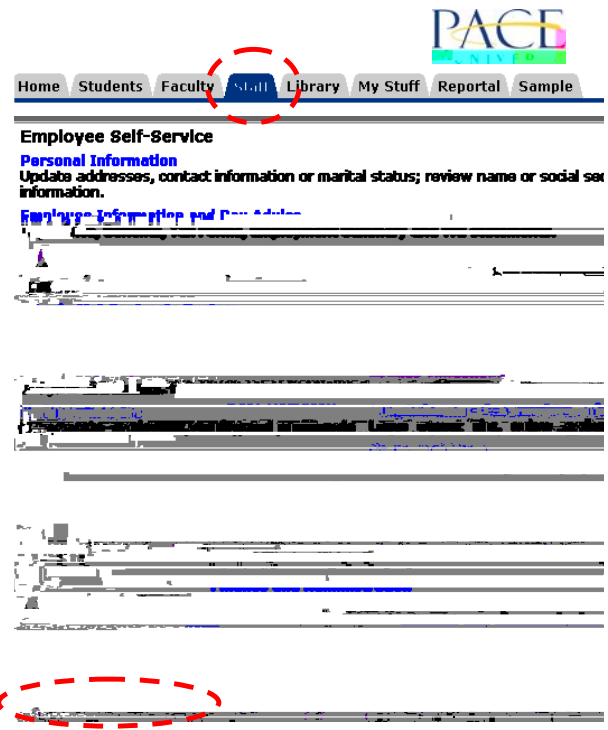


## Finance Self Service - View documents

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.



### Finance



From the Finance Menu, click

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    
Submission#:  Change Seq#    
 Display Accounting Information  
 Display Commodity Text  Display Document / Line Item Text  
 Printable  None  All  Printable  None  All

Note: In the **Choose type** drop down menu the option is available to view documents by:

- Requisition
- Purchase Order
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