THE UNIVERSITY OF NEW MEXICO

Documents in Xtender

May 28, 2010

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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

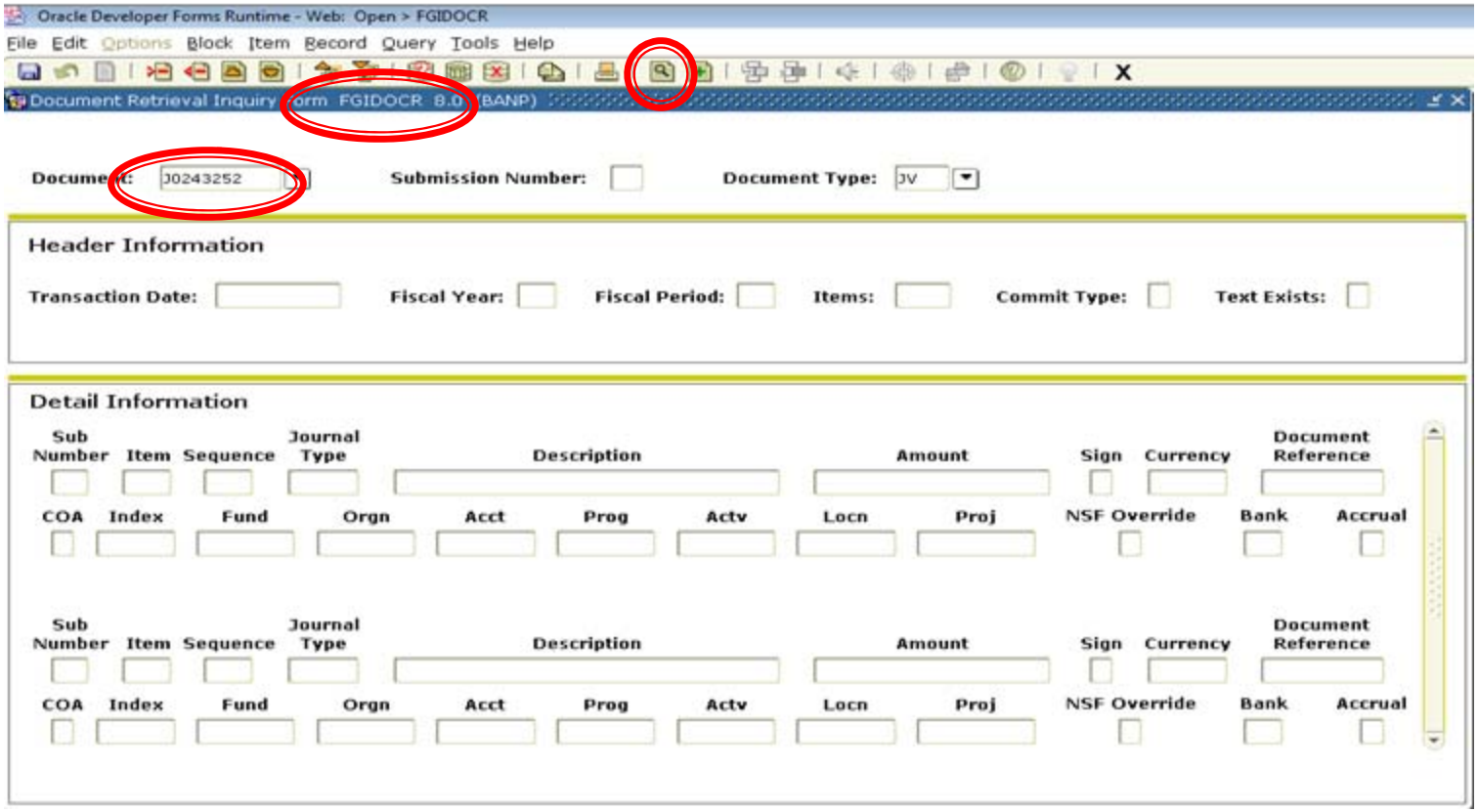
Beginning in Fiscal Year 2011

- Clinical Practice Plans
- RAC Award Letters

Banner Forms from which to Access Documents:

