Viewing a Financial Services Document in Xtender

Financial Services Documents include, but are not limited to, documents that begin with, JE, RA, DA, BG, UY, UZ, UR, UB, UD, VR, VJ, VD, VB, VY, BD, GJ, GR, PR, PJ, PD, PB, PY, SJ, RM

To view a financial services document you must first request access to Xtender.

To Request Access to Xtender:
1. Log into 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-Docs and BO-Transfers 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 a financial services document—1) using Internet Native Banner (INB) or 2) using xtendweb.ecu.edu

**Using INB to view a Financial Services 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. Place the cursor on 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 document field.
8. Click the magnifying 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 a Financial Services Document**

1. Log on to https://xtendweb.ecu.edu/
2. Click the arrow next to E-FS-DOCS

   a. When the drop down menu is displayed, click on “new query”

   a.

4. Type the Document Number in the search box and then click run.

   a.