## **Xtender Instructions**

## Log into AUAccess

Select "Finance" tab and select Xtender under "SSB Finance Shortcuts"

https://xtender.auburn.edu/AppXtender/?sso=true (Must be logged into AU Access)



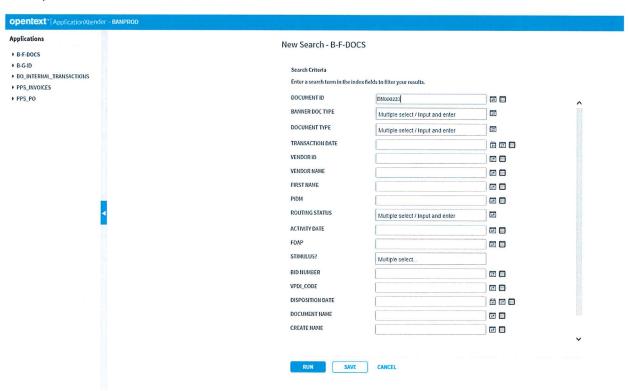
#### **For Journal Documents**

Under Applications menu select "B-F-DOCS"

Click "New Query"



Enter your "Document ID" and click "Run"

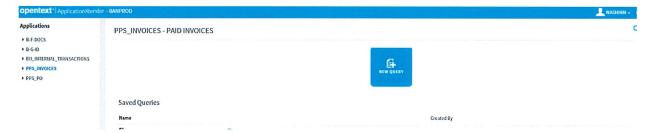


<sup>\*</sup>Only key in search info you know\*

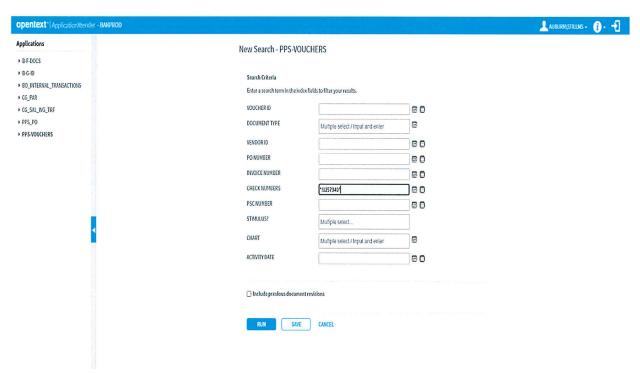
#### **For Voucher Documents**

Under Applications menu select "PPS\_VOUCHERS"

## Click "New Query"



Enter your "Check Number" in the CHECK NUMBERS box with an asterisk before and after the check number and click "Run"



## What is Xtender?

Application Xtender (Xtender) is a document repository and imaging product that provides the ability to capture, organize, store and retrieve documents.

Xtender stores the documents by an index value unique to each document. This gives the users the ability to retrieve information through a variety of search methods ranging from broad and very general queries to specific queries rendering only the most relevant documents.

## Before you begin...

- > Xtender can be used in any browser: IE, EDGE, CHROME, FIREFOX, MOZILLA (no longer need Active X controls loaded)
- ➤ You will need security to the Xtender system this can be requested through Xtender@auburn.edu. Make sure you specify the security needed OR a person to model you after.
- ➤ Use the link <a href="https://xtender.auburn.edu/">https://xtender.auburn.edu/</a>. If you do not see Aubie (AU mascot) you are not using the correct link. This will take you through the CAS authentication. You will have to DUO into the system as well so make sure you have that set up.
- ➤ If you have issues or questions you can contact Xtender support at xtender@auburn.edu

## So...where's my stuff?

# The Finance Profile in Xtender will get you access to these cabinets:

B-F-DOCS - BANNER FINANCE PURCHASING / AP PPS-PO - PURCHASE ORDER (older documents)

Manually keyed Vouchers (not E-VV) and Purchase Orders

**BO\_INTERNAL\_TRANSACTIONS - ACCT ENTRIES** 

Journal Vouchers

**PPS-VOUCHERS - VENDOR** 

E-Vendor Vouchers (Processed through E-VV system - SSB)

CG\_PAR - PERSONNEL ACTIVITY REPORTS
CG\_SAL\_WG\_TRF - SALARY WAGE TRANSFERS

Contracts & Grants documents



Only key into the Search Criteria the information you absolutely know.

Check numbers beginning with "05" are physical paper checks; Check numbers beginning with "!" are Electronic payment.

PPS\_VOUCHER: When searching by check or Invoice, make sure you include a wildcard before and after the number: \*!123456\*. These are stored as one long string of characters.

As with all of the cabinets you generally only want to use one search term. The \* is a wildcard. You may come across a file with multiple check numbers/Invoices and the \* allows you to look within the whole string of data.

# Some Banner Forms that link to Finance Documents in Xtender:

- FPIPURR PO QUERY Purchase Orders
- **FGIJVCD** FINANCE QUERY Journal Documents
- FGITRND- FINANCE QUERY Journal Documents
- FGIDOCR FINANCE QUERY Journal Documents

# I Can't Get Logged In!

If you have an incident where you don't log out or your browser closes unexpectedly, your login can get hung up in the system.

To clear your login:

AUAccess
Self-Service
Employee Tab
Clear Xtender Login – follow-instructions

## Robin Ellis rje0002@auburn.edu 844-8075

https://xtender.auburn.edu/AppXtender/?sso=true