

SSB Query – Locate Check Number for an Invoice

View Document - Microsoft Internet Explorer

Address: https://banosb.prod.auburn.edu/pls/PR00/bwfinvdoc_P_ViewDoc

Personal Information Employee Finance

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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

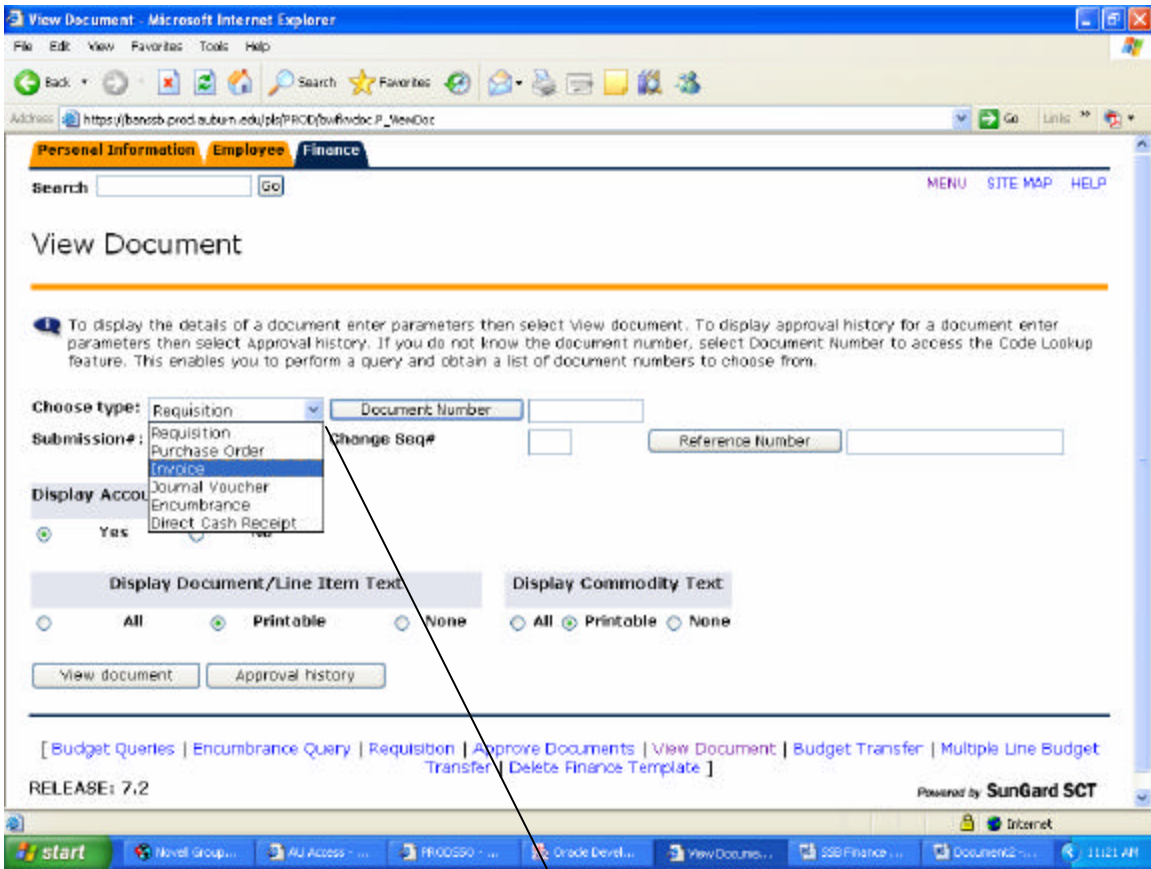
Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

