



## Financial Services


Date: 03/21/2013

### Viewing Documents in WebXtender FSJA-074

WebXtender (BDMS Display Document) is accessed through Banner and allows you to view scanned images of some documents:

FOIDOCH – Purchase Orders and Invoices  
FAIVNDH – SPQ's and Invoices  
FTMACCI – Signature Authorization forms for unrestricted indexes  
FRAGRNT– Signature Authorization forms for restricted indexes


#### 1. Viewing documents from **FOIDOCH**:

- Enter the Document Type or use dropdown.
- Enter Banner Document Code or use dropdown.
- Next Block.
- Highlight the Banner document you want displayed.
- Select the Icon 




Or

- Select Tools, Banner Document Management Suite (BDMS), Retrieve Documents.

#### 2. Viewing SPQ's from **FAIVNDH**:

- Enter the Vendor ID.
  - Tab to populate Vendor name.
  - Select the Icon 
- Or
- Select Tools, Banner Document Management Suite (BDMS), Retrieve Documents.


#### 3. Viewing Signature forms from **FTMACC**:

- Enter a query.
  - i. F7, or
  - ii. Query, enter or
  - iii. 
- Enter the index
- Execute the query
  - i. F8, or
  - ii. Query, execute or
  - iii. 
- Select the Icon 

Or

- Select Tools, Banner Document Management Suite (BDMS), Retrieve Documents.

#### 4. Viewing Signature forms from **FRAGRNT**

- Enter the Grant number
- Next Block
- Select the Icon 

Or

- Select Tools, Banner Document Management Suite (BDMS), Retrieve Documents.

#### Notes:

If you get "No Document Found; the document has not been scanned.

If you get the 'Authentication Error: Invalid Credentials' see FastInfo #3573

To exit, click on File in the ApplicationXtender menu and select Logout.

\*\*\*End\*\*\*