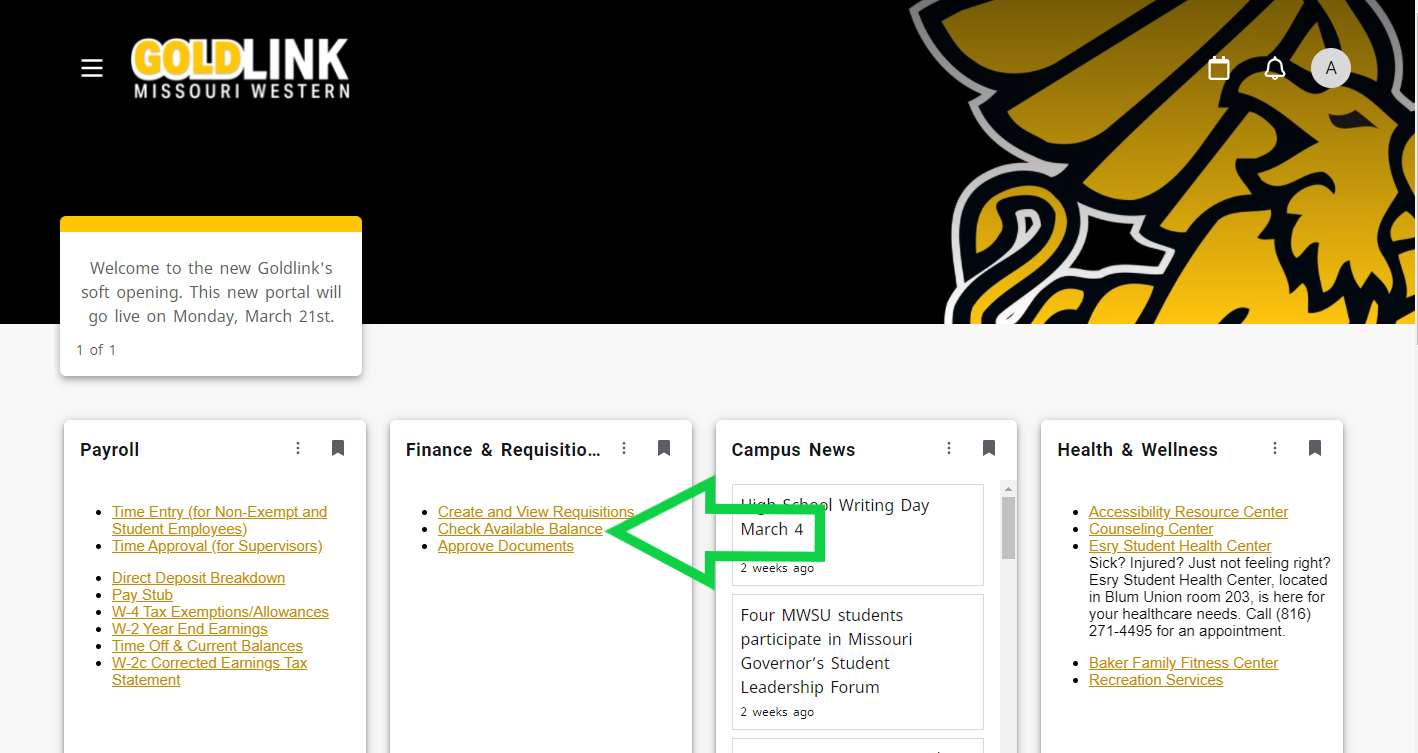
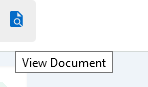
View Document

