

Electronic Travel Expense Sheet Approval Procedures

Description

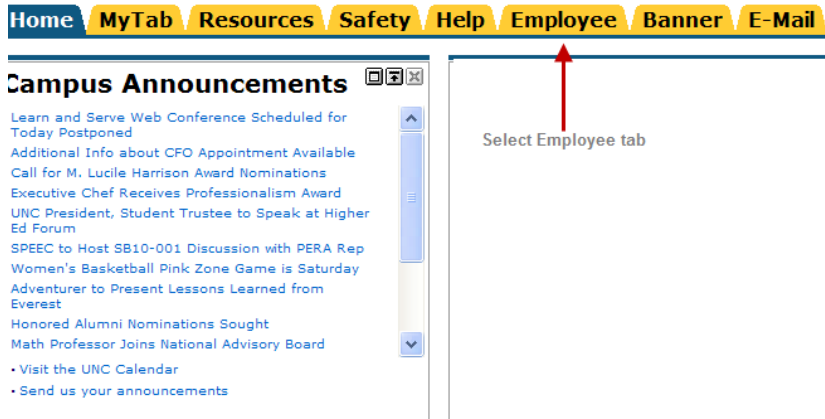
Xtender Electronic Invoice Paying is a virtual paperless way to pay invoices that have a Purchase Order set up for payment. Invoices are received in Accounts Payable via US mail or sent electronically by email. The invoices are scanned into xtender and routed directly to the department for payment via the routing status. The department is able to approve the invoice, verify the correct PO number and reroute it to Accounts Payable. Accounts Payable will process the invoice as usual and an "I" number is generated by Banner and assigned to the invoice. If the department needs to check on the payment of the invoice, they will be able to access the vendor history through FAIVNDH, find the correct invoice number, click on the xtender icon and the invoice image will populate the screen.

System Requirements and Access

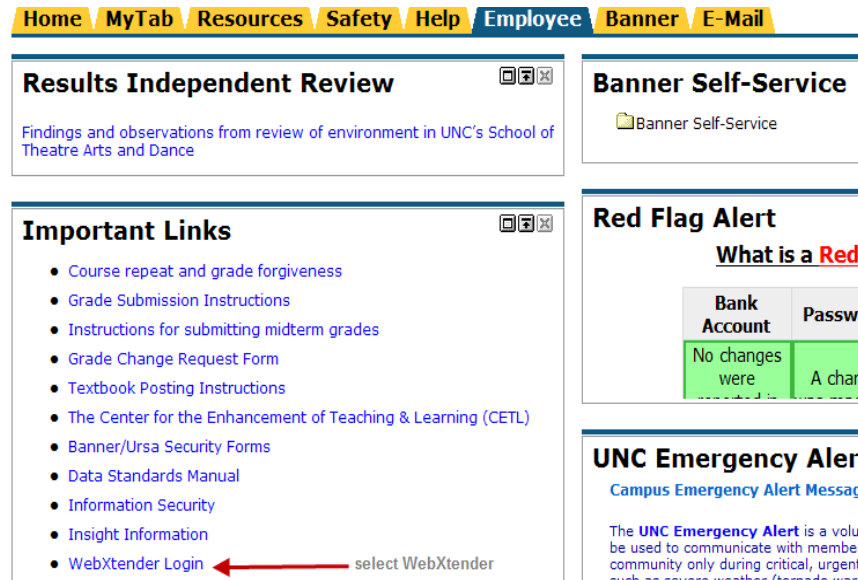
Network access to Banner Program FAIVNDH
Also Security Access to Xtender B-F-Docs as Indexer
And Security Access to Xtender AP-F-Vend as Viewer

Xtender Electronic Invoice Payment Procedure

Log into URSA
Select employee tab



Select Web Xtender login (under important links)



When you log into Xtender, you will use an underscore for your login name rather than a period, (e.g. ron_jones not ron.jones).

Or you may access Xtender through the following web address:

<https://webxtender.unco.edu/AppXtender/Login.aspx?IgnoreNTAutoLogin=True>

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source:

User Name: ←

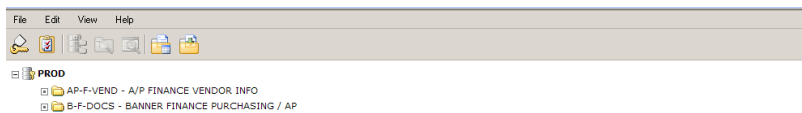
Password:

Request Full Text Search Support

login using the underscore rather than the "." as in the example

[?](#) for more information, see [Logging into ApplicationXtender Web Access.](#)

You will need to have both your excel worksheet and xtender open.



