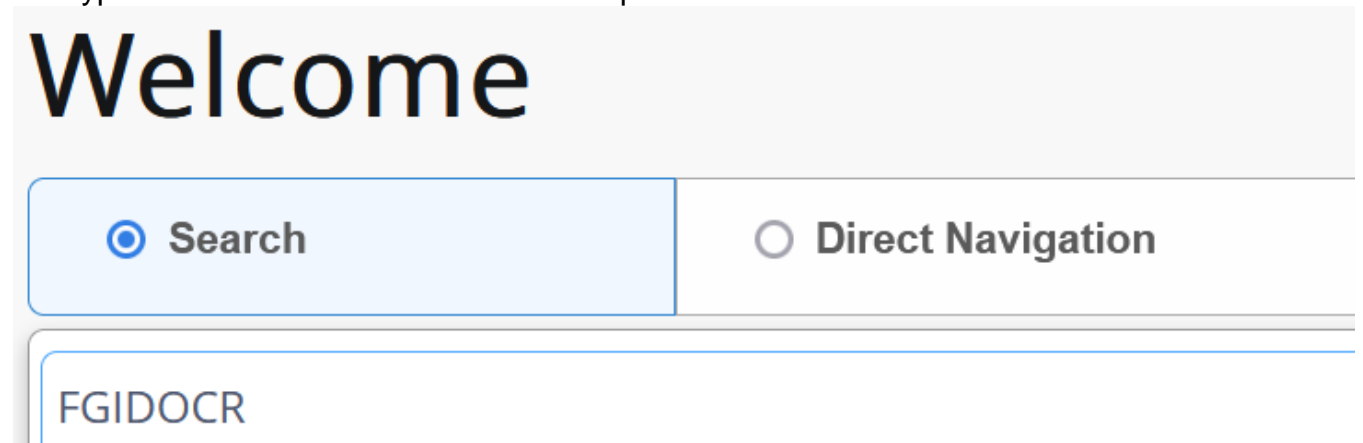


How to view/retrieve scanned Deposit Backup in Xtender using Banner Admin Pages (FGIDOCR)

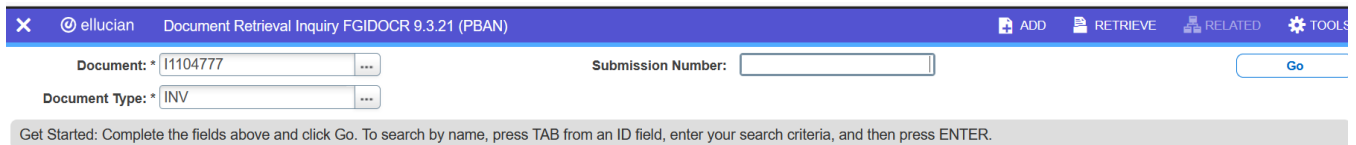
Xtender Folder “F_FS_DEPOSITS” stores **Deposit** documents that begin with K.

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 F-FS-DEPOSITS](#)
3. Log onto Banner Admin Pages <https://www.ecu.edu/banner>
4. Type FGIDOCR in the search field and press Enter



The image shows a screenshot of the Banner Admin Pages search interface. At the top, the word "Welcome" is displayed in a large, bold, black font. Below this, there are two radio button options: "Search" (which is selected) and "Direct Navigation". Below these options, the text "FGIDOCR" is entered into a search field.

5. Enter the document number and click the Go button



The image shows a screenshot of the Banner Admin Pages search results interface. The browser address bar shows "ellucian Document Retrieval Inquiry FGIDOCR 9.3.21 (PBAN)". The search results are displayed in a table with columns for "Document:", "Submission Number:", and "Go". The "Document:" field contains "11104777" and the "Document Type:" field contains "INV". The "Go" button is visible in the bottom right corner. Below the table, there is a "Get Started" section with instructions: "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.