

How to Search for Incomplete/In-Process Direct Pays

1. Log into Self Service Banner.
2. Click on the Finance tab > View Document.
3. Select Invoice from the “Choose type” drop-down menu and click on Document Number.

Choose type: Invoice

4. Select No for Approved and Completed, then Execute Query.

Invoice Code Lookup	
Document Number*	<input type="text"/>
User ID*	HARNETTS
Activity Date*	All <input type="button" value="v"/> All <input type="button" value="v"/>
Transaction Date*	All <input type="button" value="v"/> All <input type="button" value="v"/>
Vendor ID*	<input type="text"/>
Purchase Order or Encumbrance	<input type="text"/>
Purchase Order Reference Number	<input type="text"/>
Approved	No <input type="button" value="v"/>
Completed	No <input type="button" value="v"/>
<input type="button" value="Execute Query"/>	
<input type="button" value="Exit Without Value"/>	

5. Review each document and either complete or delete the document. For instructions on how to delete a direct pay, go to the Banner 9 Finance webpage under Accounts Payable.