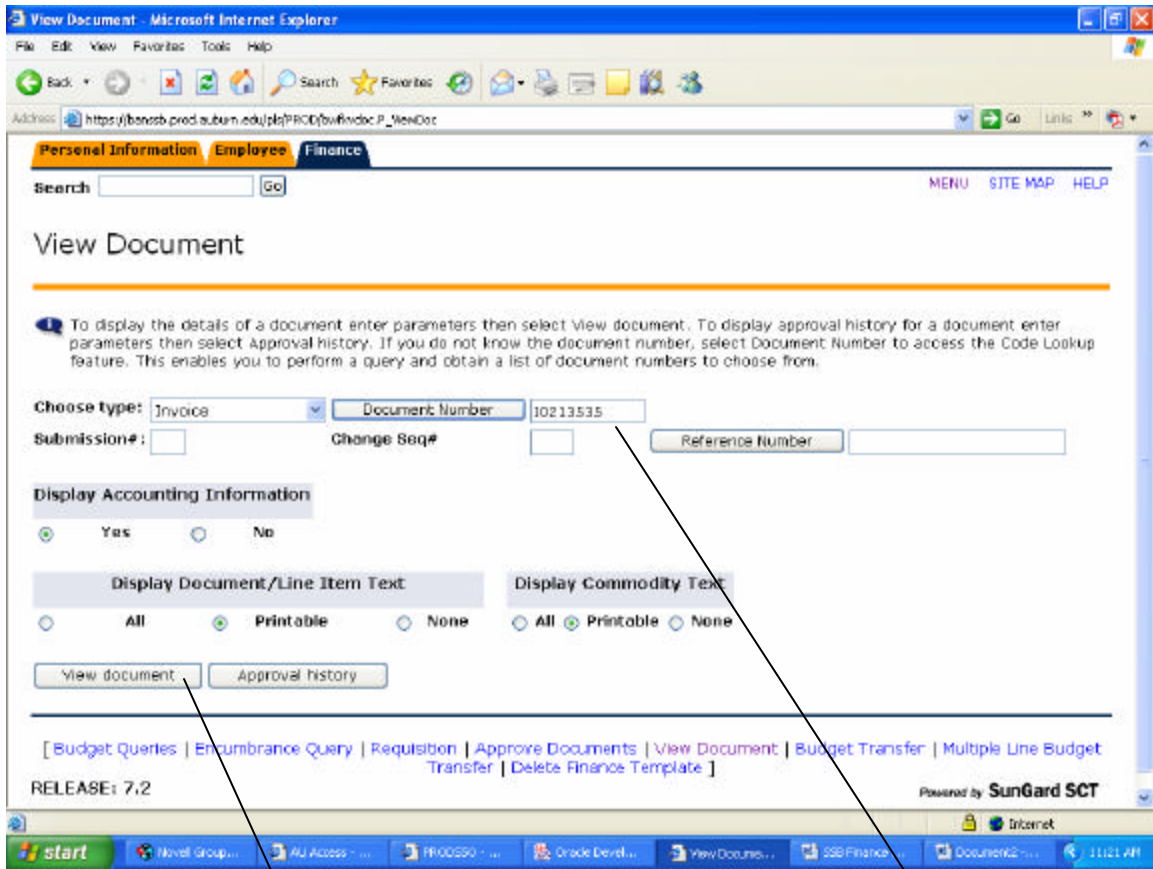
[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template]

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Access the 'View Document' menu option from the main Self Service menu.



Select 'Invoice' from the Choose type drop down box.



Type in the Banner assigned invoice number (the 'I' number) in the Document Number box and click on the View document button. This number can be found on your monthly reports as well as FGITRND in Banner Admin in the Document column.

View Document - Microsoft Internet Explorer

Address: https://banetbprod.auburn.edu/pls/PROC/bvInDoc_P_ViewDoc?action=disp_bill&global_doc=10213538&subnum=63&ingnum=6d&ocrefnum=6&disp_sctg=Y&bidz=

PO Box 534118
Atlanta, GA 303534118

Collects Tax: Collects No Taxes
Discount Code:
Currency:

Invoice Commodities

Item	Commodity	Description					
1		Dell Latitude D420					
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	2	0	2	2			
Unit Price	1,737.9	1,737.9	1,737.9	1,737.9			
Amount	3,475.80	.00	3,475.80	3,475.80	.00	.00	3,475.80

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Loch	Proj	Bank	NSFSusp	NSFOvr	Approved	Disc	Tax	Addl	Net
1	A	07		101001	113000	71000	7000							1,737.90	.00	.00	.00	1,737.90
2	A	07		101001	113600	71000	7000							1,737.90	.00	.00	.00	1,737.90

Total of displayed sequences: 3,475.80

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Nov 17, 2006	Purchase Order	P0005138	Approved	
Nov 08, 2006	Requisition	R0005317	Approved	
Dec 08, 2006	Check Disbursement	10082424		

The Check Number shows under Related Documents at the bottom of the page as 'Check Disbursement'. If a Requisition and Purchase Order are related to the payment, those document numbers will show as well.

Posted: 17-MAY-2007