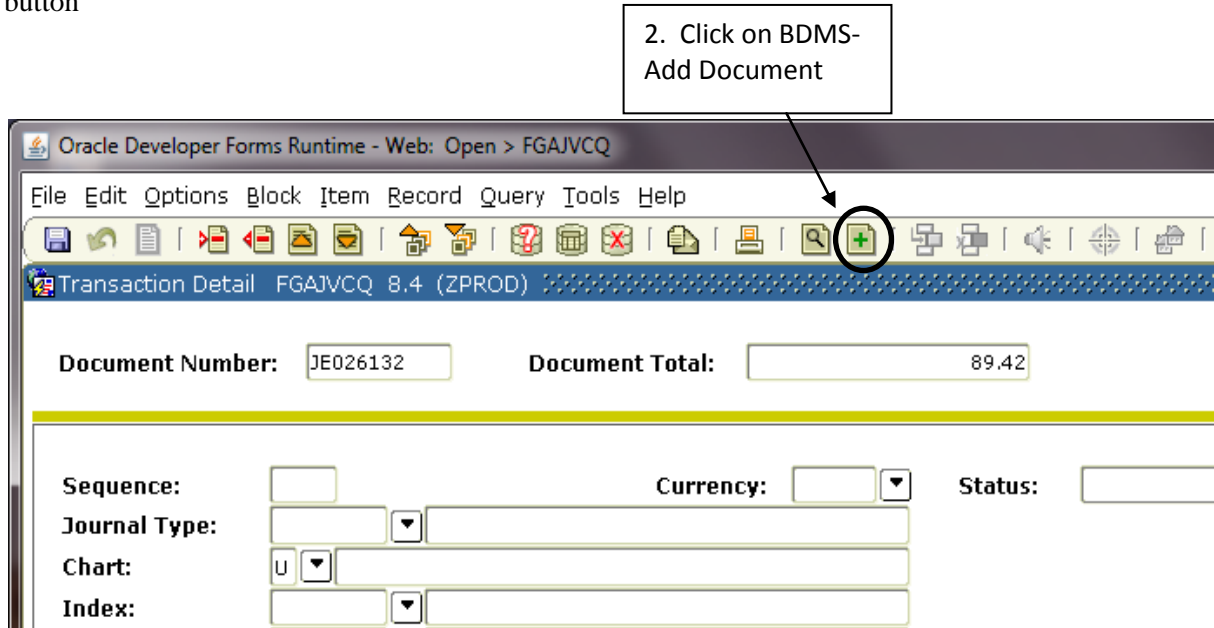
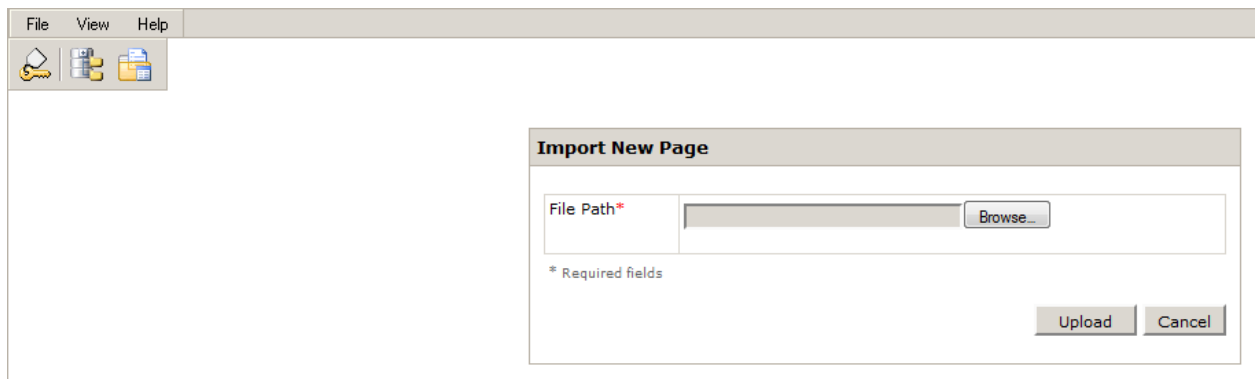


