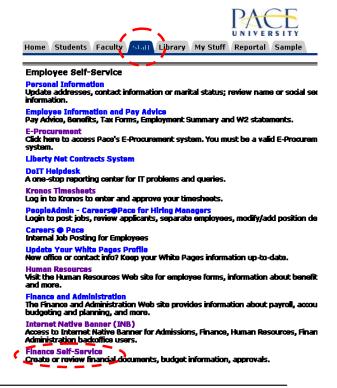# Finance Self Service - View documents

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.

PACE UNIVERSITY

Home Students Faculty Staff Library My Stuff Reportal Sample

Employee Self-Service

Personal Information
Update addresses, contact information or marital status; review name or social security 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-Procurem 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 de

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, accou budgeting and planning, and more.

Internet Native Banner (INB)
Access to Internet Native Banner for Admissions, Finance, Human Resources, Finan Administration backoffice users.

Finance Self-Service
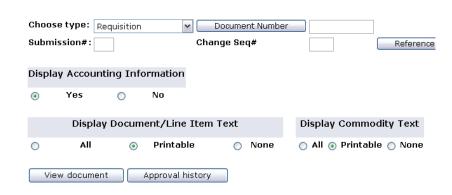Create or review financial documents, budget information, approvals.

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.

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
○ All   ◉ Printable   ○ None

Display Commodity Text
○ 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**.**

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.