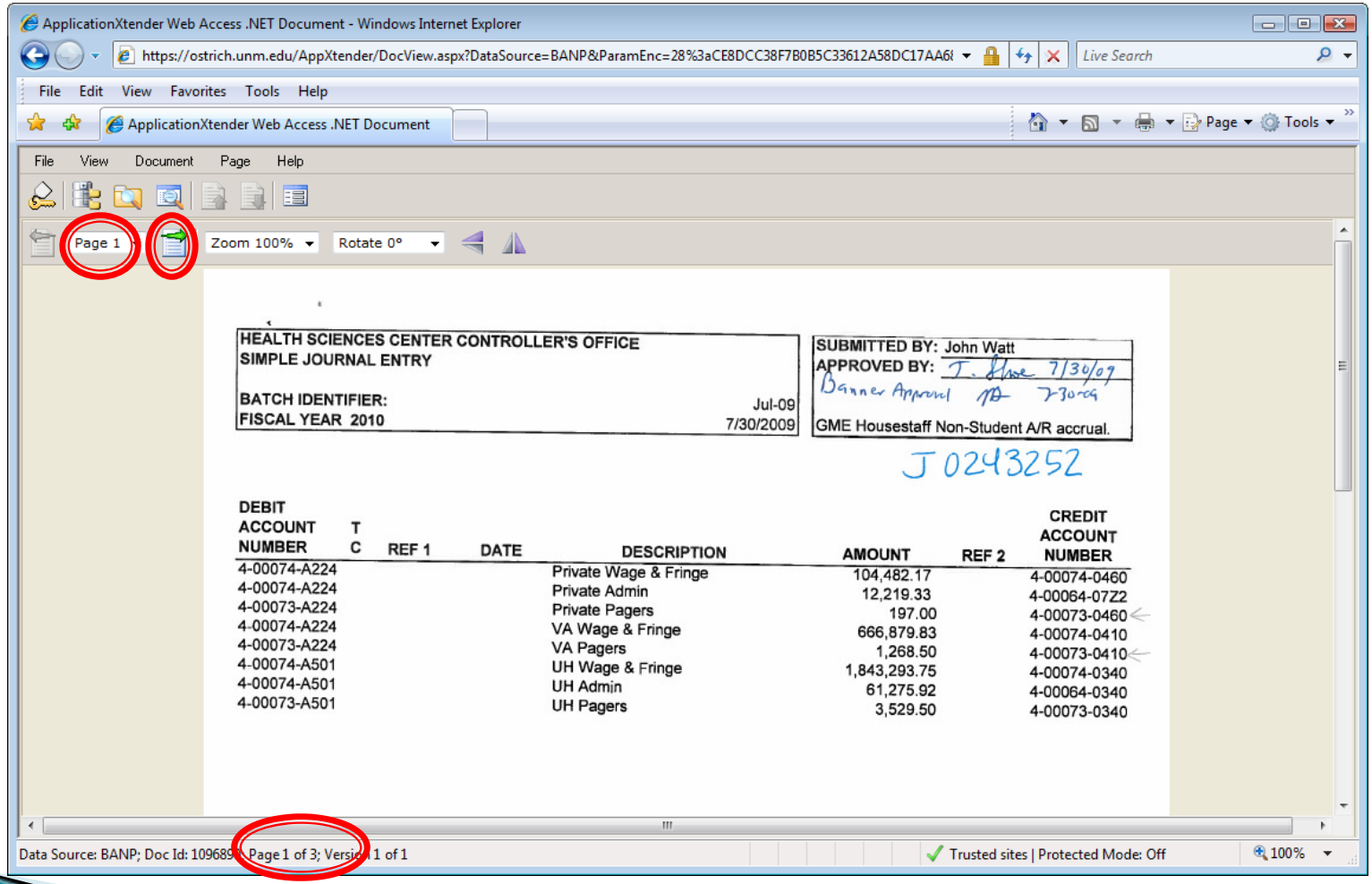
- FGIDOCR
  - Journal Vouchers

Accessing a Journal Voucher:



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

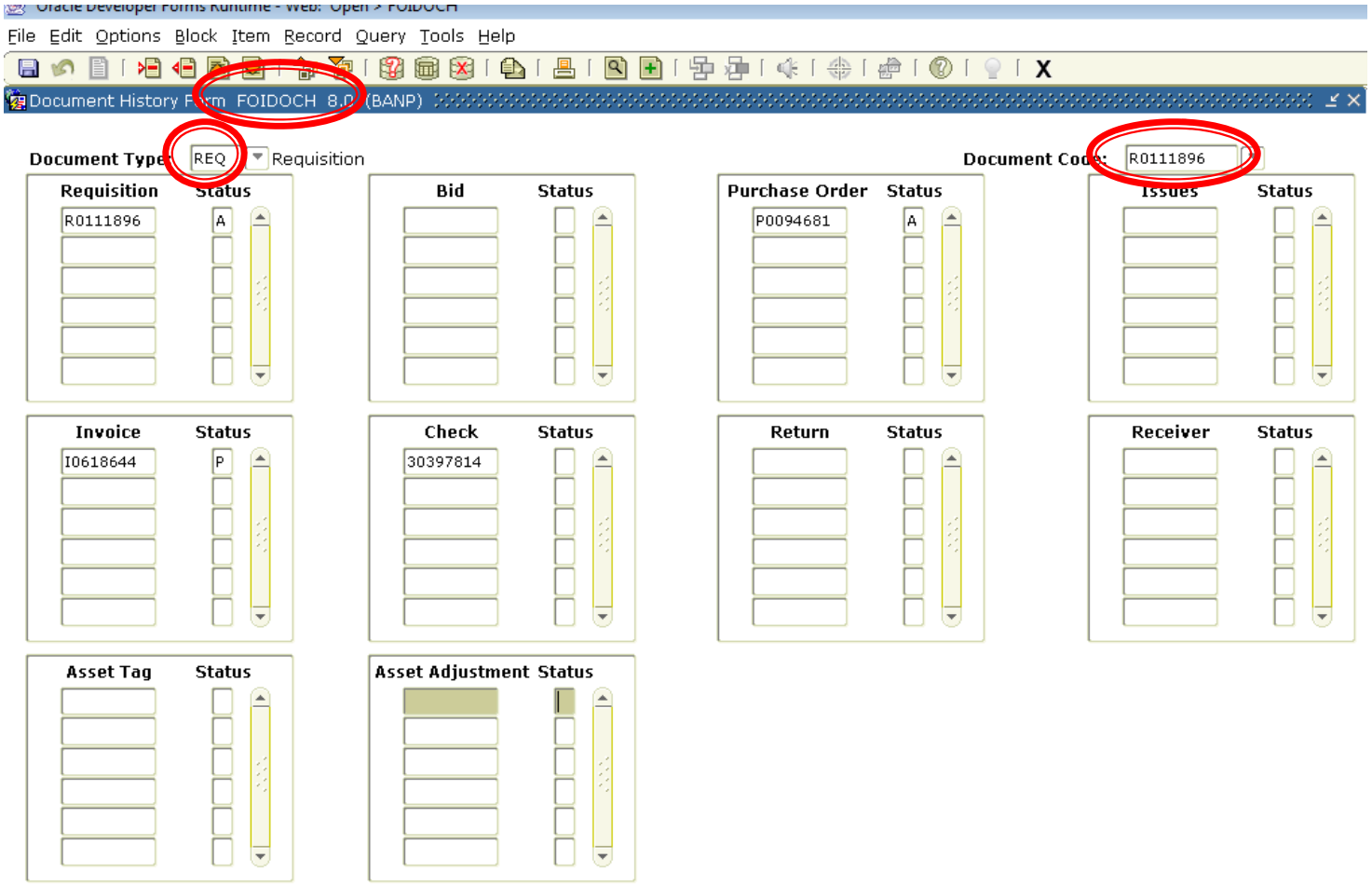
Accessing a Journal Voucher:



