

Viewing Documents in Self Service Banner

Log into your Stockton portal, click on the Employee Tab > SSB.

Click on the Finance Tab > View Document.

Select the type of document you would like to view from the drop-down menu.



- 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.

A screenshot of the "Invoice Code Lookup" form. The form contains several fields: "Document Number*" (empty), "User ID*" (populated with "Your User ID"), "Activity Date*" (set to "AUGUST" and "2019"), and "Transaction Date*" (set to "All" and "All"). Below these fields is a section for "Vendor ID*" and "Purchase Order or Encumbrance" with two "All" buttons. At the bottom, there is an "Execute Query" button with a red arrow pointing to it.

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.