ELECTRONIC

Expense Report for Single Day Travel In-State

(Should be submitted for no more than 2 months of mileage, check with your department if it should be completed more frequently)

Travel Approval: DO NOT PRINT FORM. Email this form to your supervisor. Your supervisor will append this form to Xtender. The Fund/Org approver shall approve in Xtender and route to AP- Travel

Date From: 7/8/2010
To: 7/25/2010

EMPLOYEE INFORMATION:

Name: Curious George
Department: Denver
Purpose of Travel: meetings with potential donors

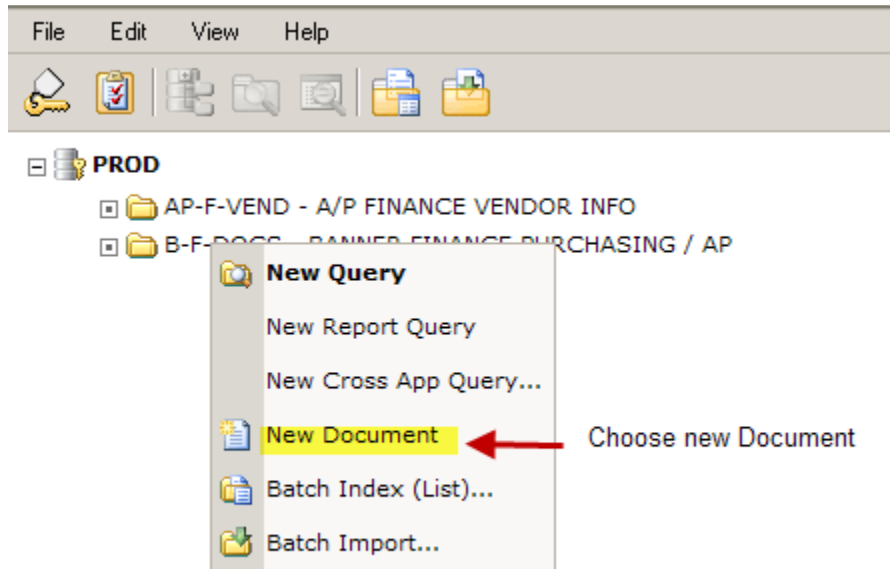
Traveler's Bear Number: 834773333
Preparer's Phone: 1-0000



Total Due to Traveler	FOAPAL Number(s) to be charged						Amount
	Fund	Org	Acct	Prog	Actv		
251.55	10000	10000	77110	2000			206.55
	10000	10000	77115	2000			45.00
	Total						251.55

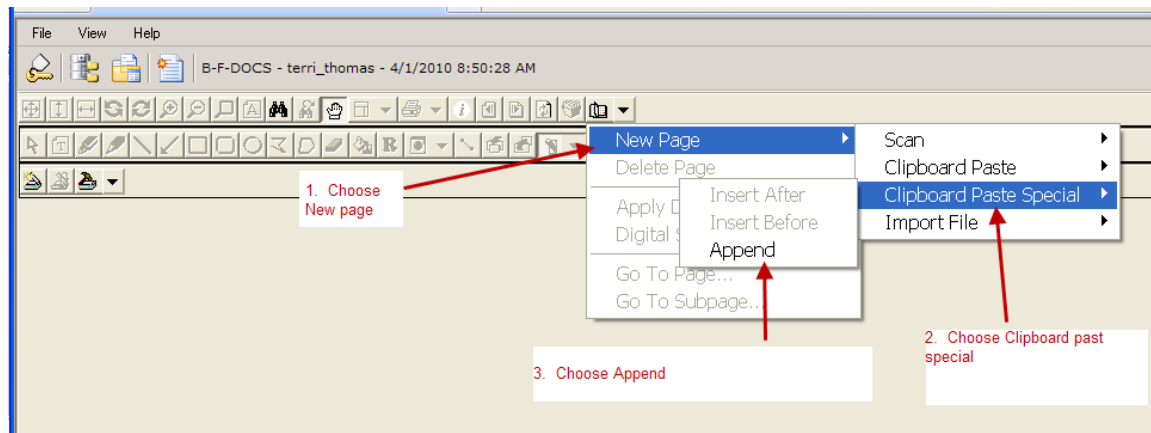
Date	From	To	Miles	Mileage Rate	Parking or Tolls (account code 77115)	Total Mileage (account code 77110)
7/8/2010	greeley	denver (rt)	100	\$ 0.45	\$ 15.00	\$ 45.00
7/10/2010	greeley	kersey (rt)	9	\$ 0.45	\$ -	\$ 4.05
7/15/2010	greeley	Colorado Springs (rt)	200	\$ 0.45	\$ 20.00	\$ 90.00

