How to locate payments made to vendors using BSS- Banner Self Service

Login to myUT

		my	UT		
URCES GRADUATE	EMPLOYEE	COVID-19 UPDATES	UT COMMUNITY	LIBRARY	UTMC
	EM	AIL AND UTAD ACC	OUNT		MY BANNER
ioard - new tool where you	8	Dutlook Web Provided by Microsoft Exchange Ser	Access er 2003		Banner 9 Administrative Pages (Pl Use this link to access the new Banne
ests, etc. n ion	Ou us Aci	<b>itlook Web Access (foi</b> <b>ers)</b> cess your Utoledo Excha	r Faculty/Staff Exchange email through th	ange nis link.	Banner 9 Resources Use this link to find information on Ba FAQ, Navigation and Training,
ne	My Ma lin	<b>y UT Account</b> aintain your UTAD accou k.	nt information throug	gh this	Banner Finance SSB Use this link to access Banner Self Ser

Under Employee Tab -- Located to the far right of screen --> Click on Banner Finance SSB

Personal Information Student	Financial Aid	Employee	Finance	F
Search Go				
Finance				
Budget Queries				
Encumbrance Query				
Requisition				
Approve Documents				
View Document				
Budget Transfer				
Multiple Line Budget Transfer				
Delete Finance Template				

## Select View Document

Choose Type Drop-Down: Select Invoice Click Document Number

w Docu	ument				
display the	e details of ument nur	a docume nber, selec	nt enter p t Docume	arameters then selec nt Number to access	t View document. To display ap the Code Lookup feature. This e
se type: Ir	nvoice	~	Document	Number	
ission#:		!	Change Se	eq#.	Reference Number
lay Accoun	nting Info	ormation			
Yes	0	No			
isplay Doc	ument/L	ine Item i	Text	Display Commo	dity Text
All	e Print	table (	) None	🔿 All 💿 Printabl	le 🔿 None
v document	Approva	l history			
	w Docu display the ow the docu se type: In dission#: lay Accour Yes isplay Doc All v document	W Document	W Document  display the details of a docume ow the document number, select se type: Invoice ission#: lay Accounting Information Yes No isplay Document/Line Item All  Printable V document Approval history	w Document  display the details of a document enter pr ow the document number, select Document  se type: Invoice  Invoice  Change Se Iay Accounting Information Yes No  isplay Document/Line Item Text All  Printable None  v document Approval history	w Document   o display the details of a document enter parameters then select   ow the document number, select Document Number to access   se type:   Invoice   v Document Number   Invoice   Invoice   Vocument   Invoice   Ves   No     Isplay Document/Line Item Text   All   Improved history

Remove User ID Field \*if its auto populated

Fill in Vendor ID - Enter R# for the vendor in which you are searching payment for Click Execute Query

Document Lookup	
<ul> <li>at least one of these fields required.</li> </ul>	
Invoice Code Lookup	
Document Number*	
 User ID*	
Activity Date*	All ~ All ~
Transaction Date*	All ~ All ~
Vendor ID*	
Purchase Order or Encumbrance	
Purchase Order Reference Number	
Approved	All ~
Completed	All ~
Execute Query	
Exit Without Value	

Below is an example to show what your screen will look like once its pulled all payment records for the vendor ID you entered.

Personal Informatio	on Studer	nt / Final	ncial /	Aid Employe	e 🖉 Finance	Proxy					
Search Document L	_ookup	Go							MEN	U SITE M	IAP H
Press the document	ent numbe	r link to i	returr	n the value to	the View D	ocument pa	ge. Press the Exit	witho	out Value	button t	o ret
S9 documents se	elected.										
Invoice Lookup R	esults										
Document Number	User ID	Activity	Date	Trans Date	PO/Encum	Vendor ID	Vendor	1	Approved	Comple	ted
<u>10153122</u>		Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
<u>I0153123</u>	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
<u>10153124</u>	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
<u>I0153125</u>	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153126	ŀ	Mar 03, 3	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153127	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153128	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153129	ŀ	Mar 03, 1	2020	Mar 02, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153782	ŀ	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	(es	Yes	
I0153783	ŀ	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	(es	Yes	
I0153784	ŀ	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153785	ŀ	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	(es	Yes	
I0153786	ŀ	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	ſes	Yes	
I0153787	H I	Mar 12, 1	2020	Mar 11, 2020		R01500736	Republic Services	Inc	ſes	Yes	

Every Document Number listed is associated with an invoice AP has paid.

If you click on one of the individual document numbers, it may bounce you back to View document screen. This time, filling in the document number you selected.

Viev	ν Docι	umer	nt			
To o kno	display the w the doci	e details ument n	of a docur umber, se	ment enter p lect Docume	arameters then select nt Number to access t	View document. To he Code Lookup fe
Choos	e type: I	nvoice		Document	Number I0153122	
Submi	ssion#:			Change Se	eq#	Reference Number
Displa	y Accour	nting Ir	nformatio	'n		
۲	Yes	$\bigcirc$	No			
Dis	play Doc	ument	/Line Ite	m Text	Display Commod	ity Text
0	All	P	rintable	O None	🔿 All 💿 Printable	○ None
View	document	Appro	val history			

From here, Click View Document

You should now see full details pertaining to one invoice payment. Down at the bottom left hand side of the page, shows RELATED DOCUMENTS. This is where any records associated with this invoice will be listed. The **Document Code** is confirmation of the payment that's been made for this invoice. Document Codes have indicators to identify the payment method used.

