

## User Instructions

### Accounts Payable INVOICES Transaction & Document Lookup

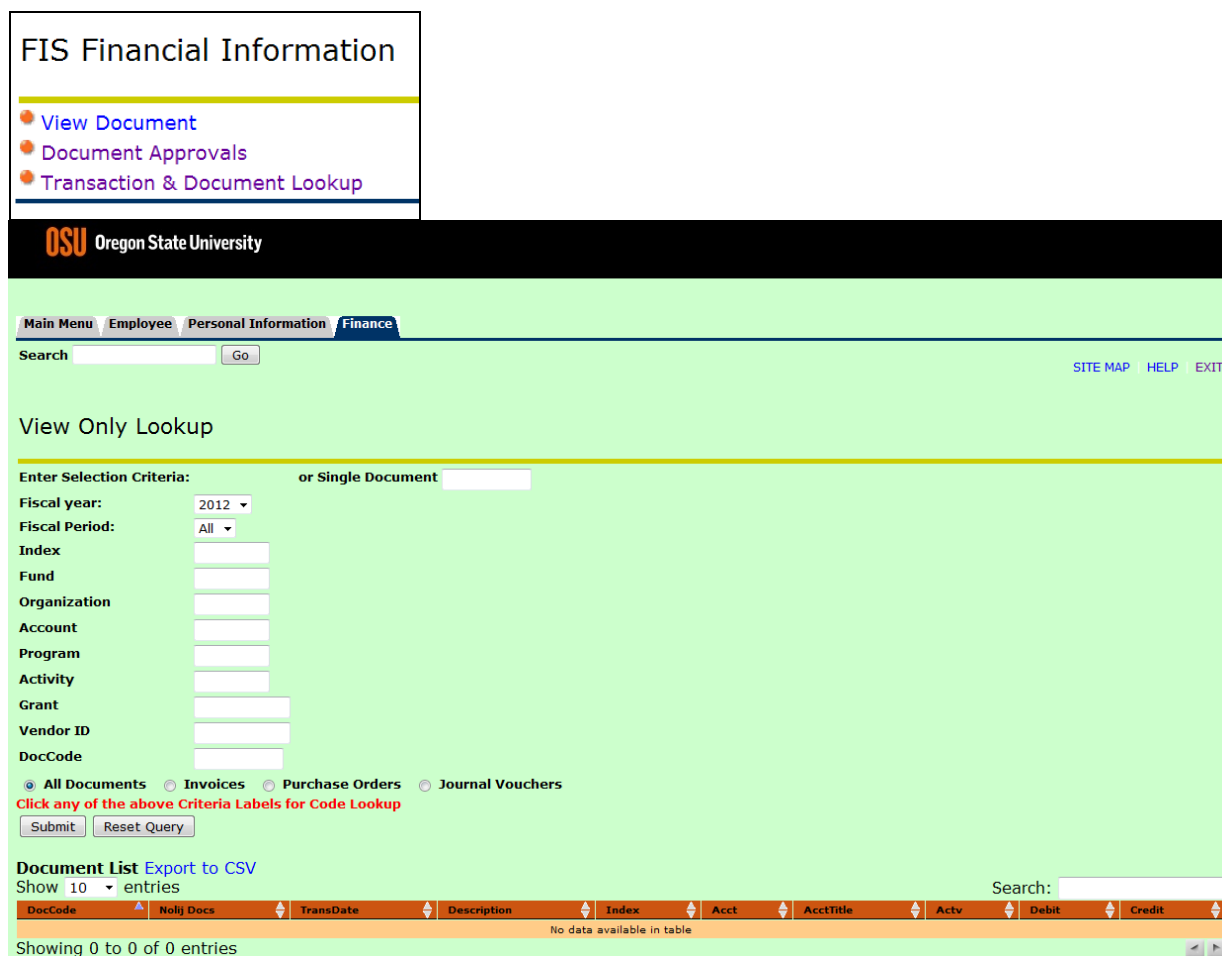
GO TO the infOSU page (also known as Electronic Online Services or Banner Self Service)



