

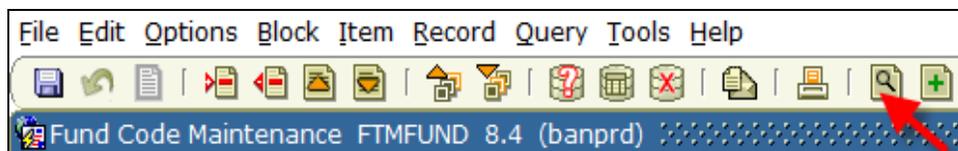
Banner Finance Xtender Quick Summary

Authorized Banner Finance users may access Xtender to view scanned invoice documents.

Accessing Xtender for the First Time

Important: First-time users must synchronize their Banner password with Xtender as follows:

1. Log in to Internet Native Banner (INB).
2. Click on the "BDM-Display Document" icon.



3. You will be prompted to synchronize your password with Banner. Click **OK** (cursor remains an hourglass).
4. The following message may display: Permission Denied to application B-G-ID. Close the window.

View Scanned Image of Vendor Invoice in Xtender

1. Click on the WebXtender icon located my the mySLU Tools tab:

<https://myslu.slu.edu/>

2. **Data Source** defaults to **BANPRD**. Enter your SLU Net ID in the **User Name** field and your SLU Net password in the **Password** field.
3. Click **Login**.
4. Double click **B-F-Docs-Banner Finance Purchasing/AP/Other**. The Query Criteria screen displays.
5. At **Document ID**, enter the Banner invoice document number (I0xxxxxx or DPxxxxxx).

Users may retrieve Purchase Order invoice documents (I0xxxxxx) and Direct Payment Voucher (eSeeDPV) documents (DPxxxxxx) by entering the eight-digit document code at the **Document ID** field. Users may also query with a wildcard (*) to display a list of document numbers (see Step 10). **Note: Billiken Buy invoices (IUxxxxxx documents) are stored in Billiken Buy, not WebXender.**

6. Scroll to the bottom of the screen and click **Submit**. You may have to maximize your browser window to access the Submit button.

7. The scanned document image displays.

If a box displays indicating "No Documents Found", click **OK**. The scanned document may not be available for viewing until the next working day.

If a Red "X" displays, contact the ITS Help Desk at 977-4000 for installation of the required plug in.

8. For multiple-page documents, a display indicating "Page 1 of _" appears at the bottom of the document window. Click the **Next Page** or **Previous Page** icons (located in the tool bar directly above document image) to view each document page. Click the **Rotate Left** or **Rotate Right** icons, if necessary, to view documents that were scanned sideways. Click the **Print Current Page** icon to print the displayed document page, and repeat as necessary. Click the **Print Document/PDF Print** icon to print all document pages. Click the **Query Results** icon to go to the Query Results page, or click the **New Query** icon to perform a new query.



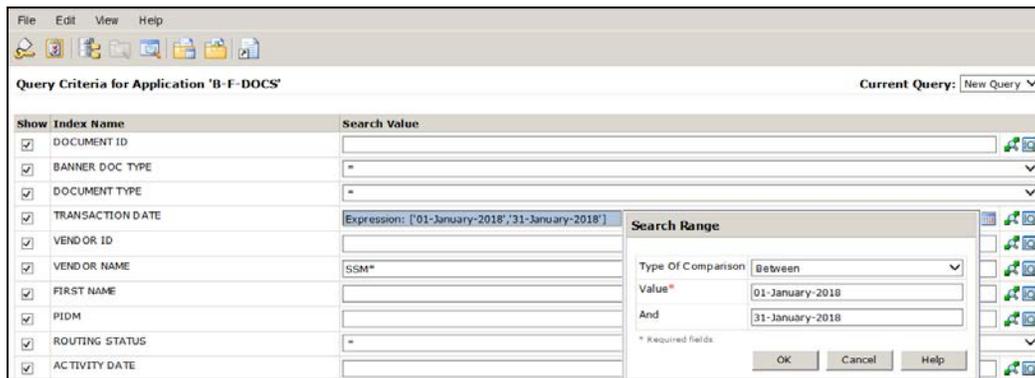
9. To print the document from the Query Results page, click the box to the left of the Banner document number. Then click the **Print Selected Documents** icon and **OK**.

	DOCUMENT ID	BANNER DOC TYPE	DOCUMENT TYPE	TRANSACTION DATE	VENDOR ID	VENDOR NAME
<input type="checkbox"/>	W400002M	INVOICE	INVOICE	08-Nov-2006	000881072	AMERICAN EXPRESS BUSINESS TRAVEL

To perform another query, click the **New Query** icon.

10.Repeat Steps 5 through 9, as necessary.

Note: Users may also query by Transaction Date and Vendor Name. Please note, however, that the Query Results screen will display a list of all invoice documents for **all** University funds for the selected vendor and time period. However, users may only view the documents that agree with their fund/organization security. To enter transaction date(s), click the **Search Range** icon to the right of the **Transaction Date** field. A **Search Range** box displays. To search for documents processed in the month of January, for example, enter 01-January-2018 in the **Value** field and 31-January-2018 in the **AND** field. Click **OK**. Enter the **Vendor Name** name using a wildcard, if necessary. The wildcard in Xtender is the asterisk (*). Click **Submit**.



From the Query Results page: To print the documents that agree with your fund/organization security, click inside the box to the left of the **Document ID** field and then click the **Print Selected Documents** icon and **OK**.

From the document image window: To view the next document (based on your fund/org security) listed on the Query Results page, click the **Next Document** icon.



11.If you have questions, please contact Lisa Zoia (lisa.zoia@slu.edu).