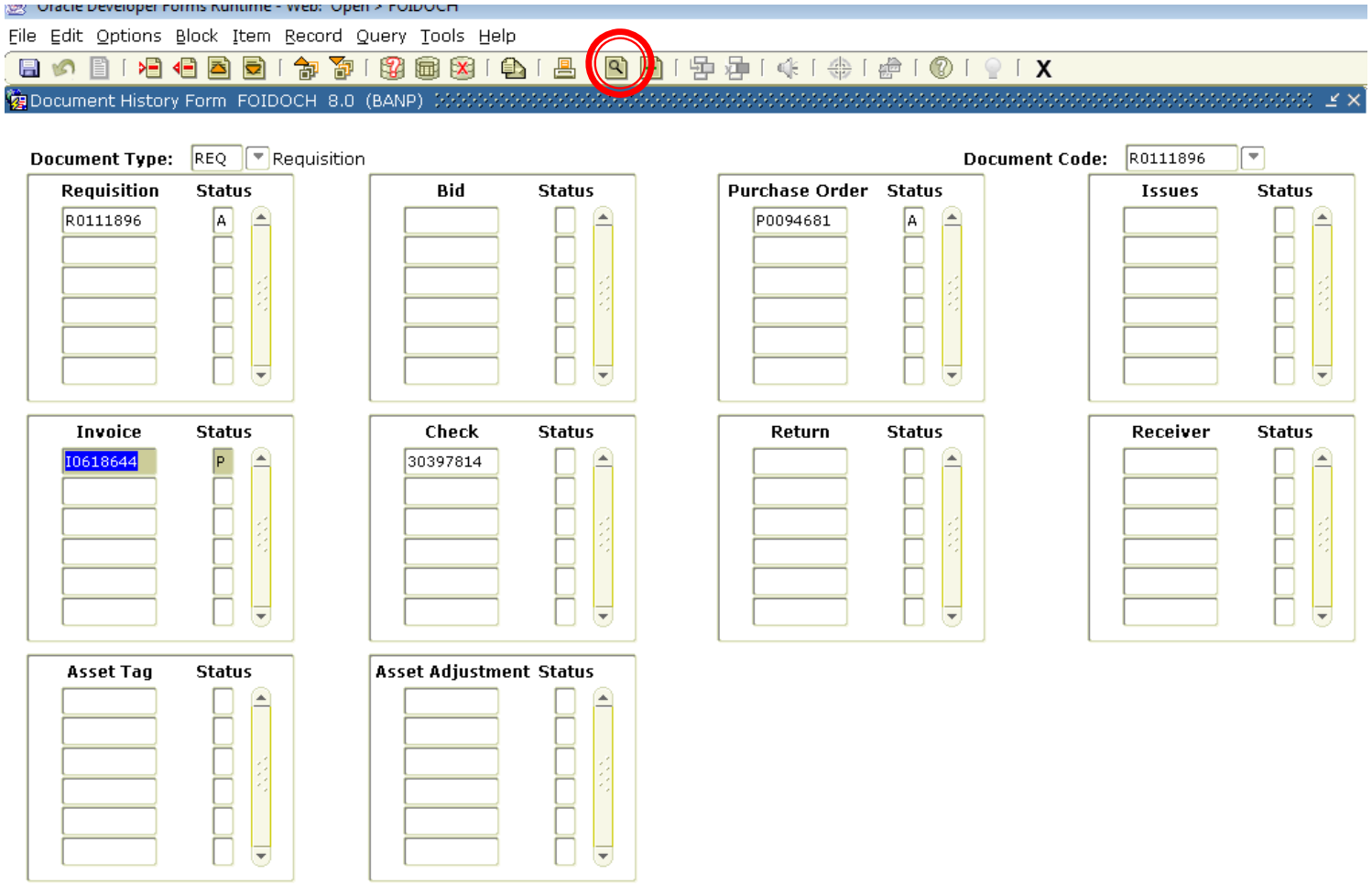
Banner Forms from which to Access Documents:

