# Steps to load Journal Entries in Extender 11/04/2016

Use the latest Journal Entry Forms from General Accounting Website.  Please don't save and use old templates on your computer as these forms are updated frequently.

1. Save Journal Entry and Backup
   - Convert Excel **Short Journal Entry form to PDF**
   - Leave **FUPLOAD in Excel** format
     o If FOAP approver signed print out – upload both the scan and the Excel copy
   - Convert all **Journal Entry BACKUP to PDF**
   - Journal Entry Request **Needs FOAP approver** (now or later)
2. Open **Extender** using
   - Banner shortcut "+" sign
     o This will sink any password changes with Extender
   - OR - URSA
     o Employee tab / General Information
     o WebXtender Login ~ your_name (with underscore) and regular password
3. Left Click on File drawers once to open Menu
   - Right Click:  **B-F-Docs – BANNER FINANCE PURCHASING / AP**
     ➢ New Document
   - Page Menu (Book at end of ribbon and select down arrow)
     ➢ New Page
     ➢ Import File
     ➢ Append
       ▪ Browse to saved Journal Entry and Backup PDF documents
       ▪ Highlight all documents - select OPEN
4. Click on Index Icon (Page with red tool in corner) to Route document
   - Temporary Doc ID (**mmddyyxx** date with 2 initials)
   - Document type – Journal Entry
   - Transaction Date
   - Then Route to
     o Your Fund Accountant (if Already Approved)
     o Or Approver –
       - **Approver can stamp approved and then route to Fund Accountant**
5. *Second ribbon of useful tools:*
   - Stamps – Many to choose from – will auto fill in name and date
   - **FUPLOAD Excel docs will need backup docs with approver's signature or stamp or email copy**
   - Text Boxes are helpful to make changes or special notes after doc is upload to Extender
   - Use Eraser to remove if needed
   - Use Line thru (hold shift key) to modify
6. Reorder Pages if needed – Top Tool Bar " Page"
   - Document must be Indexed first (Step 4)
   - Journal Entry should be first page
   - Back up PDF docs should be after Journal Entry
7. Deleting Documents
   - Use Rubber Stamp:  *Please Delete Document*
     o **Route to Delete Status**
   - To Delete a single page:  Draw a line thru the page
     o Use Text Box and notate "Delete Page" Then use PAGE to reorder pages & *"Move to last page"*
       - Page reordering only works if document has been Indexed
8. Use Queries to check your queue (Routing Status) often as Incomplete Documents can be returned
   - *Right Click*:  B-F-Docs – BANNER FINANCE PURCHASING / AP
   - Select New Query
     o Enter Search parameters (use drop down arrow under Routing Status)