



THE UNIVERSITY OF NEW MEXICO

Documents in Xtender

May 28, 2010
Alana Monjure



Xtender Documents

- ▶ Copies of Actual Documents available in Xtender
- ▶ Documents can be printed from Xtender
 - FSJA – 056
<http://www.unm.edu/~fssc/jobaids.html>



Documents Available in Xtender:

- ▶ Journal Vouchers
- ▶ Purchase Orders
- ▶ Invoices
- ▶ DPIs
- ▶ Signature Authorization Forms



Documents Available in Xtender:

- ▶ Fund Establishment Forms
- ▶ Staff and Student Recognition Awards

Beginning in Fiscal Year 2011

- ▶ Clinical Practice Plans
- ▶ RAC Award Letters



Banner Forms from which to Access Documents:

- ▶ **FGIDOCR**
 - Journal Vouchers

Accessing a Journal Voucher:

Oracle Developer Forms Runtime - Web: Open > FGIDOCR

File Edit Options Block Item Record Query Tools Help

Document Retrieval Inquiry Form FGIDOCR 8.0 (BANP)

Document Number: Submission Number: Document Type: JV

Header Information

Transaction Date: Fiscal Year: Fiscal Period: Items: Commit Type: Text Exists:

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After entering the document number, do not select NEXT BLOCK as no document will be retrieved – go straight to the Xtender icon.

Accessing a Journal Voucher:

ApplicationXtender Web Access .NET Document - Windows Internet Explorer

https://ostrich.unm.edu/AppXtender/DocView.aspx?DataSource=BANP&ParamEnc=28%3aCE8DCC38F7B0B5C33612A58DC17AA6

ApplicationXtender Web Access .NET Document

Page 1

Zoom 100% Rotate 0°

HEALTH SCIENCES CENTER CONTROLLER'S OFFICE
SIMPLE JOURNAL ENTRY

BATCH IDENTIFIER: Jul-09
 FISCAL YEAR 2010 7/30/2009

SUBMITTED BY: John Watt
 APPROVED BY: *J. Watt 7/30/09*
Banner Approval JB 7/30/09
 GME Housestaff Non-Student A/R accrual.

J 0243252

DEBIT ACCOUNT NUMBER	T C	REF 1	DATE	DESCRIPTION	AMOUNT	REF 2	CREDIT ACCOUNT NUMBER
4-00074-A224				Private Wage & Fringe	104,482.17		4-00074-0460
4-00074-A224				Private Admin	12,219.33		4-00064-0722
4-00073-A224				Private Pagors	197.00		4-00073-0460 ←
4-00074-A224				VA Wage & Fringe	666,879.83		4-00074-0410
4-00073-A224				VA Pagors	1,268.50		4-00073-0410 ←
4-00074-A501				UH Wage & Fringe	1,843,293.75		4-00074-0340
4-00074-A501				UH Admin	61,275.92		4-00064-0340
4-00073-A501				UH Pagors	3,529.50		4-00073-0340

Data Source: BANP; Doc Id: 109689 Page 1 of 3; Version: 1 of 1

Trusted sites | Protected Mode: Off 100%



Banner Forms from which to Access Documents:

▶ FOIDDOCH

- Purchase Orders
- Invoices
- DPI's

Accessing an Invoice:

Oracle Developer Forms Runtime - Web: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History Form FOIDOCH 8.0 (BANP)

Document Type: **REQ** Requisition

Document Code: **R0111896**

Document Type	Status
Requisition	A

Document Type	Status
Bid	

Document Type	Status
Purchase Order	A

Document Type	Status
Issues	

Document Type	Status
Invoice	P

Document Type	Status
Check	

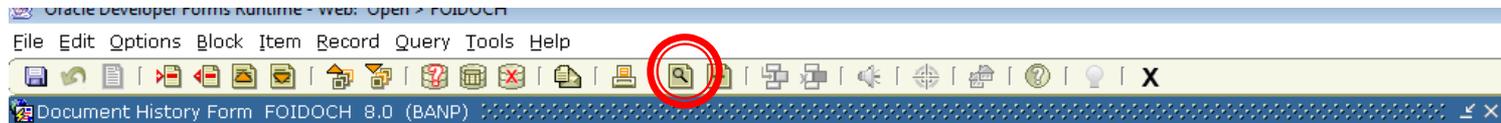
Document Type	Status
Return	

Document Type	Status
Receiver	

Document Type	Status
Asset Tag	

Document Type	Status
Asset Adjustment Status	

Accessing an Invoice:



