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

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