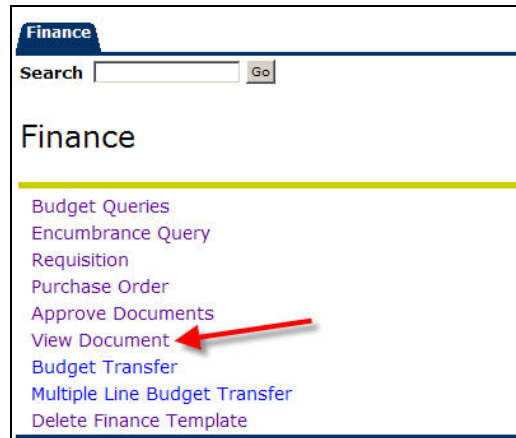


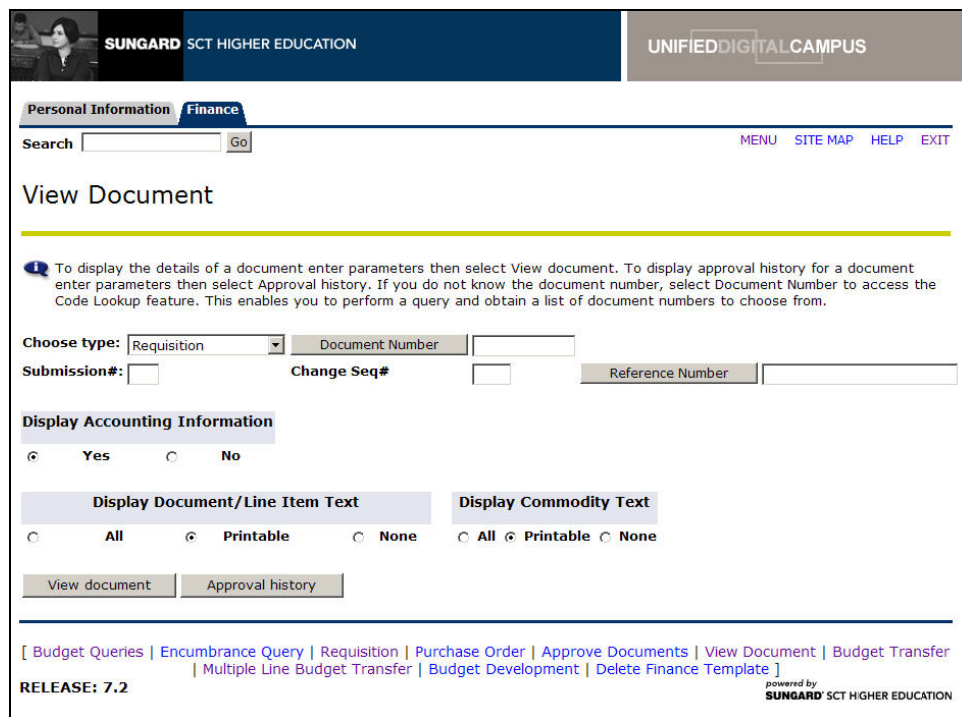
# View Documents Using SSB

The View Document Form provides an opportunity to view detailed information about a document (Requisition, Purchase Order, Invoice, Journal Voucher, or Cash Receipt). It is a short cut to viewing the document through a budget query.

To access this form, select: **View Document** from the Financial Information Page.



This window allows you to indicate which document you would like to review.



### Descriptions of Parameters

Document type: Use the drop down menu to choose the document type to review. (Requisition, Purchase Order, Invoice or Journal Voucher)

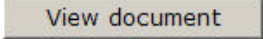
Document Number: Enter the document number, if it is known, or click the *Document Number* button to enter criteria to search for the document number. (Instructions follow)

Submission #: (Used only for journal vouchers and invoices.) It is not necessary to indicate the submission number.

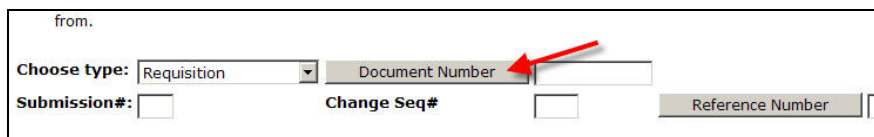
Change Seq #: (Used only for purchase orders.) If there have been changes to the Purchase Order, specify the change sequence number for the document, to view the most recent changes.

