

Viewing a Journal Voucher in Banner Self-Service

Select "View Document" on the Banner Self-Service Finance Tab

The screenshot shows the Banner Self-Service Finance Tab interface. At the top, there are tabs for "Personal Information", "Employee", and "Finance". Below the tabs is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", and "HELP". The main heading is "Finance". Below this, there are two notes: "Note1: 2016 Fall Semester Self-Service Banner (SSB) Finance Training Session" and "Note2: 2016 Fall Semester Self-Service Banner (SSB) Finance Refresher Workshops". A list of menu items is displayed: "Budget Queries", "Encumbrance Query", "Requisition", "Approve Documents", "View Document", and "Delete Finance Template". An arrow points to the "View Document" link. At the bottom, there is a breadcrumb trail: "[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]".

When on the View Document page:

1. Choose Journal Voucher from the "Choose Type" drop down box
2. Enter the Banner Document Number in the "Document Number" box
3. Click "View Document"

The screenshot shows the Banner Self-Service View Document page. At the top, there are tabs for "Personal Information", "Employee", and "Finance". Below the tabs is a search bar with a "Go" button and links for "MENU", "SITE MAP", and "HELP". The main heading is "View Document". Below this, there is a note: "Instructions to view document image using BDMS". The page contains several input fields and buttons: "Choose type:" with a dropdown menu set to "Journal Voucher" (annotated with '1'), "Document Number" with the value "MR000279" (annotated with '2'), "Submission#", "Change Seq#", and "Reference Number". There are two sections for display options: "Display Accounting Information" with radio buttons for "Yes" (selected) and "No", and "Display Document/Line Item Text" and "Display Commodity Text" with radio buttons for "All", "Printable" (selected), and "None". At the bottom, there are two buttons: "View document" (annotated with '3') and "Approval history". At the bottom of the page, there is a breadcrumb trail: "[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]".

The document, including a brief description of the purpose of the journal voucher, will display.

Brief description

View Document

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
MR000279		Posted	Sep 30, 2016	Sep 30, 2016	JACOB	22,980.54

Document Text: Bus Reply & Pitney Aug FY17 (Corr)

Journal Voucher Accounting

Seq#	Description						BudPd	Curr	Doc Ref	Accr	Bank	Deposit						
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	NSF	Status	
1	Bus Reply Aug FY17													AP				
	1	17	03	MLR		100000	312010	759904	300010				82.36	D	N			
2	Bus Reply Aug FY17													AP				
	1	17	03	MLR		100000	600000	759904	350010				14.14	D	N			
3	Bus Reply Aug FY17													AP				
	1	17	03	MLR		100000	900000	140604	010000				96.50	C	N			
4	Pitney Aug FY17													AP				
	1	17	03	MLR		100000	414000	759904	350010				520.98	D	N			
5	Pitney Aug FY17													AP				
	1	17	03	MLR		100000	312010	759904	300010				683.24	D	N			
6	Pitney Aug FY17													AP				
	1	17	03	MLR		100000	260000	759904	100100				37.64	D	N			