Document Type: REQ Requisition

Requisition	Status
R0111896	A

Bid	Status

Document Code: R0111896

Purchase Order	Status
P0094681	A

Issues	Status

Invoice	Status
I0618644	P

Check	Status
30397814	

Return	Status

Receiver	Status

Asset Tag	Status

Asset Adjustment	Status

Accessing an Invoice:

ApplicationXtender Web Access .NET Document - Windows Internet Explorer

https://ostrich.unm.edu/AppXtender/DocView.aspx?DataSource=BANP&ParamEnc=28%3aCEBDC38F780B5C33612A58DC17AA68C3B165CD09A73EA7A39A

File Edit View Favorites Tools Help

ApplicationXtender Web Access .NET Document

File View Document Page Help

Page 1 Zoom 100% Rotate 0°

04/14/10 9:07AM 9991412 SHOCKWAVE

Shockwave Defense LLC
637 Broadway SE
Albuquerque, NM 87102
ID618644

PO 7580 P. 2/2/002
PO 9468 Invoice

Bill To:
Pam Los Ninou/UNM Pediatrics
625 Silver Ave. SW
Albuquerque, NM
87102

Date	Invoice No.	P.O. Number	Terms	Project
04/14/10	493			

Item	Description	Quantity	Rate	Amount
Speaking Engagement	Bill Mind and Brief Self Defense Overview		534.38	534.38
	Albuquerque Gross Receipts		6.875%	0.00

RECEIVED
APR 20 2010
ACCOUNT PAYABLE

ID618644



Banner Forms from which to Access Documents:

▶ FTMACCI:

- Signature Authorization Forms
 - Unrestricted Indices
 - Restricted Awards (by fund)--dated after 10/2009
 - For awards prior to 10/2009, Signature Authorization Forms are accessed using FRAGRNT
- Fund Establishment Forms
- Staff Recognition Award Forms