Accounting Information: Specify whether or not you want to display the *accounting information* for the selected document.

Document Text: Specify the portion of the *document text* you want to view: all the text, just the printable information, or none of the text.

**Click:**  to view the specified document.

NOTE: If you do not know the document number you can click on the LOV (list of values) button (as shown below) for a Code Lookup. See Document Lookup instructions on page 4.



from.

Choose type: Requisition

Submission#:  Change Seq#

A red arrow points to the "Document Number" button in the search form.

Search  Go

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## View Document

### Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000111	May 29, 2008	May 29, 2008	May 29, 2008		22.00
Origin: BANNER					
Complete:	Y	Approved:	Y	Type:	Procurement
Cancel Reason:		Date:			
Requestor:	jkeches	100000	Presidents Office		
Accounting:	Document Level				
Ship to:	Northeastern University Dedham Campus 370 Common St Dedham, MA 02026				
Attention:	Dedham Campus				
Contact:	Dedham Campus				
Vendor:	Z00011616 1 A Joy Street Condominium 236 Huntington Avenue Boston, MA 02115				
Phone:		Fax:			

### Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount		
				Disc	Addl	Tax	Cost
1	Wire Connectors CTN		1	22	22.00		
				.00	.00	.00	22.00
				Total:	22.00		

### Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFS	Susp	NSFOvr	Susp	Amount
1	N	08	220864	200000	155064	78301	5020				N	N	N		22.00
Total of displayed sequences:															22.00

### Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
May 29, 2008	Invoice	<a href="#">I0000521</a>	Paid	
May 29, 2008	Purchase Order	<a href="#">P0000070</a>	Approved	
May 29, 2008	Check Disbursement	00000037		

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#) ]

RELEASE: 7.2

powered by  
SUNGARD SCT HIGHER EDUCATION

If there are other documents associated to the document they will display at the bottom of the screen. You can view these documents by clicking on the hyperlink. Use your browsers back and forward buttons to navigate.

<b>Related Documents</b>			
Transaction Date	Document Type	Document Code	Status Indicator
May 29, 2008	Invoice	I0000521	Paid
May 29, 2008	Purchase Order	P0000070	Approved
May 29, 2008	Check Disbursement	00000037	

**Approval History:** To view the approval history of the document Click

Approval history

Display Document/Line Item Text			Display Commodity Text		
<input type="radio"/> All	<input checked="" type="radio"/> Printable	<input type="radio"/> None	<input type="radio"/> All	<input checked="" type="radio"/> Printable	<input type="radio"/> None
View document		Approval history			

The approval history will display.

## Document LookUp

If the document number is unknown, click the *Document Number* button to enter criteria to search for the document number.

Document Number

Finance

Search  Go MENU SITE MAP HELP EXIT

---

Document Lookup

---

\* - at least one of these fields required.

**Requisition Code Lookup**

Document Number\*

User ID\*

Activity Date\*

Transaction Date\*

Vendor ID\*

Requestor

Approved

Completed

Reference Number\*

Execute Query

Exit without Value

It is not necessary to specify information in all search fields. However, at least one of the following must be identified: Document Number, User ID, Activity Date, Transaction Date, or Vendor ID.

**Note:** If a specific ID is in the User ID field, the results will only show documents created by the specific user. To access all documents, remove the default User ID from the field.

In searches, a percent sign (%) may be entered as a wildcard character before and/or after the Document Number and User ID.

### Using Wildcards

% is a wild card for searching data.  
*For example*  
 %Corp% will give you everything that includes “Corp.”  
 Corp% gives you only what begins with “Corp.”  
 %Corp gives you only what ends with “Corp.”

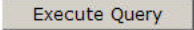
**Filed Descriptions**

Activity Date/ Transaction Date: If the month and year for Activity Date or Transaction Date are entered, search will yield transactions of a specific type within that date range.

Vendor ID: Depending on the document type, a search can be performed on the identification code for the vendor. (G number)

Requestor: Search based on the individual requestor, or buyer. For Purchase requisitions, specify the person submitting the purchase requisition. For Purchase Orders, specify the Buyer Code.

Approved/Completed: Yes or No. Indicates the status of the document.

**Click:**  The system displays all the documents for the specified criteria. You can then add criteria to refine the search.

**To access the document selected from the search:** Click on the gray button next to the selected document number. You will return to the View Document window with the chosen document number inserted.