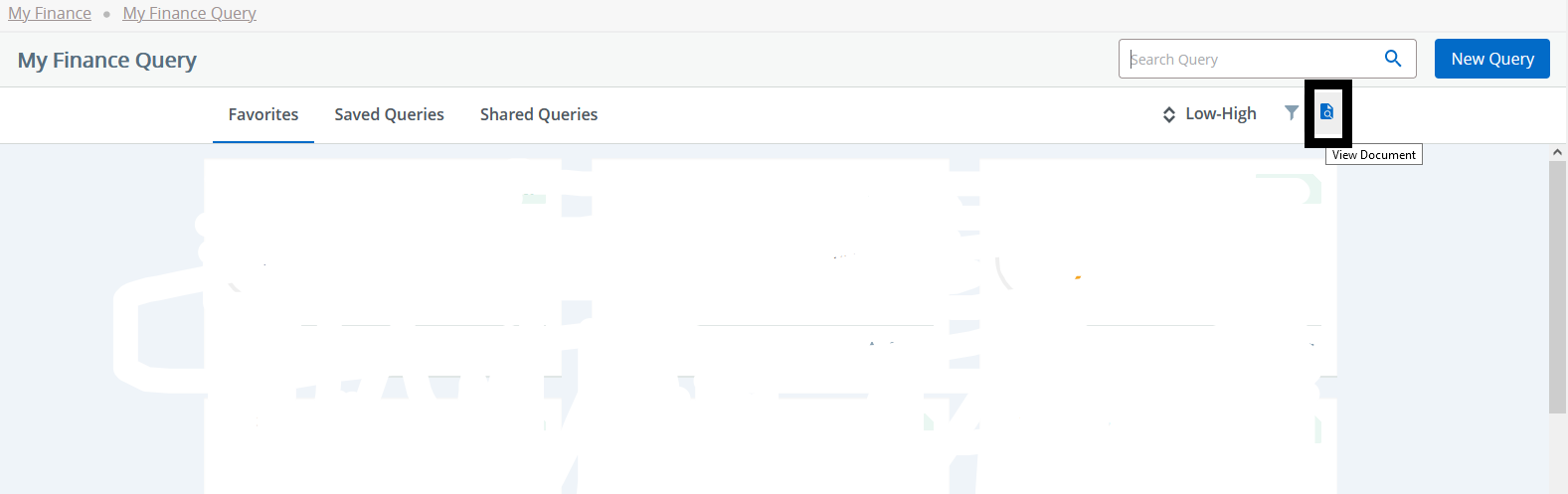
Login to Banner 9 Self Service Gold Link

Go to Finance & Requisitions and click on “Check Available Balance”



Click on the document icon



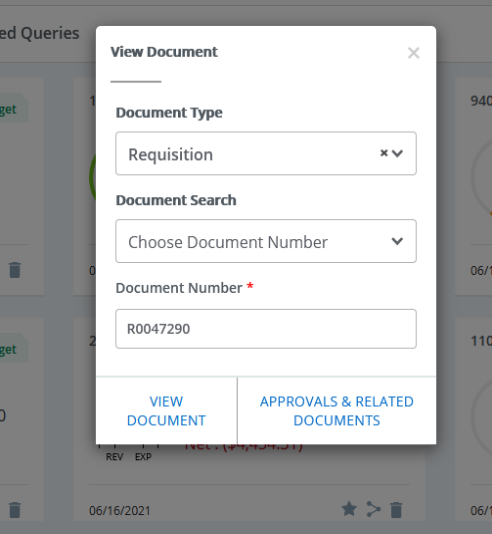


Document Type: Choose Requisition (if you have an R#), Purchase Order (if you have a PO #), Invoice ( if you have an I number) or Journal Voucher (if you have a J #)

