

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.

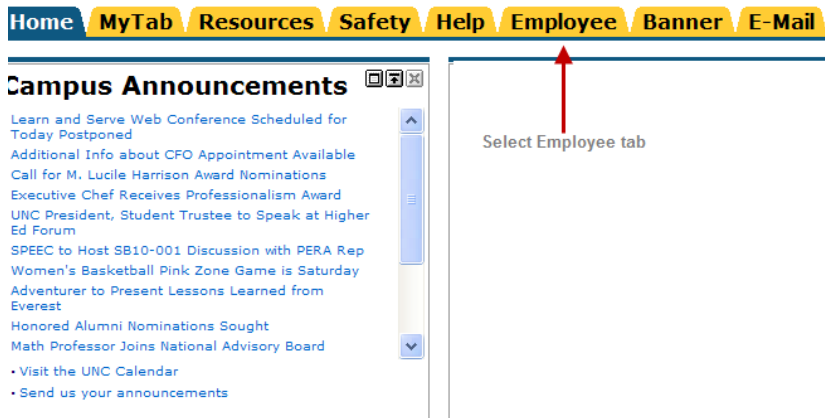
System Requirements and Access

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

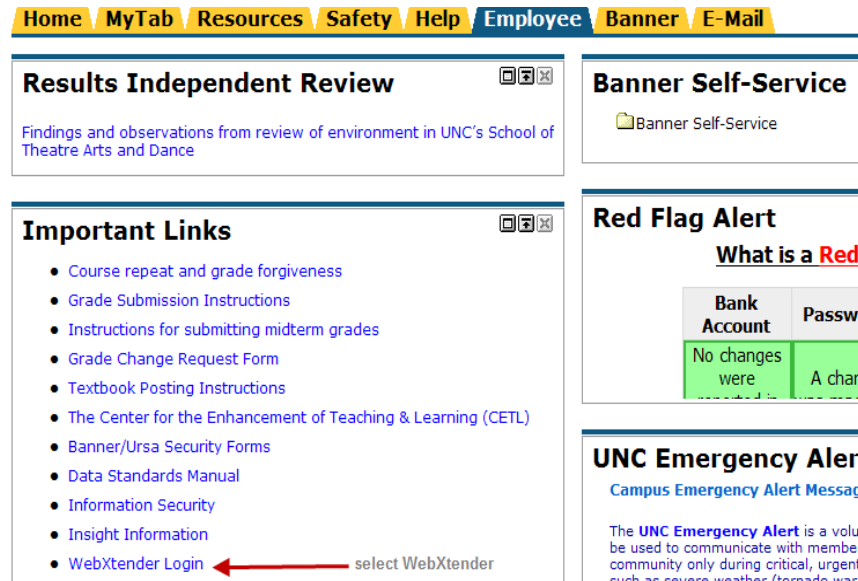
Xtender Electronic Invoice Payment Procedure

Scanning invoices

Log into URSA
Select employee tab



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: PROD

User Name: jim_jones

Password:

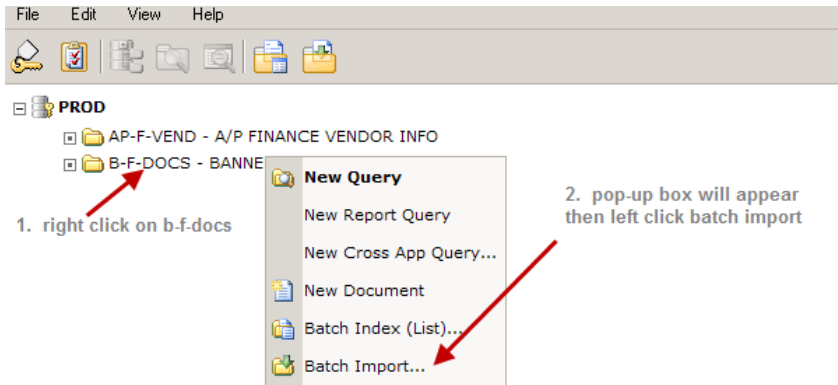
Request Full Text Search Support

Login Cancel

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

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

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.

Batch name will be blank

Enter a batch name (the name can be reused several times as long as everything that is scanned into that batch is indexed).