- FOIDOCH
  - Purchase Orders
  - Invoices
  - DPI's

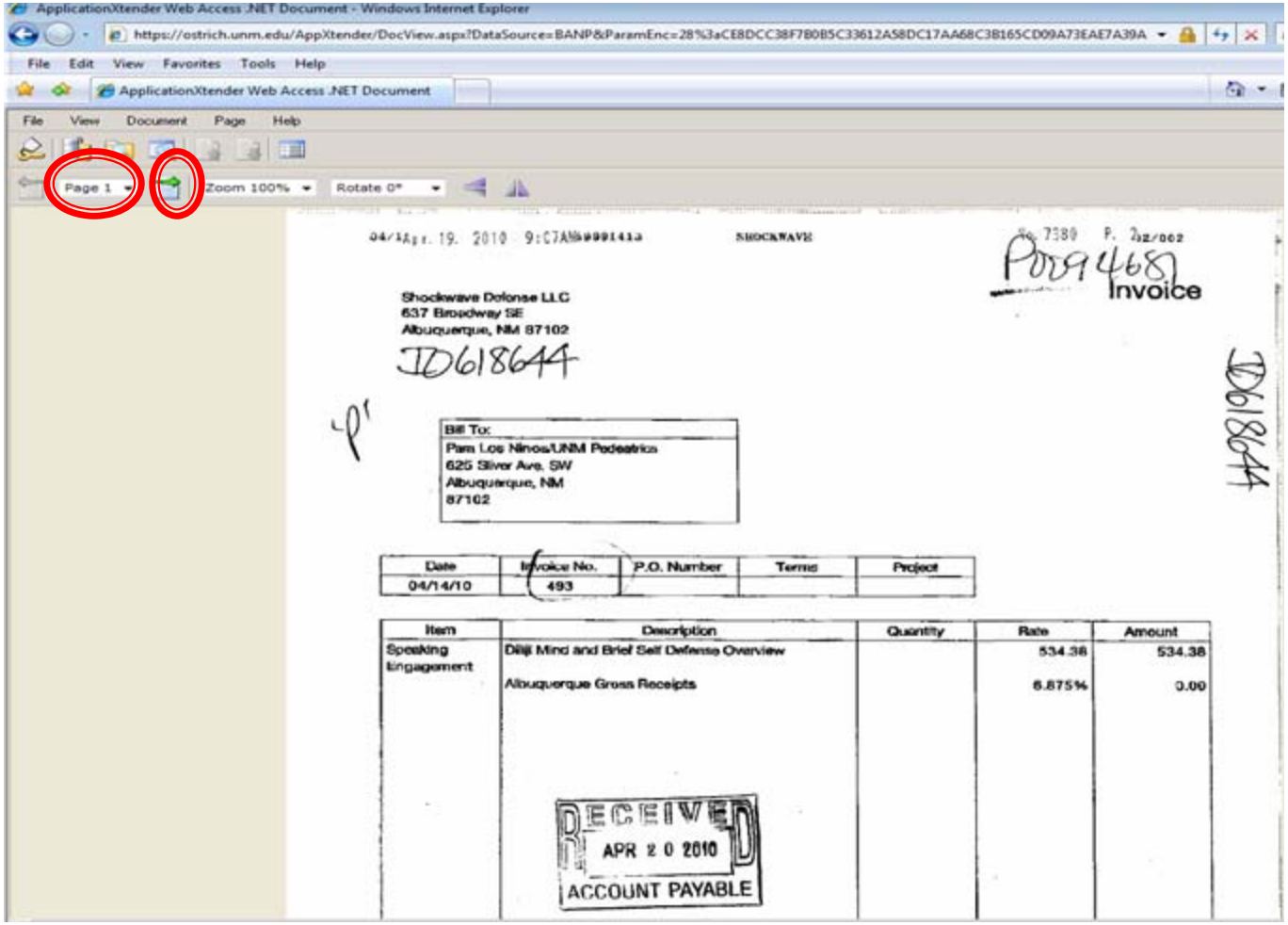
Accessing an Invoice:



Accessing an Invoice:



Accessing an Invoice:



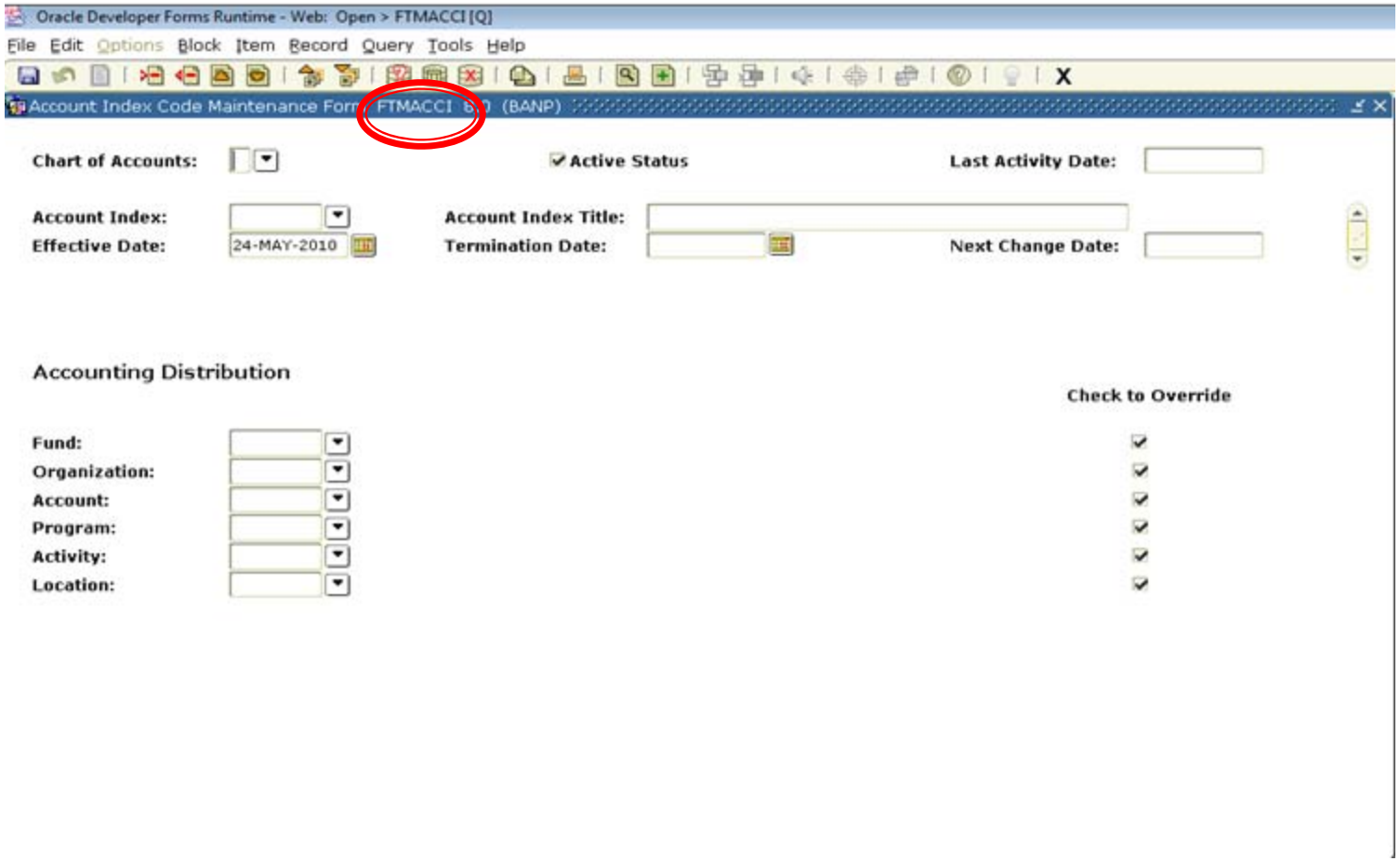
Banner Forms from which to Access Documents:

