Scanning Receipt Documents into Xtender

What documentation needs to be scanned into Xtender?

- Scan in the receipt, check, and any written correspondence.
- Banner screens do not need to be scanned. (See example at the end of the instructions).
- **All Personal Identifying Information (PII) such as social security numbers, checking/saving accounting numbers, etc. MUST BE REDACTED.**
  - 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.
  - For more information on PPIs please review: https://itcs.ecu.edu/ecu-regulation-on-ssn-and-pii/

Request Access:

To scan receipt documents into Xtender, you must first request access. To request access:

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”.
5. Under Finance select “E-FS – Deposits”.
6. Under Privilege select “Processor – No Delete”.
7. Click “Submit”.

8. After clicking submit, you should see a check mark in the box beside Xtender. In the comments section, type “FS-Deposits for processor and viewer access”.
9. Click “Submit”.

![Xtender Security Access Form](image-url)
10. A box will pop up asking if you agree to terms, answer accordingly to continue.

11. 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.

**Locating the document number:**

To scan the documents 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 the 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 – Banner 9 Admin Pages**
   i. Go to [https://banner.ecu.edu/](https://banner.ecu.edu/).
   ii. Select “Banner 9 Admin Pages” and login (should be your pirate id and user name).
   iii. In the search box type “FGIBDST”
   iv. In the Index field type the Fund associated with the receipt.
   v. Press “Go” in the top right-hand corner.
   vi. Highlight the associated account and press F3.
   vii. Find the associated deposit on the list and record the document number (K document)
b. Method 2 - **Self-Service Banner**
   i. Log into Pirate Port.
   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 “FYxx/PD14 Year to Date” column
   x. Find the associated deposit on the list and record the document number (K document)

![Report Parameters](https://example.com/report.png)

<table>
<thead>
<tr>
<th>Report Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Budget Status Detail Report</td>
</tr>
<tr>
<td>Summary Year to Date Transaction Report</td>
</tr>
<tr>
<td>Period Ending Jun 30, 2015</td>
</tr>
<tr>
<td>As of Jun 12, 2015</td>
</tr>
</tbody>
</table>

![Document List](https://example.com/document.png)

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 04, 2014</td>
<td>Nov 04, 2014</td>
<td>K4263637</td>
<td>Pirate Papers Fall 2013</td>
<td>3,430.00</td>
<td>XYZ</td>
</tr>
<tr>
<td>Nov 04, 2014</td>
<td>Nov 04, 2014</td>
<td>K4263637</td>
<td>Pirate Papers Spring 2014</td>
<td>2,180.00</td>
<td>XYZ</td>
</tr>
<tr>
<td>Nov 19, 2014</td>
<td>Nov 20, 2014</td>
<td>JE016090</td>
<td>UNIVERSITY BOOK EXCHANGE-AL001853</td>
<td>1,552.00</td>
<td>63</td>
</tr>
</tbody>
</table>

Available Budget Balance: $7,170.00

![Download](https://example.com/download.png)


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 Cash Receipts Lookup query.
Scanning the Receipt Documents into Xtender:

1. Go to [https://xtendweb.ecu.edu/AppXtender](https://xtendweb.ecu.edu/AppXtender) and log in.
2. On the left hand side under Applications, click “E-FS-DEPOSITS”.

3. Click “New Document”.

4. Place the receipts documents into the scanner and press the scanner icon.
5. Enter the document number (K-document), receipt number, for document type enter “Deposit” and department. Click “Save”.

Example of what should be scanned for Receipt Documents: