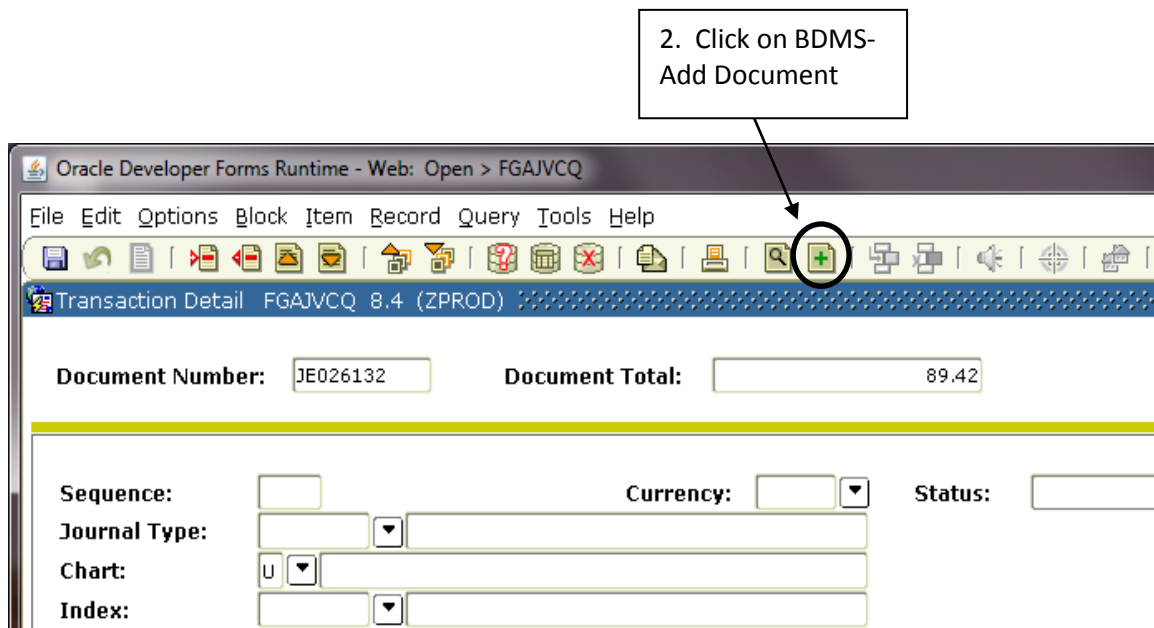
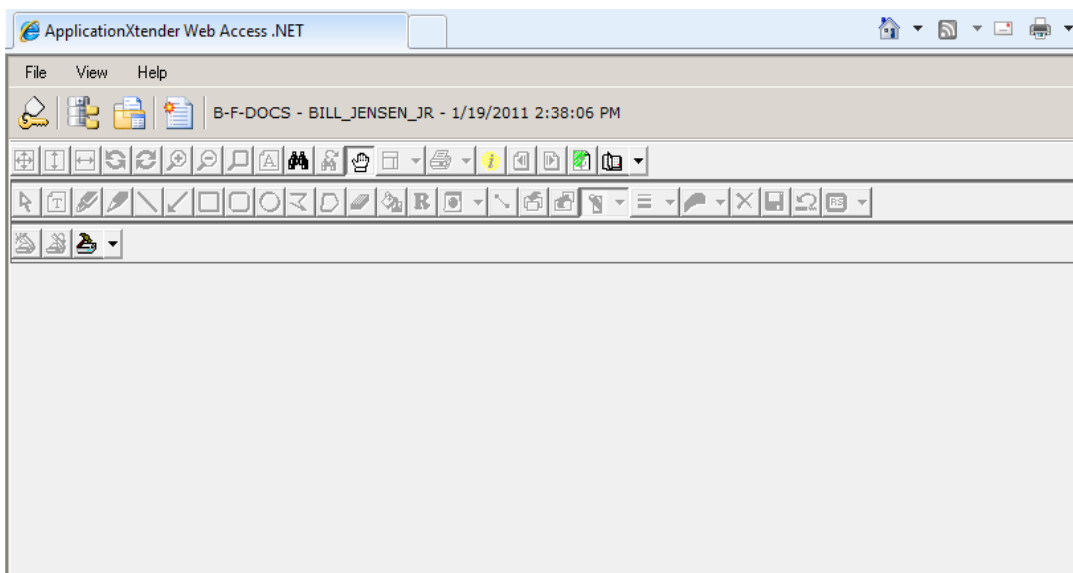


