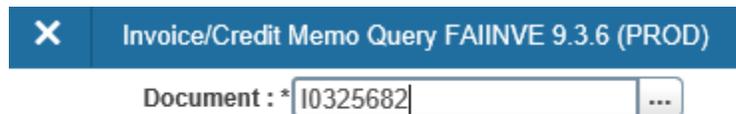


## BDMS – Banner Document Management Storage

*Xtender can be accessed through any browser although Chrome is recommended. You have the ability to attach a document in Banner during any point in the process of creating a direct pay. If you have already completed a direct pay and forgot to attach your backup or need to add additional documents, go to **FAINVE** (Invoice/Credit Memo Query) to locate the document. You may also view documents in **FAIVNDH & FOIDOCH**.*

### Attach a File That Has Been Saved to Your Computer

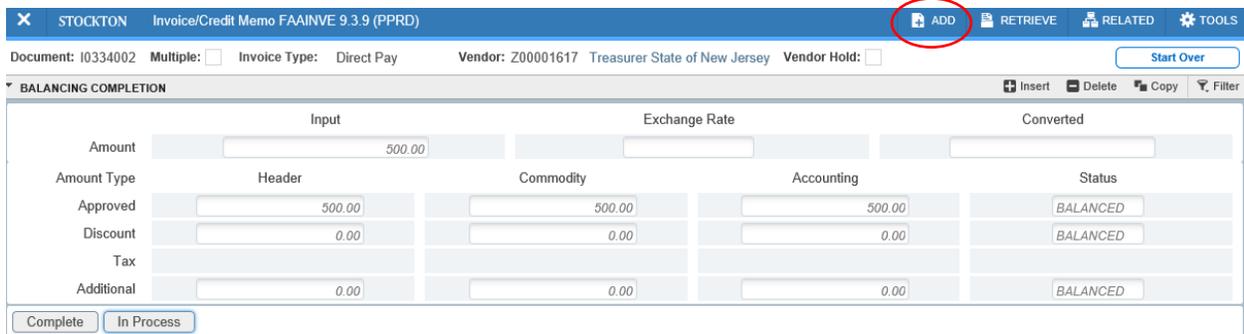
- 1) Log into INB Banner and go to **FAINVE** (Invoice/Credit Memo Query)
- 2) Type in the I # in the Document field and click on GO



Invoice/Credit Memo Query FAINVE 9.3.6 (PROD)

Document : 10325682

- 3) Click on +ADD on the top right corner of the page. Xtender will open in a new tab



STOCKTON Invoice/Credit Memo FAINVE 9.3.9 (PPRD)

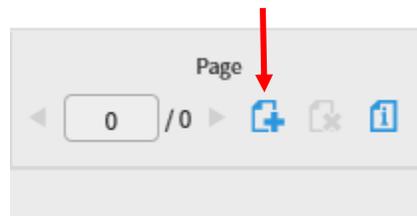
Document: 10334002 Multiple:  Invoice Type: Direct Pay Vendor: Z00001617 Treasurer State of New Jersey Vendor Hold:  Start Over

BALANCING COMPLETION

	Input	Exchange Rate	Converted	
Amount	500.00			
Amount Type	Header	Commodity	Accounting	Status
Approved	500.00	500.00	500.00	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax				
Additional	0.00	0.00	0.00	BALANCED

Complete In Process

- 4) Click on the *Add Page* icon



- 5) Browse your computer, select the file and click on Upload

6) Click on Save on the right-hand side to save all pages of the file

A screenshot of a document entry form. The form contains the following fields and values:

- DOCUMENT ID: I0334002
- BANNER DOC TYPE: INVOICE
- DOCUMENT TYPE: INVOICE
- TRANSACTION DATE: 03-Dec-2018
- VENDOR ID: Z00001617
- VENDOR NAME: TREASURER STATE OF NEW JE
- FIRST NAME: (empty)
- PIDM: 2217
- ROUTING STATUS: (empty)
- ACTIVITY DATE: Timestamp
- VPDI\_CODE: (empty)
- DISPOSITION DATE: (empty)
- DOCUMENT NAME: (empty)
- CREATE NAME: (empty)

At the bottom right, there are two buttons: "CANCEL" and "SAVE". A red arrow points to the "SAVE" button.

7) You have now saved all pages of your file and can close out Xtender. You can check that your file was saved by going back into your document and clicking on Retrieve.

