




Accounts Payable

Date: 03/08/2013

Printing Documents Using
WebXtender
FSJA-056

To view and print documents (PO's, backup documentation or Invoices) use Banner Finance Form **FOIDoch**. For information on how to search for documents, see the WebXtender Job Aid section at: <http://fssc.unm.edu/jobaid.html>

1. Query FOIDoch for your document.
2. Highlight the document number.
3. Select the BDMS Display Document icon .
4. If the document has been scanned, it will launch. If not scanned, you'll get an error "No document found".
5. To print:
 - A. One page - Select the print icon .
 - B. Several pages - Select the document

icon 

Document 1 - 1 of 1

<input type="checkbox"/>	DOCUMENT ID	BANNER DOC TYPE	DOCUMENT TYPE	T
<input checked="" type="checkbox"/>	I0495632	INVOICE	DIRECT PAY	11

Check the box to the left of the document and select the print icon



then select OK.

If your document does not print:

For Windows XP:

From the Internet Explorer browser main menu select **Tools, Internet Options**.

From the **Security** tab, select **Internet**, then **Custom Level**.

Under the **Active X controls and plug-ins** section, enable **Automatic prompting for ActiveX controls** and **enable Run ActiveX controls and plug-ins**.

Close the Internet Explorer windows for changes to take effect.

For Windows 2000:

From the Internet Explorer browser main menu select **Tools, Internet Options**.

From the **Security** tab, select **Internet**, then **Custom Level**.

Under the **ActiveX controls and plug-ins** section, enable **Run ActiveX controls and plug-ins**.

Close all Internet Explorer windows for changes to take effect.

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