

Banner-View all related documents Requisitions/Purchase Orders/Invoices

1. Open a session of Internet Explorer
2. Type in <http://myut.utoledo.edu>
3. Enter your UTAD username and Password
4. Click LOGIN
5. From the "Employee tab" click on Banner Finance SSB
6. Click on View Document.
7. Requisitions will default in the choose type field.
8. Change type to Purchase Order
9. Enter the PO number in the document number field
10. Click view document
11. Scroll to the bottom to see all related documents