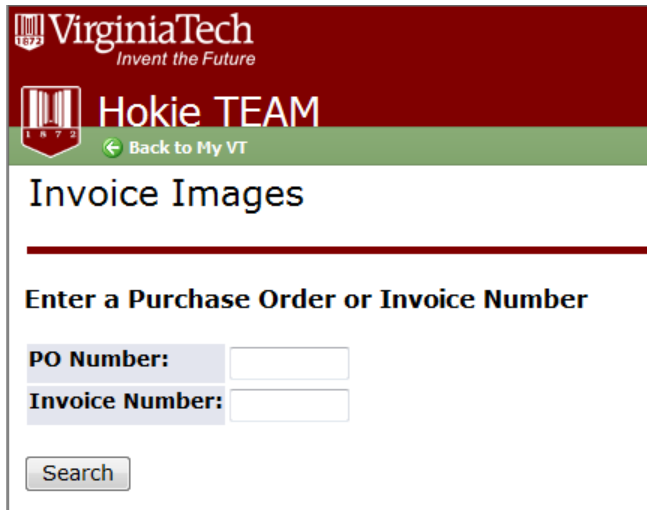


21005a Invoice Imaging

Images of all invoices, payment documents and supporting documentation, except for travel reimbursements and electronic invoices (Banner invoice number begins with E), are available for query on the web. Images are available for documents from July 1, 2007 forward. Invoices can be viewed by entering the purchase order number or the Banner invoice number. Department users can only view documents that have funding on their organization code.

Access the invoice viewer on the web by going to the Virginia Tech home page, select "MY VT", login using the PID and password, select the "personal info" tab, scroll to the bottom of the screen and select "Hokie Team", at the bottom of the screen select "invoice images". The following screen will appear.



The screenshot shows the Virginia Tech Hokie TEAM web interface. At the top, there is a red header with the Virginia Tech logo and the text "VirginiaTech Invent the Future". Below this is a green header with the Hokie TEAM logo and a "Back to My VT" link. The main content area is white and features the title "Invoice Images" in a large, bold font. Below the title is a red horizontal line. Underneath the line, the text "Enter a Purchase Order or Invoice Number" is displayed. There are two input fields: "PO Number:" and "Invoice Number:". Below these fields is a "Search" button.

Invoices and payment documents are scanned daily in the Controller's Office after entry into Banner. Normally, the invoice image is available two business days after it is entered in Banner. Please note that this is not a reporting system. The invoice viewer is only intended to provide departments with a scanned image of an invoice and should not be used to replace monthly reports or reconciliations.