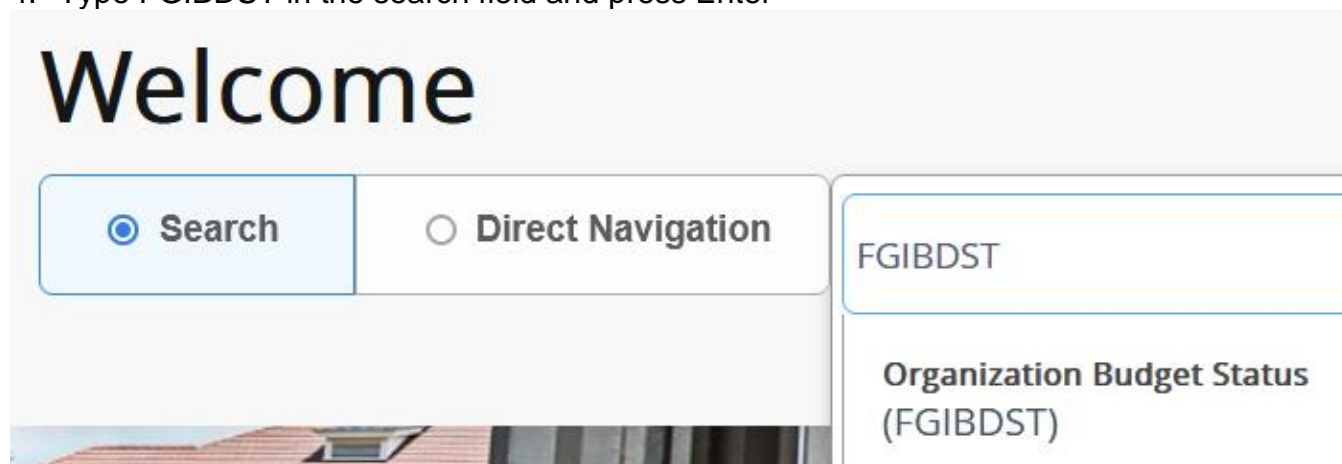


<https://financialservices.ecu.edu/xtender-instructions-fs/>


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.

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



- Enter the Fund/ORGN and click enter



- Place the cursor in the FUND cell



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