How to View Expenditure in SSB – Creating Transparency
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Employee

Time Sheet
Leave Report
Pay Information
Leave Balances
Tax Forms
Contact HR

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How to View Expenditure in SSB – Creating Transparency

Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template

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**Data Inputs:**

**Document Type** = Requisition

**Document Number** : RZxxxxxx from the completed p-REQ.

**Display Accounting Information** = Yes

**Display Document/Line Item Text** = All

**Display Commodity Text** = All

Select ‘View Document’
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Related supporting documentation is referenced, including supporting documentation (X-tender), PO, invoicing, check disbursement reference number and if applicable, receiving information. If the document type is highlighted in blue in the ‘Document Code’ Box, you may drill down to view the document.

Note: Access to SSB is dependent on Finance security managed by ABS.