Viewing an Accounts Payable (AP) Document in Xtender

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

Request Access:

To view a Financial Services document, you must first request access to Xtender. To request access to Xtender:

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 “AP-INVOICES”
6. Under Privilege, select “View Print”
7. Click “Submit”
8. 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”
9. Click “Submit”
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.

**Viewing an Accounts Payable document:**

There are two ways to view an Accounts Payable document:
- using Banner 9 Admin Pages ([https://banner.ecu.edu/](https://banner.ecu.edu/)) or
- using Xtender ([https://xtendweb.ecu.edu/AppXtender](https://xtendweb.ecu.edu/AppXtender))

**Banner 9 to view an Accounts Payable document:**

1. Go to [https://banner.ecu.edu/](https://banner.ecu.edu/).
2. Select “Banner 9 Admin Pages” and login (should be your pirate id and user name).
3. In the search box type “FGIBDST”.
4. Enter your fund number in the index. In most cases the ORG should populate, if not type in the ORG.
5. Press the “Go” button in the top right hand corner.
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 is located in the “Type” column.)

8. Click “Retrieve” located in the upper right-hand corner

9. An Xtender window will pop-up and the selected documentation will be shown.
Viewing an Accounts Payable (AP) Document in Xtender

Xtender to view an Accounts Payable document:

1. Go to https://xtendweb.ecu.edu/AppXtender and login.
2. On the left hand side under Applications, click “B-FS-DOCS”.
3. Click “New Query”
4. Enter the document number in the “Document ID” field and click “Run”
5. Double click the document you would like to view