Scanning Receipts into Xtender

- What documentation needs to be scanned into Xtender?
  - Please redact any Personal Identifying Information (PII) such as social security numbers, checking/saving accounting numbers, etc.
    - For more information on PPIs please review [http://www.ecu.edu/cs-itscs/policies/ssnpolicy.cfm](http://www.ecu.edu/cs-itscs/policies/ssnpolicy.cfm)
    - Please note the best way to redact is to
      1. Cross out PPIs with white-out or a redacting pen
      2. Make a copy of the document
      3. Scan the copied document
  - Scan in the receipt, check, and any written correspondence.
  - Banner screens do not need to be scanned.
  - *An example can be found at the end of these instructions

To Request Access to Xtender

1. Log into OneStop and click “Banner Security Request”
2. Click “Xtender”
4. Under Privilege select “Processor – No Delete”
5. Press “Submit”

6. After pressing submit you should see a check mark in the box beside Xtender. In the comments section, write “FS-Deposits for processor and viewer access”
7. **Press “Submit”**

To scan the document into Xtender you will need to have the document number, receipt number, document type, and department. The document number begins with a “K” and is assigned by cashier’s office. The document number can be found by multiple methods after the cashier’s office has processed the deposit (see below). Please note several receipts may have the same document number.

   a. **Method 1 - Internet Native Banner (INB)**
      i. Go to [https://banner.ecu.edu/](https://banner.ecu.edu/)
      ii. Select “Production - Internet Native Banner” – login
      iii. In the Go to box type “FGIBDST”
      iv. In the Index field type the Fund associated with the receipt
      v. Press Ctrl + Page Down
      vi. Highlight the associated account and press F3 on the keyboard
      vii. Find the associated deposit on the list and record the document number (K-document)
b. Method 2- Self-Service Banner
   i. Log into OneStop
   ii. Select “Banner Self Service”
   iii. Select “Finance”
   iv. Select “ECU Budget Queries”
   v. Press “Create Query”
   vi. Make sure all boxes are checked and Press “Continue”
   vii. In the Index field enter the Fund number and set fiscal period to “14” and be sure Include Revenue Accounts is checked
   viii. Press “Submit Query”
   ix. Click on the associated account in the “FY15/PD14 Year to Date” column
   x. Find the associated deposit on the list and record the document number (K-document)

![Image ofORG Budget Status Detail Report]

c. Method 3 - If the fund is not known or to look up a document (K-document) by receipt number
   i. Go to [http://www.ecu.edu/cs-admin/financial_serv/data/index.cfm](http://www.ecu.edu/cs-admin/financial_serv/data/index.cfm) and use the Banner Multiple Cash Receipt query.
To scan a document into Xtender

1. Open Image Capture and log in with your Xtender username and password.

2. Scan the document into image capture by placing document into scanner and pressing “Scan”

3. After the image has scanned, create a new batch by clicking the icon at the top of the page that looks like a folder with a plus sign.
4. A screen will pop up where you must tell it where to send the document. For Deposits, you will choose application “E-FS-DEPOSITS” from the drop-down menu. It will be helpful to name the batch either the receipt number or the document number (K document).

5. After creating the batch, log on to https://xtendweb.ecu.edu/AppXtender/Login.aspx

6. Click on “E-FS-DEPOSITS” on the left-hand side under “Applications”
7. Click Cancel on the page that pops up.

8. Click the dropdown folder in the top right-hand corner and click “Manage Batches”

9. Click the down arrow on the document that you want to index and click “index” when the drop down menu comes up
10. Enter the document number (K-document), receipt number, for document type select “Deposit, and for department select “Financial Services”. Click “Save”.

11. After clicking “save”, be sure to click the button that looks like two pieces of paper with an arrow at the top to add all of the remaining pages to the document.
Example of what should be scanned in for each receipt

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**Bridgeman, Virginia Driggers**

**From:** Charles Jamie  
**Sent:** Tuesday, June 09, 2020 4:30 PM  
**To:** Bridgeman, Virginia Driggers  
**Subject:** Deposit Emergency Funds  
**Attachments:** $50,000.pdf

Hi Virginia, Attached is a check written from the ECU Athletic Imprint Fund to East Carolina University. This check repays the emergency funds deposited into the imprint fund throughout the year. The TDAP is E: 322000 C: 0000 A: 10003 P: 0000. Thanks and I will await further instructions.

Jamie Charles  
Accounting Technician  
East Carolina University - West Sports Center 344 | Greenville, NC 27858  
Office: 252.308.0141 | Fax: 252.308.1579  
E-mail: Jamie.c.Bridgeman@ecu.edu

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