## Adding Documentation to Xtender in Internet Explorer

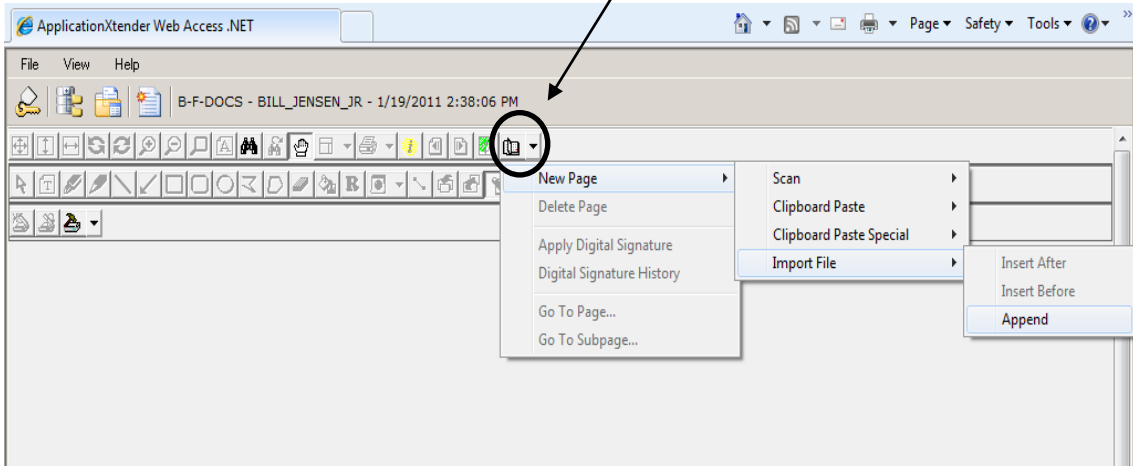
- 1) The documentation that will be attached needs to be in electronic form. Xtender will accept almost any electronic form including excel, word, pdf, tiff, etc. It is suggested to save the documents needed in a file on your desktop.
- 2) Open the Banner form needed (the example below shows you in FGAJVCQ,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



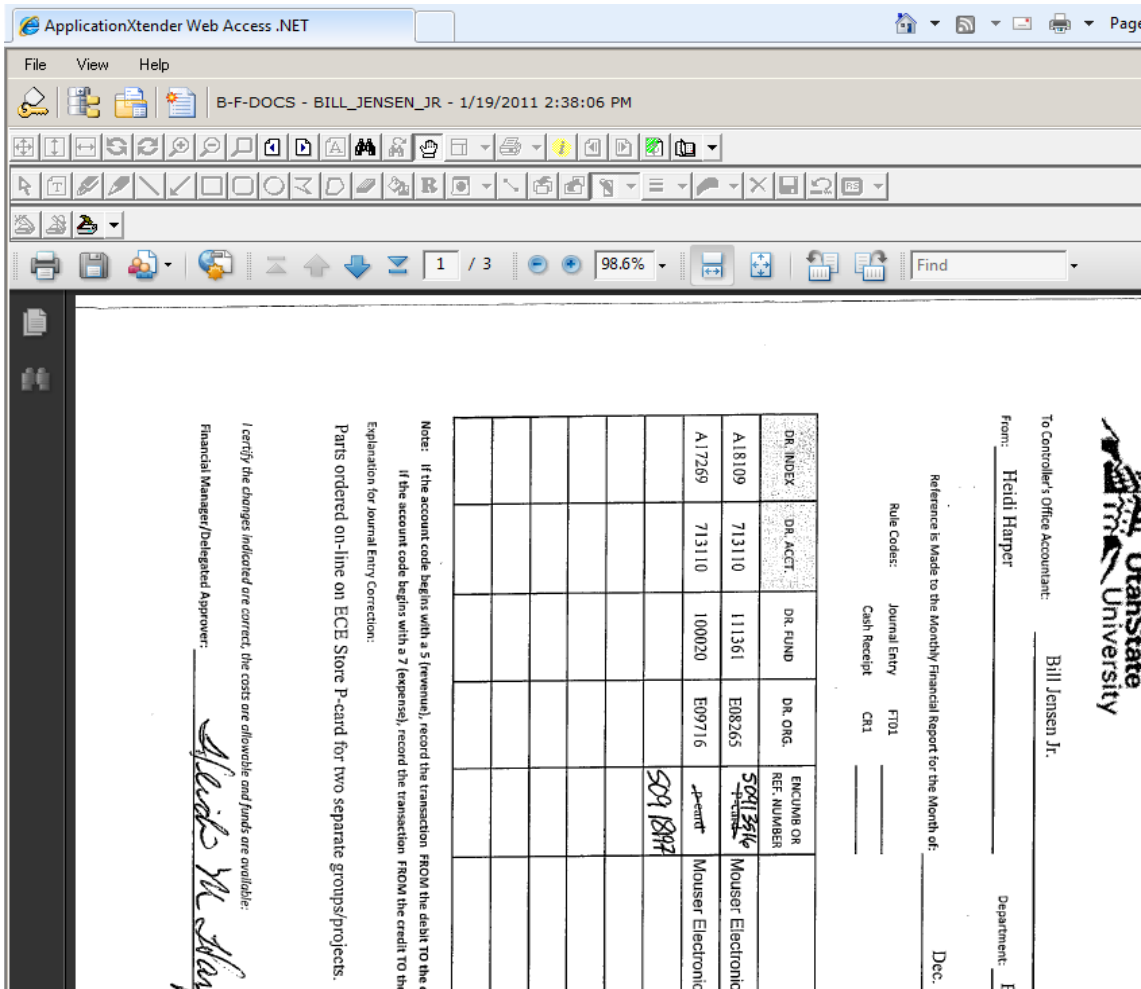
- 3) A new internet browser page will appear and look similar to the one below.



