Viewing Accounts Payable (AP) Documents in Xtender

AP Documents include, but are not limited to, documents that begin with, I, TM, TV.

To view an AP document you must first request access to Xtender.

To Request Access to Xtender:
1. Log in to PiratePort
2. Click Tools icon at the top of the page
4. Under Finance, select “AP-INVOICES”
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, write “AP-Invoices for 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 & 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.

Once you have access to Xtender, there are two ways to view an Accounts Payable document – 1) Using Internet Native Banner (INB) or 2) using xtendweb.ecu.edu

**Using INB to view an AP Document**

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. Find the account you wish to view and press F3

7. Find the transaction you would like to see supporting documentation for and place the cursor in the field of the Type column. (The document number can be found next to the type column in this same screen.)
8. Click the magnify glass icon (the 10th icon from the right)

9. An Xtender window will pop-up. Double click the document.

**Using xtendweb.ecu.edu to view an AP Document**

1. Log in to https://xtendweb.ecu
2. Click B-FS-DOCS on the left-hand side under “Applications”
   
   a. Enter the document number in the “Document ID” field and click run.
   
   a. Double click the document you would like to view.