How to view documents – Invoices and Journal Entries - in Banner Self Service

1. Using Argos reports, find the document number you would like to look up. Once you have the document number, access Banner Self Service via 1600grand, the Business Services Tab, and the Finance Self Service menu at the left of the screen. Select “View Document”.

2. In this example, choose “Invoice” from the choose type drop down and enter the Invoice number in the “Document Number” field. Then click on “View Document”.
3. From the View Invoice screen, you can review the specifics of the actions taken for the particular invoice.

4. In this example, choose “Journal Voucher” from the choose type drop down and enter the Journal Entry number in the “Document Number” field. Then click on “View Document”.
5. From the View Invoice screen, you can review the specifics of the actions taken for the particular journal entry.