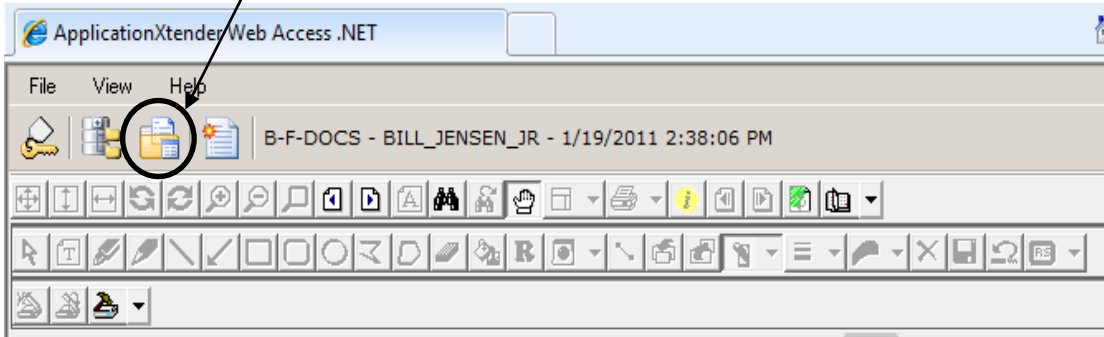
- 4) To import the document: click the carrot next to the *Page Menu* , select *New Page* ,then *Import File*, and then select *Append*.



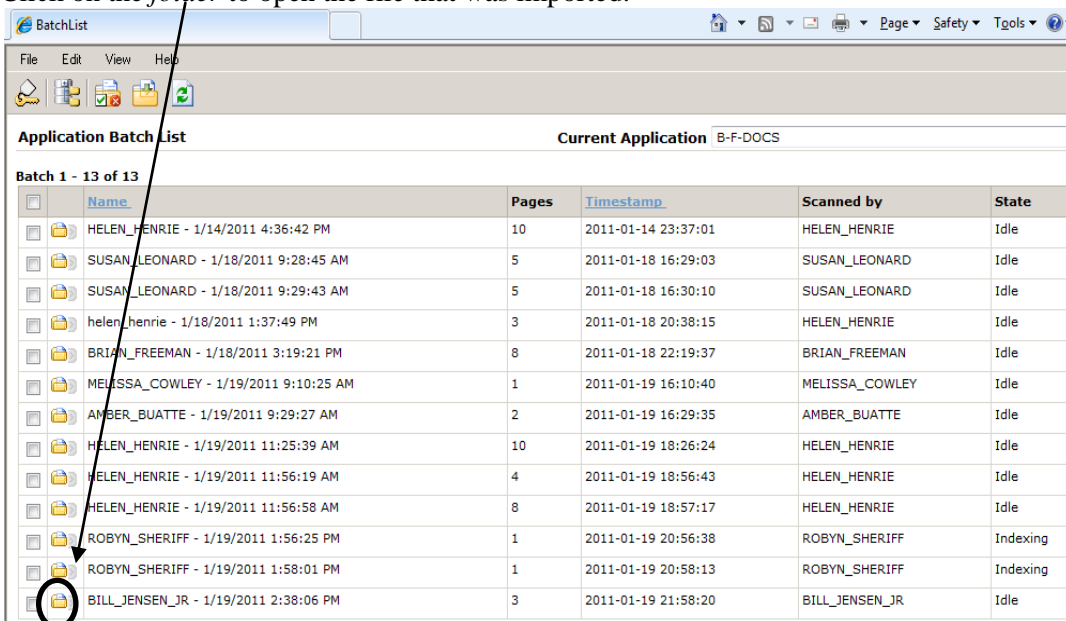
- 5) An Import File box will appear and allow you to search for the file that needs to be imported. Select the file you want to upload and then click on the Open button. The file that you have imported/opened will appear (as shown below).