Beginning in Fiscal Year 2011

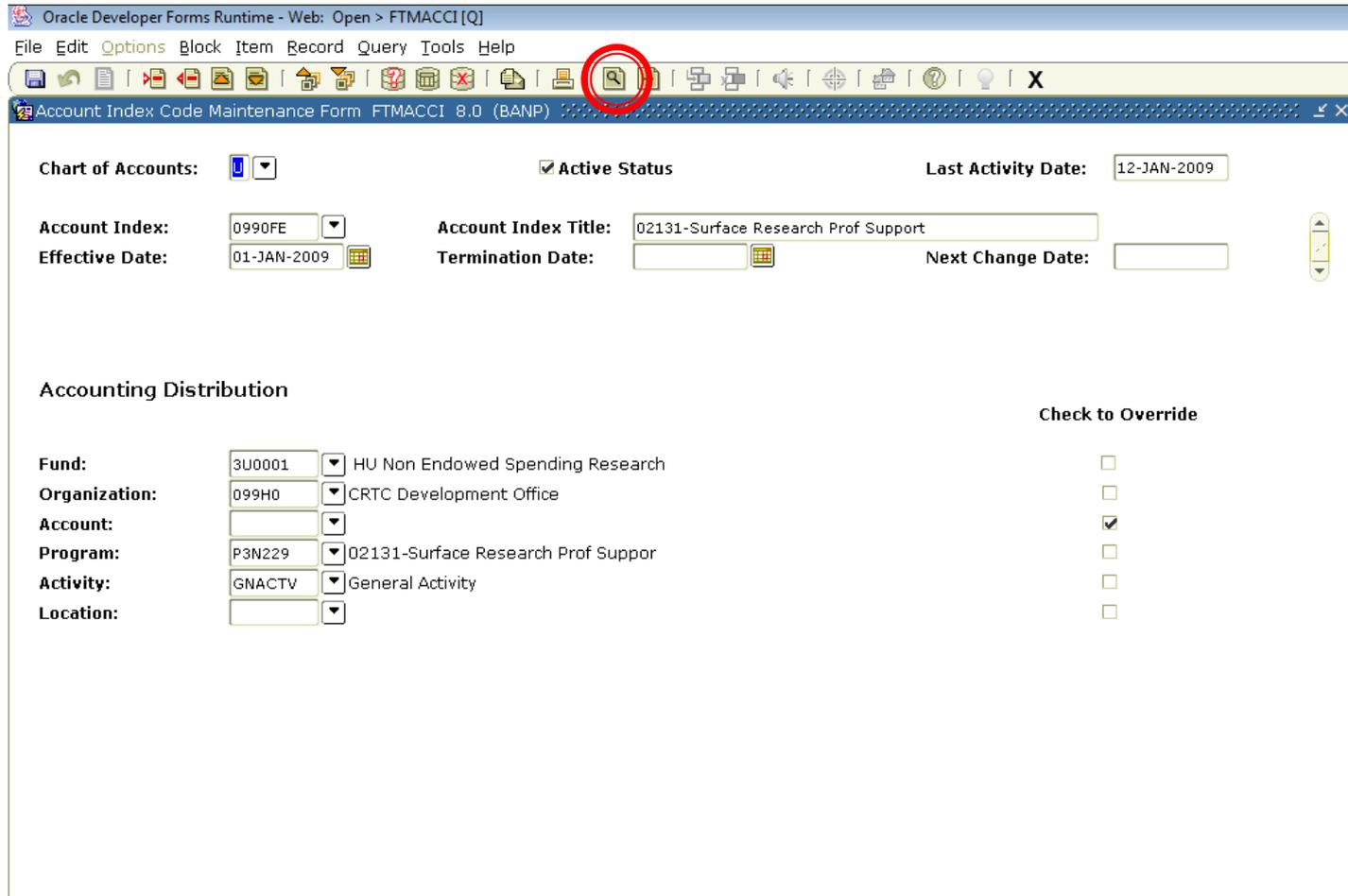
- Clinical Practice Plans
- RAC Award Letters

Accessing a Fund Establishment Form:

The screenshot displays the Oracle Developer Forms Runtime interface for the 'Account Index Code Maintenance Form' for 'FTMACCI (BANP)'. The browser title bar indicates 'Oracle Developer Forms Runtime - Web: Open > FTMACCI [Q]'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The form title bar shows 'Account Index Code Maintenance Form: FTMACCI (BANP)'. The form content includes:

- Chart of Accounts:** A dropdown menu.
- Active Status:** A checked checkbox.
- Last Activity Date:** An empty text field.
- Account Index:** A dropdown menu.
- Effective Date:** A date field with the value '24-MAY-2010' and a calendar icon.
- Account Index Title:** A text field.
- Termination Date:** A date field with a calendar icon.
- Next Change Date:** An empty text field.
- Accounting Distribution:** A section with several dropdown menus for 'Fund', 'Organization', 'Account', 'Program', 'Activity', and 'Location'.
- Check to Override:** A column of checkboxes, all of which are checked.

Accessing a Fund Establishment Form:



Oracle Developer Forms Runtime - Web: Open > FTMACCI [Q]

File Edit Options Block Item Record Query Tools Help

Account Index Code Maintenance Form FTMACCI 8.0 (BANP)

Chart of Accounts: Active Status Last Activity Date: 12-JAN-2009

Account Index: 0990FE Account Index Title: 02131-Surface Research Prof Support

Effective Date: 01-JAN-2009 Termination Date: Next Change Date:

Accounting Distribution

		Check to Override
Fund:	3U0001 HU Non Endowed Spending Research	<input type="checkbox"/>
Organization:	099H0 CRTC Development Office	<input type="checkbox"/>
Account:		<input checked="" type="checkbox"/>
Program:	P3N229 02131-Surface Research Prof Support	<input type="checkbox"/>
Activity:	GNACTV General Activity	<input type="checkbox"/>
Location:		<input type="checkbox"/>

Accessing a Fund Establishment Form:

