

# ***Viewing Invoices Paid Against Your Cost Account***

## ***Accessing a list of paid invoices.***

1. From the Banner Control Agent Departmental Finance Query Menu, click on the Organization Budget Status Form (fgibdst).
2. Enter your organization code and fund then double click on empty lower portion of the screen.
3. Scroll down to the desired account (i.e. 8201-contract services, 8202-supplies, 8209-training)
4. Click on the corresponding year to date field for that account.
5. Go to the top menu and click on options, then on Transaction Detail Information.
6. Now you should see a list of paid invoices. You can use the horizontal scroll bar to see the full vendor name.

## ***Viewing Invoice Detail***

1. Scroll down to invoice you wish to view, your cursor should be in the first (account) column.
2. Click on options, then on Query Document.
3. Then click on the Next Block button on the toolbar or Ctrl Page Down. This is the header page of the invoice.
4. To view the commodity information Next Block again.
5. To view the detail commodity text that is on the Purchase Order click Options, then click on Purchase Order Item Text and then Next Block to reveal the text.
6. Use the X on the toolbar to exit the screen.