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 Image]

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

![Related Documents Image]