Self-Service Banner:
View Document (JV, Invoices, Reqs)
View Document

Finance Menu

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document

- To view a document, select the View Document option within the Finance Menu
- Select the drop down menu next to *Choose type* to select the type of document being viewed.
Once the document type is selected, populate the document number within the designated field. Once complete, select *View Document* at the bottom of the screen.
The document information will populate for your review