## Adding Documentation to Xtender in Firefox

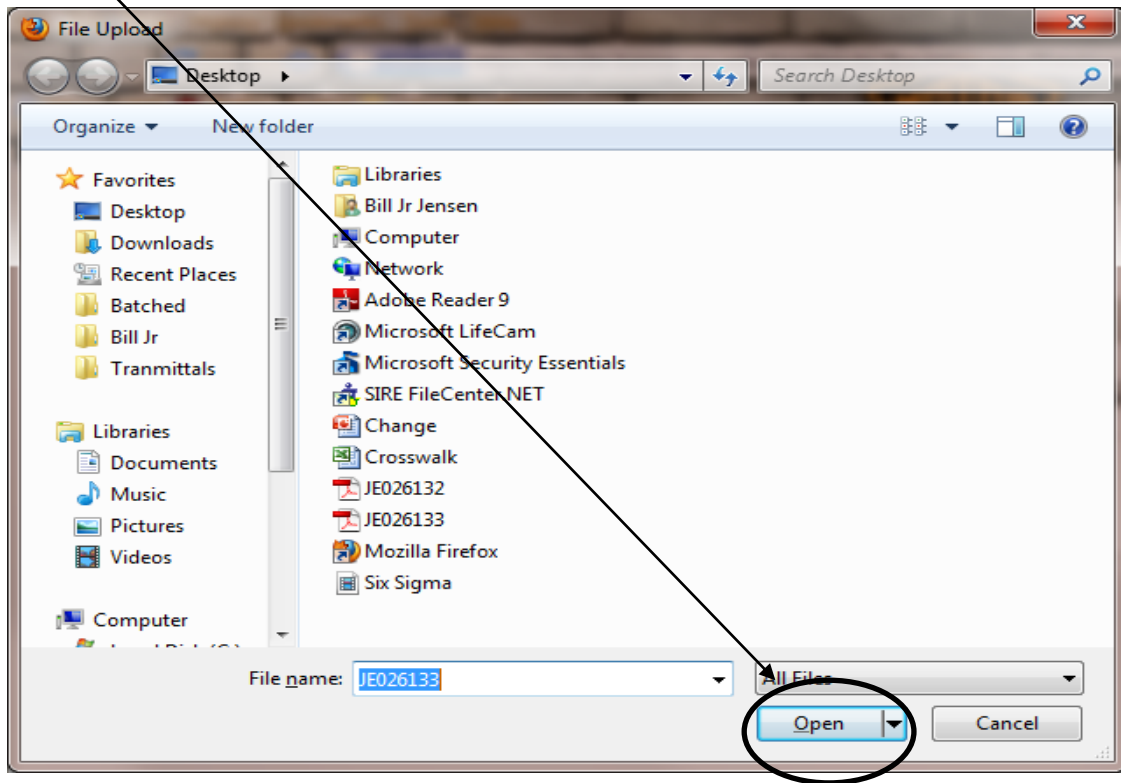
- 1) The documentation that will be attached needs to be in electronic form. Xtender will accept almost any electronic form including excel, word, pdf, tiff, etc. It is suggested to save the documents needed in a file on your desktop.
- 2) Open the Banner form needed (the example below shows you in FGAJVCQ, where you start to enter the debits and credits), in the “Transaction Detail” Section click on the *BDMS – Add Document* button



- 3) A new internet browser with a similar look of the one below will appear.