- 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:



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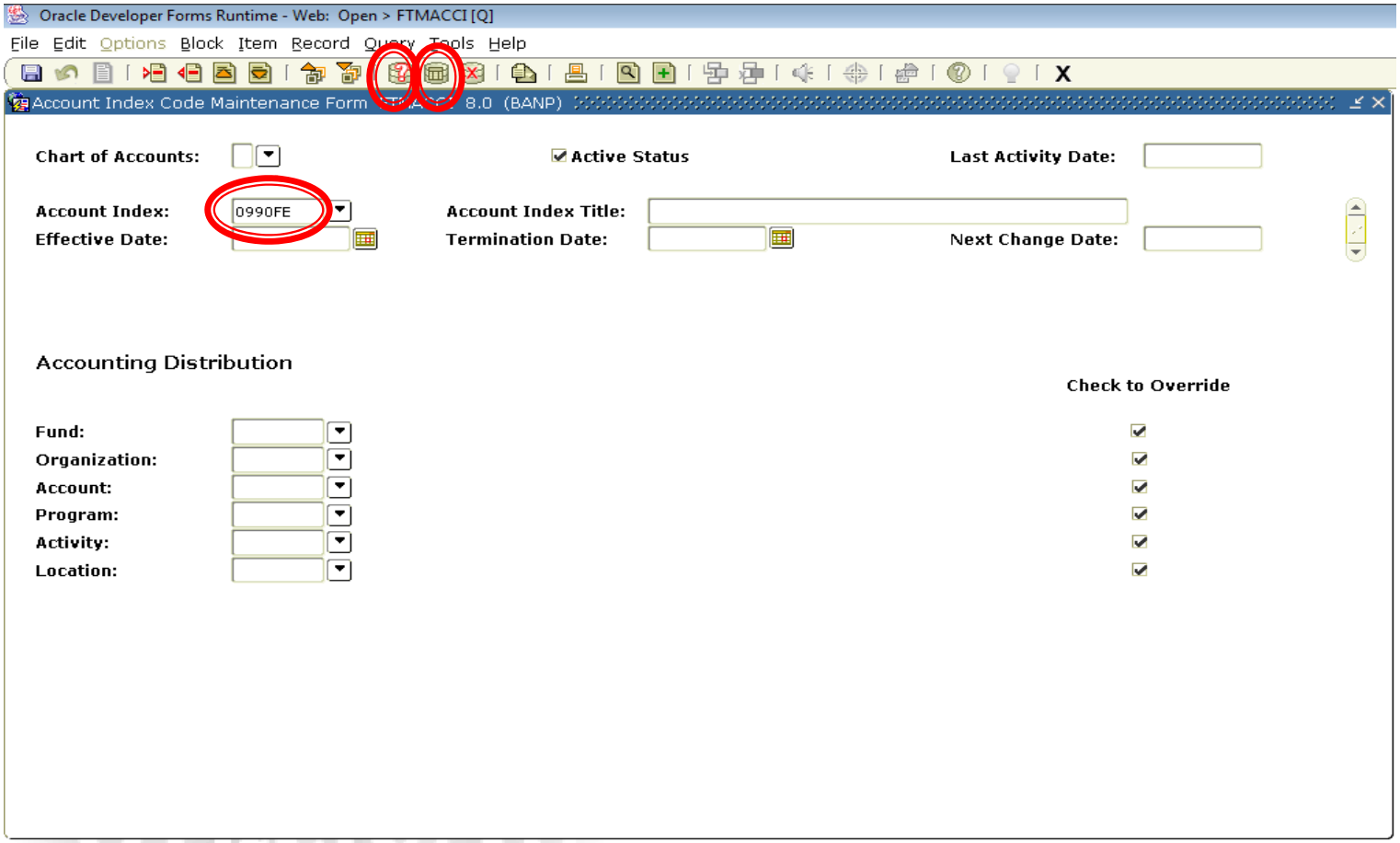