ApplicationXtender Web Access .NET - Windows Internet Explorer
https://ostrich.unm.edu/AppXtender/submitquery.aspx?DSN=BANP&AppName=B-F-INDEX&INDEX%20CODE=0990FE&Credentials=28:DD761925F312D3059

File Edit View Favorites Tools Help

ApplicationXtender Web Access .NET

File Edit View Options Help

Query Results for Application 'B-F-INDEX' [Modify](#)

Document 1 - 2 of 2

<input type="checkbox"/>	INDEX CODE	INDEX DESCRIPTION	DESCRIPTION	FUND CODE	ORG. CODE	PROGRAM CODE	ACTIVITY CODE	TERM DATE	ROUTING STATUS	ACTIVITY DATE
<input checked="" type="checkbox"/>	0990FE	02131-SURFACE RESEARCH PROF SUPPORT	FUND ESTABLISHMENT	3U0081	099H0					2010-01-11 13:40:
<input type="checkbox"/>	0990FE	02131-SURFACE RESEARCH PROF SUPPORT	SIGNATURE AUTHORIZATION	3U0081	099H0					2009-04-13 08:39:

Trusted sites | Protected Mode: Off | 100%

Accessing a Fund Establishment Form:

ApplicationXtender Web Access .NET Document - Windows Internet Explorer
https://ostrich.unm.edu/AppXtender/DocView.aspx

File Edit View Favorites Tools Help

ApplicationXtender Web Access .NET Document

File View Document Page Help

Page 2 Zoom 75% Rotate 0°

University of New Mexico Foundation, Inc. Fund Establishment Form
Accounting Department: MSC 01 4630 Phone: 277-4503 Fax: 277-1985
Location: Two Woodward Center/700 Lomas NE, Suite 203
This form is required to establish a new fund at the UNM Foundation. A fund is required for gifts to be deposited correctly with UNM.
Please make a copy for your records.
Please refer to the Instruction Sheet for more information about how to complete this form.

Fund Name:
The Surface Family Research Professors Support Fund

Fund Type	Revenue Sources	Check all that apply	Fund Number from UNM Foundation
<input checked="" type="checkbox"/> Current Operations	<input checked="" type="checkbox"/> Gifts		0990FE
<input type="checkbox"/> Quasi Endowment	<input type="checkbox"/> Private Grants		
<input type="checkbox"/> Endowment	<input type="checkbox"/> Other (specify)		

Purpose code (select only one)
 Academics Athletics Faculty/Staff Compensation Library Student Financial Aid
 Property, Buildings & Equipment Public Service & Extension Research Other restrictions

Please describe how the funds will be used:
The fund will be used to create and support new research professorships at the CRTC and will be expended in support of these research programs, [faculty salaries, laboratory staff, research trainees (PhD, MD, and postdoctoral fellows), faculty members, laboratory supplies, equipment, and other program support].

The following information is required to establish a new Foundation account:
Banner Org Code: 099H Banner Activity Code:

Signature Authorization
The following personnel are authorized to sign on this account:

Brad Hirsch - UNM Cancer Center Chief Financial Officer	<i>Brad Hirsch</i>	12/10/08
Typed Name & Title-Organization Financial Manager	Signature	Date
Mary Swanson - UNM Cancer Center Operations Manager	<i>Mary Swanson</i>	12/10/08
Typed Name & Title-Account Administrator (this person will receive fund statements)	Signature	Date
MSC08 4630	272-8547	m.swanson@salud.unm.edu
UNM Mailing Address of Account Administrator:	Phone Number:	Email:
UNM Cancer Center	099A	
Department Name	Department Org Code:	

Authentication of Dean/Chair and Constituent Development Officer
I understand that, although the above-mentioned people are authorized to sign for this account, as the Dean or Director, I am ultimately responsible for all transactions and ensuring that expenditures are in compliance with donor restrictions.

