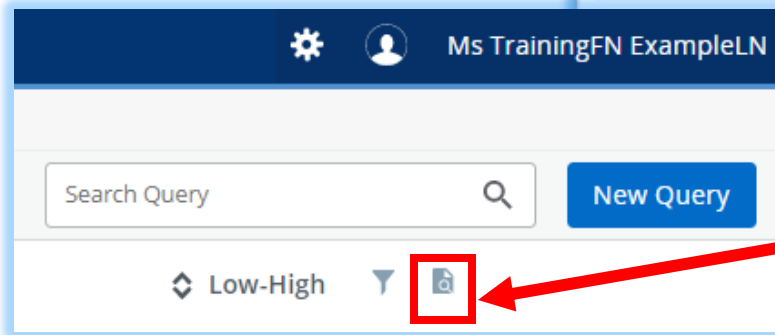
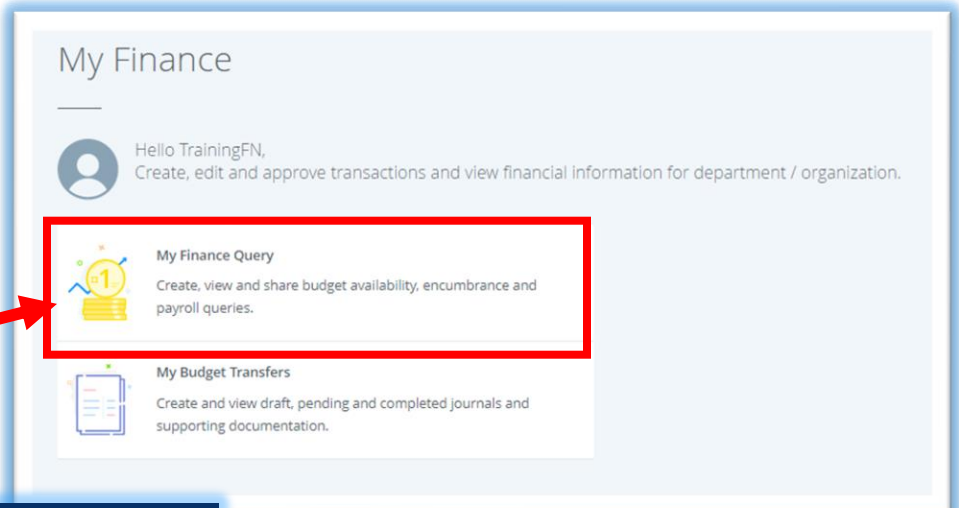



## Finance Self-Service- View Documents

The Finance Self-Service View Document Form allows a user to view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt). Any existing Banner document may be retrieved and viewed by this means.

To access Financial Self-Service:

1. Log on to your **Pace Portal**, click on your **Staff** tab
2. Select **Finance Self-Service** under the Staff Resources & Technology section.
3. Click on the **My Finance Query** button.



On the landing page of My Finance Query click on the  towards the upper right-hand corner of the screen.

In the popup box that appears enter the following information:

1. Select **Document Type**
2. Use the **Document Search** functionality, by entering the first few characters of the document number to locate the correct number
3. OR enter the specific **Document Number** to search (ie. P0221981)
4. Click **View Document** button to view document details OR click on **Approvals & Related Documents** to view approval history and related documents such as Invoices.

View when clicking on **View Document**:

| PURCHASE ORDER                 |   |                         |   |
|--------------------------------|---|-------------------------|---|
| <b>Requestor</b>               | [REDACTED]  | <b>Purchase Order #</b> | P0221981  |
| <b>Phone</b>                   | Ext   | <b>Transaction Date</b> | 02/28/2019  |
| <b>Email</b>                   |   | <b>Delivery Date</b>    | 03/01/2019  |
| <b>Organization</b>            | [REDACTED]  | <b>Status</b>           | Completed   |
| <b>Accounting Type</b>         | Commodity Level   | <b>Currency</b>         | USD   |
| <b>Type</b>                    | Regular   | <b>Matching</b>         | Not Required  |
| <hr/>                          |   |                         |   |
| <b>Ship To</b>                 | CV01  | <b>Vendor</b>           | 161 William Street LLC (U00480106)  |
| <b>Address</b>                 | 100 Summit Lake Drive<br>3rd Floor<br><br>Valhalla NY 10595 | <b>Address</b>          | 110 East 59th Street<br>37th Floor<br><br>c/o Jack Resnick & Sons, Inc<br>New York NY 10022 |
| <b>Attention To</b>            | [REDACTED]  |                         |   |
| <hr/>                          |   |                         |   |
| <b>Purchase Order Comments</b> |   |                         |   |

View when clicking on **Approvals & Related Documents**:

| Related Documents                                       |
|---|
| <hr/>   |
| Invoice<br><a href="#">E0130809</a> <span>Paid</span>   |
| Check Disbursement<br>00262419                          |
| <hr/>   |
| Approval History  |
| <hr/>   |
| No Approval History information available for P0221980  |
| <hr/>   |
| Approvals Required                                      |
| <hr/>   |
| No Approval required information available for P0221980 |
| <hr/>   |
| OK  |