

# Viewing Documents in Xtender

Xtender can be used to view Journal Vouchers (JV's) and Memos that are processed against a FOAP. To view a document, enter into FGITRND or FGIDOCR.

## FGITRND (Detail Transaction Activity):

1. Select the document line that you would like to view.
2. From the menu bar, click **Retrieve** to open Xtender.

A new browser window will open displaying the document. In addition, any supporting documentation will be available to view. If the document does not open, use FGIDOCR.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
7324	51400	900	YTD	163.33	+	INEI	I0280288	10/11/2020	10/11/2020	US Staff Care In
7324	51400	900	YTD	65.46	+	INEI	I0280289	10/11/2020	10/11/2020	US Staff Care In
7335	51400	900	YTD	1,492.50	+	INNI	I0281138	01/14/2021	01/14/2021	State of Michiga
7322	51400	900	YTD	598.00	+	INNI	I0281166	01/14/2021	01/14/2021	Miss Maureen Be
7322	51400	900	YTD	728.00	+	INNI	I0281319	01/14/2021	01/14/2021	Miss Maureen Be
7904	51400	900	YTD	917.00	+	INEI	I0281320	01/14/2021	01/14/2021	Big Rapids High
5926	51400	900	YTD	8,067.04	-	J16	J0055765	08/11/2020	08/11/2020	Staff Salary 10/
5701	51400	900	YTD	7,447.90	+	J16	J0055784	08/11/2020	08/11/2020	Staff Salary 10/
5926	51400	900	YTD	-8,280.78	-	J16	J0055909	08/11/2020	08/11/2020	Staff Salary 10/
5701	51400	900	YTD	9,822.20	+	J16	J0055932	08/11/2020	08/11/2020	Staff Salary 8/11
5935	51400	900	YTD	-15.48	-	J16	J0055973	08/11/2020	08/11/2020	President's Sal

## FGIDOCR (Document Retrieval Inquiry):

1. Type the document number in the Document number box. **Do not next section.**
2. From the menu bar, click **Retrieve** to open Xtender.

A new browser window will open displaying the document. In addition, any supporting documentation will be available to view.

Document: \* J0055784 ... Submission Number: [ ] Go

Document Type: \* JV ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

When done viewing a document, click on the Log Out button in the upper right-hand corner. This will log you out of Xtender. If you don't log out each time, an error may occur due to multiple log in attempts which will prevent you from opening Xtender.

The screenshot displays the openText ApplicationXtender interface. The top navigation bar shows the user is logged in as 'ApplicationXtender - GOLD'. The document being viewed is 'B-F-DOCS > New Search > Query Results > J0055784'. The document title is 'FERRIS STATE UNIVERSITY Journal Voucher'. The document is displayed at 60% zoom. The right sidebar contains metadata for the document, including Document ID, Banner Doc Type, Document Type, Transaction Date, Vendor ID, Vendor Name, First Name, PIDM, Routing Status, and Activity Date. A red box highlights the Log Out button in the top right corner of the interface.

ACCOUNTING USE ONLY	
JV #	J0055784
JV Type	J16
Bank	30
Transaction #	2
Net Amount	7,447.90
Document Total (Hash)	14,895.80