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**View a Vendor's Invoice or Direct
Pay Approval Form Using
WebXtender**

FIAP- 001

1. In Banner, type FOIDOCH in the Go To Box.
2. Press enter to access the Document History Form.

To Search by Banner Invoice Number:

Enter: INV in the Doc Type field to search by Banner Invoice number. Tab to the Doc Code field and enter the Banner Invoice number. This will begin with an "I" followed by 7 numbers.

To Search by Banner Check Number:

Enter: CHK In the Doc Type field to search by Banner Check number. Tab to the Doc Code field and enter the Banner Check number. This will be 8 numbers if a check was issued or an exclamation point and 7 numbers if a direct deposit was issued.

To Search by Banner PO Number:

Enter: PO in the Doc Type field to search by Banner PO number. Tab to the Doc Code field and enter the Banner PO number. This will be a P followed by 7 numbers.

3. Click on Next Block (or press Ctrl + Page Down)
4. Click in the Invoice field and highlight the Banner Invoice to designate which documentation will be displayed.
5. Click on the XS icon (without the red <continued on back>

arrow) on the toolbar. This launches WebXtender.

6. Click on the Document ID link. In this case, it will be the Banner Invoice Number. This opens the page(s) scanned and indexed to the Banner Invoice.
7. Click on Logout to exit WebXtender.
8. Close the Welcome screen by clicking on the "x" in the upper right-hand corner of the window.
9. To start a new search, click on the Rollback icon to clear the information on the FOIDOCH screen.

