Viewing a Scanned Receipt in Xtender

**Request Access:**

To view a scanned receipt, you must first request access to Xtender. To request access to Xtender:

1. Log into PiratePort.
2. Click on Banner Security Request.
3. On the left hand side under options click “Request Security”.
4. Under the header Banner Security Request, click on the word “Xtender”.
6. Under Privilege, select “View Print”.
7. After clicking submit, you should see a check mark in the box beside Xtender. In the comments section, type “FS-Deposits viewer access”.
8. Click “Submit”.
9. A box will pop up asking if you agree to terms, answer accordingly to continue.
10. Once your request is submitted AND approved by your supervisor, it may take up to a week for access to be granted. Your supervisor will receive a notification to approve once your request is submitted.

Viewing Scanned Receipts:

There are two ways to access a receipt that was scanned in Xtender:

- using Banner 9 Admin Pages ([https://banner.ecu.edu/](https://banner.ecu.edu/)) or
- using Xtender ([https://xtendweb.ecu.edu/AppXtender](https://xtendweb.ecu.edu/AppXtender))

Using Banner 9 to view a Scanned Receipt:

1. Go to [https://banner.ecu.edu/](https://banner.ecu.edu/).
2. Select “Banner 9 Admin Pages” and login (should be your pirate id and user name).
3. In the search box type “FGIBDST”
4. Enter your Fund/Organization combination. Type your fund number in the index. In most cases the ORG should populate, if not type in the ORG.
5. Press the “Go” button in the top right-hand corner.

6. Highlight/put cursor in the account column the deposit was made into and press F3.
   
   You will see the FGITRND screen. Select the deposit you wish to view by clicking on it and press F3.
7. This will take you to the FGIDOCR screen, click “Go” in the upper right-hand corner.
8. Press F7 to begin a new search.
9. In the “select another field” drop down, select “Amount”, then enter the amount of the receipt that you are searching for or in the document reference field enter the receipt number.
10. Press F8 to execute the search.

11. Click in the description field so your cursor is in the deposit description.
12. Click “Retrieve” in the upper right-hand corner.

14. An Xtender window will pop-up. Double click the document you would like to view.

**Using Xtender to view a Scanned Receipt:**

1. Go to https://xtendweb.ecu.edu/AppXtender and log in.
2. On the left hand side under Applications, click “E-FS-DEPOSITS”.
3. Click “New Query”.
4. Enter the Receipt Number and/or Document Number (K-document) and click “Run”.

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New Search - E-FS-DEPOSITS

Search Criteria

Enter a search term in the index fields to filter your results.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT NUMBER</td>
<td></td>
</tr>
<tr>
<td>RECEIPT NUMBER</td>
<td></td>
</tr>
<tr>
<td>DOCUMENT TYPE</td>
<td>Multiple select / Input and enter</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Multiple select / Input and enter</td>
</tr>
<tr>
<td>ACTIVITY DATE</td>
<td></td>
</tr>
<tr>
<td>[Title]</td>
<td></td>
</tr>
<tr>
<td>[Subject]</td>
<td></td>
</tr>
<tr>
<td>[Author]</td>
<td></td>
</tr>
<tr>
<td>[Keywords]</td>
<td></td>
</tr>
</tbody>
</table>
```

5. Double click the document you would like to view.