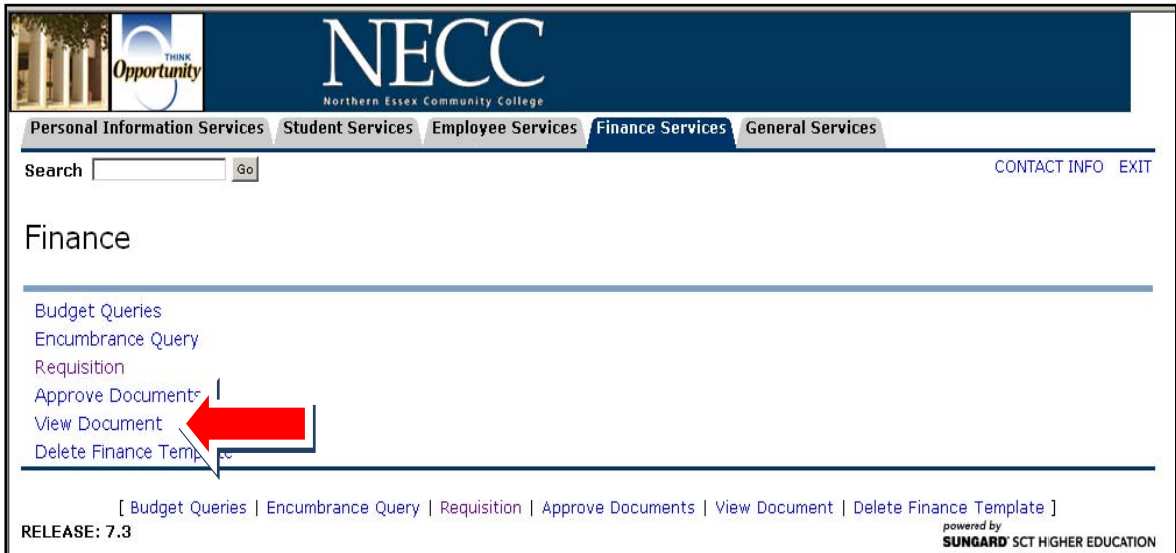


How to view a document

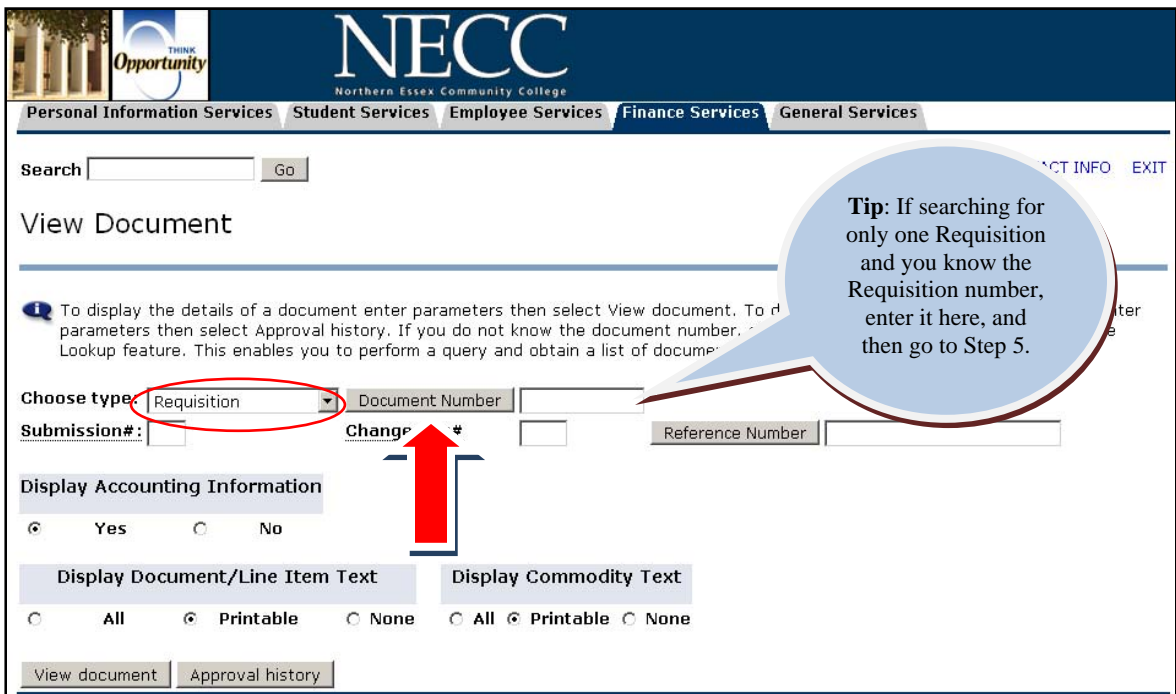
Select the *Finance Services* tab on the Self Service menu

1. Click on *View Document*



2. Fill in the following:

Choose Type: (defaults to Requisition), if not, use drop down list to choose
Click **Document Number**



How to view a document

- This will bring you to the *Document Lookup* screen. Enter at least one of the fields. In this example, *User ID* lhudson was entered. Click on *Execute query*.

Personal Information Services Student Services Employee Services Finance Services

Search Go

Document Lookup

* - at least one of these fields required.

Requisition Code Lookup

Document Number *

User ID *

Activity Date * All All

Transaction Date * All All

Vendor ID *

Requestor

Approved All

Completed All

Reference Number *

Execute Query

Exit without Value

- The query will show all documents entered by lhudson. From this screen you can see if the document has been approved or not. Click on the *Document Number* that you want to view.

