
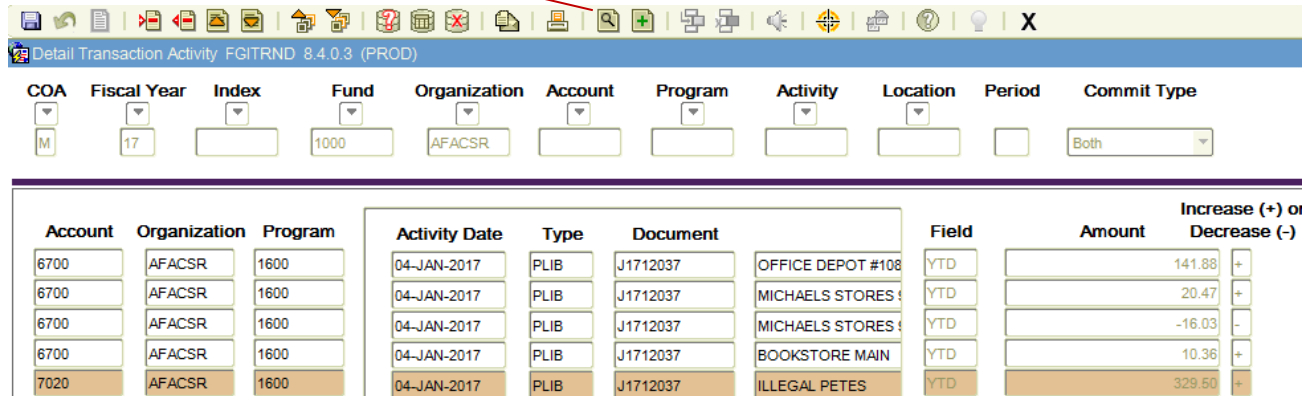


Application Xtender-Viewing Corporate Card Documents

Look for transaction on FGITRND, via fund, org, amount – add PLIB under “Type”

Search for the transaction in FGITRND using the Fund, Org, Amount, etc.... The Corporate Card Transaction will have a **PLIB** type. Select the line you wish to view. Once highlighted, select the **Display Document Icon**

on the tool bar. 

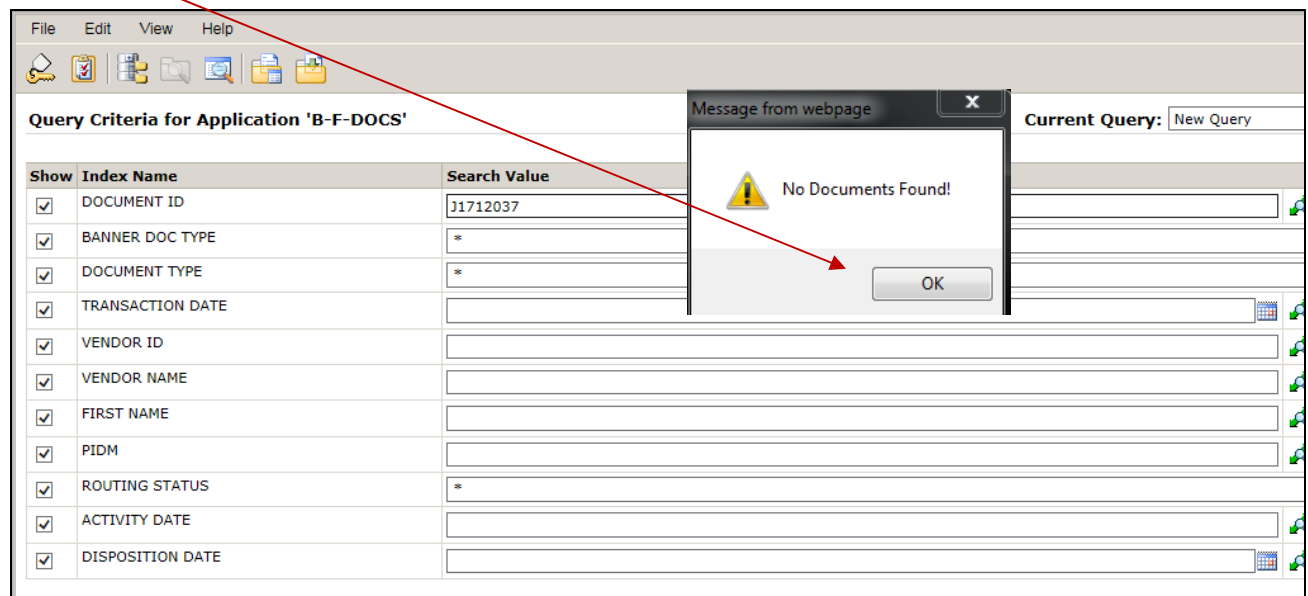


Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
M	17		1000	AFACSR						Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
6700	AFACSR	1600	04-JAN-2017	PLIB	J1712037	OFFICE DEPOT #108	YTD	141.88 +
6700	AFACSR	1600	04-JAN-2017	PLIB	J1712037	MICHAELS STORES	YTD	20.47 +
6700	AFACSR	1600	04-JAN-2017	PLIB	J1712037	MICHAELS STORES	YTD	-16.03 -
6700	AFACSR	1600	04-JAN-2017	PLIB	J1712037	BOOKSTORE MAIN	YTD	10.36 +
7020	AFACSR	1600	04-JAN-2017	PLIB	J1712037	ILLEGAL PETES	YTD	329.50 +

Click “OK” when the No Documents Found dialog box appears.

