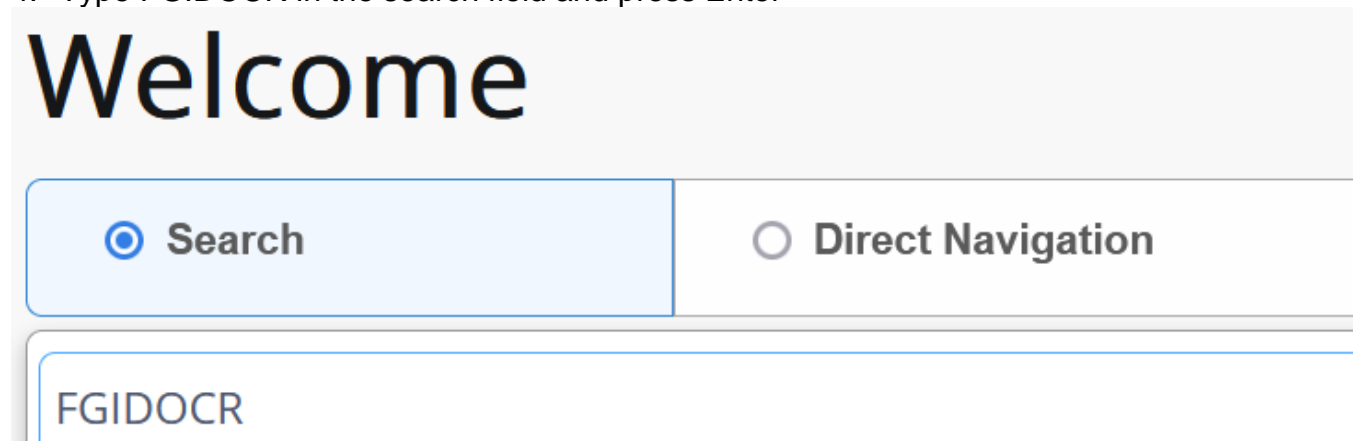


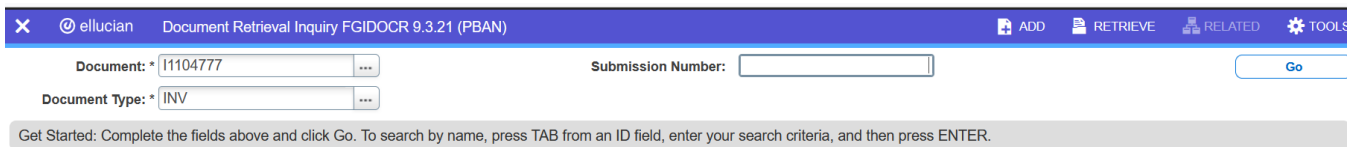
## How to view/retrieve scanned Invoices in Xtender using Banner Admin Pages (FGIDOCR)

**Xtender Folder “B\_F\_DOCS”** stores **Account Payable** documents that begin with I, TM, TV, etc.

1. Xtender Security is needed, [Click here](#) to view current Xtender security.
  - Log in.
  - Enter your PirateID using all upper case.
  - Click ‘View Report’.
2. [Instructions to Request Security for Xtender Folder B-F-DOCS](#)
3. Log onto Banner Admin Pages <https://www.ecu.edu/banner>
4. Type FGIDOCR in the search field and press Enter



5. Enter the document number and click the Go button



Document: \* 11104777 ... Submission Number: [ ] ... Go

Document Type: \* INV ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

6. Click Retrieve  
Xtender will open in a separate browser tab and the scanned invoice/document will display.