

https://financialservices.ecu.edu/xtender-instructions-fs/

## How to view/retrieve scanned Fund Authority in Xtender using Banner Admin Pages (FGIBDST)

**Xtender Folder "F\_FS\_AUTHFUND"** stores **Fund Authorities** documents for Institutional Trust Funds.

- 1. Xtender Security is needed, <u>Click here</u> 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 E-FS-AUTHFUND
- 3. Log onto Banner Admin Pages https://www.ecu.edu/banner
- 4. Type FGIBDST in the search field and press Enter



## 5. Enter the Fund/ORGN and click enter

	Ø ellucian	⊘ ellucian Organization Budget Status FGIBDST 9.3.6 (PBAN)				
	Chart: *	E •••	East Carolina University	Fiscal Year:	* 24	•••
	Index:			Query Specific:		
				Account		
	nclude Revenue:			Commit Type:	Both	-
	Accounts					
	Organization:	256101 •••	AFH Parking and Traffic	Fund:	316000	Security And Traffic
6.	Place the curser in the FUND cell					
7.	7. Click Retrieve					

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