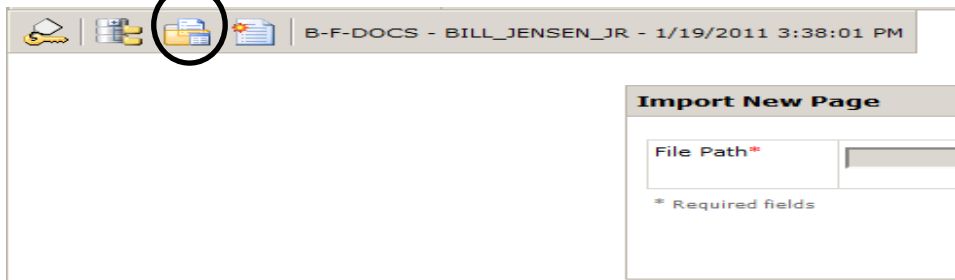
- 4) To import the document, Click the *Browse* button, select the file that you would like to add, and then click the *Open* button.



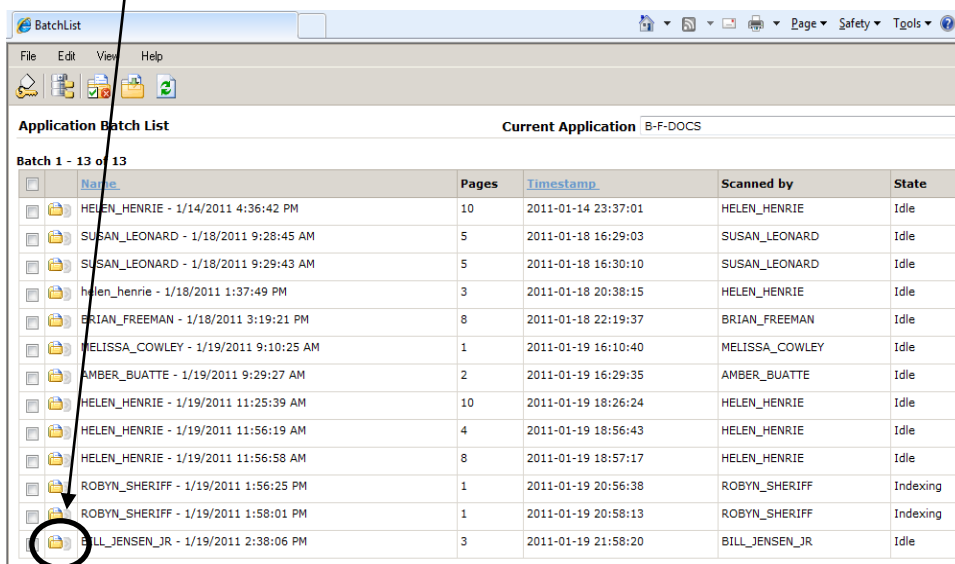
- 5) When the file is listed in the file path, click on the *Upload* button.



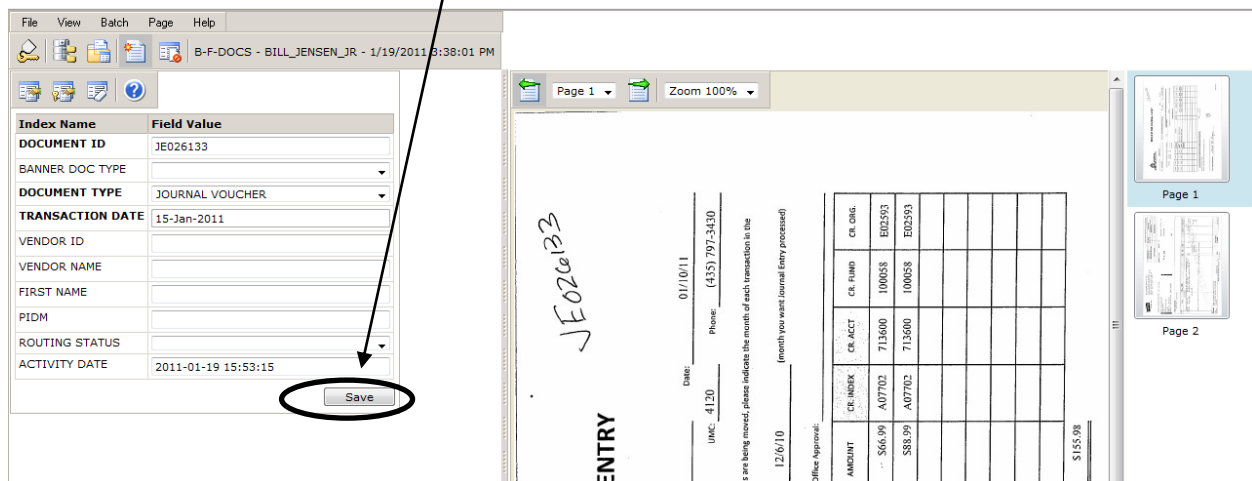
- 6) Next click on the *Batch List* button, this will show all the files that have been imported but not batched.



