

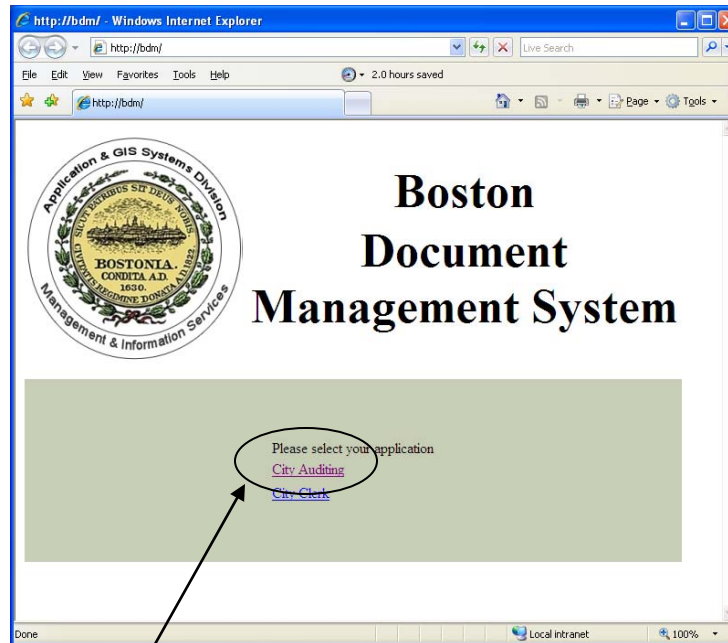
CITY OF BOSTON

'SMARTi' Voucher Retrieval

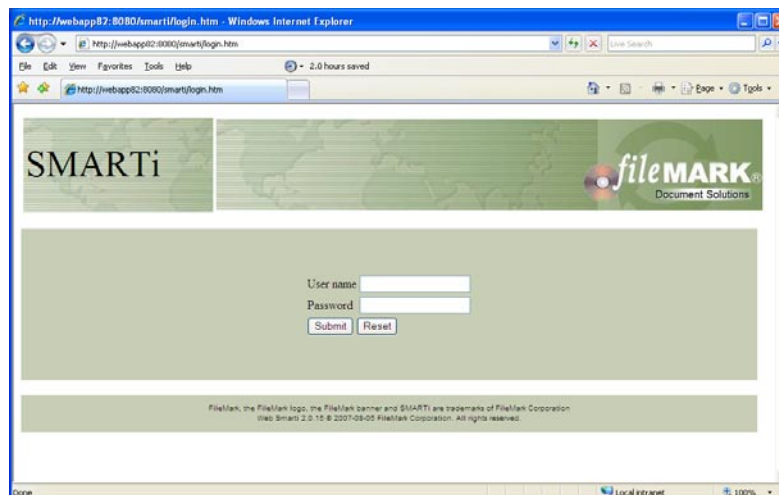
Training Guide

October 2008

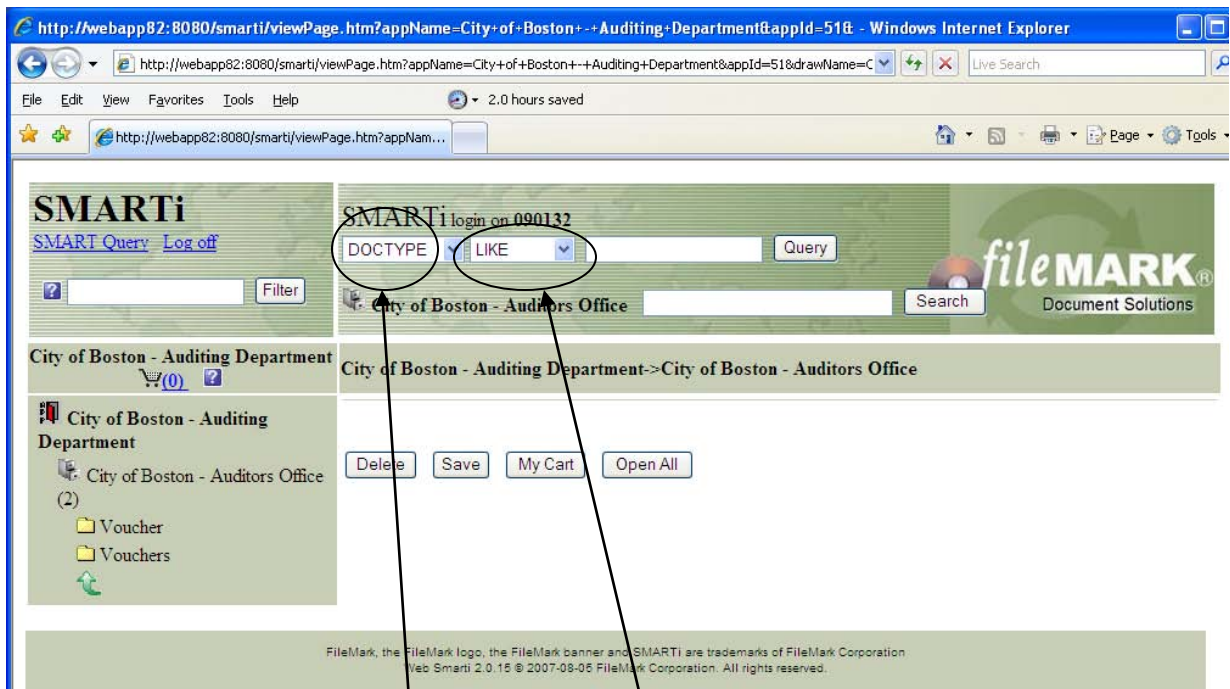
1. Open Windows Internet Explorer and in the address bar type in **BDM**.
If BDM site does not open up, type in the following site:
<http://webapp82:8080/smarti/login.htm>