Application: B-F-DOCS

Batch Name*: tt1


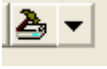
Memo: Batch created at 2010-02-11 19:57:54

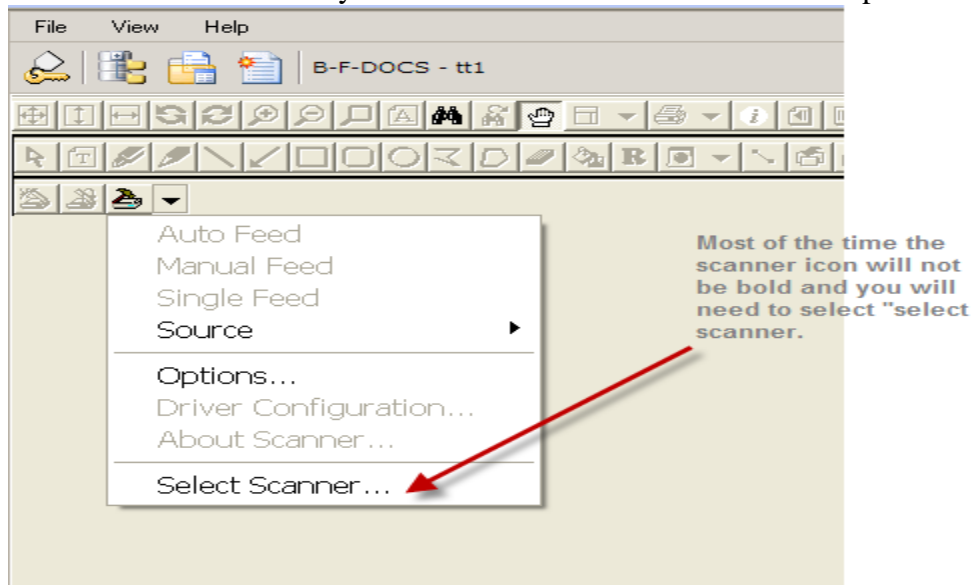
*Required Fields Thin client upload

Next Cancel Help

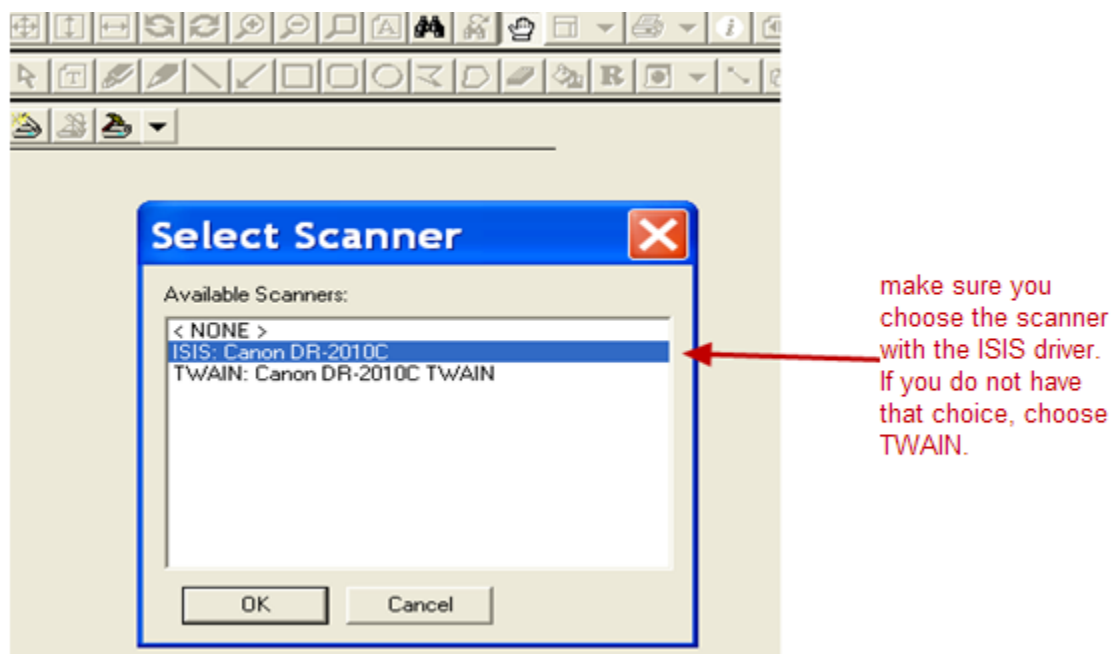
Place invoices in scanner.

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.

This is what the invoice looks like once it has been scanned to Xtender. The next step is to route the invoice to Accounts Payable for processing. I recommend highlighting the invoice number, invoice date and purchase order (PO) number with the yellow highlighter in located in the command bar. If there is not a PO number on the invoice you will need to write in using the text box.

