

Search for a Document as a Post-Pay Auditor

A person who has **Banner** invoice query permissions will have Post-Pay Auditor permissions.

Step	Task
1.	Click the Review button.
2.	Click the Search Documents I have reviewed button.
3.	Enter the Expense Report (ER) number in the Tracking Number field. NOTE: The ER number must begin with the <i>capital</i> letters “ER” and include the exact number (e.g., ER12345678).
4.	Click the Search button—do not press the ENTER key.

To request Post-Pay Auditor permissions, contact your Unit Security Contact (USC).