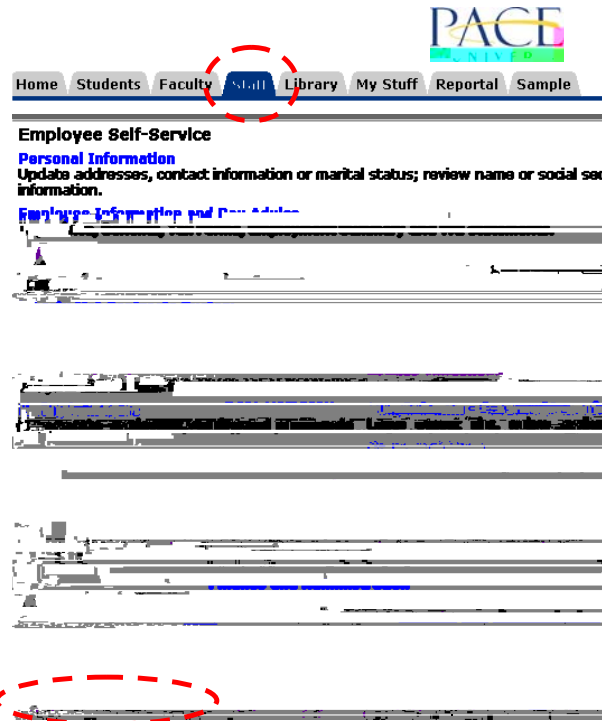


Finance Self Service - View documents

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). Any existing Banner document may be retrieved and viewed by this means.

To access Financial Self-Service:

- Log on to your Pace Portal, click on your “**Staff**” tab
- Select “**Finance Self-Service**” from your list of applications/services.



Finance



From the Finance Menu, click

