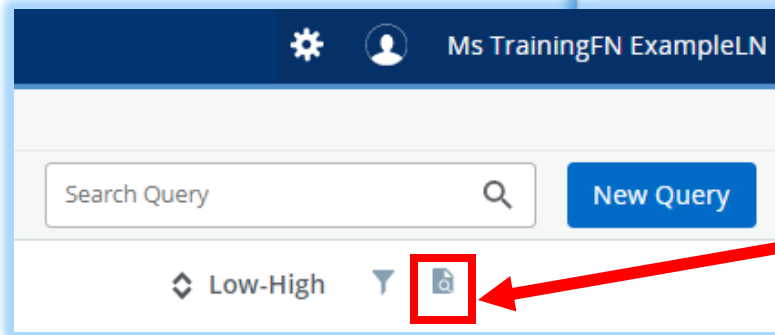
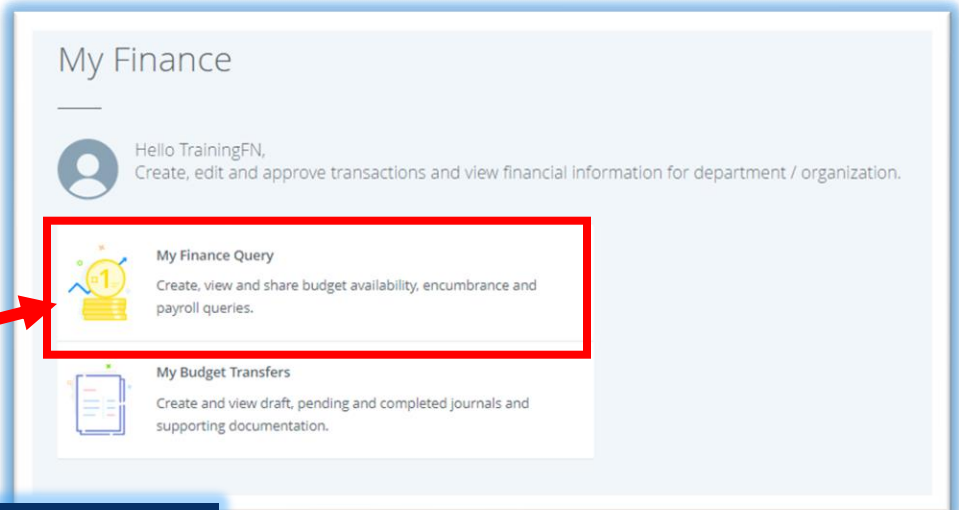



Finance Self-Service- View Documents

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

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

Related Documents
Invoice E0130809 Paid
Check Disbursement 00262419
Approval History
No Approval History information available for P0221980
Approvals Required
No Approval required information available for P0221980
OK