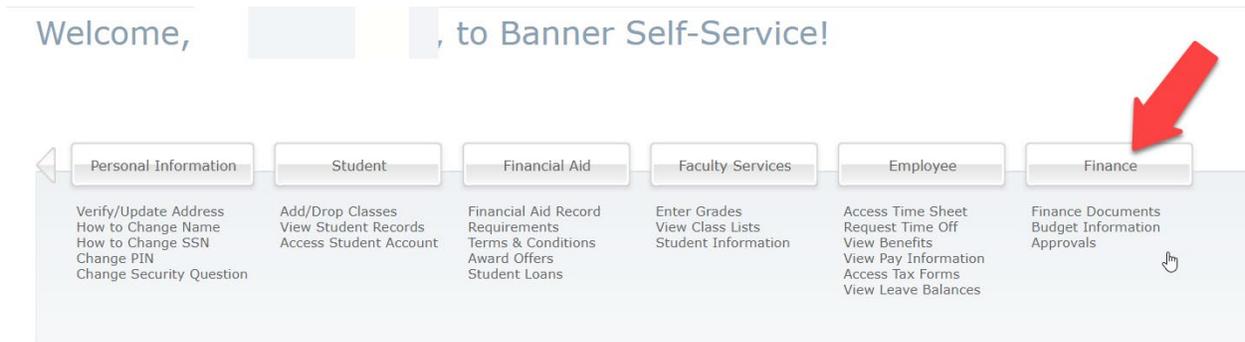
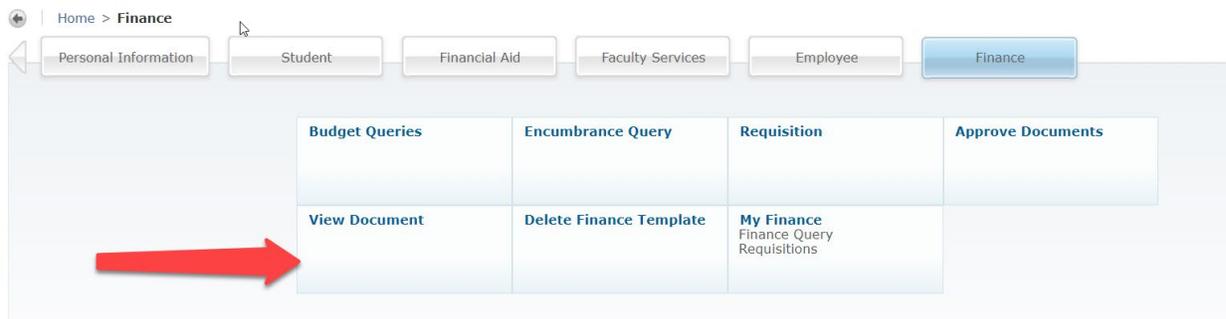


Steps to determine the payment status of an invoice using a requisition or a purchase order from a blanket PO

1. Log onto MyLCC and open the Banner Self-Service page.
2. Click on the Finance tab:



3. Click on View Documents:



4. Enter the document type to see all related activity:

View Document

Home > Finance > View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition | Document Number: R2000438 | Reference Number: [Redacted]

Submission#: [Redacted] | Change Seq#: [Redacted]

Display Accounting Information

Yes No

Display Document/Line Item Text | Display Commodity Text

All Printable None | All Printable None

View document | Approval history

1. Select either Requisition or Purchase Order from the drop down menu under "Choose type."
2. Input either the Requisition Number or the Purchase Order Number as appropriate
3. Click View document

5. When the document information loads, scroll to the bottom of the screen to see related documents:

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 13, 2020	Receiving Documents	Y2001808	Completed
Jan 22, 2020	Invoice	I0115713	Paid
Jan 29, 2020	Check Disbursement	54020071	
Jan 07, 2020	Purchase Order	P2001051	Approved

The Invoice line will indicate if the invoice has been entered or paid – in the above example, this invoice has been paid which is also indicated by the Check Disbursement line. This line indicates the date that the check was issued by LCC and the check number which is under Document Code.

Any Document Code that is in blue may be clicked on for further details regarding that document.

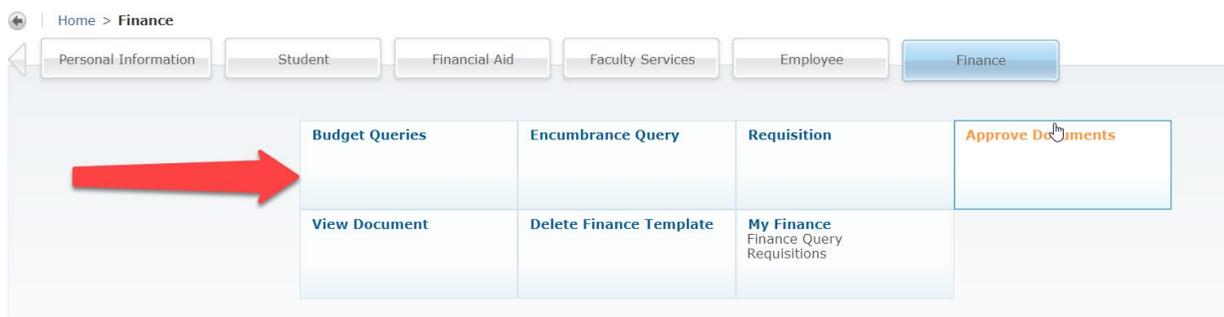
If the payment has been disbursed and the vendor has any questions regarding their payment, please have the vendor contact FS-APPAYABLE@star.lcc.edu for follow up.