Cheryl L. Willman, M.D., Director and C.E.O.	<i>Cheryl L. Willman</i>	12/9/08
Typed Name of Dean/Director	Signature	Date
Patricia (Patt) Cain	<i>Patricia Cain</i>	12/9/08
Typed Name of Constituent Development Officer	Signature	Date

Data Source: BANP; Doc Id: 11510; Page 2 of 2; Version 1 of 1

Trusted sites | Protected Mode: Off 100%

Printing a Fund Establishment Form:

ApplicationXtender Web Access .NET Document - Windows Internet Explorer
 https://ostrich.unm.edu/AppXtender/DocView.aspx

File Edit View Favorites Tools Help

ApplicationXtender Web Access .NET Document

File View Document Page Help

Add Page...
 Delete Page...
 Show Version
 Previous Subpage
 Next Subpage
Printer Friendly View...
 Enable Scanning

University of New Mexico Foundation, Inc. Fund Establishment Form
 Department MSC 07 4260 Phone: 277-4503 Fax: 277-1695
 Two Woodward Center/700 Lomas NE, Suite 203

Fund Name:
The Surface Family Research Professors Support Fund

Fund Type	Revenue Sources Check all that apply:	Fund Number from UNM Foundation
<input checked="" type="checkbox"/> Current Operations	<input checked="" type="checkbox"/> Gifts	02131
<input type="checkbox"/> Quasi Endowment	<input type="checkbox"/> Private Grants	Banner Index
<input type="checkbox"/> Endowment	<input type="checkbox"/> Other (specify)	0990FE

Purpose code (select only one)

Academics Athletics Faculty/Staff Compensation Library Student Financial Aid
 Property, Buildings & Equipment Public Service & Extension Research Other restrictions

Please describe how the funds will be used:

The fund will be used to create and support new research professorships at the CRTC and will be expended in support of these newly recruited faculty and their research programs, [faculty salaries, laboratory staff, research trainees (PhD, MD, and postdoctoral fellows) of the faculty members, laboratory supplies, equipment, and other program support].

The following information is required to establish a new Foundation account:

Banner Org Code: 099H Banner Activity Code:

Printing a Fund Establishment Form:

The screenshot shows a Windows Internet Explorer browser window displaying a web page from <https://ostrich.unm.edu/App/Xtender/DocView.aspx>. The page content is a 'Fund Establishment Form' for the University of New Mexico Foundation, Inc. The form is titled 'Printer Friendly View - Windows Internet Explorer' and contains the following information:

University of New Mexico Foundation, Inc. Fund Establishment Form
Accounting Department 485C 07 4280 Phone: 277-4593 Fax: 277-1695
Location: Two Woodward Center/700 Lomas NE, Suite 203

Fund Name:
The Surface Family Research Professors Support Fund

Fund Type	Revenue Sources	Check at this rate	Fund Number from UNM Foundation
<input checked="" type="checkbox"/> Clinical Operations	<input checked="" type="checkbox"/> Gifts		02131
<input type="checkbox"/> Capital Financement	<input type="checkbox"/> Private Donor		Banner Index
<input type="checkbox"/> Endowment	<input type="checkbox"/> Other (specify)		0991FE

Purpose code (select only one):
 Academics Athletics Faculty/Staff Conventions Library Student Financial Aid
 Property Buildings & Equipment Public Service & Lectures Research Other (specify)

Please describe how the funds will be used:
The fund will be used to create and support new research professorships at the CRCC and will be expended in support of these newly recruited faculty and their research programs, faculty salaries, laboratory staff, research trainees (PhD, MD, and postdoctoral fellows) of the faculty members, laboratory supplies, equipment, and other program support.

The following information is required to establish a new Foundation account:
Banner Org Code: 09940 Donor Activity Code:

Signature Authorization
The following personnel are authorized to sign on this account:

Typed Name & Title-Organization	Signature	Date
Brad Mueck - UNM Cancer Center Chief Financial Officer	<i>Brad Mueck</i>	12/16/06
Mary Swanson - UNM Cancer Center Operations Manager	<i>Mary Swanson</i>	12/16/06

MSG08 4530 272-8547 mswanson@salud.unm.edu
UNM Mailing Address of Account Administrator: Phone Number: Email:

UNM Cancer Center 099A
Department Name: Instrument Org Code:

Authorization of Dean/Chair and Constituent Development Officer
I understand that, although the above mentioned people are authorized to sign for this account, as the Dean or Director, I am ultimately responsible for all transactions and ensuring that expenditures are in compliance with donor restrictions.



Xtender in live Banner

- ▶ Using Xtender – Banner Demonstration.



Questions?