- 7) Click on the *folder* to open the file that was imported.



- 8) Verify that the Document ID, Document Type, and Transaction Date are filled in and the document was loaded correctly, if correct *save* the batch.



- a. If the document has more than one page you will need to click on the *Attach All Page* button.

File View Batch Page Help

B-F-DOCS - BILL\_JENSEN\_JR - 1/19/2011 3:38:01 PM

**Attach All Page**

Index Name	Field Value
DOCUMENT ID	JE026133
BANNER DOC TYPE	
DOCUMENT TYPE	JOURNAL VOUCHER
TRANSACTION DATE	15-Jan-2011
VENDOR ID	
VENDOR NAME	
FIRST NAME	
PIDM	
ROUTING STATUS	
ACTIVITY DATE	2011-01-19 15:56:02

Modify

- 9) After saving the batch, you have completed attaching the document to the Journal Voucher, Requisition, or Invoice. Choose one of the following options to continue indexing or logout.

**All Document Pages Have Been Indexed**

- Index Another Batch Document**
- Import a New Batch Document**
- Return to the Application List**
- View Indexed Document**
- Logout of AppXtender Web Access .NET**

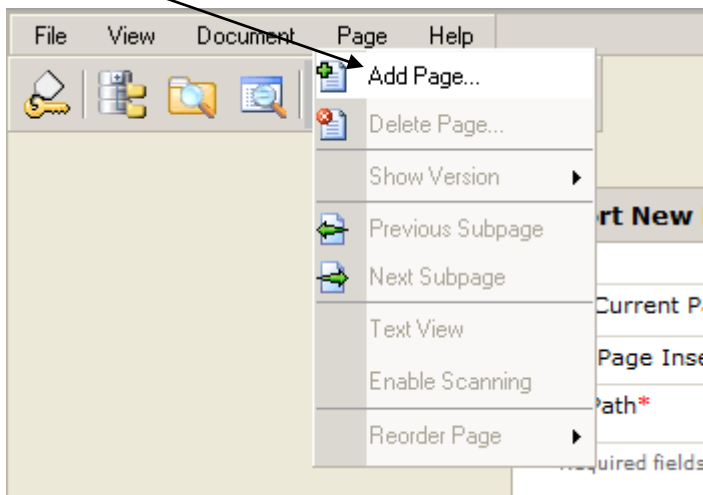
## Frequently Asked Questions

Q. Can I add documentation after I have completed the document or after it has been approved?

A. Yes, when on one of the detail screens (FGITRND, FOAAINP, FGIGLAC, etc...) complete steps 1-9 with one addition. On step 8 you will have to manually add the document type and the transaction date.

Q. I'm getting a Unique Key error, what am I doing wrong?

A. A Unique Key error means that there is already a document in Xtender with that specific document number. More documentation can be added by viewing the document and then select *Page* and *Add Page*.



Click on the Browse button, find the file that needs to be added, and click on the upload button.