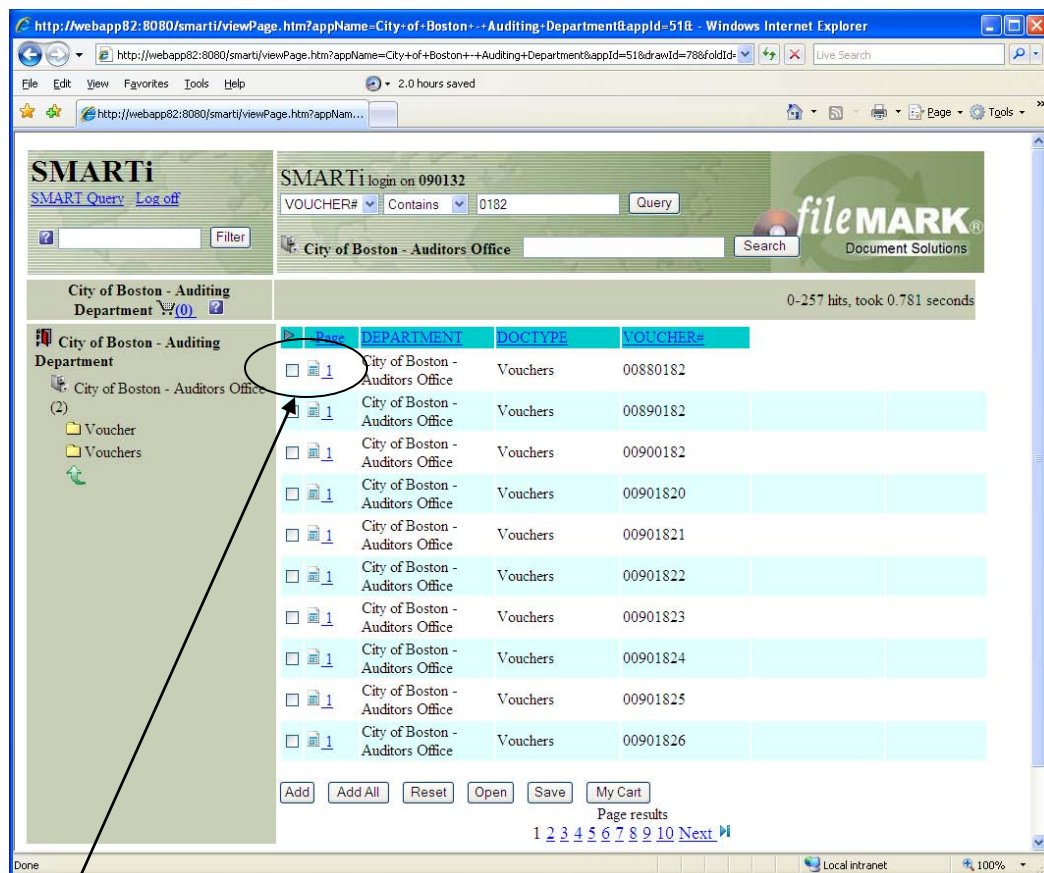
2. Click on the hyperlink called **City Auditing**.



3. Enter your **User name** (Your Empl ID) and **Password** (As Issued) and click on **Submit**.
4. Click on **City of Boston – Auditing Department** then click on **City of Boston – Auditors Office**



5. Beside the Query button select **VOUCHER No** and select **Contains**, type in the voucher Id (or part of the voucher id) you are looking for and click on **Query**
(You can also use more options like, LIKE, StartsWith, EndsWith, NOT LIKE, =, >, <, >=, <=, <>, <=)



6. Click on the **Page** Document to view your backup for the Voucher No

7. To use more than one criteria for your search click on **SMART Query** on the top right of the page
8. For Ex: to search for Voucher No (00348614) where the Vendor name contains 'White'

SMARTi login on 090132

VOUCHER No LIKE 00348614 AND Vendor Name Contains white Query

City of Boston - Auditing Department

Page	Vendor Id	Vendor Name	Payment Date	Dept Name
1	0000021802	T R White Co, Inc	0000-00-00	

Add Add All Reset Open Save My Cart

Page results 1

Note: You can only use two search criteria.

9. To create a single document (PDF) of multiple vouchers, follow steps 1-5 or steps 7-8 for multiple criteria. Once you get to the document, click on the **square box** and click on **Add**, this saves the voucher to your cart. Using the same steps, you can add multiple vouchers to your cart.

City of Boston - Auditing Department

Page	Source	DOCTYPE	VOUCHER No	Vendor Id	Vendor Name	Payment Date	Dept Name
1	City of Boston - Auditors Office	Vouchers	00348614	0000021802	T R White Co, Inc	0000-00-00	

Add Add All Reset Open Save My Cart

Page results 1

10. Once done, click on **My Cart**.

City of Boston - Auditing Department (2)

Page	Source	DOCTYPE	VOUCHER No	Vendor Id	Vendor Name	Payment Date	Dept Name
1	City of Boston - Auditors Office	Vouchers	00348614	0000021802	T R White Co, Inc	0000-00-00	
2	City of Boston - Auditors Office	Voucher	01149262				

Del Empty Open Checkout Export PDF To 2

Page results 1

11. Click on **PDF**, to get a single document (PDF) of all your vouchers.

This document available at <http://www.cityofboston.gov/auditing/bdm.asp>