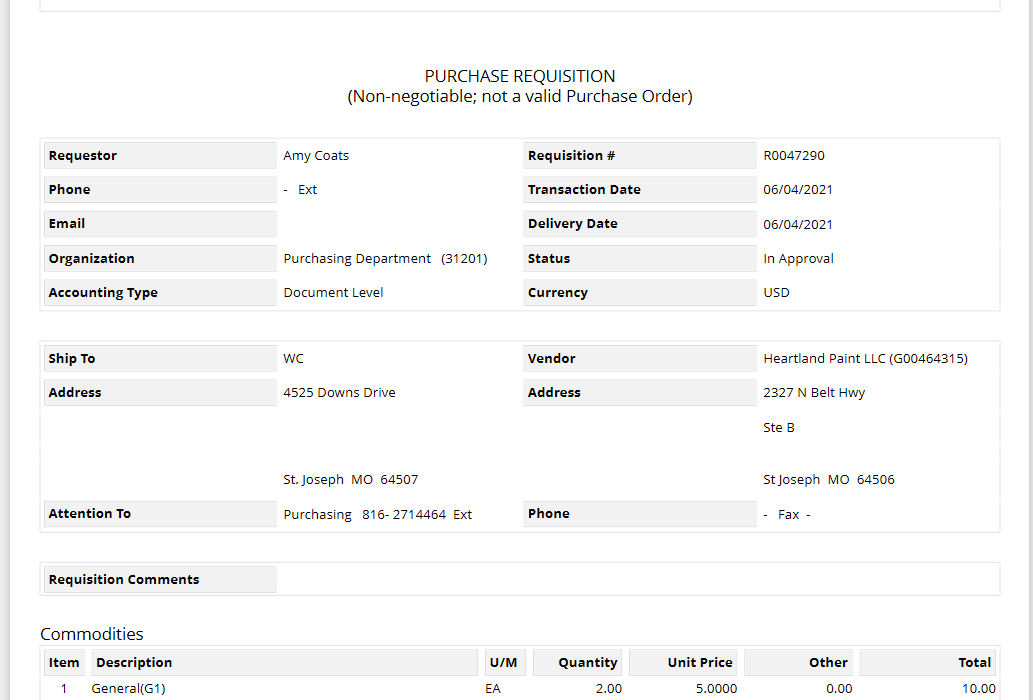
Document Search: Leave Blank

Document Number: Type in your #

Click View Document (do NOT hit enter)

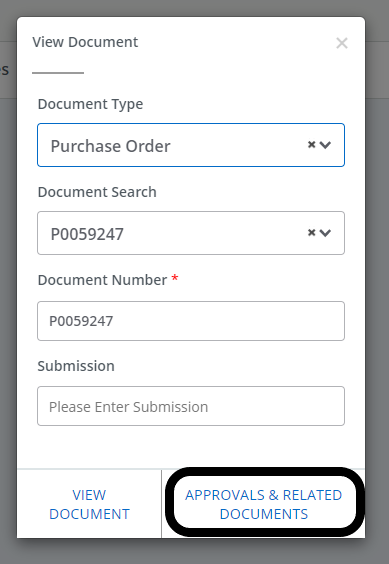
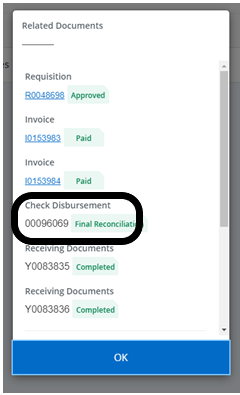


A PDF with the requisition/purchase order/ etc info will pop up

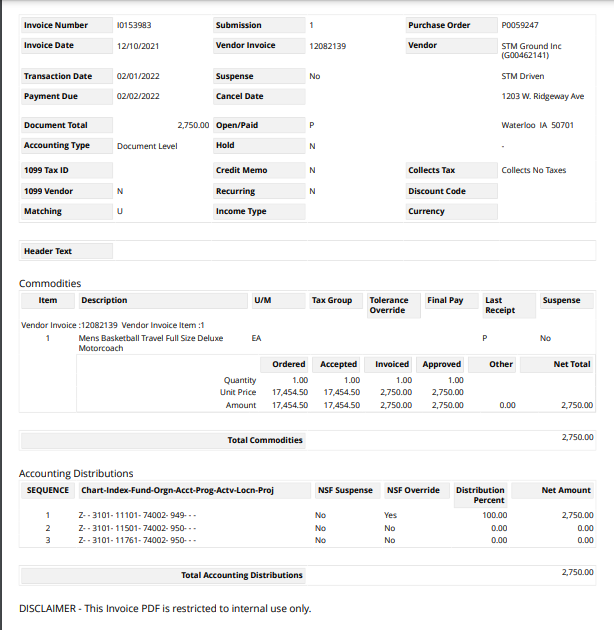


←

**To View the payment information**, click on “approvals & related documents”

You can then click on the blue invoice #s for more information.



From here you can download into a folder should you need to keep a copy for your records