Copy the xcel form (cannot copy entire worksheet)

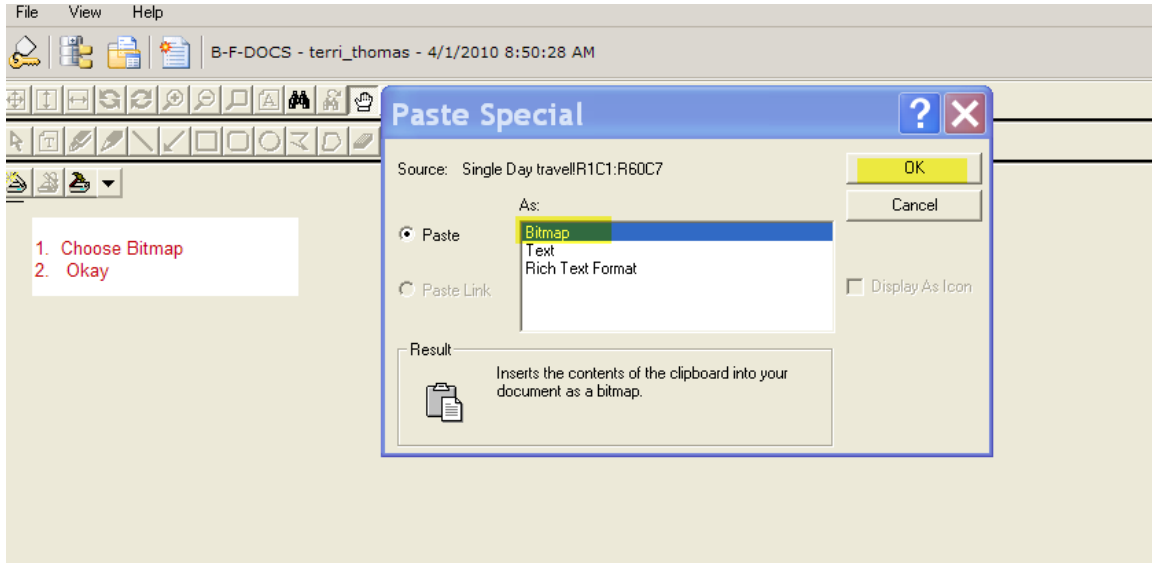
In xtender right click on “BF Docs” and choose “New Document”