**View Document Details**

**Invoice:** Document Number begins with the letter I

Invoice	Lists the invoice number
PO Number	References any Purchase Order number associated with the Invoice
Invoice Date	Date invoice was received in Accounts Payable
Sub No	Not Applicable
Transaction Date	Date transaction was processed into the system by Accounts Payable (A/P). This is the date the transaction will appear in the system.
Payment Date	Date the check will be/was issued to the vendor
Total	The total dollars associated with the invoice

Complete	Indicates whether or not the invoice was completed by A/P
Approved	Indicates whether the payment has received approval
Vendor Inv	Reflects the vendor's invoice number. For travel reimbursements, this reflects the first day of travel for the reimbursement.
Open/paid	Indicates whether or not the check has been processed for the invoice. O= open, P= paid
Credit Memo	Indicates if the transaction is a credit memo
Cancel Date	If the invoice was cancelled, the date of the cancellation
1099 Tax Id	If the Vendor is a 1099 vendor, the 1099 vendor indicator will be Y and the tax ID number will display
Vendor	The Vendor number, name and address associated with the vendor
Collects Tax	Indicator if the Vendor collects taxes from the university
Discount Code	This is used in A/P to code certain invoices that need attachments to the checks, and for checks that will be picked up in Accounts Payable. If a specific vendor invoice allows a payment discount, another code is used elsewhere in the system.
Document Text	Any text that the A/P technician added to the invoice
Invoice Commodities	For Invoices connected to Purchase Orders, the commodity description will reflect the actual commodity purchased and the FOAPAL charged for each item expensed from the Purchase Order. For Invoices not connected to Purchase Orders, if there is an internal document related to the expense, this document will be referenced in the commodity description.

**Purchase Orders and Requisitions:** Purchase Orders begin with the letter R. Purchase Orders begin with the letter P.

PO/Requisition Number	Purchase Order or Requisition Number
Chg #	Indicates the number of Changes to the Purchase Order.
Order Date	Date the Requisition was entered in the system.
Transaction Date	Date the Requisition/Purchase Order was posted in the

	system. This is the date the Purchase Requisition/Order can be viewed, and commitments are posted.
Delivery Date	Date the item is requested to be delivered.
Print Date	Date the Purchase Order was printed.
Total	Reflects the total dollar value of the Requisition or Purchase Order.
Completed	Indicates whether the document was completed in the Purchasing Office.
Approved	Indicates whether the document was approved.
Cancel Reason	Indicates the reason for the document's cancellation if canceled.
Cancel Date	Reflects the date of the cancellation.
Requestor	The name of the individual submitting the Requisition and Organization.
Ship To	The address where the goods or services will be shipped or performed. You should choose NU. This is the university main address. Your building/mail stop is in the Attention To field.
Attention	Mail Stop or detail of Ship to
Vendor	Vendor number, name, address and phone number.
Document Text	Any text that the buyer/ data entry has added to the Requisition or Purchase Order. This will only show if it was entered. Document Text is used for Bid Info, New Vendor info, messages to Purchasing
Purchase Order Commodities	Lists each item requested or purchased.
Purchase Order Accounting	Reflects the dollar amount and the FOAP charged for each item on the Purchase Order and Requisition.
Item Text	Any text that the buyer/ data entry has added to the Requisition or Purchase Order. This will only show if it was entered. Item text is used for additional space on a line for a description

Accounting	We use Document Level accounting.
------------	-----------------------------------

**Journal Vouchers:** Document Number begins with the letter J.

Journal	Journal Voucher (JV) Number
Status	Indicates the status of the Journal Voucher
Trans date	Date that the transaction was entered into the system.
Activity date	Date of the activity
User ID	The user ID of the person completing the Journal Voucher (JV)
Doc Total	The dollar total for the entire Journal Voucher
Seq#	Indicates which entry of the Journal Voucher is detailed
Description	Description of the transaction entered by the individual completing the transaction. For Cash Receipts this should include the Cash Receipt number.
Budget period	Used for budget entries only
Curr	Type of currency, Northeastern University uses only US dollars
Doc ref	Reference number for any document used to enter the transaction.
Bank	References the bank number for the transaction
COAS	Chart of Accounts (N)
FY	Fiscal Year
PD	Period of the transaction (Fiscal Month)
Rucl	Rule code for transaction (A code used by the system to indicate the type of transaction)
FOAPAL	References the FOAPAL string used for the transaction
Total	Dollar total for the individual transaction