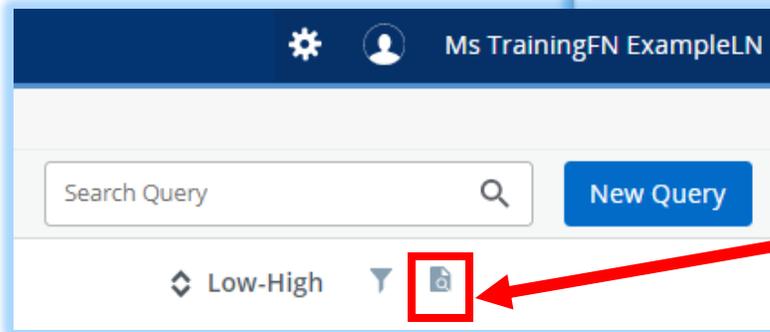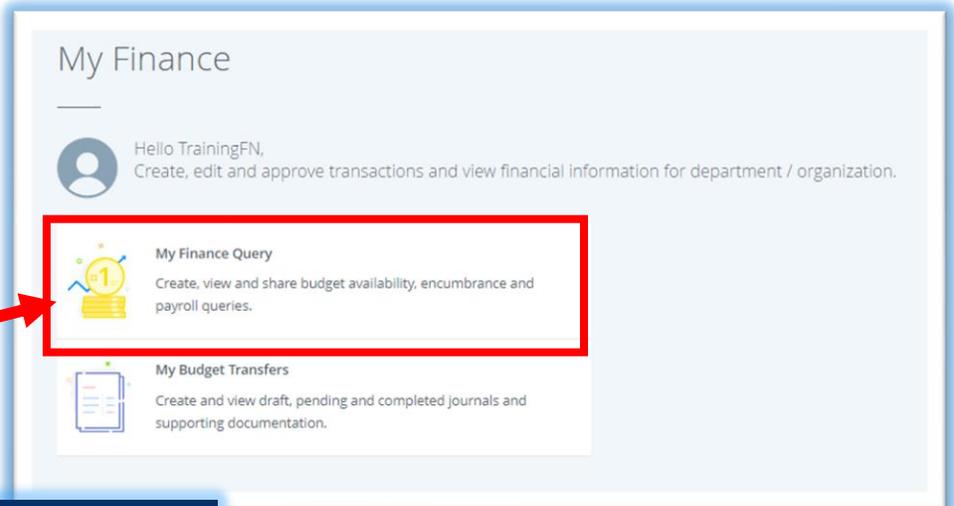# Finance Self-Service- View Documents

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 [icon] 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	███████████	Purchase Order #	P0221981
Phone	Ext	Transaction Date	02/28/2019
Email		Delivery Date	03/01/2019
Organization	███████████	Status	Completed
Accounting Type	Commodity Level	Currency	USD
Type	Regular	Matching	Not Required

Ship To	CV01	Vendor	161 William Street LLC (U00480106)
Address	100 Summit Lake Drive	Address	110 East 59th Street
	3rd Floor		37th Floor
			c/o Jack Resnick & Sons, Inc
	Valhalla NY 10595		New York NY 10022
Attention To	███████████		

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