

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://ecu.teamdynamix.com/TDClient/1409/Portal/KB/ArticleDet?ID=67422>

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".

Xtender Security Access Form

Application

BSOM: NONE

FINANCE: E-FS-DEPOSITS

FINANCIAL AID: NONE

HUMAN RESOURCES: NONE

NEUROLOGY: NONE

STUDENT: NONE

OTHER: NONE

NOTE: Application selection is required and only one application can be selected per request. For access to BSOM applications, the requester must have completed HIPAA training. For access to Student applications, the requester must have taken the FERPA quiz.

Privilege

SELECT PRIVILEGE: Processor-Grad and Undergrad
Processor-No Delete
Processor-Delete Access

NOTE: Privilege selection is required and only one privilege can be selected per request.

cancel 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".

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Banner Security Request

Request Access for:

[Cashier](#)
 [Finance](#)
 [Financial Aid](#)
 [Human Resources](#)
 [Student](#)
 [Xtender](#)

Comments:
 Use this area to enter any relevant job information or to request additional access that is not offered in the module requirements or on this form.

FS-Deposits for processor and viewer access|

* 200 character max

Sensitive Data Access

SSN
 PIN
 Termination/LOA Reason
 OneStop ECU ID Search

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/>.
 - 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)

COA: E Fiscal Year: 15 Index: Fund: 141348 Organization: 592101 Account: 50722 Program: 0000 Activity: Location: Period: Commit Type: Both Start Over										
DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
50722	592101	0000	YTD	1,552.00	+	J63	JE016090	11/19/2014	11/20/2014	UNIVERSITY BOOK EXCHANGE-AL001853
50722	592101	0000	YTD	2,188.00	+	XYZ	K4263637	11/04/2014	11/04/2014	Pirate Papers Spring 2014
50722	592101	0000	YTD	3,430.00	+	XYZ	K4263637	11/04/2014	11/04/2014	Pirate Papers Fall 2013
Total				7,170.00	+					

10 Per Page
Record 1 of 3

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- 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)

The screenshot shows a web browser window with the URL <https://selfservice-...> and a tab labeled 'ReportE'. The page content includes a report header and a table of document transactions.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2015			
As of Jun 12, 2015			
Chart of Accounts:	E East Carolina University	Commitment Type:	All
Fund:	141348 Pirate Papers	Program:	0000 Default Program Code
Organization:	592101 AAH English	Activity:	All
Account:	50722 Royalty Income	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Nov 04, 2014	Nov 04, 2014	K4263637	Pirate Papers Fall 2013	3,430.00	XYZ
Nov 04, 2014	Nov 04, 2014	K4263637	Pirate Papers Spring 2014	2,188.00	XYZ
Nov 19, 2014	Nov 20, 2014	JE016090	UNIVERSITY BOOK EXCHANGE-AL001853	1,552.00	J63
Report Total (of all records):				7,170.00	

Available Budget Balance: (7,170.00)

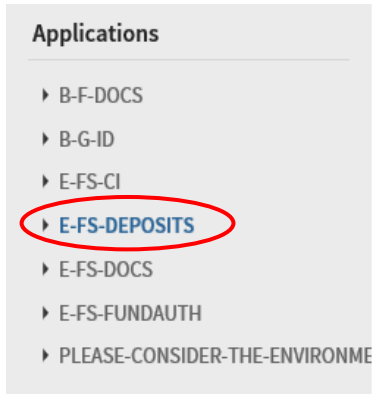
Download

- c. Method 3 - If the fund is not known or to look up a document (K-document) by receipt number:
 - i. Go to <https://financialservices.ecu.edu/systems-coordination-ods-quick-queries/> and use the Cash Receipts Lookup query.

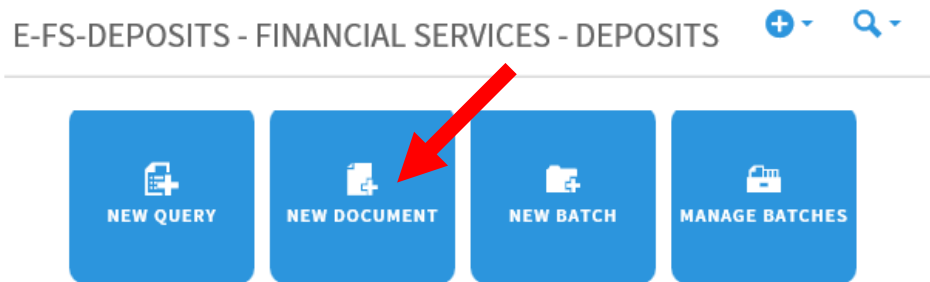
Scanning Receipt Documents into Xtender

Scanning the Receipt Documents into Xtender:

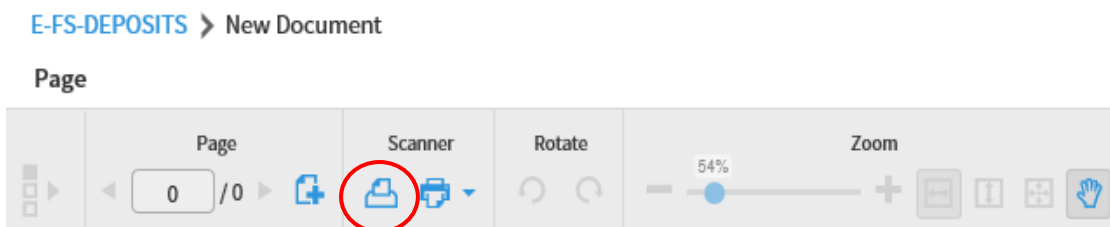
1. Go to <https://xtendweb.ecu.edu/AppXtender> and log in.
2. On the left hand side under Applications, click "E-FS-DEPOSITS".



3. Click "New Document".



4. Place the receipts documents into the scanner and press the scanner icon.



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5. Enter the document number (K-document), receipt number, for document type enter "Deposit" and department. Click "Save".

DOCUMENT NUMBER *

RECEIPT NUMBER *

DOCUMENT TYPE *

DEPARTMENT *

ACTIVITY DATE * Timestamp

Example of what should be scanned for Receipt Documents:

6/9/15 Daily Departmental Receipt Summary

User Name (exchange id) BridgmanV

***** Session Number(s) 70

Receipt Number 1437947

Cash _____

Coin _____

Check \$120,000.00

Master Card _____

Visa _____

E-Commerce _____

TOTAL \$120,000.00

Page 1

ATHLETIC IMPREST FUND
BUSINESS OFFICE, ECU
GREENVILLE, NC 27858-4383

28224

PAY TO THE ORDER OF ECU DATE 6/9/15 \$ 120,000.00

one hundred twenty thousand and no/100 DOLLARS 0/100

First Citizens Bank

for Emergency & return Jamie Charles

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Bridgman, Virginia Driggers

From: Charles, Jamie
Sent: Tuesday, June 09, 2015 4:39 PM
To: Bridgman, Virginia Driggers
Subject: Deposit Emergency Funds
Attachments: SKM_C364e15060914000.pdf

Hi Virginia- Attached is a check written from the ECU Athletic Imprest Fund to East Carolina University. This check repays the emergency funds deposited into the Imprest Fund throughout the year. The FOAP is F: 312000 O: none A: 10003 P: 0000. Thanks and I will await further instructions.

Jamie Charles
Accounting Technician
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