To view a Scanned Receipt, you must first request access to Xtender.

To Request Access to Xtender:
1. Log in to PiratePort
2. Click Tools
5. Under Privilege, select “View Print”
6. Click “Submit”

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.
Viewing a Scanned Receipt in Xtender

10. Once your request is submitted & is 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

There are two ways to access a receipt that was scanned in Xtender—1) using Internet Native Banner (INB) or 2) using xtendweb.ecu.edu

Using INB to view a Scanned Receipt

1. Go to https://banner.ecu.edu/
2. Select “INB Production” – log in
3. In the “Go to...” 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 Ctrl + Page Down on the keyboard
6. Highlight/put cursor in the account the deposit was made into and press F3 on the keyboard
7. You will see the FGITRND screen. Select/highlight the deposit you wish to view by clicking on it and press F3.
8. This will take you to the FGIDOCR screen, press Ctrl + Page Down on the keyboard
9. Press F7 to begin a new search.
10. In the amount field, enter the amount of the receipt that you are searching for or in the document reference field enter the receipt number.

11. Press F8 to execute the search.

12. Click in the description field so your cursor is in the deposit description.

13. Click the magnify glass icon (the 10th icon from the right).

14. An Xtender window will pop-up. Double click the document you would like to view.
Using xextendweb.ecu.edu to view a Scanned Receipt

1. Log in to https://xextendweb.ecu.edu
2. Click E-FS-DEPOSITS under “Applications” on the left-hand side.
3. Enter the Receipt Number and/or Document Number (K-document) and click “Run”.
4. Double click the document you would like to view.