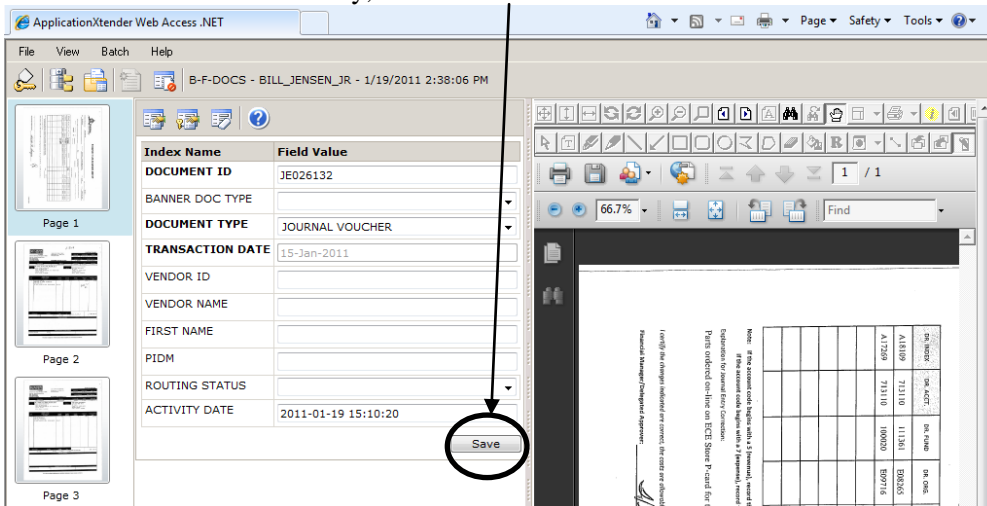
- 6) Next click on the *Batch List* button, this shows all the files that have been imported but not batched.



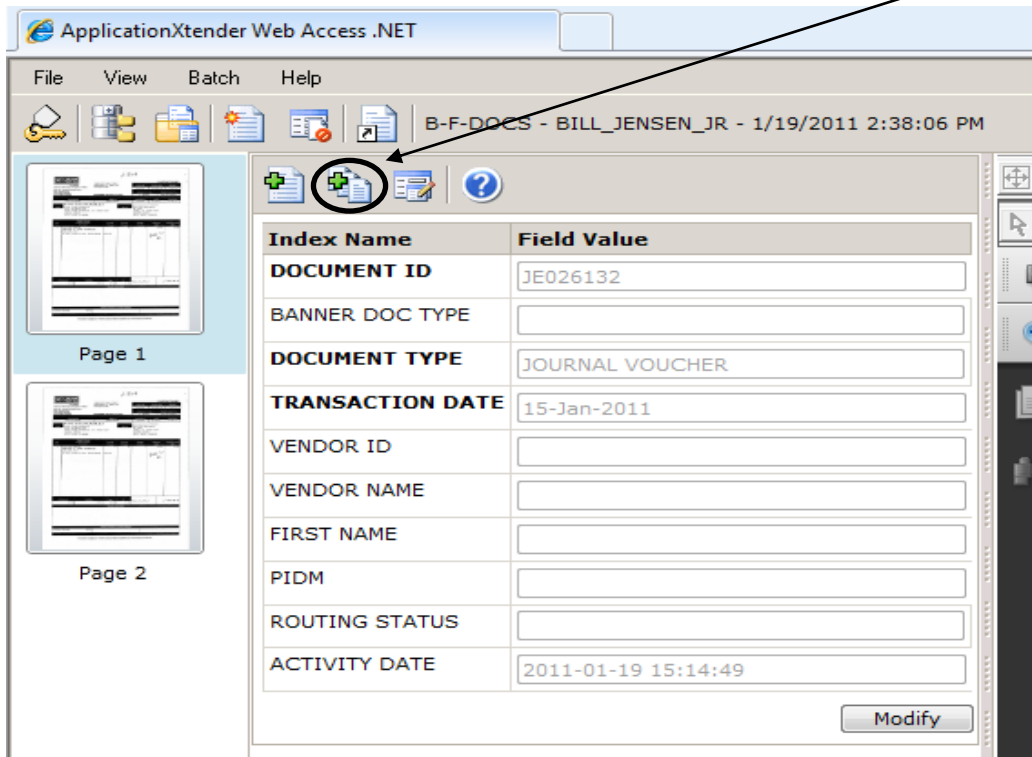
- 7) Click on the *folder* to open the file that was imported.