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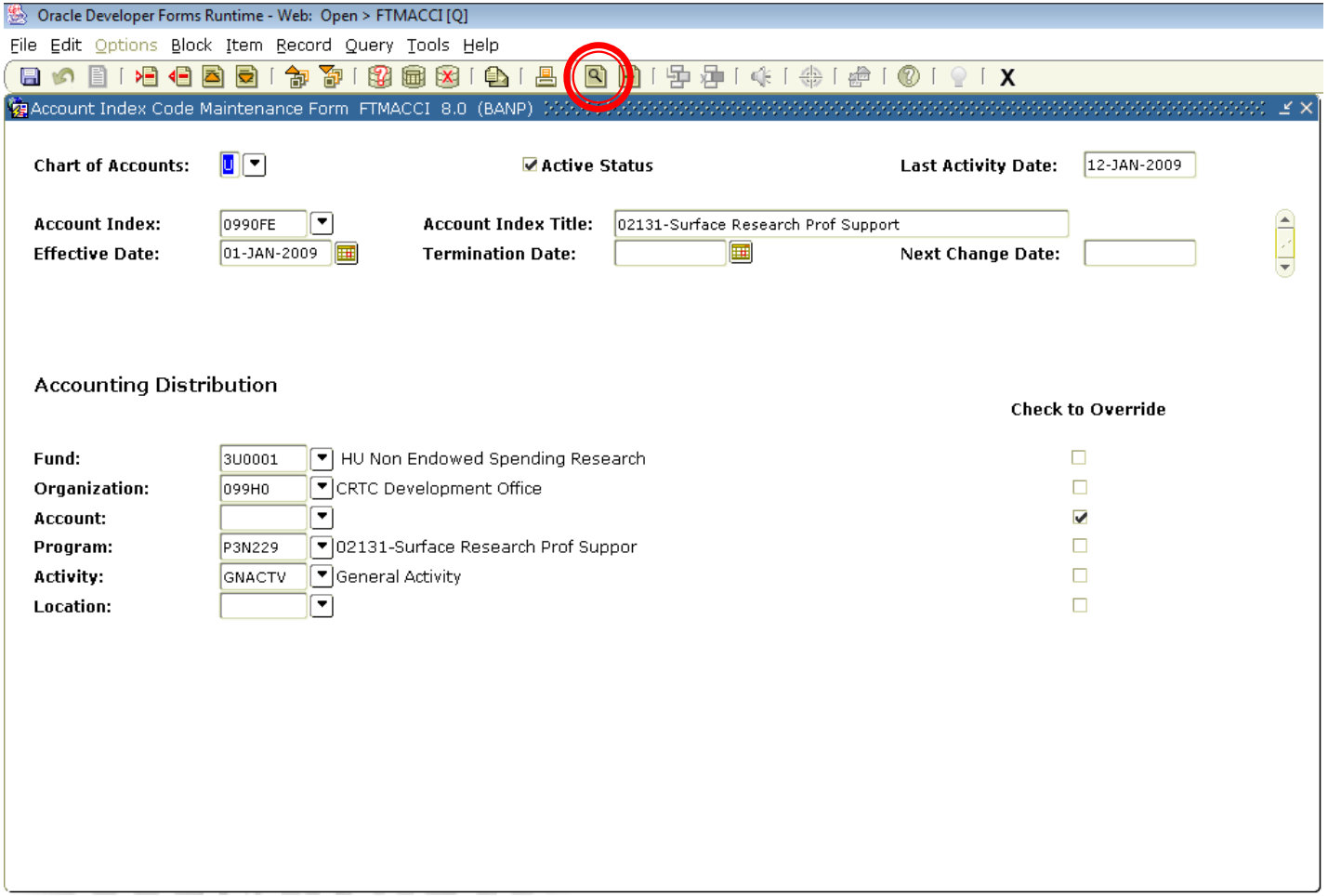

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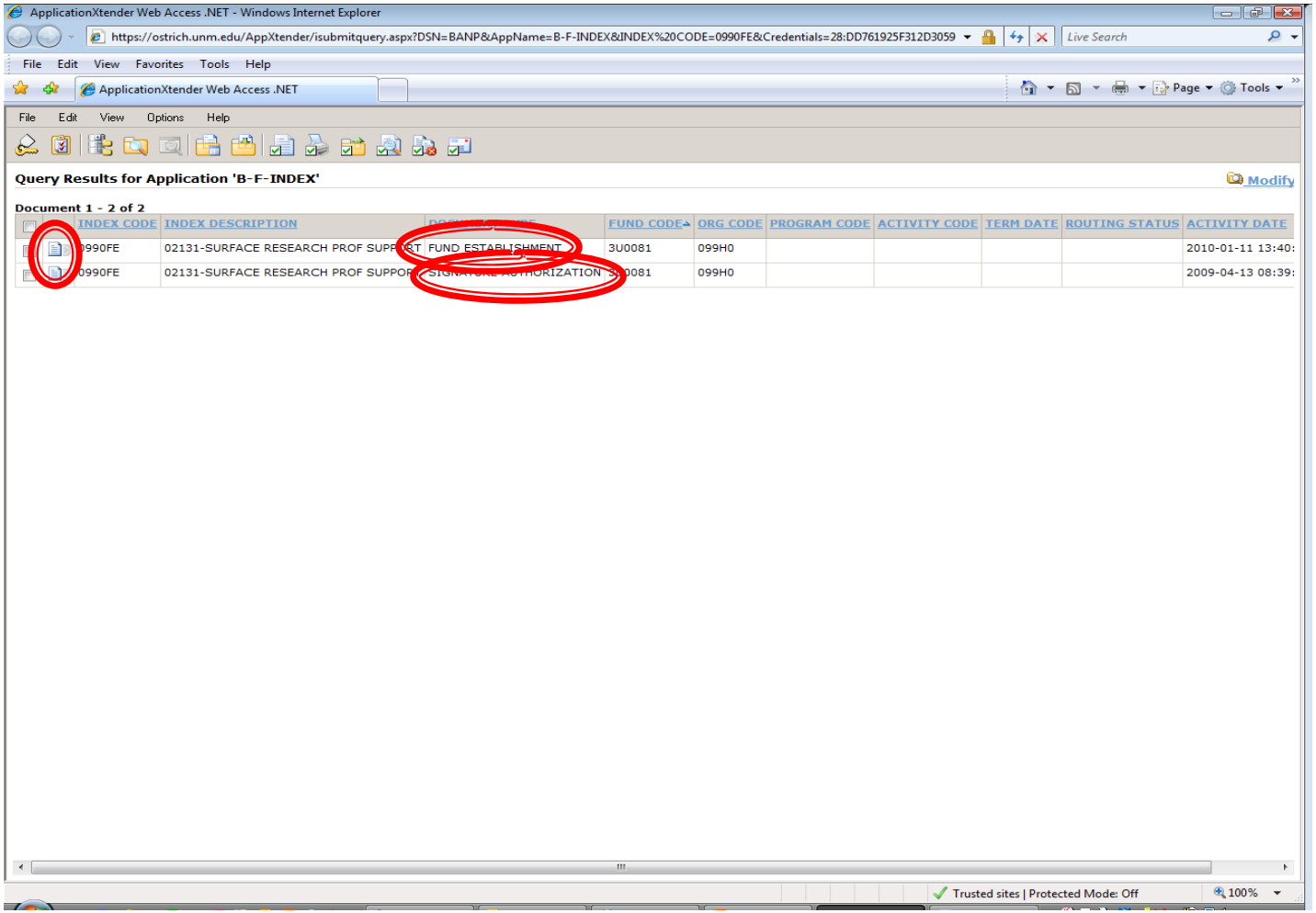

