Request Access:
To view a Fund Authority, you must first request access to Xtender. To request access to Xtender:
1. Log in to 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 “FS – Fund Authorities”.
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-Fund Authorities 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 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 a Fund Authority:**

There are two ways to view a Fund Authority:
- 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 a Fund Authority:**

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” or “FGITBAL”
4. Enter your Fund/Organization combination for FGIBDST or just the Fund for FGITBAL in the index field. In most cases in FGIBDST the ORG should populate, if not type in the ORG.
5. Press the “Go” button in the top right hand corner.
6. Click “Retrieve” located in the upper right-hand corner
7. An Xtender window will pop-up and the document will be shown

**Xtender to view a Fund Authority:**

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

![Banner 9 Admin Pages](https://banner.ecu.edu/)

![Xtender](https://xtendweb.ecu.edu/AppXtender)
3. Click “New Query”.

4. **Searching by Fund:** Type in Fund and then click “Run”.
   **New Search - E-FS-FUNDAUTH**

5. **Searching by Organization:** If you search by organization number, Xtender will list all Fund Authorities associated with the specified ORGN.
   a. Enter the organization number and click “Run”.
      **New Search - E-FS-FUNDAUTH**
b. After you click Run, a list of funds associated with the specified organization will be shown. Double click on the document you wish to view.

<table>
<thead>
<tr>
<th>FUND</th>
<th>FUND TYPE</th>
<th>ORGANIZATION</th>
<th>DOCUMENT TYPE</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>316000</td>
<td></td>
<td>256101</td>
<td>FUND AUTHORITY FORM</td>
<td>PARKING AND TRANSPORTATION</td>
</tr>
<tr>
<td>316010</td>
<td></td>
<td>256101</td>
<td>FUND AUTHORITY FORM</td>
<td>PARKING &amp; TRAN - FINE COLLECTIONS</td>
</tr>
<tr>
<td>310062</td>
<td></td>
<td>256101</td>
<td>FUND AUTHORITY FORM</td>
<td>PARKING &amp; TRAFFIC CAPITAL RESERVE</td>
</tr>
</tbody>
</table>