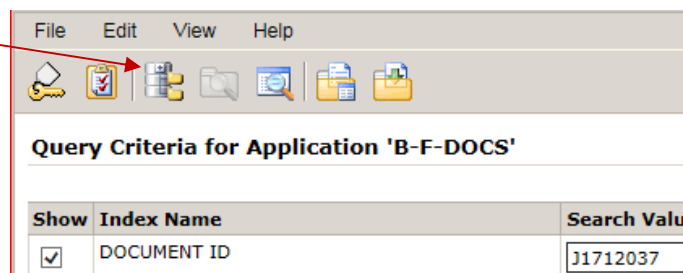


Query Criteria for Application 'B-F-DOCS'

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOCUMENT ID	J1712037
<input checked="" type="checkbox"/>	BANNER DOC TYPE	*
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	TRANSACTION DATE	
<input checked="" type="checkbox"/>	VENDOR ID	
<input checked="" type="checkbox"/>	VENDOR NAME	
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	ROUTING STATUS	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	DISPOSITION DATE	

Message from webpage: No Documents Found! OK

Click on the Application List Icon




Query Criteria for Application 'B-F-DOCS'

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOCUMENT ID	J1712037

Application Xtender-Viewing Corporate Card Documents

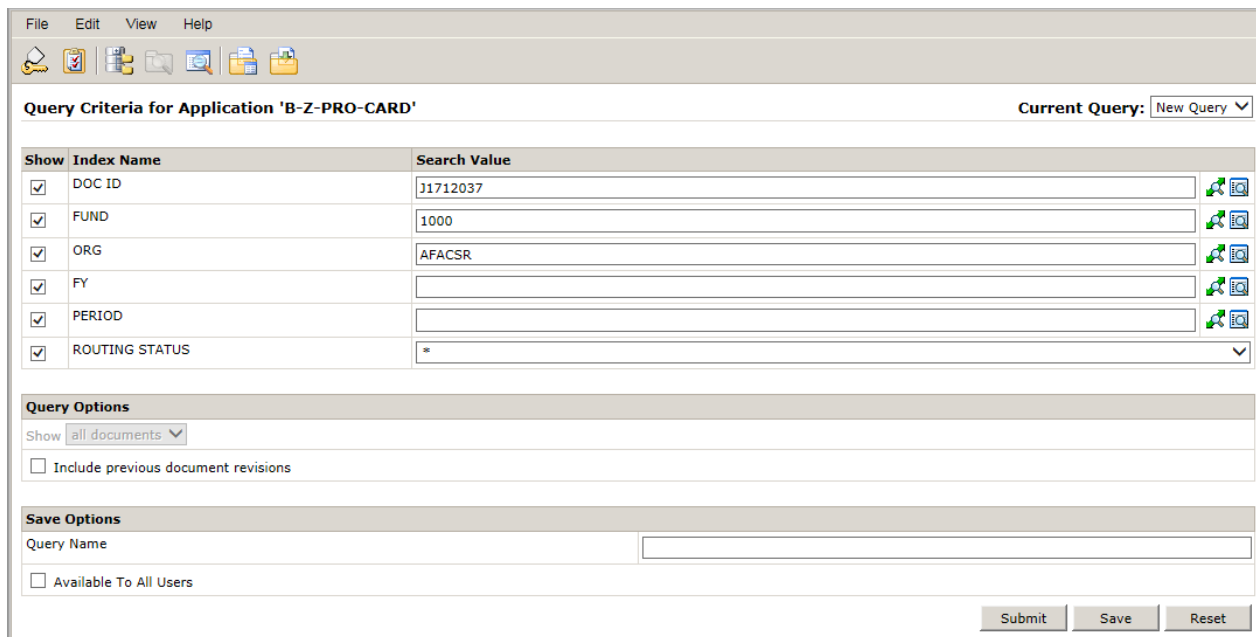
Select **B-Z-PRO-CARD – FINANCE AP PRO CARD**

 B-Z-PRO-CARD - FINANCE AP PRO CARD

This will open a New Query screen.

- Type in the **Doc ID**: If procurement card statements, JXXXXXXX; if Corporate Card statements, F00XXXXX
- Type in the **FUND** associated with the expense: (ex: 1000)
- Type in the **ORG**: (ex: AFACSR)
- Select **Submit**.

*Note: The Doc ID, Fund & Org are all required for a successful search.



Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOC ID	J1712037
<input checked="" type="checkbox"/>	FUND	1000
<input checked="" type="checkbox"/>	ORG	AFACSR
<input checked="" type="checkbox"/>	FY	
<input checked="" type="checkbox"/>	PERIOD	
<input checked="" type="checkbox"/>	ROUTING STATUS	*

Query Options

Show

Include previous document revisions

Save Options

Query Name

Available To All Users

Submit Save Reset

If the document has been scanned, then the document will open up in Application Xtender.