Then click on  

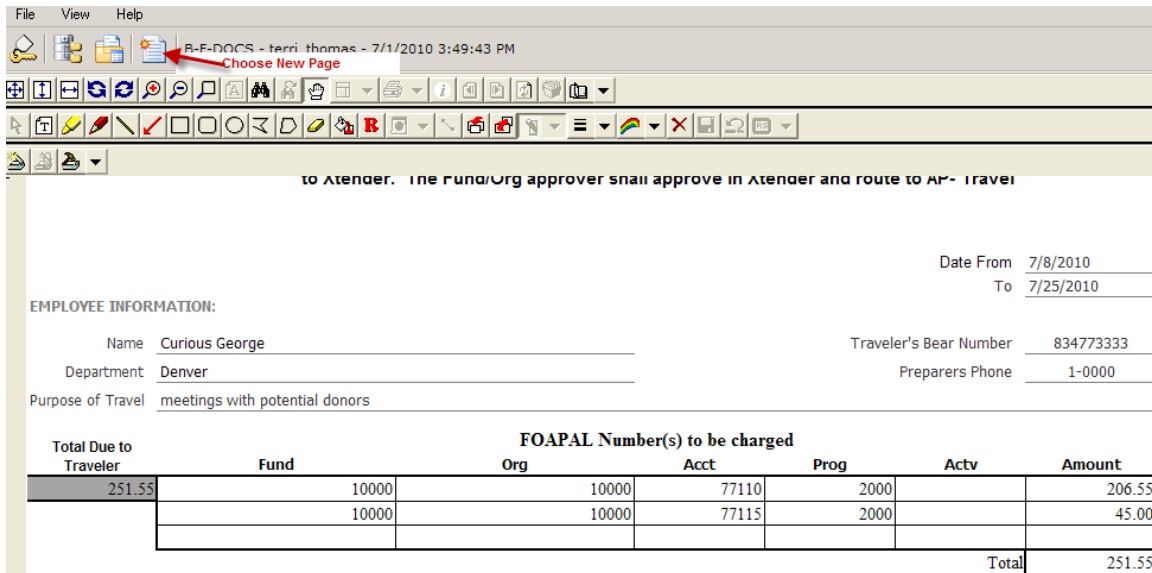


- Choose New Page
- Choose Clipboard past special
- Choose Append

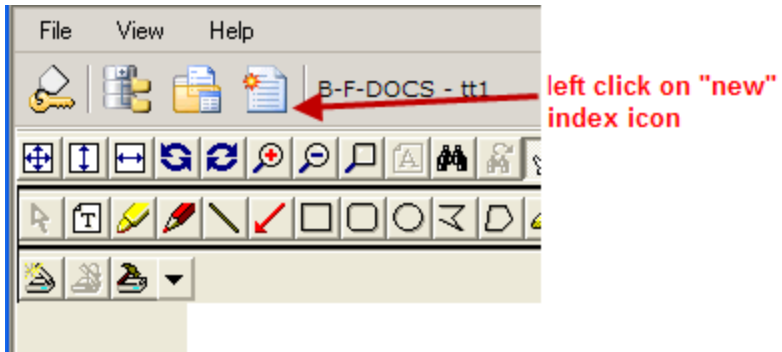


- Choose Bitmap
- Choose Okay

This is what will appear once you choose okay



Select the “New” index icon.  to open the index fields.



- A. **Document ID** – Enter last name up to 7 digits
- B. **Document Type** - Select “Travel” from drop-down list
- C. **Transaction Date** – enter the invoice date.
- D. **Routing Status** – select AP Travel from drop-down list to save

Index Name	Field Value
DOCUMENT ID	GEORGE
BANNER DOC TYPE	
DOCUMENT TYPE	TRAVEL
TRANSACTION DATE	01-Jul-2010
VENDOR ID	
VENDOR NAME	
FIRST NAME	
PIDM	
ROUTING STATUS	AP - TRAVEL
ACTIVITY DATE	2010-07-01 15:56:16

ELECTRONIC
Expense Report for Single Day
 (Should be submitted for no more than 2 months of mileage, check with your department)
 Travel Approval: DO NOT PRINT FORM. Email this form to your supervisor to Xtender. The Fund/Org approver shall approve.

EMPLOYEE INFORMATION:
 Name: Curious George
 Department: Denver
 Purpose of Travel: meetings with potential donors

SAVE

Expense sheet will need payment approval from fund/org authority.

Select Modify

The screenshot shows the 'Expense Report for' form. On the left, there is a table with 'Index Name' and 'Field Value' columns. The 'Modify' button is located below this table. On the right, the form contains fields for 'EMPLOYEE INFORMATION' (Name: Curious George, Dept: , Purpose: select modify) and a table for 'Total Due to Traveler'.

Total Due to Traveler	Fund	FO. Org
77.60	10000	
	10000	

- A. Select RS
- B. Select OK TO PAY

This screenshot shows the same form as above, but with a dialog box titled 'Select a rubber stamp from t...' overlaid. The dialog box contains a list of stamps: 'INVOICE RECEIVED E...', 'OK TO PAY', 'ORIGINAL INVOICE I...', 'PLEASE HOLD CHECK...', 'PLEASE PROVIDE FO...', and 'REVIEWED BY ON AT'. A red arrow points to the 'OK TO PAY' stamp, labeled 'B.'. Another red arrow points to the 'RS' icon in the top right of the form, labeled 'A.'. The 'ROUTING STATUS' field is now 'AP - Travel'.

C. Payment approval from the person signed into xtender will appear
 This person must have fund/org approval.

Expense Report for Single Day Travel
 (Should be submitted for no more than 2 months of mileage, check with your department if it s

Travel Approval: DO NOT PRINT FORM. Email this form to your supervisor or administrative aide will append this form to Xtender. The Fund/Org approver shall approve

c. **OK to Pay - terri_thomas 7/12/2010**

EMPLOYEE INFORMATION:
 Name: Curious George
 Department: various
 Purpose of Travel: consulting

Total Due to Traveler	FOAPAL Number(s) to be charged		
	Fund	Org	Acct
77.60	10000	20000	77110
	10000	20000	77115

Helpful Hints:

Xtender can also be accessed by going through FAIVNDH rather than URSA. Enter a bear number in FAIVNDH and 'next block' down to the detail area. Cursor must be in either the left column-Vendor Invoice; or the second left column-Invoice. Data in the detail section is not necessary. Click on the Xtender icon. Xtender will bring up information on the vendor whose bear number was used.