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

8 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0000141		Jul 06, 2010	Jul 06, 2010			Linda Hudson	Yes	Yes	
R0000150	LHUDSON	Jul 08, 2010	Jul 07, 2010			Linda Hudson	Yes	Yes	
R0000152	LHUDSON	Jul 08, 2010	Jul 07, 2010	251914712	Ramey Builders LLC	Linda Hudson	Yes	Yes	
R0000153	LHUDSON	Jul 08, 2010	Jul 07, 2010	042479838	Francis H Maroney Inc	Linda Hudson	Yes	Yes	
R0000181	LHUDSON	Jul 16, 2010	Jul 13, 2010	270252574	TRCA	Linda Hudson	Yes	Yes	
R0000253	LHUDSON	Aug 03, 2010	Aug 03, 2010	042577363	Airex Corporation	Linda Hudson	Yes	Yes	
R0000254	LHUDSON	Aug 03, 2010	Aug 03, 2010	042577363	Airex Corporation	Linda Hudson	Yes	Yes	
R0000304	LHUDSON	Aug 16, 2010	Aug 13, 2010	042896272	Kirschner Associates	Linda Hudson	Yes	Yes	

8 documents selected.

Exit without Value

Another Query



How to view a document

5. You will be returned to the *View Document* Page. The requisition number will be populated in the *Document Number* field. Click *Approval History*

Tip: Click here to view a copy of the Requisition

6. The following screen allows you to see the approval history of the requisition. In the example below note that the document was approved on July 6th and that no additional approvals are required for this requisition. From here the requisition will go to Procurement. If a document is waiting for approval, this screen will allow you to see who the approver(s) are.

Document Identification

Document Number	R0000141	Type	Requisition
Originator:	LHUDSON	Linda Hudson	

There are no approvals required at this time

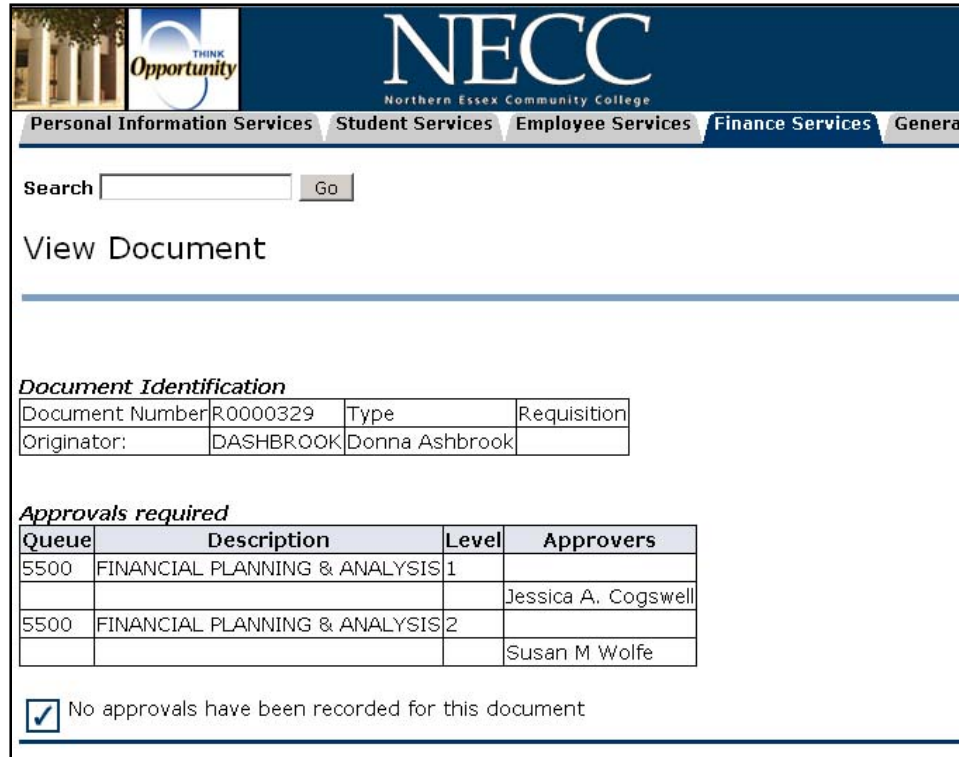
Approvals recorded

Queue	Level	Date	User
5400	1	Jul 06, 2010	Robert Howes



How to view a document

In the following example the requisition has not been approved. The approval history screen shows the approval hierarchy for this document. (The approver(s) may need to be notified that they have requisitions to be approved)



NECC
Northern Essex Community College

Personal Information Services Student Services Employee Services Finance Services Genera

Search Go

View Document

Document Identification

Document Number	R0000329	Type	Requisition
Originator:	DASHBROOK	Donna Ashbrook	

Approvals required

Queue	Description	Level	Approvers
5500	FINANCIAL PLANNING & ANALYSIS	1	
			Jessica A. Cogswell
5500	FINANCIAL PLANNING & ANALYSIS	2	
			Susan M Wolfe

No approvals have been recorded for this document

TIPS:

- Make sure after completing a requisition that the approver(s) are aware that a requisition(s) needs to be approved.
- If you are looking for a particular requisition and know the requisition number, then in step 2 you can enter the requisition number and click on approval history, then go to step 6.

