

Viewing Documents in Self Service Banner

- 1) Log into your Stockton portal, click on the Employee Tab > SSB.
- 2) Click on the Finance Tab > View Document.
- 3) Select the type of document you would like to view from the drop-down menu.

Choose type: |
Submission#: |
Display Accounting Information: Yes No

- 4) Click on Document Number.
- 5) Your User ID will auto-populate. Update the activity date to display your documents from a specific date range, then click on Execute Query.

Invoice Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*


Vendor ID*

Purchase Order or Encumbrance

Purchase Order Reference Number

Approved

Completed



- 6) To view a document, click on the document number > View Document.
- 7) To view the backup that is attached to the document, click on Display Documents.

[Display Documents](#) [Upload Documents](#)

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: 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