Xtender Invoicing Process

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

Scanning invoices

Log into URSA
Select employee tab

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:
Right click on Application BF-Docs
Select “Batch Import”

Name your batch. (batch names can be re-used once document(s) are indexed)
Then click next.
Place invoices in scanner.

Select the Scanner Icon.

If the icon is not bold you will need to choose the scanner set up icon.

Select your scanner name with the “ISIS” driver to keep files small. If you do not have the “ISIS” option, Choose the “TWAIN” option.
Click on the scanner icon.

Scanned pages will appear.

*Note: If you have multiple pages you will see a count on the bottom of the screen.*

**Indexing Invoices**

Once invoice(s) have been scanned,

Highlight PO number, invoice number and invoice date.

*Note: If there is no invoice number referenced on the invoice, use the text box feature in xtender to include it on the invoice.*

Select the “New” index icon.  

![left click on "new" index icon]
C. **Document ID** - Enter the first 3 letters of the vendor name and last 4 numbers of the invoice (e.g. XER6543)

D. **Document Type** - Select “Invoice” from drop-down list

E. **Transaction Date** – enter the invoice date.

**Routing Status** - select your department from drop-down list to save for retrieving and approving the invoice.

*Note: The rubber stamps for posting “OK to Pay” will not activate until you SAVE.*
Select “New” icon, to continue indexing all documents until batch is complete.

**NOTE:** Do NOT use the “Modify” button while indexing a batch.

**Retrieving and Approving Invoices**

To see documents in your routing status that have been saved for approving after scanning or sent from Accounts Payable:

Right click on the application “BF–DOCS”

Select “New Query”

Select your “Routing Status” from the drop down list

Select “Enter” or “Submit” to execute the query

If no documents exist you will get a message stating “No Documents Found”
If you have invoices in your routing status the list will display.

Select the invoice to open by double clicking on the paper icon. If you have only one document, the document will open without this extra step.

Approve documents for payment by selecting the icon. This icon has all of the “rubber stamps” you will use when authorizing payments. There are 5 stamps available but the most common two are “okay to pay” and original invoice kept in department.

Select “okay to pay” rubber stamp and click somewhere on the invoice to place stamp.

Note: Be sure not to cover up any critical information with your stamps

SAVE

Select the document index icon.

Select modify (this will activate the index fields)
Change the routing status back to someone in AP for processing.

**SAVE**

**Accessing a Completed Invoice**

Access FAIVNDH in Banner

Enter bear number of vendor

Select invoice number by highlighting invoice

Access Xtender by clicking the Xtender icon
The invoice should populate on the screen if it exists in Xtender

*Note: You may also look at documents in Xtender by going directly to the web link and signing in instead of Banner.*

[https://webxtender.unco.edu/AppXtender/Login.aspx?IgnoreNTAutoLogin=True](https://webxtender.unco.edu/AppXtender/Login.aspx?IgnoreNTAutoLogin=True)

**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.

Occasionally, an invoice will be sent to an incorrect department, or the invoice has already been paid. These invoices should be returned to Accounts Payable with a text annotation stating why they are returned. Accounts Payable can then re-route to correct department, or if invoice is paid, invoice can be deleted.

If invoices are not returned quickly, you can access the “Routing Status” and check to see if the Department still has invoices waiting to be processed.