

User Instructions

Go to www.myosu.oregonstate.edu and ENTER your ONID username and password.

Enter your ONID username and password to login:

ONID Username:

ONID Password:

☐ Warn me before logging me into other sites.

LOGIN **CLEAR**

Navigate to the Admin Tools section.

Oregon State University

myOSU **My Personal Pages**

Welcome Employee **Admin Tools** Supervisor Campus Life

In the Finance Quick Links section CLICK on Transaction & Document Lookup (Last link in picture below).

Finance Quick Links

[Budget Office](#)

[Budget Office - Business Center Reports by Index](#)

[Budget Office Reports by Index](#)

[Business Affairs Contacts](#)

[Business Affairs Policies and Training](#)

[Facilities Work Orders](#)

[Fee Book](#)

[FIS Manual](#)

[Management Reports](#)

[New Vendor Setup](#)

[Online Activity Code Input System \(OACIS\)](#)

[OPE Calculator](#)

[Transaction & Document Look Up](#)

You will end up at this screen.

OSU Oregon State University

Main Menu Employee Finance Personal Information

Search Go [SITE MAP](#) [HELP](#)

View Only Lookup

Fiscal year: Document

Fiscal Period:

Status:

Index

Fund

Organization

Account

Program

Activity

Grant

Vendor ID

Click any of the above Criteria Labels for Code Lookup

Document List

DocCode	TransDate	Description	Index	Acct	AcctTitle	Actv	Debit	Credit
0 documents were displayed.								

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

Fiscal year:

Fiscal Period:

Status:

Index

Fund

Organization

Code Lookup

Enter Index Search Criteria

Index Code:

Index Title:

Index Search List

Index Code	Index Title	Fund	Organization	Account	Program	Activity	Location
QUB001	QUB - Institution-wide Special Proj	001100	409010		61000		
QUB002	QUB - F&A Info Technology	001100	409020		61000		
QUB003	QUB - Dept of Public Safety	001100	409030		61000		
QUB004	QUB - Oregon State Police	001100	409040		61000		
QUB005	QUB - Executive Support Unit	001100	409050		61000		
QUB006	QUB - IT Project Management	001100	409060		61000		
QUB101	QUB - Security Service Workshop	058701	409030		20600		

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

Code Lookup

Enter Vendor Search Criteria

University ID:

Last Name or Vendor Name:

First Name:

Vendor Search List

Vendor ID	Vendor Name
931640398	OfficeMax North America
931613554	Office Support Systems
ONR	Office of Naval Research
V00002013	Office World Inc
V00002432	Office Max
V00002489	Office Depot Inc
930132297	OfficeMax
931665190	Office of Intl Research & Development Petty Cash Fund
930154399	Office Helper
930175189	Office of Naval Research
V00000923	Office Dynamics
930154814	Office Solutions Inc
931685270	Office Furniture LLC dba Office Furniture Direct

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

Fiscal year: 2010 Document:

Fiscal Period: All Status: All

Index:

Fund:

Organization:

Account:

Program:

Activity:

Grant:

Vendor ID: V00002489 Office Depot Inc

Click any of the above Criteria Labels for Code Lookup

Submit Reset Query

Document List

DocCode	TransDate	Description	Index	Acct	AcctTitle	Actv	Debit	Credit
IC034996	31-JUL-09	Office Depot Inc	M22070	20101	Office & Administrative Supplies		308.08	---
IC034996	31-JUL-09	Office Depot Inc	UPR110	20101	Office & Administrative Supplies		308.08	---
IC034997	31-JUL-09	Office Depot Inc	JIS113	20101	Office & Administrative Supplies		633.39	---
IC034998	31-JUL-09	Office Depot Inc	JIS079	20101	Office & Administrative Supplies		176.41	---
IC034999	31-JUL-09	Office Depot Inc	JIS148	20210	Office Equip & Furniture (Noncap)		278.67	---
IC035000	31-JUL-09	Office Depot Inc	JIS072	20101	Office & Administrative Supplies	JADM	657.90	---
IC035000	31-JUL-09	Office Depot Inc	JIS072	20210	Office Equip & Furniture (Noncap)	JADM	657.90	---
IC035001	31-JUL-09	Office Depot Inc	JIS071	20101	Office & Administrative Supplies		3.30	---

Main Menu Employee Finance Personal Information

Search: Go

SITE MAP HELP EXIT

Invoice Detail

Documents:

Invoice Header

Vendor:	Office Depot Inc	ID:	V00002489
Document:	IC035005	Purchase Order:	
Invoice Date:	17-JUN-09	Address:	P. O. Box 88040
Transaction Date:	31-JUL-09		Chicago, IL 60680-1040
Payment Due:	04-AUG-09		
Invoice Amount:	28.76		
Vendor Invoice:	478534945001	Discount:	
Grouping:	M	Originating User:	BUSA_BNA
Credit Memo:	Y	Direct Deposit:	N
Check Vendor:		ID:	
Check Number:	51175011	Check Date:	05-AUG-09

Commodity

Item	Description	Net	Approved	Discount	Additional	Vend INV	Final Payment
1	OSU EXTENSION ADMIN	28.76	28.76	0.00	0.00	478534945001	

NOLIJ_DOCUMENTS - Mozilla Firefox

oregonstate.edu https://admininfo.ucsadm.ore

Description	Date Scanned
478534945001 Invoice	05-AUG-09

Close Window

Done

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.

Accounts Payable INVOICES Transaction & Document Lookup