CLICK on the Faculty/Staff/Employee Information Link

ENTER your ONID username and password, 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

**Fiscal year:** 2010  
**Fiscal Period:** All  
**Status:** All  
**Index**  
**Fund**  
**Organization**

### Code Lookup

**Enter Index Search Criteria**

**Index Code:** QU%  
**Index Title:**

**Index Search List**

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

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

Example: Vendor Lookup

### Code Lookup

**Enter Vendor Search Criteria**

**University ID:**  
**Last Name or Vendor Name:** Scar%  
**First Name:** Katherine%

**Vendor Search List**

Vendor	Vendor Name
930551965	Scarpetta, Katherine J

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

Enter Selection Criteria:  or Single Document

Fiscal year: 2011  
 Fiscal Period: All  
 Index:   
 Fund:   
 Organization:   
 Account:   
 Program:   
 Activity:   
 Grant:   
 Vendor ID: 930551965 Scarpetta, Katherine J  
 DocCode:

All Documents  Invoices  Purchase Orders  Journal Vouchers

Click any of the above Criteria Labels for Code Lookup

Submit Reset Query

Document List Export to CSV  
 Show 10 entries

DocCode	Nolij Docs	TransDate	Description	Index	Acct	AcctTitle	Actv	Debit	Credit
P0027889	N	08-OCT-10	Scarpetta, Katherine J	QBA031	20101	Office & Administrative Supplies		10.00	0.00
P0027892	N	24-JAN-11	Scarpetta, Katherine J	QBA031	20101	Office & Administrative Supplies		10.00	0.00
TR000001	N	12-APR-11	Scarpetta	QBA031	39615	Foreign Empl Program Travel		1,100.00	.00
TR000003	N	12-APR-11	Scarpetta, Katherine J.	QBA031	39615	Foreign Empl Program Travel		52.00	.00
TR000004	N	13-APR-11	Scarpetta, Katherine J.	QBA031	39415	In-St Empl Program Travel		375.00	.00
TR000006	N	13-APR-11	Scarpetta, Katherine J.	QBA031	39415	In-St Empl Program Travel		182.00	.00
TR000009	N	13-APR-11	Scarpetta, Katherine J.	QBA031	39415	In-St Empl Program Travel		477.00	.00
TR000011	N	20-APR-11	Scarpetta, Katherine J.	QBA031	39415	In-St Empl Program Travel		487.00	.00
TR000012	N	30-APR-11	Scarpetta, Katherine J.	QBA031	39615	Foreign Empl Program Travel		102.00	.00

Showing 1 to 9 of 9 entries

## Invoice Detail

Documents Close this Window

**Invoice Header**

Vendor:	Scarpetta, Katherine J	ID:	930551965
Document:	I0379465	Purchase Order:	
Transaction Date:	09-JUL-10	Address:	Margaret's Mountain House Corvallis, OR 97330
Vendor Invoice:	10028		
Invoice Date:	09-JUL-10		
Invoice Amount:	17.60		
Payment Due:	09-JUL-10	Discount:	20
Grouping:	M	Originating User:	TAYLORMA
Credit Memo:	N	Direct Deposit:	N
Check Vendor:		ID:	
Check Number:		Check Date:	
Invoice Status:	Completed		

**Commodity**

Item	Description	Net	Approved	Discount	Additional	Vend INV	Final Payment
1	Printing Charges	17.60	17.60	.00	.00	10028	

**Accounting**

Item	Index	FUND	ACCT	ACTV	LOCN	ORGN	INV	PROG	Net	Approved	Discount	Additional	Bank	NSF	Susp	NSF Ovr
1	QBS015	090374	61002			420340	99100	17.60	17.60	.00	.00		B1	N		N

**Banner Document Text**

Seq#	Text	User	Date

[Click here for I0379465 History](#)

**Nolij Documents**

Description	Annotations	Document Type	Date Scanned	Scanned By
10028 Invoice	Y	Invoice	09-JUL-10	TAYLORMA

Close this Window

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. If there is a “Y” under the “Annotations” column, click the “Y” to see the document image with annotations.

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

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