Please make sure to highlight the appropriate information.

| Invoice Number | Invoice Date | Customer Order Number | Sales Order No. | Ship Date | Account Representative |
|----------------|--------------|-----------------------|-----------------|-----------|------------------------|
| 225898 | 01/29/10 | P0009146 | 115410 | 01/21/10 | Tiffany Raulston |

OfficeScapes
MULTIPLE PLACES IN A WORK

Denver: 303-574-1115 Fax 303-574-1116
Colorado Springs: 719-574-1113 Fax 719-574-1132
Ft Collins: 970-228-5859 Fax 970-228-5858
Fed ID 84-1454185

Remit to: OfficeScapes
P.O. Box 975070
Dallas, TX 75397-5070

Invoice
Page 1 of 6

SOLD TO: Accounts Payable
UNIVERSITY NORTHERN COLORADO
501 20th Street
Greeley, CO 80639-6900

SHIP TO: Dena Dowdy
UNIVERSITY NORTHERN COLORADO
UNC @ Centerra - Rangeview III
2915 Rocky Mtn. Ave., Ste. 110
Loveland, CO 80538

P: 1.970.351.2124 P: 1.970.351.1936

Select the "New" index icon.  to open the index fields.

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.

all cells in bold are required fields. Remember. Follow written instructions 2, c,d,e.

| Invoice Number | Invoice Date | Customer Order Number | Sales Order No. | Ship Date | Account R |
|----------------|--------------|-----------------------|-----------------|-----------|-----------|
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Due Date: 02/18/10

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 the appropriate Accounts Payable person to route invoice to for payment processing

SAVE

Select “New” icon,  to continue indexing all documents until batch is complete.

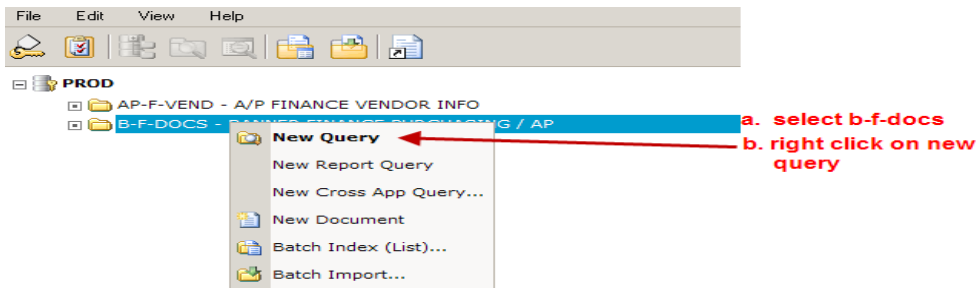
NOTE: Do NOT use the “Modify” button while indexing a batch.

Retrieving and Approving Invoices

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

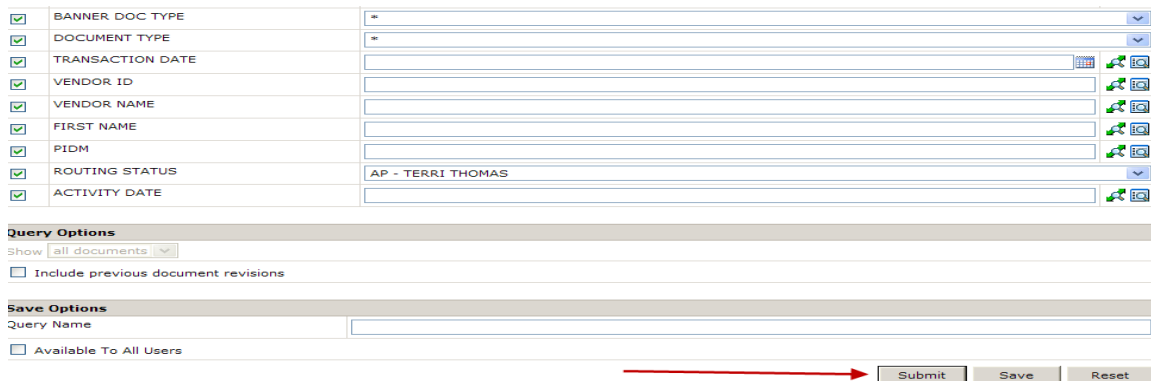
Right click on the application “BF –DOCS”

Select “New Query”



