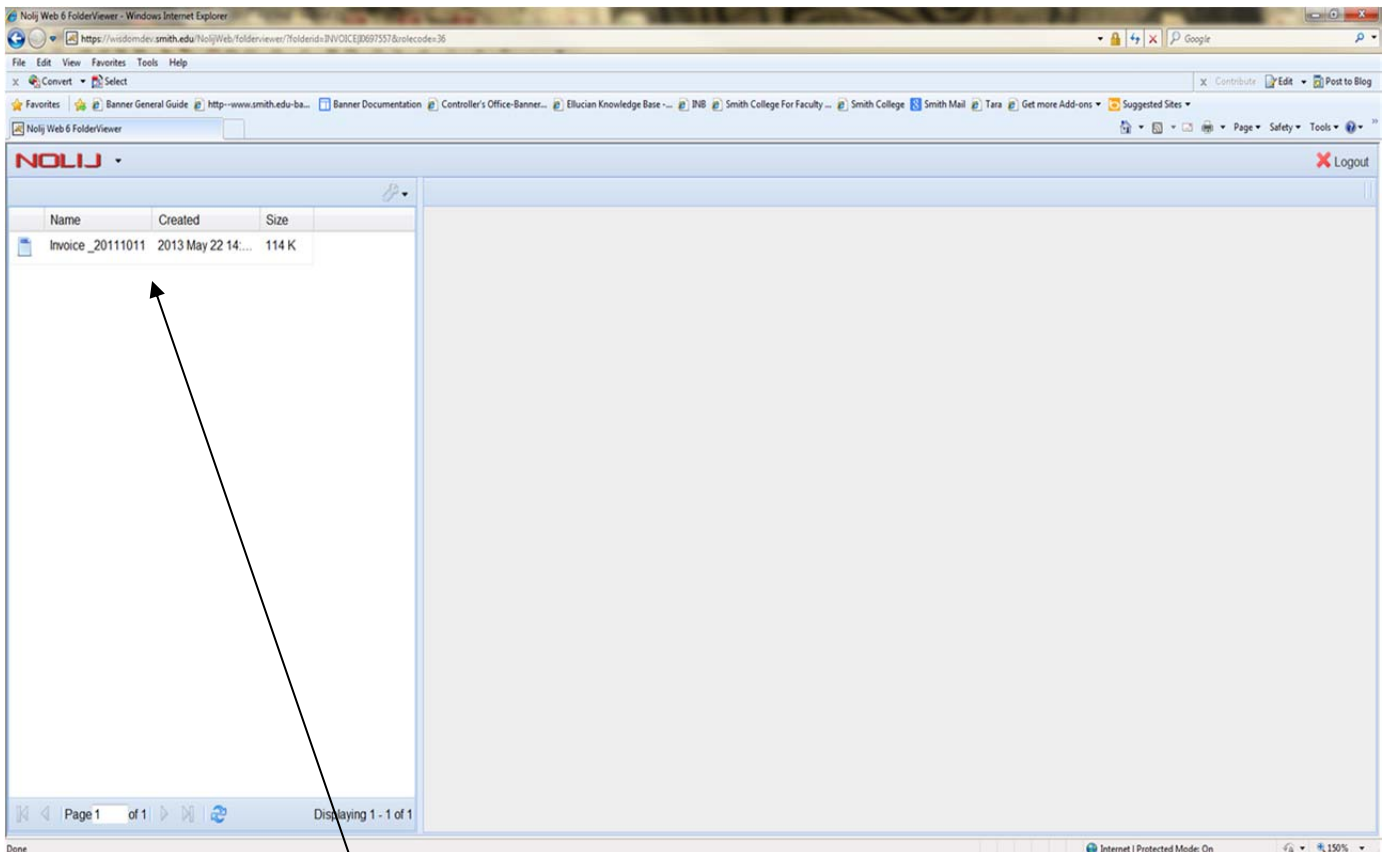
You'll be prompted to authenticate via Shibboleth/SmithPortal in order to open Nolij.



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



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**

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Nolij Web 6 FolderViewer

NOLIJ

Logout

Name	Created	Size
Invoice_20111011	2013 May 22 14:...	114 K

### Invoice

#111-001  
 Smith College  
 Attn: Yvonne Ting, Director  
 Altran Software System & Tech  
 Information Technology Services  
 Stoddard Hall 3B  
 Northampton MA 01063-0001

Invoice #111-001  
 Invoice Date: 09/26/2011  
 Invoice To: Smith College  
 Invoice From: Altran Software System & Tech  
 Invoice Period: 08/21/2011 - 09/04/2011  
 Total Invoice Amount: 4,370.00

313-1  
 19,860,576.7

#E:\Mail\College\001\Banner\111\500008

Consultant	Activity/Expense	Hours	Rate	Amount
Julia Fark	On Site Consulting/Support (Week Ending 08/21/2011)	17.60	191.00	3,361.60
Julia Fark	Travel (Week Ending 08/21/2011)	4.00	180.00	720.00
Julia Fark	Phone (Week Ending 08/21/2011)	2.00	100.00	200.00
Subtotal Total				4,370.00
Tax				0.00
Total Amount				4,370.00

NOLIJ  
 SEP 26 2011  
 ACCOUNT REPRESENTATIVE

10697 557

Please Remit To: Account Representative

Page 1 of 1

Displaying 1 - 1 of 1

\*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.