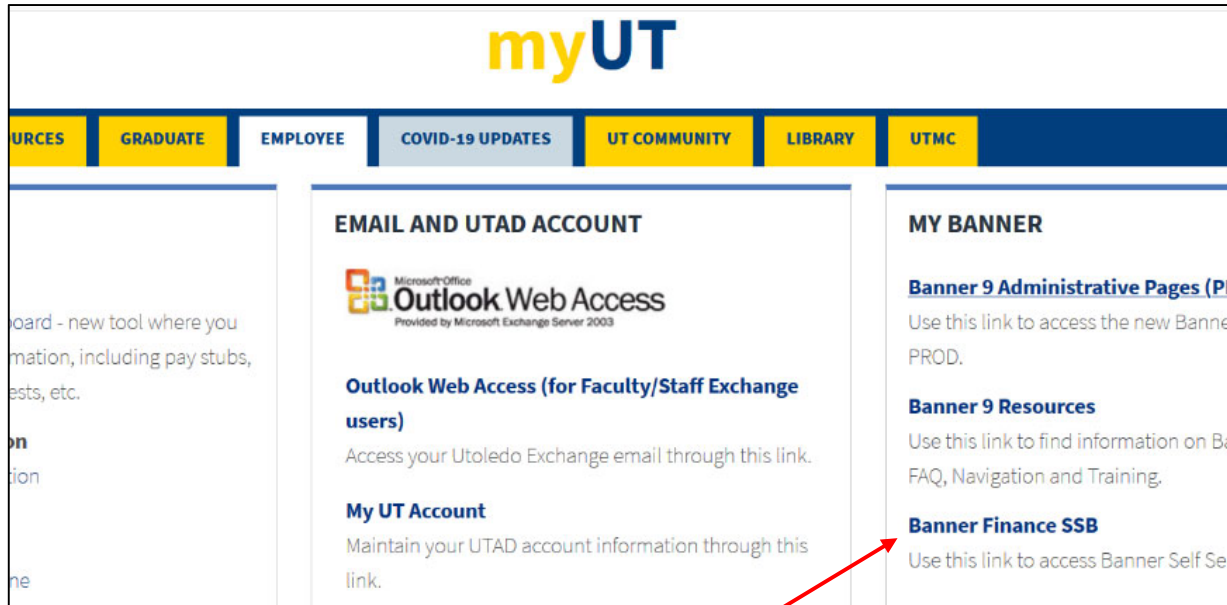


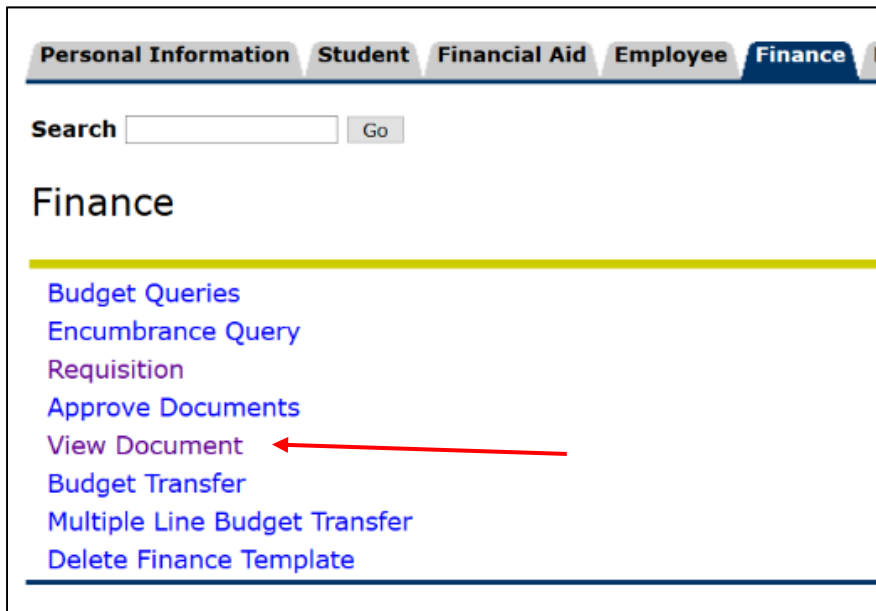
How to locate payments made to vendors using **BSS- Banner Self Service**

Login to myUT



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

Select View Document



Choose Type Drop-Down: Select Invoice  
Click Document Number

**View Document**

To display the details of a document enter parameters then select View document. To display approval history know the document number, select Document Number to access the Code Lookup feature. This error message will be displayed if you do not know the document number.

**Choose type:** Invoice

**Submission#:**  **Change Seq#:**  **Reference Number:**

**Display Accounting Information**

**Yes**  **No**

**Display Document/Line Item Text** **Display Commodity Text**

**All**  **Printable**  **None**  **All**  **Printable**  **None**

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**

\* - at least one of these fields required.

**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

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 Information Student Financial Aid Employee Finance Proxy

Search  Go MENU SITE MAP

## Document Lookup

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return to the main page.

59 documents selected.

### Invoice Lookup Results

Document Number	User ID	Activity Date	Trans Date	PO/Encum	Vendor ID	Vendor	Approved	Completed
<a href="#">10153122</a>	HDAVIS14	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153123</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153124</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153125</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153126</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153127</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153128</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153129</a>	[REDACTED]	Mar 03, 2020	Mar 02, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153782</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153783</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153784</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153785</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153786</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	Yes
<a href="#">10153787</a>	[REDACTED]	Mar 12, 2020	Mar 11, 2020		R01500736	Republic Services Inc	Yes	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.

### View Document

To display the details of a document enter parameters then select View document. To know the document number, select Document Number to access the Code Lookup feature.

Choose type: Invoice Document Number:  Reference Number:

Submission#:  Change Seq#:

**Display Accounting Information**

Yes  No

**Display Document/Line Item Text** **Display Commodity Text**

All  Printable  None  All  Printable  None

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#####

### View Document

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**Invoice Header**

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
!0153122	1		Jan 15, 2020	Mar 02, 2020	Mar 02, 2020	902.22

Complete:	Y	Approved:	Y	Vendor Inv:	0259-002805568
Open Paid:	P	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type:	
Accounting:	Document Level				

Vendor: R01500736 Republic Services Inc  
 PO Box 9001099  
 Louisville, KY 40290-1099

Collects Tax: Collects No Taxes  
 Discount Code: 30 Net 30 Days  
 Currency:

**Invoice Commodities**

Vendor Invoice:	0259-002805568	Vendor Inv Item	1
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Item	Commodity	Description	P.O. Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense
1		Waste Removal - HSC Rol							N
						Approved	Disc	Addl	Tax
						902.22	0.00	0.00	0.00
									Net
									902.22

Total of all Commodities 902.22

**Invoice Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
	Bank	NSF	Susp	NSF	Ovr	Approved	Disc	Tax	Addl	Net
1	T	20	518500	500000	108990	75307	9911			
		30	N	N		902.22	0.00	0.00	0.00	902.22

Total of displayed sequences: 902.22

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Mar 03, 2020	Check Disbursement	!0380731	

[View Attachment\(s\)](#)

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.