Select your “Routing Status” from the drop down list

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



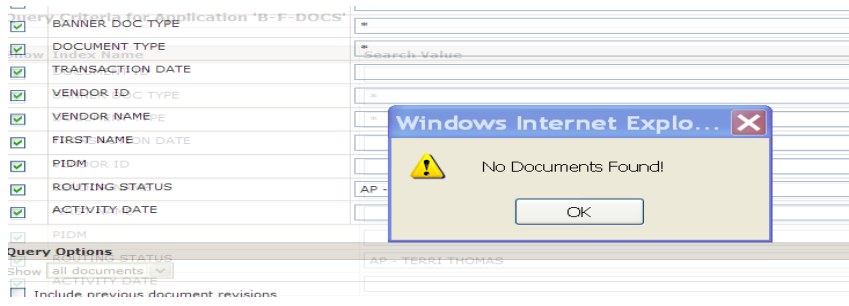
The screenshot shows a query execution form. The form includes a table of search criteria, 'Query Options', and 'Save Options' sections. A red arrow points to the 'Submit' button.

| Field | Value |
|------------------|-------------------|
| BANNER DOC TYPE | * |
| DOCUMENT TYPE | * |
| TRANSACTION DATE | |
| VENDOR ID | |
| VENDOR NAME | |
| FIRST NAME | |
| PIDM | |
| ROUTING STATUS | AP - TERRI THOMAS |
| ACTIVITY DATE | |

Query Options
Show Include previous document revisions

Save Options
Query Name
 Available To All Users

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.


Query results for Application B-F-DOCS

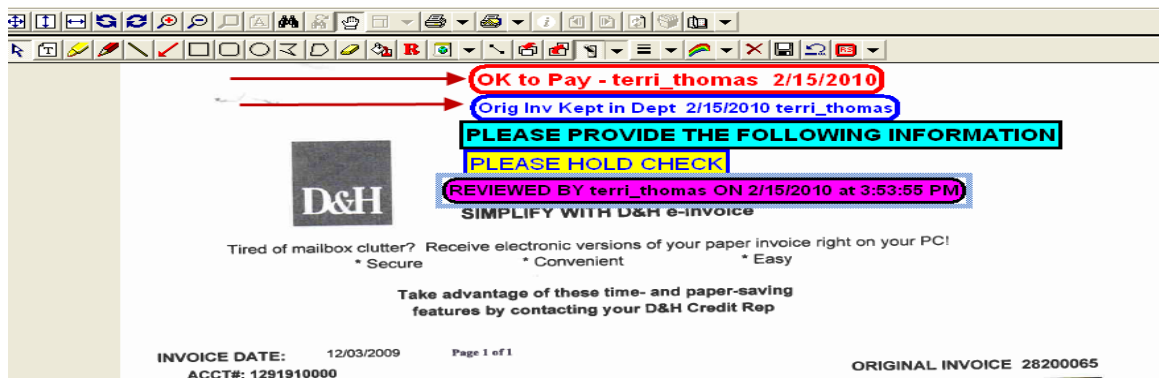
Document 1 - 14 of 14

| DOCUMENT ID | BANNER.DOC TYPE | DOCUMENT TYPE | TRANSACTION DATE | VENDOR ID | VENDOR NAME | FIRST NAME | PIDM | ROUTING STATUS |
|-------------|-----------------|---------------|------------------|-----------|-------------|------------|------|----------------|
| DH00065 | | INVOICE | 04-Feb-2010 | | | | | BEAR LOGIC 2 |
| DLW2PF9 | | INVOICE | 08-Feb-2010 | | | | | BEAR LOGIC 2 |
| DLW2WSK | | INVOICE | 08-Feb-2010 | | | | | BEAR LOGIC 2 |
| DLWT811 | | INVOICE | 08-Feb-2010 | | | | | BEAR LOGIC 2 |
| ISCO116 | | INVOICE | 08-Feb-2010 | | | | | BEAR LOGIC 2 |
| MAT5940 | | INVOICE | 10-Feb-2010 | | | | | BEAR LOGIC 2 |
| APP4944 | | INVOICE | 10-Feb-2010 | | | | | BEAR LOGIC 2 |
| APP7922 | | INVOICE | 10-Feb-2010 | | | | | BEAR LOGIC 2 |
| APP8176 | | INVOICE | 10-Feb-2010 | | | | | BEAR LOGIC 2 |
| APP7579 | | INVOICE | 10-Feb-2010 | | | | | BEAR LOGIC 2 |
| IS67169 | | INVOICE | 11-Feb-2010 | | | | | BEAR LOGIC 2 |
| DLT6K49 | | INVOICE | 11-Feb-2010 | | | | | BEAR LOGIC 2 |
| CT92572 | | INVOICE | 11-Feb-2010 | | | | | BEAR LOGIC 2 |
| APP2817 | | INVOICE | 11-Feb-2010 | | | | | BEAR LOGIC 2 |