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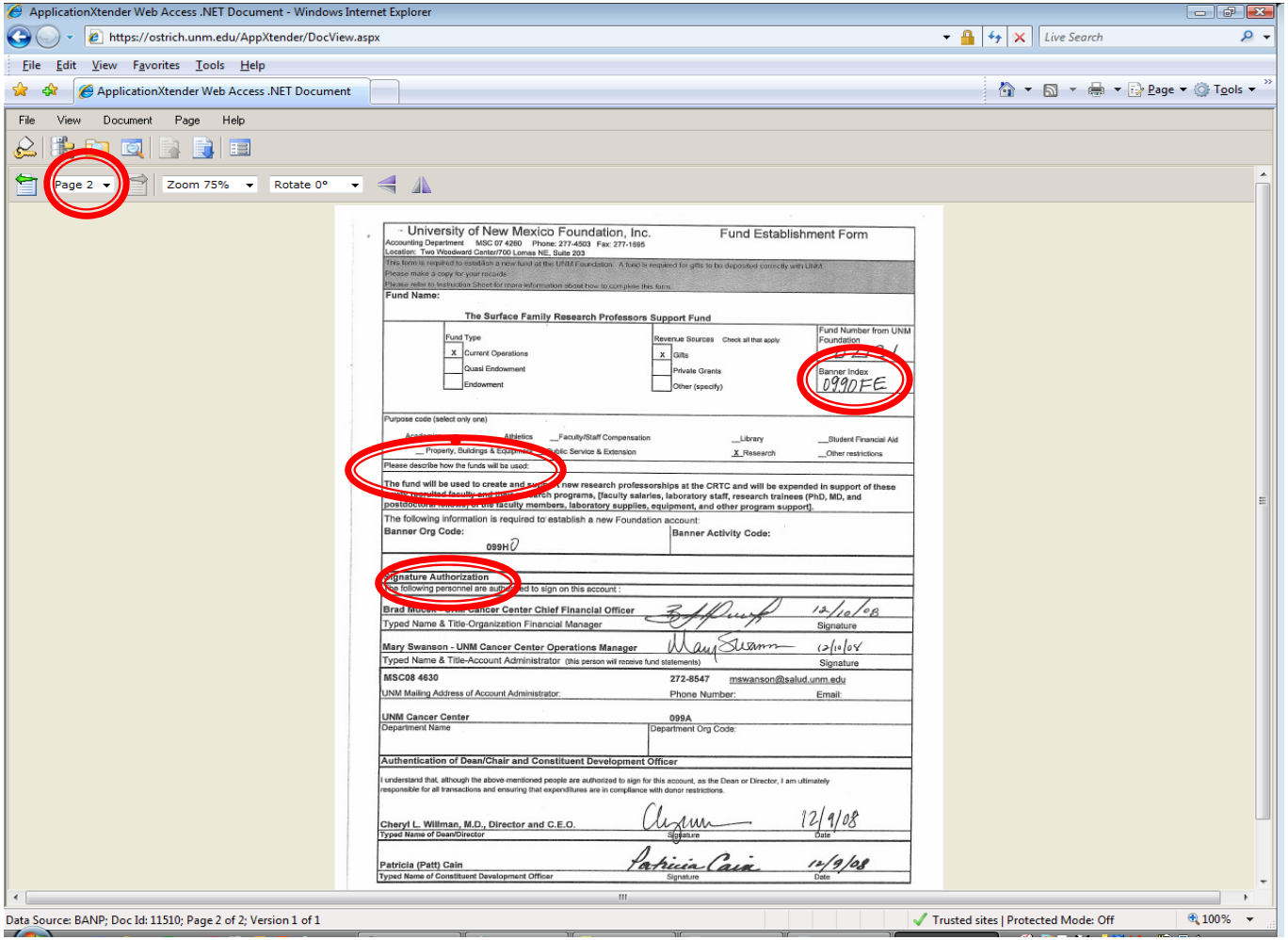
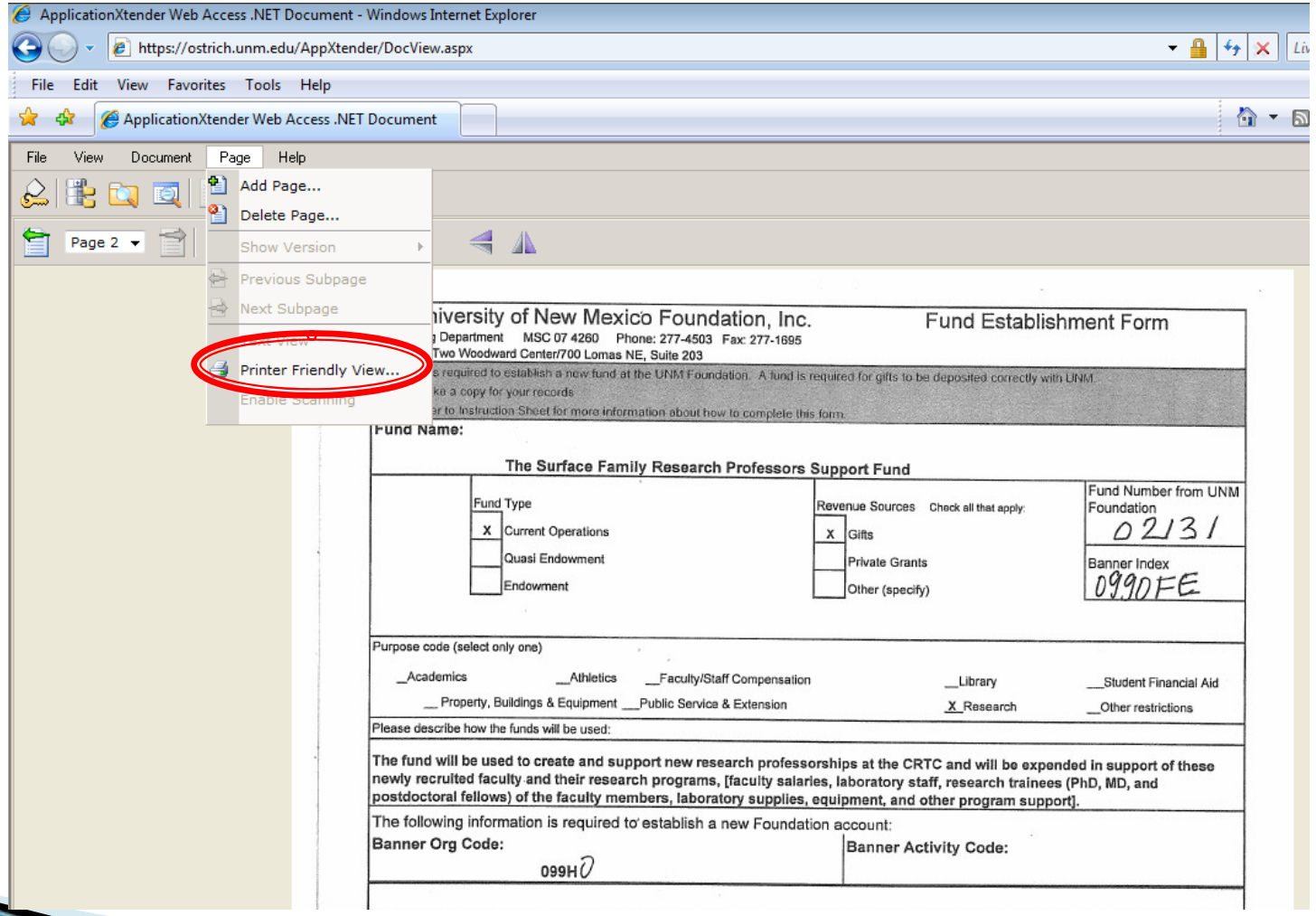


