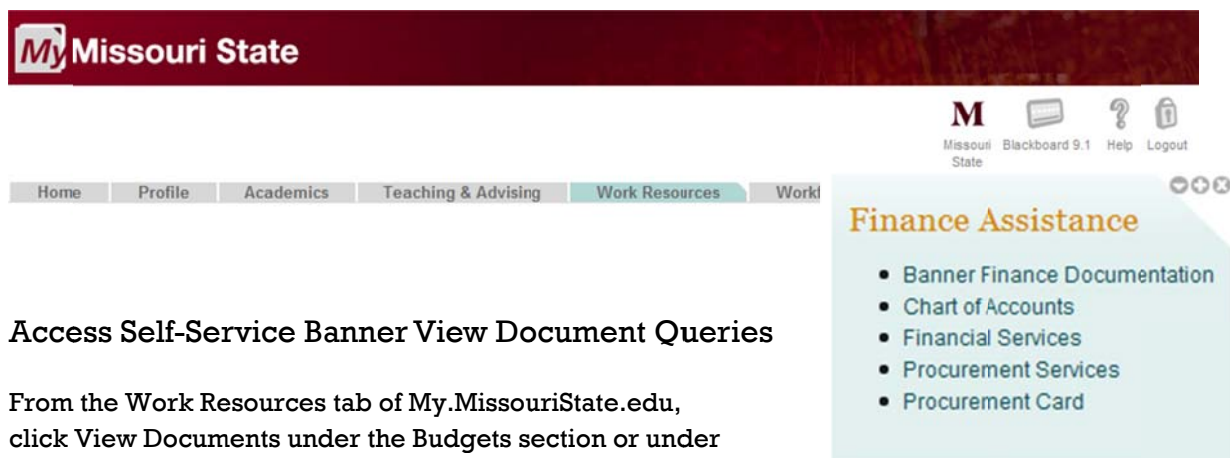


Self-Service Banner - Finance Document Queries - User Guide

Gaining Access

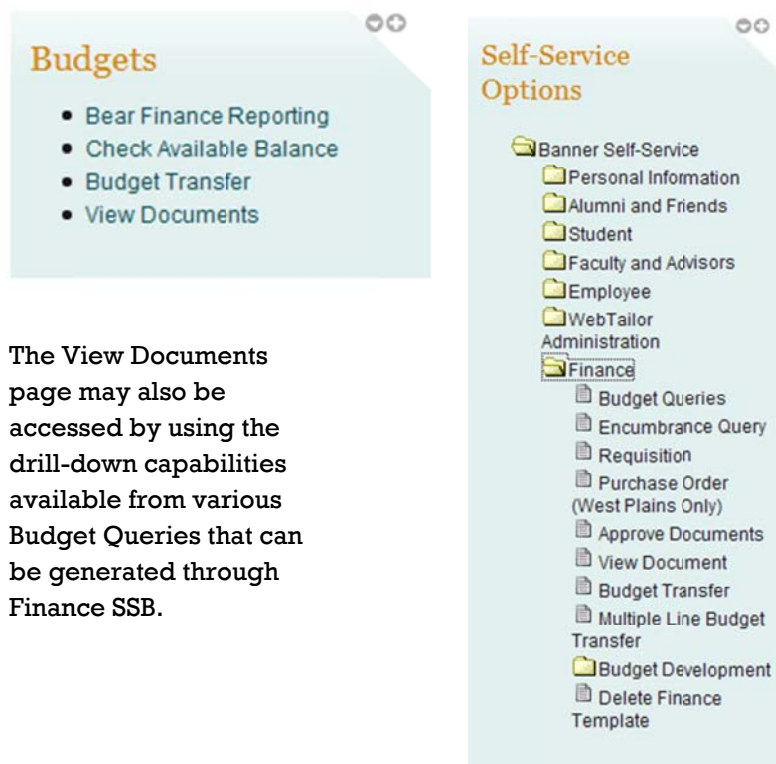
1. Make sure you have authorized Fund/Organization access in Banner.

Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.



2. Access Self-Service Banner View Document Queries

From the Work Resources tab of My.MissouriState.edu, click View Documents under the Budgets section or under the Self-Service Options – Finance folder.



The View Documents page may also be accessed by using the drill-down capabilities available from various Budget Queries that can be generated through Finance SSB.