A screenshot of the software interface. The top navigation bar includes "STOCKTON Invoice/Credit Memo FAAINVE 9.3.9 (PPRD)" and buttons for "ADD", "RETRIEVE" (circled in red), "RELATED", and "TOOLS". Below the navigation bar, the document details are displayed:

Document: I0334002 Multiple:  Invoice Type: Direct Pay Vendor: Z00001617 Treasurer State of New Jersey Vendor Hold:  Start Over

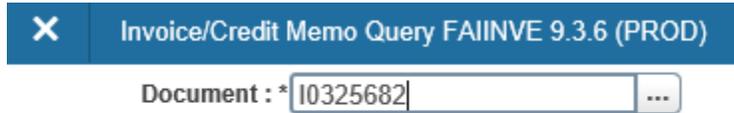
The main section is titled "BALANCING COMPLETION" and contains a table with the following data:

Amount	Input	Exchange Rate	Converted	
Amount Type	Header	Commodity	Accounting	Status
Approved	500.00	500.00	500.00	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax				
Additional	0.00	0.00	0.00	BALANCED

At the bottom left, there are two buttons: "Complete" and "In Process".

## Scan and Save Backup

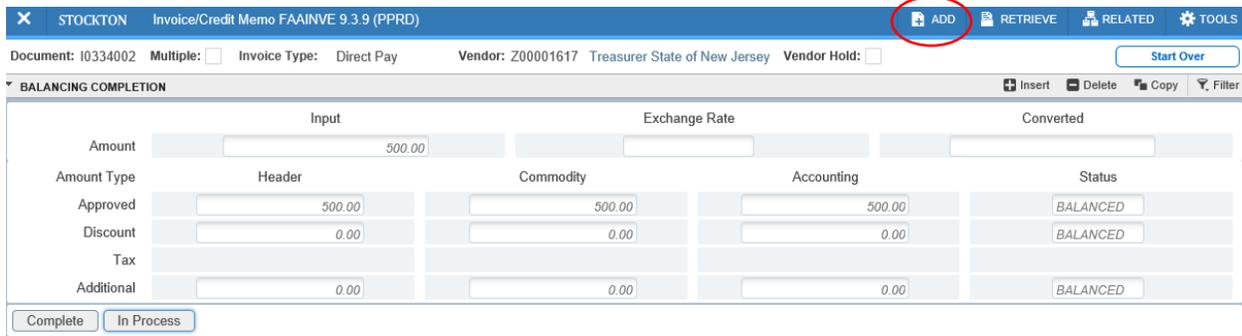
- 1) Log into INB Banner and go to **FAINVE** (Invoice/Credit Memo Query)
- 2) Type in the I # in the Document field and click on GO



Invoice/Credit Memo Query FAINVE 9.3.6 (PROD)

Document : \*10325682

- 3) Click on +ADD on the top right corner of the page. Xtender will open in a new tab.



STOCKTON Invoice/Credit Memo FAAINVE 9.3.9 (PPRD) **ADD** RETRIEVE RELATED TOOLS

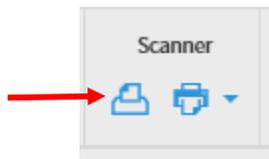
Document: 10334002 Multiple:  Invoice Type: Direct Pay Vendor: Z00001617 Treasurer State of New Jersey Vendor Hold:  Start Over

BALANCING COMPLETION Insert Delete Copy Filter

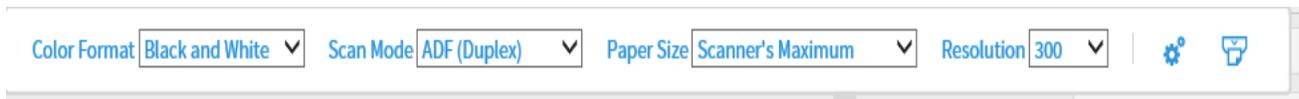
	Input	Exchange Rate	Converted	
Amount	500.00			
Amount Type	Header	Commodity	Accounting	Status
Approved	500.00	500.00	500.00	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax				
Additional	0.00	0.00	0.00	BALANCED

Complete In Process

- 4) Load your page(s) face down in your scanner and click on the *Scan* icon



*Note: If the Scanner icon is grayed out, click on the Select Scanner icon . A scanner selection box will appear. Click on the name of the scanner you would like to use then click OK. Your Scanner icon should then turn blue. If your Scanner icon is blue, you can click on the drop-down menu to view your settings. It is recommended to have the Scan Mode set to ADF (Duplex) to scan both sides of each page.*



Color Format Black and White Scan Mode ADF (Duplex) Paper Size Scanner's Maximum Resolution 300

- 5) Your scanned page(s) should appear on your screen. Click on SAVE on the right-hand side to save all pages. You have now saved all pages and can close out Xtender.