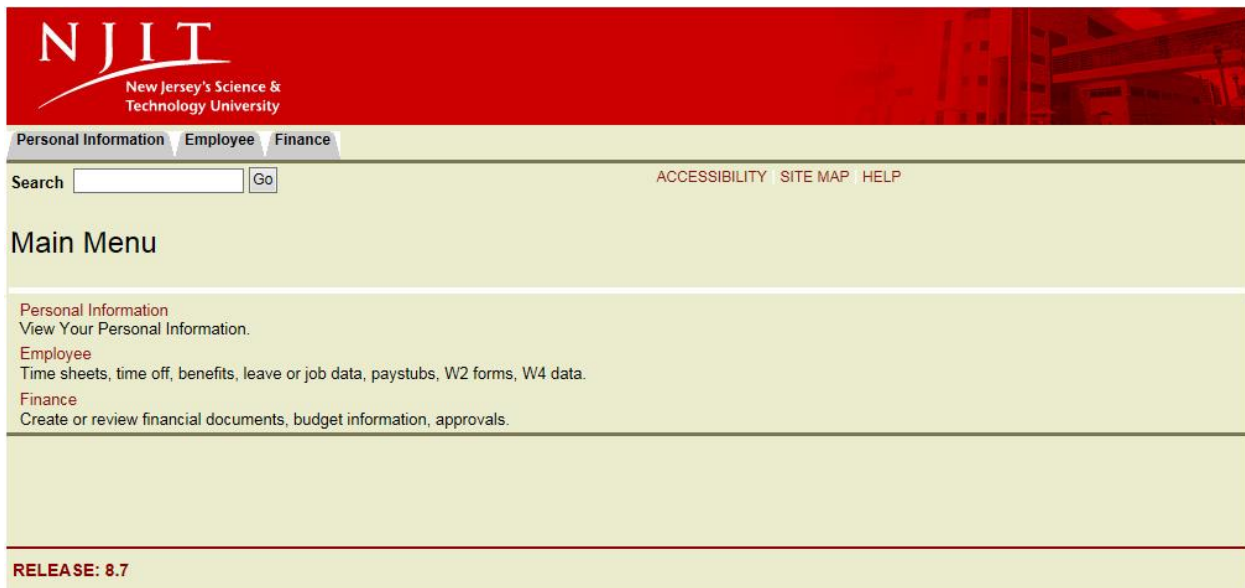


VIEW DOCUMENT by INVOICE- How to view invoices that are pending payment or have already been paid.

In this demonstration you will learn how to view invoices that are pending payment or have already been paid using View Document by Invoice in Self Service Banner (SSB).


(If you do not know your "I" number or how to retrieve it, please see the View Document by Purchase Order Video)

When in Self Service Banner click on the Finance link



The screenshot shows the NJIT Self Service Banner Main Menu. At the top is the NJIT logo with the text "New Jersey's Science & Technology University". Below the logo are three tabs: "Personal Information", "Employee", and "Finance". A search bar with a "Go" button is on the left, and "ACCESSIBILITY | SITE MAP | HELP" links are on the right. The "Main Menu" section lists three options: "Personal Information" (View Your Personal Information), "Employee" (Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data), and "Finance" (Create or review financial documents, budget information, approvals). At the bottom, it says "RELEASE: 8.7".

Then select View Document



The screenshot shows the NJIT Self Service Banner Finance menu. At the top is the NJIT logo with the text "New Jersey's Science & Technology University". Below the logo are three tabs: "Personal Information", "Employee", and "Finance". A search bar with a "Go" button is on the left, and "RETURN TO MENU | SITE MAP | HELP" links are on the right. The "Finance" section lists several options: "Budget Queries", "Encumbrance Query", "Requisition", "Approve Documents", "View Document", and "Delete Finance Template". At the bottom, it says "RELEASE: 8.7".

From the Choose Type drop down menu select Invoice

In the Document Number field enter the invoice number also known as the "I" number

Then click view document.

