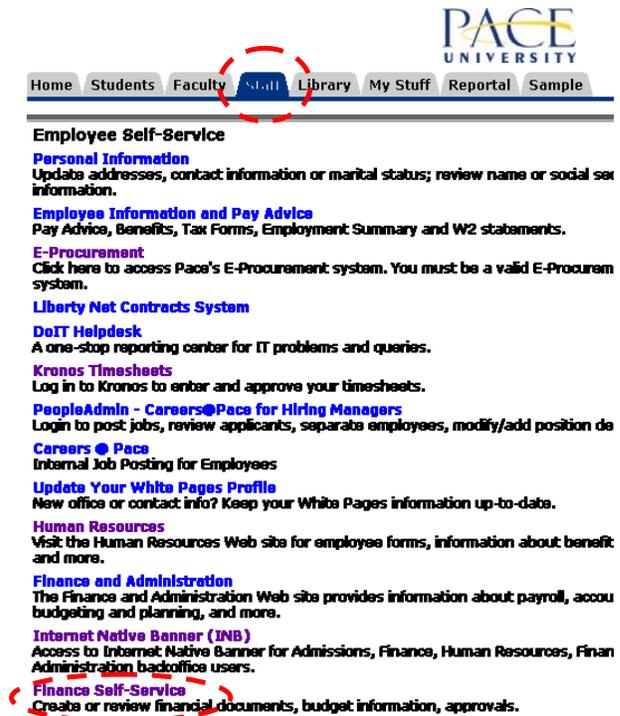


## Finance Self Service - View documents

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.



The screenshot shows the Pace University Staff portal navigation menu. The 'Staff' tab is highlighted with a red circle. Below the navigation menu, the 'Employee Self-Service' section is visible, with 'Finance Self-Service' circled in red. The 'Finance Self-Service' link is located under the 'Internet Native Banner (INB)' section.

**Employee Self-Service**

- Personal Information**  
Update addresses, contact information or marital status; review name or social sex information.
- Employee Information and Pay Advice**  
Pay Advice, Benefits, Tax Forms, Employment Summary and W2 statements.
- E-Procurement**  
Click here to access Pace's E-Procurement system. You must be a valid E-Procurement system.
- Liberty Net Contracts System**
- DoIT Helpdesk**  
A one-stop reporting center for IT problems and queries.
- Kronos Timesheets**  
Log in to Kronos to enter and approve your timesheets.
- PeopleAdmin - Careers@Pace for Hiring Managers**  
Login to post jobs, review applicants, separate employees, modify/add position
- Careers @ Pace**  
Internal Job Posting for Employees
- Update Your White Pages Profile**  
New office or contact info? Keep your White Pages information up-to-date.
- Human Resources**  
Visit the Human Resources Web site for employee forms, information about benefit and more.
- Finance and Administration**  
The Finance and Administration Web site provides information about payroll, account budgeting and planning, and more.
- Internet Native Banner (INB)**  
Access to Internet Native Banner for Admissions, Finance, Human Resources, Financial Administration backoffice users.
- Finance Self-Service**  
Create or review financial documents, budget information, approvals.

## Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Delete Finance Template

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

