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:

- ➢ Log on to your Pace Portal, click on your "**Staff**" tab

- ➢ Select "**Finance Self-Service**" from your list of applications/services.

From the Finance Menu, click **View Document** to navigate to the View Documents Page.

To display the details of a document choose document type from the drop down menu and enter the document number. Then select from the displayed parameters and select **View document.** If you do not know the document number, select **Document Number** to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. See results on next page.

Choose type: [Requisition ▼] [Document Number] [   ]
Submission#: [   ] Change Seq# [   ] [Reference]

Display Accounting Information
◉ Yes   ○ No

Display Document/Line Item Text   **Display Commodity Text**
○ All   ◉ Printable   ○ None   ○ All ◉ Printable ○ None

[View document]   [Approval history]

Note: In the **Choose type** drop down menu the option is available to view documents by:
• Requisition
• Purchase Order
• Invoice
• Journal Voucher
• Encumbrance
• Direct Cash Receipt

Example: Choose the type **invoiced** and enter the document Number, click **Yes** for **Display Accounting Information,** click **All** for **Display Document Text** and click **View Document** to view that document.

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The Results are below:

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0165776	1	P0059404	Mar 20, 2009	Mar 20, 2009	Mar 20, 2009	712.50

Complete:	Y	Approved:	Y	Vendor Inv	0000220511
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Commodity Level				

Vendor:	U00026990 SAS Institute Inc
	PO Box 406922
	Atlanta, GA 30384 United States of America
Collects Tax:	Collects No Taxes
Discount Code:	
Currency:	

Invoice Commodities

Vendor Invoice: 0000220511 Vendor Inv Item 1

Item	Commodity		Description		
1		0000220511 - NELSIE SANTIAGO-SAS PROGRAMMING I: ES			
	P O Item	U/M	Tax Group	TolOverride Final Pmt	Last Rcv Suspense
	1	EA		F	N
	Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
Quantity	1	0	1	1				
Unit Price	712.5	712.5	712.5	712.5				
Amount	712.50	.00	712.50	712.50	.00	.00	.00	712.50

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	09	FA040	F00101	XFA040	E24901	P00503		CB17	
		09	N	N		712.50	.00	.00	.00	712.50
Total of displayed sequences:										712.50
Total for Vendor Invoice 0000220511					712.50					

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Mar 20, 2009	Purchase Order	P0059404	Approved
Mar 24, 2009	Check Disbursement	00094249	

Related Documents will display additional information linked to the selected document.