Printing a Fund Establishment Form:



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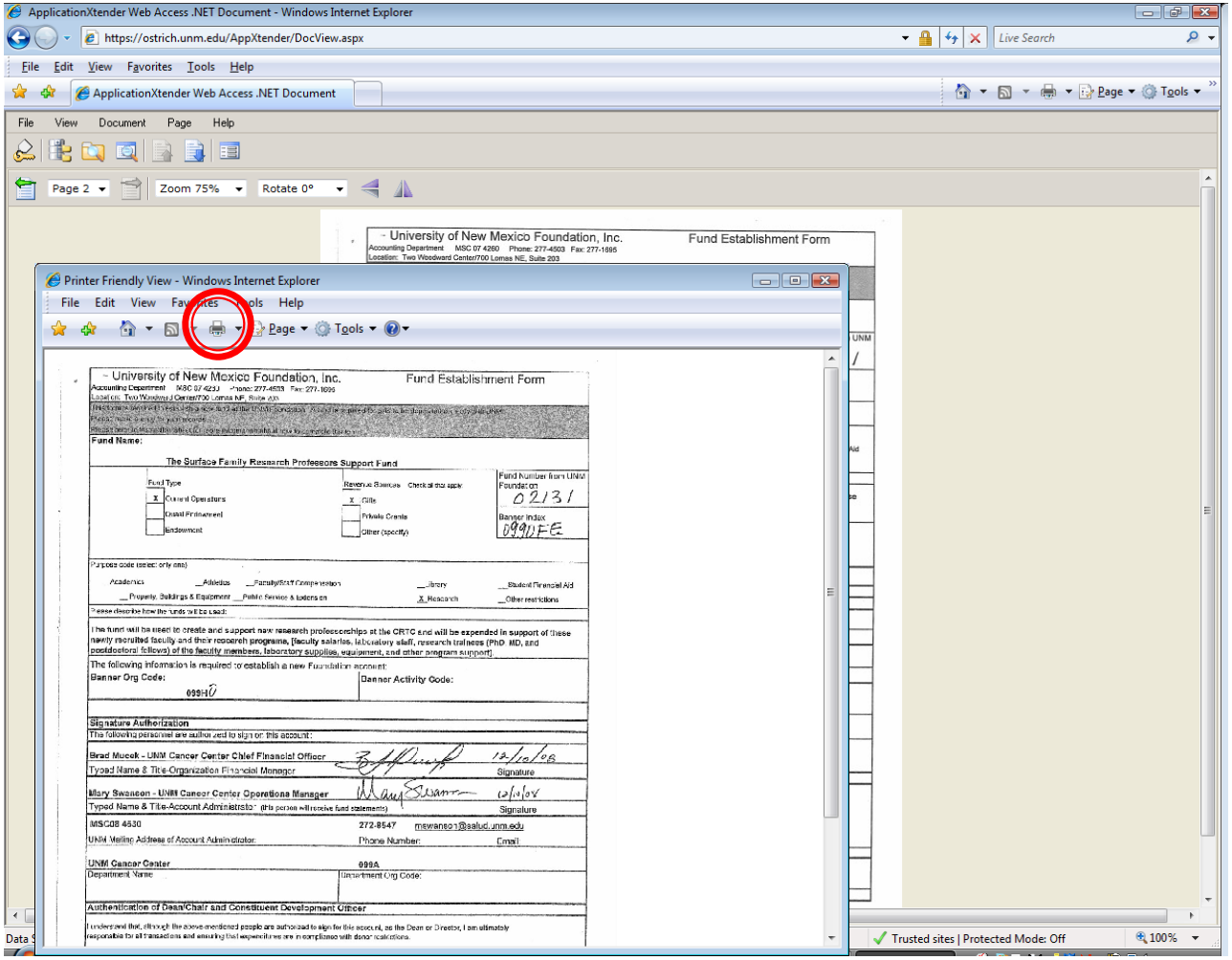

Xtender in live Banner

- Using Xtender – Banner Demonstration.

Questions?