

Viewing Documents

Introduction

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). You also have the option to display commodity text for purchase orders, requisitions, and invoices. It functions similarly to the online Document Retrieval Form, FGIDOCR.

This option is not restricted to documents created on the Web. Any existing Banner document may be retrieved and viewed by this means.

You can submit a document query by

- document type
- document number
- submission number
- change sequence number.

Displaying Commodity Text

There are two kinds of text that can be associated with a commodity item on the Requisition and Purchase Order: item text and commodity text. Each type of text can be viewed online only and/or printed on the document, depending on the radio button you select on the View Document page.


1. Item Text is ad hoc text that is entered by the end user for any given item, which can be used with or without a commodity code. The text is only stored for that item in that specific document, much like document level or header text. Item text can be associated with a commodity item on requisitions and purchase orders.
2. Commodity Text is standard wording that is appended to a commodity code description, which is maintained along with the other commodity code data on the Commodity Maintenance Form (FTMCOMM). Commodity Text can be associated with a commodity item on requisitions and purchase orders. Viewing commodity text is not currently an option on the Invoice/Credit Memo Query Form (FAIINVE); however, you can now view commodity text for an invoice on the View Document page.

Steps

Follow these steps to complete the process.

1. Click on **View Document** from the Finance Menu to navigate to the Document Page.
2. Enter a document number in the **Document Number** field.

View Document

 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: Requisition Document Number

Submission#: **Change Seq#** **Reference Number**

Display Accounting Information

Yes No

Display Document/Line Item Text **Display Commodity Text**

All Printable None All Printable None

Note: You can enter a document number from an external system, such as an e-procurement system, in the **Reference Number** field.

- Click the **View Document** button to view that document.

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000176	08/18/04	08/18/04	08/18/04		1,054.50
Origin:	BANNER				
Complete:	N	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Ann Rollag	11003	Department of Art		
	DSKFJL-D X DLKF	kdjflskdjfl			
Accounting:	Commodity Level				
Ship to:	222 EAST ST. EAST CAMPUS #2 2nd COLLEGETOWN, PA 19341				
Attention:	MR. EAST				
Contact:	MR. EAST	111-222-3333 X 4444			
Vendor:	WWWWWWWWW Warehouse Supreme 1214 West Brandywine Avenue Suite 314 Malvern, PA 19355				
Phone:		Fax:			
Document Text:	dsfsdfsdfsdfsdfsdfs				

Requisition Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
					Disc	Addl	Tax
							Cost
1	WWWWWWWWWWW	New commodity for 7.0 testing	BOX	1	1	1.00	
					nn	nn	nn 1 nn

- Click the **Approval History** icon to view the document's properties.

Document Identification

Document Number	R0000137	Type	Requisition
Originator:	TRAIN03	George	

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
GC05	1	Mar 21, 2003	Vice President Finance
NSF	1	Mar 21, 2003	Accounting Clerk I

- If you wish to browse through documents of a specific type, select it in the **Choose Type** field and click the **Document Number** button to navigate to the Document Lookup field.

View Document

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Choose type:

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

- Enter the desired search terms in the fields, and click the **Execute Query** button to generate a list of all matching documents. At least one of the starred fields is required to execute a query.

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*

Vendor ID*

Requestor

Approved

Completed

Reference Number*

- Click a **Document Number** to select and view the document, click the **Exit without Value** to return to the View Document page, or click the **Another Query** icon to return to a (blank) Document Lookup page.

20 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
DMR0216	DMCGARRY	Feb 16, 2004	Feb 16, 2004			Denise McGarry	Yes	Yes	
DMR0625	DMCGARRY	Jun 24, 2004	Jun 24, 2004	V3	Micro Center	Denise McGarry	Yes	Yes	
DMR10	DMCGARRY	Feb 16, 2004	Feb 16, 2004	V3	Micro Center	Denise McGarry	Yes	Yes	
DMR11	DMCGARRY	Feb 16, 2004	Feb 16, 2004	V1	Office Max	Denise McGarry	Yes	Yes	
DMR16	DMCGARRY	Feb 17, 2004	Feb 17, 2004	V3	Micro Center	Denise McGarry	Yes	Yes	