Xtender Help Guide

To aid users in troubleshooting the upgraded Xtender program, AFSIM has created the Xtender Help Guide. This page has information about solving common errors that occur in the system, as well as direct links to resources.

Some things you will find on the help page are…
- Directions if you are having problems accessing the Xtender site
- Guides to help navigate you within the updated system
- Step by step video tutorials
- Instructions for Emailing and Exporting Xtender Documents
- ePAF Attachment Instructions
- Information on scanning directly from your desktop scanner into Xtender
- IT Contacts
- Information on how to gain access to specific folders

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After you have saved your ePAF, an active link to "Upload Documents" will appear near the top left of the page. Once you click "Upload Documents", you will be automatically toggled over to the Xtender System.

If you use the Xtender System to upload documents into your department’s applications/folders as well as uploading ePAF attachments, Right Click "Upload Documents", then "Open Link in Incognito Window" or "Private Tab". This should allow you to retain both sessions. If you are still having problems accessing the correct Xtender application/file, close the ePAF window and clear the cache or restart the browser.

**How to Upload Documents in Xtender**

**Option 1:** Drag and drop files directly from your desktop into the Xtender System.

**Option 2:** After asking IT to download the Cloud Captiva Software to your computer, you can scan directly into the Xtender System using your desktop scanner.

**Option 3:** Select the "Add Page" icon then Select "Choose Files" to search for your documents. Once your files have been chosen, click "UPLOAD".

**Indexing your Document**

The only indexing field you need to fill out is the "Document Type".

From the "Document Type" dropdown, either choose I-9 New Employee Packet or Other ePAF Attachments.

Then click "Save".

Afterwards, you should see a screen with your "indexed document". You will know it is indexed because the indexing fields are no longer present. Once on this page, your document has been indexed and uploaded into the system. Therefore, you can close this tab and return to your ePAF.
Report of the Month

FI278 – Vendor Invoice Payee Research

Cognos report FI278, Vendor Invoice Payee Research, assists departments in verifying vendor payments. This report is very flexible and permits you to enter variable fields depending on what information is available. It is recommend that you only enter the purchase order number to simplify the search. The report includes information on all purchase orders entered in TechBuy. It is found in Public Folders > TTU Finance > Procurement Reports. This report is designed to review purchase orders only.

Select Chart of Accounts, Enter Purchase Order Number into box outlined in red. Select Finish.
Fi278 Vendor Invoice Payee Research, continued.

**Payment has been made.** The report output shown below shows the payment information for purchase order P0727486. The data provides the FOP that funded the payment, the Purchase Order Number, Vendor ID and Name, followed by the Vendor Invoice Number. The date of the invoice is shown followed by the Payment Due Date, the Transaction Date of the Payment and the check number and check amount.

![Payment Table]

**Payment is scheduled.** The report output below shows that the invoice has been received and payment is scheduled to be sent by the Payment Due Date. Check details are not included because the check has not been issued yet.

![Payment Table]

**No Data Available.** Utilize “Return to Prompt” shown with arrow to verify parameter was entered correctly. Indicates that payment has not been made and is not scheduled. For further assistance, contact payment.services@ttu.edu.

![No Data Available]

Reports that can be used to find open purchases orders include the FI137—Open Encumbrance Report or the FI030—Encumbrance Ledger Transaction Report, selecting option for Open Encumbrances to display.
If you are interested in enrolling into one of the sessions above, please log in to Cornerstone. It can be accessed using this link: https://apps.afism.ttu.edu/enterRegistrationSystem/.

**Please note the class dates and times are subject to change.**
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AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please do not hesitate to reach out.

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