Viewing Banner Finance Documents in VCU eServices
Log into MyVCU.
Click on eServices/VCU Self Service.
Click on Finance.
Click on View Document.
Select the type of document. Let’s try Purchase Order. Tip: Options for Requisition and Direct Cash Receipt are not used at VCU.
Enter the P.O. number (no EP) in the box next to Document Number. Click on View Document.
Results will display accounting information about the purchase order. Scroll down.
Results also include commodity details and payment information.

<table>
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<tr>
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<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
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<tbody>
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<td>AN</td>
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</table>

Copyright cable license agreement fee for Academic year 2013-14 to comply with U.S. copyright law. Effective: 7/1/2013 through 6/30/14. Account 500626449 Tier One Student enrollment level.

<table>
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<tr>
<th>Seq#</th>
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Total of displayed sequences: 8,993.35

Related Documents:
- **Transaction Date**: Oct 21, 2013, **Document Type**: Invoice, **Document Code**: 10907196, **Status Indicator**: Paid
- **Transaction Date**: Oct 14, 2013, **Document Type**: Receiving Documents, **Document Code**: Y0427412, **Status Indicator**: Completed
- **Transaction Date**: Nov 08, 2013, **Document Type**: Check Disbursement, **Document Code**: 31252963

[Budget Queries | Encumbrance Query | Approve Docu]
Let’s try another. Click on View Document along the bottom to return to the main View Document Menu.
Let’s look at a journal voucher approval history. Select Journal Voucher as type. Enter J number. Click on Approval history.
Results will display all users who approved the journal voucher. Journal voucher type is used for all “J” documents: journal vouchers, budget entries, cash receipts and encumbrance removals.

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**Document Identification**

- **Document Number**: 0369523
- **Type**: Journal Document
- **Originator**: [Name]

There are no approvals required at this time.

**Approvals recorded**

<table>
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<td>J21</td>
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