NJIT
New Jersey's Science & Technology University

Personal Information Employee **Finance**

Search [MENU](#) [SITE MAP](#) [HELP](#)

View Document

Instructions to view document image using BDMS

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.

Choose type:

Submission#:

Display Accounting Information


Yes No

All Printable None All Printable None

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#)]

RELEASE: 8.5.0.4

This will bring you to the View Document by Invoice main page, here you will see the invoice details.


NJIT

New Jersey's Science & Technology University

Personal Information | **Employee** | Finance
MENU | SITE MAP | HELP

Search

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
11602288	1	P1506337	Jul 18, 2015	Aug 01, 2015	Aug 17, 2015	17.99

Complete:	Y	Approved:	Y	Vendor Inv	781285764001
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level			Matching:	Not Required

Vendor: 31000645 Office Depot
 Po Box 633211
 Cincinnati, OH 45263-3211

Collects Tax: Collects No Taxes
 Discount Code: 30 Net 30
 Currency:

Invoice Commodities

Vendor Invoice: 781285764001 Vendor Inv Item 1

Item	Commodity	Description						
1		Office Supplies						
	P O Item	U/M	Tax Group	ToOverride	Final Pmt	Last Rcv	Suspense	
	1	EA					N	
		Ordered	Accepted Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	1	1	1			
	Unit Price	500	0	17.99	17.99			
	Amount	500.00	0.00	17.99	17.99	0.00	0.00	0.00 17.99

Total of all Commodities 17.99

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Loen	Proj
			Bank NSF Susp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	16		100000	414000	734010	350010			
		AP	N	N		17.99	0.00	0.00	0.00	17.99

Total of displayed sequences: 17.99

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 07, 2015	Purchase Order	P1506337	Approved
Jan 05, 2015	Requisition	R1506985	Approved
Aug 17, 2015	Check Disbursement	00159968	

[\[Budget Queries \]](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Delete Finance Template](#)]

RELEASE: 8.5.0.4

To see when an invoice will be paid look at the Payment Due Date.

Accounts Payable cuts checks on Monday, Wednesday and Friday, if the Payment Due Date is on Tuesday the check will print on Wednesday. (Please notes: Checks are only issued for invoices that have been approved)

To view payment details scroll down to Related Documents

The Payment Date is listed under Transaction Date and the Check or Direct Deposit Number is listed under Document Code. (For vendors paid via direct deposit the document number will begin with an exclamation point)

If the check has been cashed you will see Final Reconciliation listed under Status Indicator. For vendors paid via direct deposit the Status Indicator will remain blank because the funds are deposited directly into the vendors account.



Personal Information | Employee | Finance

Search Go MENU | SITE MAP | HELP

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I1602288	1	P1506337	Jul 18, 2015	Aug 01, 2015	Aug 17, 2015	17.99

Complete: Y Approved: Y Vendor Inv: 781285764001
 Open Paid: P Suspense: N Hold: N
 Credit Memo: N Cancel Date: Recurring: N
 1099 Tax Id: 1099 Vendor: N Income Type
 Accounting: Document Level Matching: Not Required

Vendor: 31000645 Office Depot
 Po Box 633211
 Cincinnati, OH 45263-3211
 Collects Tax: Collects No Taxes
 Discount Code: 30 Net 30
 Currency:

Invoice Commodities

Vendor Invoice: 781285764001 Vendor Inv Item 1

Item	Commodity	Description						
1	Office Supplies							
	P O Item	U/M	Tax Group	ToiOverride	Final Pmt	Last Rcv	Suspense	
	1	EA					N	
		Ordered	Accepted Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	1	1	1			
	Unit Price	500	0	17.99	17.99			
	Amount	500.00	0.00	17.99	17.99	0.00	0.00	0.00 17.99

Total of all Commodities 17.99

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
				Bank NSF Susp NSFOvr		Approved	Disc	Tax	Addl	Net
1	1	16		100000	414000	734010	350010			
				AP	N		17.99	0.00	0.00	17.99

Total of displayed sequences: 17.99

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Aug 17, 2015	Check Disbursement	00159968	

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Delete Finance Template]

RELEASE: 8.5.0.4