Check #= Code starts with 01###### ACH = Code starts with !####### Credit Card = C00##### WIRE = W00#####

In	woice		Suh#	Durchas	e Order	Invoice Da	te Tr	ane f	ate	Daymer	t Due	Total	
101	53122		1	rurchus		lan 15, 202	0 Ma	or 02.	2020	Mar 02.	2020	902.22	
			-										
Comp	lete:	Y		Approved	t:	Y	V	endor	Inv	0259-00	28055	68	
Open	Paid:	P		Suspense	:	N	Ho	ld:		N			
Credit	Memo	: N		Cancel Da	ate:		Re	currin	g:	N			
1099	Tax Id	:		1099 Ven	dor:	N	Inc	come '	_ Туре				
Accou	inting:	Do	cument	t Level									
Vendo	or:	RO	150073	6 Republic	Services	Inc							
		PO	Box 90	01099									
		LO	uisvile, I	KY 40290-1	099								
Collect	ts Tax:	Co	lects No	o Taxes									
Discou	unt Co	de: 30	Net 30	Days									
Item	Comn	nodity		Demonstration of the	LCC D.	D	escrip	otion					
1	0.01	Itom	waste	Removal - I	ISC ROL		Tak	Ouan	rida I	So al Desi	Incti	Curnon	
	<u>P.Q.</u>	iteiti	97.M		ax Grou	ih.	1.01	oven			14201	scy suspen:	se:
							An	Drov	ed	Disc	Ado	1 Tax	Net
							1.46			RHT	0.00	0.00	902.2
	Amour	nt					902		- 10	0.00	10.00		1702.2
Total	Amour of al Co	nt ommo	dities 90	02.22			902		0	).00	0.00	0.00	302.2
Total o	Amour of all Co	nt ommo	dities 90	)2.22			902			).00	0.00	0.00	302.2
Total o	Amour of all Co	nt ommo	dities 90	02.22			902			).00	0.00	0.00	1902.2
Total o	Amour of all Co	ounti	dities 90	)2.22	Oran	Acct	902	Actu	Loca	0.00	0.00	10.00	190212
Total d (nvoik Seq#	Amour of all Co ce Acc	ounti	dities 90	2.22	<u>Orgn</u>	Acct	902 Prog	Acty	Loca	Proj	0.00	0.00	302.2
Total o Invoit Seq#	Amour of al Co ce Acc CQA	ounti EY Bank	dities 90	c Fund sp NSEOvr	<b>Orgn</b>	Acct Approved	902 Prog Disc 9911	Acty Tax	Locn Add	0.00 Proj Net	0.00	0.00	502.2
Total o Invoid Seq#	Amour of all Co ce Acc CQA	ounti EY 20 30	dities 90 ng Index NSFSus 51850 N	2.22 Fund 50 NSFOVE 500000	<u>Orgn</u> 108990	Acct Approved 75307 902,22	902 Prog Disc 9911 0.00	Actv Tax	Locn Add	0.00		0.00	502.2
Total o Invoik Seq# 1 Total o	Amour of all Co ce Acc CQA T	ounti EY Bank 20 30 ayed s	dities 90 Index NSFSu: 51850 N equence	2.22 <b>Fund</b> <b>SP</b> NSFOVE 0 500000 N es:	<u>Orgn</u> 108990	Acct Approved 75307 902.22	902 Prog Disc 9911 0.00	Actv Tax	Locn Add	0.00 Proj Net 902.22	2.22	0.00	502.2
Total o Invoik Seq# 1 Total o	Amour of all Co ce Acc CQA T T	ounti EY Bank 20 30 ayed s	dities 90 Index NSFSus 51850 N equence	Exercises:	<b>Orgn</b> 108990	Acct Approved 75307 902.22	902 Prog Disc 9911 0.00	Actv Tax	Locn Add	0.00 Proj Net 902.22 90	2.22	0.00	502.2
Total o Invoid Seq# 1 Total o	Amour of all Co COA T	ounti EY Bank 20 30 ayed s	dities 90 Index NSESu 51850 N equence	x Fund sp NSFOvr 500000 N ess:	<b>Orgn</b> 108990	Acct Approved 75307 902.22	902 <u>Prog</u> <u>Disc</u> 9911 0.00	Actv Tax	Locn <u>Add</u> 0.00	0.00 Proj Net 902.22	2.22	0.00	302.2
Total o Invoik Seq# 1 Total o Relate	Amour of all Co COA T of displ	ounti EY Bank 20 30 ayed s	dities 90 Index NSFSu: 51850 N equence	x Fund sp NSFOvr 500000 N ees:	<b>Orgn</b> 108990	Acct Approved 75307 902.22	902 <b>Prog</b> <b>Disc</b> 9911 0.00	Actv Tax	Locn Add	).00 Proj 902.22 902.90	2.22	0.00	502.2

Therefore, this vendor invoice #0259-002805568 dated 1/15/2020 for \$902.22 was paid on 03/03/2020 via ACH since doc code is !0380731.