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## View a Vendor's Invoice or Direct Pay Approval Form Using ApplicationXtender

### 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 Document Type field to search by Banner Invoice number.  
Tab to the Document 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 Document Type field to search by Banner Check number.  
Tab to the Document 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 Document Type field to search by Banner PO number.  
Tab to the Document 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 document will be displayed.

5. Click on the BDMS - Display Document icon (which displays a looking glass) on the toolbar. This launches ApplicationXtender.
6. This automatically opens the page(s) scanned and indexed to the Banner Invoice.
7. Click on Logout icon (which displays a key and lock) to exit ApplicationXtender. This icon is located on the toolbar beneath the File option.
8. A Microsoft Internet Explorer window will open asking "Are you sure you want to logout of ApplicationXtender." Click OK.
9. This will take you to a Welcome to ApplicationXtender Web Access window. Exit out of this window.
10. To start a new search, click on the Rollback icon to clear the information on the FOIDOCH screen.