Steps to determine if a direct payment invoice has been paid

1. Log onto MyLCC and open the Banner Self-Service page.
2. Click on the Finance tab:



3. Click on the Budget Queries radio button:



4. Once the Budget Query page loads, click on the Create Query radio button:

Budget Queries

Home > Finance > Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type: Budget Status by Account

Create Query

Retrieve Existing Query

Saved Query: None

Retrieve Query

This is the default - leave as is and click on Create Query

- 5. The parameters page loads, leave as is and click on the Continue radio button:

Budget Queries

Home > Finance > Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Continue

Leave the selection as defaulted

- 6. The detail query page loads, follow the instructions below to enter the information relevant to your query:

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2020 Fiscal period: 14
 Comparison Fiscal year: 2019 Comparison Fiscal period: 14

Commitment Type: All

Chart of Accounts: L Index
 Fund: 11 Activity
 Organization: 70130 Location
 Grant: Fund Type
 Account: 7139 Account Type
 Program: 610000

Include Revenue Accounts

Save Query as:

Shared

Submit Query

The fiscal year, period, comparison year and period, commitment type, and Chart of Accounts will default. If the user has done a previous query, that information will also default and will need to be updated for the current query.

1. Select 14 for the fiscal period to get the entire fiscal year
2. Fill in the FOAPAL information in the appropriate boxes
3. Click Submit Query

- 7. Scroll down to the Query Results portion of the page and click on the Blue number under FY20/PD14 Year to Date Column Heading:

Query Results

Account	Account Title	FY20/PD14 Adopted Budget	FY19/PD14 Adopted Budget	FY20/PD14 Accounted Budget	FY19/PD14 Accounted Budget	FY20/PD14 Year to Date	FY19/PD14 Year to Date	FY20/PD14 Encumbrances	FY19/PD14 Encumbrances	FY20/PD14 Reservations	FY19/PD14 Reservations	FY20/PD14 Available Balance	FY19/PD14 Available Balance
7139	Misc Purchased Svcs	0.00	0.00	0.00	0.00	6,375.97				0.00	0.00	(6,375.97)	(20,668.50)
Report Total (of all records)		0.00	0.00	0.00	0.00	(6,375.97)	(20,668.50)	0.00	0.00	0.00	0.00		

8. The list of all paid invoices for this account will load. Select the blue invoice number in question:

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Dec 31, 2019	Jan 02, 2020	J0029943	Loomis Inc R I0111572	608.11	JE16
Jan 09, 2020	Jan 09, 2020	I0115430	LexisNexis Risk Solutions	130.00	INNI
Jan 09, 2020	Jan 09, 2020	I0115410	Loomis Inc	513.22	INNI
Jan 09, 2020	Jan 09, 2020	I0115405	Loomis Inc	218.74	INNI
Dec 17, 2019	Dec 17, 2019	I0114859	Loomis Inc	200.28	INNI
Dec 17, 2019	Dec 17, 2019	I0114858	Loomis Inc	501.00	INNI
Dec 10, 2019	Dec 10, 2019	I0114640	LexisNexis Risk Solutions	130.00	INNI
Dec 03, 2019	Dec 03, 2019	I0114452	LexisNexis Risk Solutions	130.00	INNI
Dec 03, 2019	Dec 03, 2019	I0114451	LexisNexis Risk Solutions	130.00	INNI
Nov 05, 2019	Nov 05, 2019	I0113874	Loomis Inc	503.86	INNI
Nov 05, 2019	Nov 05, 2019	I0113872	Loomis Inc	200.28	INNI
Oct 08, 2019	Oct 08, 2019	I0113109	Loomis Inc	608.11	INNI
Oct 08, 2019	Oct 08, 2019	I0113108	Loomis Inc	200.28	INNI
Sep 26, 2019	Sep 26, 2019	I0112757	LexisNexis Risk Solutions	130.00	INNI
Sep 26, 2019	Sep 26, 2019	I0112756	LexisNexis Risk Solutions	130.00	INNI
Screen Total:				4,333.88	
Running Total:				4,333.88	
Report Total (of all records):				6,375.97	

9. When the document information loads, scroll to the bottom of the screen to see related documents:

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Jan 16, 2020	Check Disbursement	54019897	

The Related Documents will indicate if the invoice has been paid – in the above example, this invoice has been paid which is indicated by the Check Disbursement line. This line indicates the date that the check was issued by LCC and the check number which is under Document Code. If there are no related documents for the invoice, then that indicates it has not been paid.

If the payment has been disbursed and the vendor has any questions regarding their payment, please have the vendor contact FS-APPAYABLE@star.lcc.edu for follow up.