Note that the Finance Options folder will only be displayed once you have been granted authorized Fund/Organization access.

These same options are also accessible from the menu at the bottom of any of the SSB pages.

[Budget Queries | Encumbrance Query | Requisition | Purchase Order (West Plains Only) | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]

Depending upon your authorization, you may not see or have access to all of these options.

Performing a View Document Query

1. Select the type of Document and Document Number and click View Document.

The screenshot shows the 'View Document' page in the Missouri State system. At the top, there's a navigation bar with 'Personal Information', 'Alumni and Friends', 'Student', 'Faculty Services', 'Employee', 'WebTailor Administration', and 'Finance' (selected). Below this is a 'MENU SITE MAP HELP' link. The main heading is 'View Document'. A help icon and text explain the query process: 'To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. 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.'

The form includes the following fields:

- Choose type:** A dropdown menu with 'Invoice' selected. A list of options is shown: Requisition, Purchase Order, Invoice (highlighted), Journal Voucher, Encumbrance, and Direct Cash Receipt.
- Submission#:** A dropdown menu with 'Invoice' selected.
- Display Account:** Radio buttons for 'Yes' (selected) and 'No'.
- Document Number:** A text box containing 'I0184827'.
- Change Seq#:** A text box.
- Reference Number:** A text box.
- Display Document/Line Item Text:** Radio buttons for 'All', 'Printable' (selected), and 'None'.
- Display Commodity Text:** Radio buttons for 'All', 'Printable' (selected), and 'None'.
- Buttons:** 'View document' and 'Approval history'.

You may click the Document Number button to search for documents of the type specified based on all or part of the Document Number (using the wildcard %), the User ID who created the document, the Activity or Transaction Date, the Vendor ID, or a related Purchase Order or Encumbrance number. The search may also be limited based on approval and completion status of the document.

2. View Document Query Results.

The screenshot shows the 'View Document' page with the query results displayed. The heading is 'View Document'. Below it, the text 'Display Document Invoice Header' is shown. The results are presented in a table with the following columns: Invoice, Sub#, Purchase Order, Invoice Date, Trans Date, Payment Due, and Total.

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0184827	1	P0020319	Sep 10, 2012	Sep 17, 2012	Sep 17, 2012	250.35

Below the table, there are additional details:

Complete:	Y	Approved:	Y	Vendor Inv	67166
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N

Based on the type of document selected, different types of detail information will be displayed.

Each View Documents page will include Header and Accounting information. Some document types may also include Commodity information. Look for a Display Document link at the top of the page for some document types, such as invoices and purchase orders, which will enable you to view scanned copies of the actual requisition, purchase order, vendor invoice, payment request, travel expense report, or other form of documentation provided as backup to the transaction. At the bottom of the page will be a list of Related Documents with links to access information on related purchase orders, requisitions, invoices, or check disbursements. When a View Image link is provided here, you will be able to access associated scanned images of those documents as well.

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Jul 19, 2012	Requisition	R0019893	Approved	
Aug 09, 2012	Receiving Documents	Y0002877	Completed	
Sep 17, 2012	Check Disbursement	00544312		View Image
Jul 24, 2012	Purchase Order	P0020319	Approved	View Image

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order \(West Plains Only\)](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#)]

Transaction Date and Status information is also provided for each related document.

Note that although a document may affect various budgets, you will only see document detail relating to those Fund/Organizations for which you have been granted access.

3. View Approval History Query Results.

In addition to viewing document detail, you may also select to view approval information by clicking the Approval History button on the View Documents page.

The screenshot shows the 'View Document' page in the Missouri State system. The page header includes the Missouri State logo and navigation links. The main content area displays document identification details for a Requisition (R0019893) created by Karolyn Kime. Below this, a checkbox indicates that no approvals are required at this time. At the bottom, a table titled 'Approvals recorded' shows the approval history, including the queue level, date, and user.

Document Identification

Document Number [R0019893](#) Type [Requisition](#)
 Originator: [KKIME](#) [Karolyn Kime](#)

☒ There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
SFNS	10	Jul 23, 2012	Steve Foucart
SUNV	10	Jul 23, 2012	Sarah Gietzen

Here you will see all approvals which have been performed on the document and whether the document is awaiting any additional approvals and by whom.