User Instructions
Accounts Payable INVOICES Transaction & Document Lookup

GO TO the infOSU page (also known as Electronic Online Services or Banner Self Service)

CLICK on the Faculty/Staff/Employee Information Link

ENTER your OSU ID and Gap, and then click on the FIS Financial Information Link

CLICK on Transaction & Document Lookup
You can either directly ENTER the criteria value in the text box -or- CLICK on the name of the item (ex: Index, Fund), to bring up the Code Lookup screen.

CLICK on any of the column headers to sort in ascending or descending order

Example: Vendor Lookup
CLICK on the desired Vendor ID.

The query results will be displayed. Each column can be sorted by clicking on the column header for both the Code Lookup (above) and Invoice query results (below).

CLICK on the specific DocCode to view the Invoice Detail, History and Image

SCROLL DOWN to see more detailed information and Invoice history. You can CLICK on the “Documents” button or scroll down to select the document image you want to view.

Note: Remember to close all the browser windows, when finished with each invoice.

Note: To view other items, just reset the appropriate query.