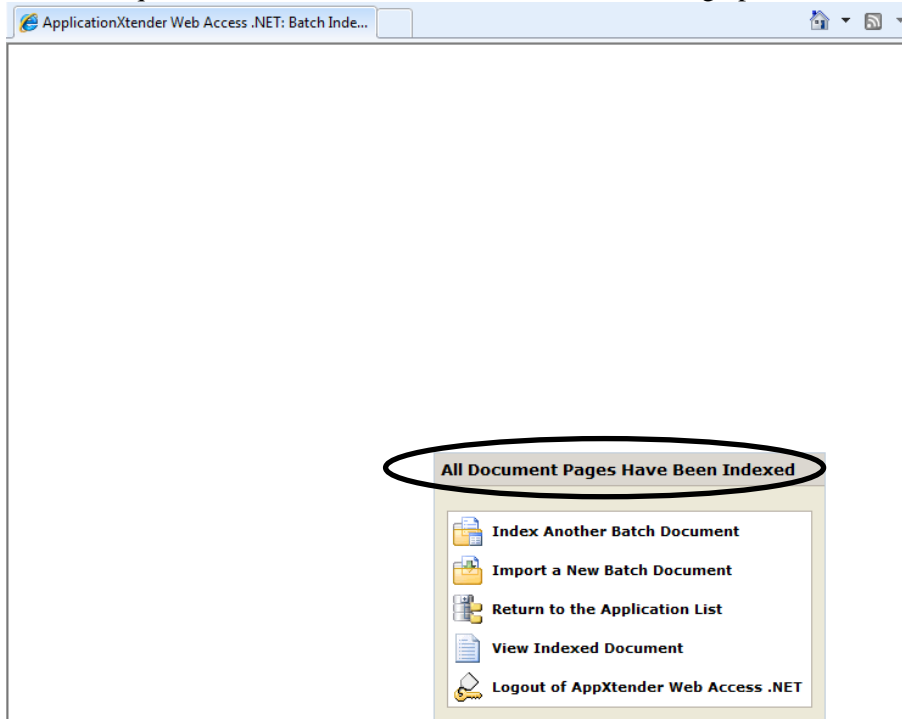
- 8) Verify that the Document ID, Document Type, and Transaction Date are filled in and the document was loaded correctly, if correct *save* the batch.



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



- 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.



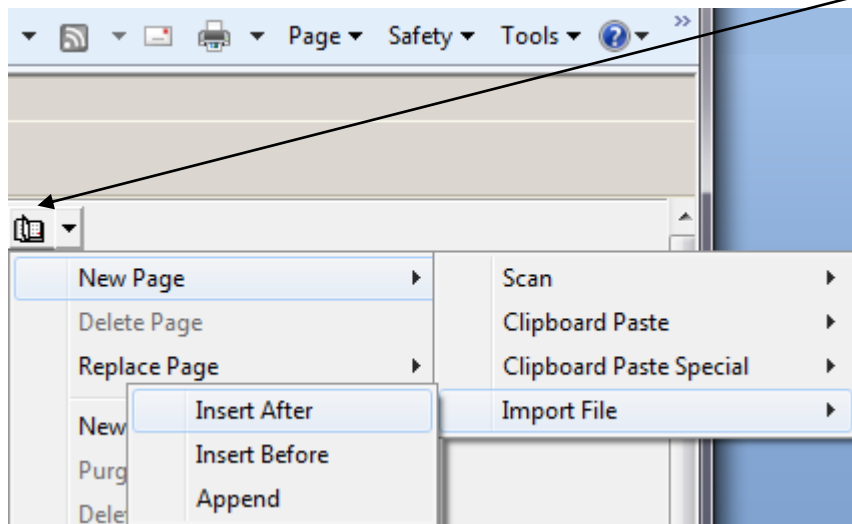
## Frequently Asked Questions

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 Menu, New Page, Import File* and *Insert After*.



Select the file that needs to be added, and click on the Open button.