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

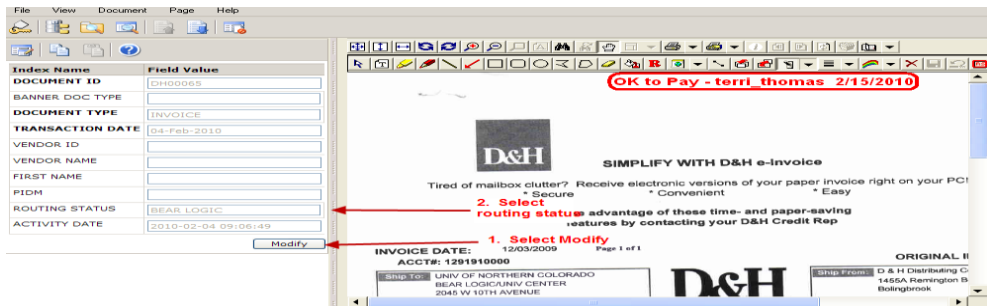
SAVE

Select the document index icon .

Select modify (this will activate the index fields)

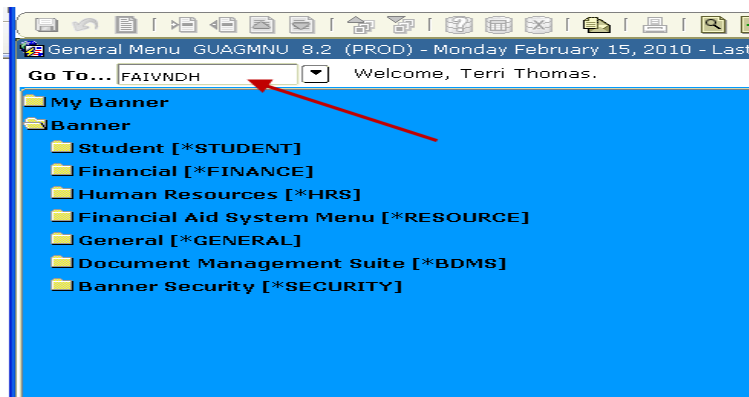
Change the routing status back to someone in AP for processing.

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



File Edit Options Block Item Record Query Tools Help ORAC

Vendor: 801000286 Dell Market Selection: All
 Fiscal Year: 10 Invoice Date Invoice Date To:

| Vendor Invoice | Invoice | Indicators | | | | | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|----------------|----------|------------|-----|-------------|-----------|--------|--------------------|-------------|-------------|--------------|
| | | Approval | VIC | Credit Memo | Open/Paid | Cancel | | | | |
| XDMCT49T5 | I0164685 | Y | N | N | O | N | 844.76 | 14-FEB-2010 | | |
| XDM9964F4 | I0164686 | Y | N | N | P | N | 4,118.48 | 12-FEB-2010 | 12-FEB-2010 | 10080585 |
| XDMJF1P18 | I0165216 | Y | N | N | O | N | 248.17 | 18-FEB-2010 | | |
| XDMJM8KR1 | | Y | N | N | O | N | 59.99 | 18-FEB-2010 | | |
| XDMKWWPF9 | | Y | N | N | O | N | 231.57 | 20-FEB-2010 | | |
| XDMFDNPM1 | | Y | N | N | O | N | 121.71 | 16-FEB-2010 | | |
| XDMFJ6TX9 | I0165222 | Y | N | N | O | N | 183.96 | 15-FEB-2010 | | |
| XDMFJ6268 | I0165223 | Y | N | N | O | N | 367.92 | 16-FEB-2010 | | |
| XDM611JD3 | I0165996 | Y | N | N | O | N | 895.79 | 15-FEB-2010 | | |
| XDMW1PJF6 | I0165997 | Y | N | N | O | N | 2,362.32 | 27-FEB-2010 | | |
| XDMRCTMM3 | I0165998 | Y | N | N | O | N | 728.00 | 25-FEB-2010 | | |
| XDM6MM3W7 | I0165999 | Y | N | N | O | N | 175.18 | 15-FEB-2010 | | |
| XDMWWTX8 | I0166000 | Y | N | N | O | N | 4,640.00 | 28-FEB-2010 | | |
| XDMWW89N3 | I0166001 | Y | N | N | O | N | 580.00 | 28-FEB-2010 | | |

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>

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.