

THE OHIO STATE UNIVERSITY

Office of the CONTROLLER

Running the Paid and Unpaid
Voucher Reports

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1.0 Paid Voucher Report

1. Go to the eReports Home Page ([figure 1](http://ereports.osu.edu)) (<http://ereports.osu.edu>) and then click on the blue Log In button at the top of the page. This will then take you to the eReports login page (see [figure 2](#) for login page):

The Ohio State University www.osu.edu Help Campus map Find people Webmail Search

eReports

log in

Helpful Links

- [eReports 9 Upgrade Guide for Users](#)
- [IR Web Client Installation Guides](#)
- [Technical Support Information](#)
- [Hours of Operation](#)
- [OIT System Status Page](#)

System Messages

Report Area	Status	System Message
eReports System Status..		Attention eReports Users! The eReports 8 Production and eReports 9 Simulation Playground environments will be unavailable this weekend. System downtime will start at 5 p.m. on Friday, April 25th and continue until Monday, April 28th at 7 a.m. This downtime is required to prepare for the eReports 9 upgrade.
Financials		Status info coming soon...
Human Resources		Status info coming soon...
Student and Course Analytics		Status info coming soon...
Faculty Analytics		Status info coming soon...
Resource Planning		Status info coming soon...
Impact		Status info coming soon...

Purpose & Usage Message

- Having problems with eReports, please contact the OIT Help Desk at 8-HELP or send an e-mail to 8help@osu.edu to report the issue.
- Unauthorized use of computer facilities, services, programs, or data is prohibited by federal and state laws.
- Protect you password and do not share it with others.

Figure 1 - eReports Home Page

The screenshot shows a web browser window with the address bar displaying 'www.osu.edu'. The page header includes 'The Ohio State University' and navigation links for 'Help', 'Campus map', and 'Find people'. A search bar is also present. The main content area features a login form with the following elements:

- A message: "You've requested a web page which requires a user login." with a mouse cursor pointing to it.
- Instructions: "Enter your [OSU Internet Username](#) (your 'lastname.#') and password and click on the **Login** button."
- Form fields: "Username:" followed by a text input field (example: doe.1) and "Password:" followed by a text input field.
- A "Login" button.
- A sidebar for the "Office of Information Technology" containing links: "Need an OSU Internet Username?", "Forgot your username or password? Call the TSC at 614-688-HELP (4357)", "Change your password?", and "Other questions?" with sub-links: "About OSU Internet Usernames", "About OSU Web Login", and "Contact Technology Support Center".
- Footer text: "Login will remain in effect until you completely exit your browser or several hours have elapsed." and "IMPORTANT: To protect your privacy, **completely exit your web browser** when finished."

Figure 2 - eReports login page

2. Enter your OSU Internet Username (name.n) and password and then click on the Login button (if you have forgotten your password, then call 8-HELP).
3. Your Hyperion Workspace will open in a new window (see figure 3). Please note that your Workspace may not look exactly like the one in figure 3.

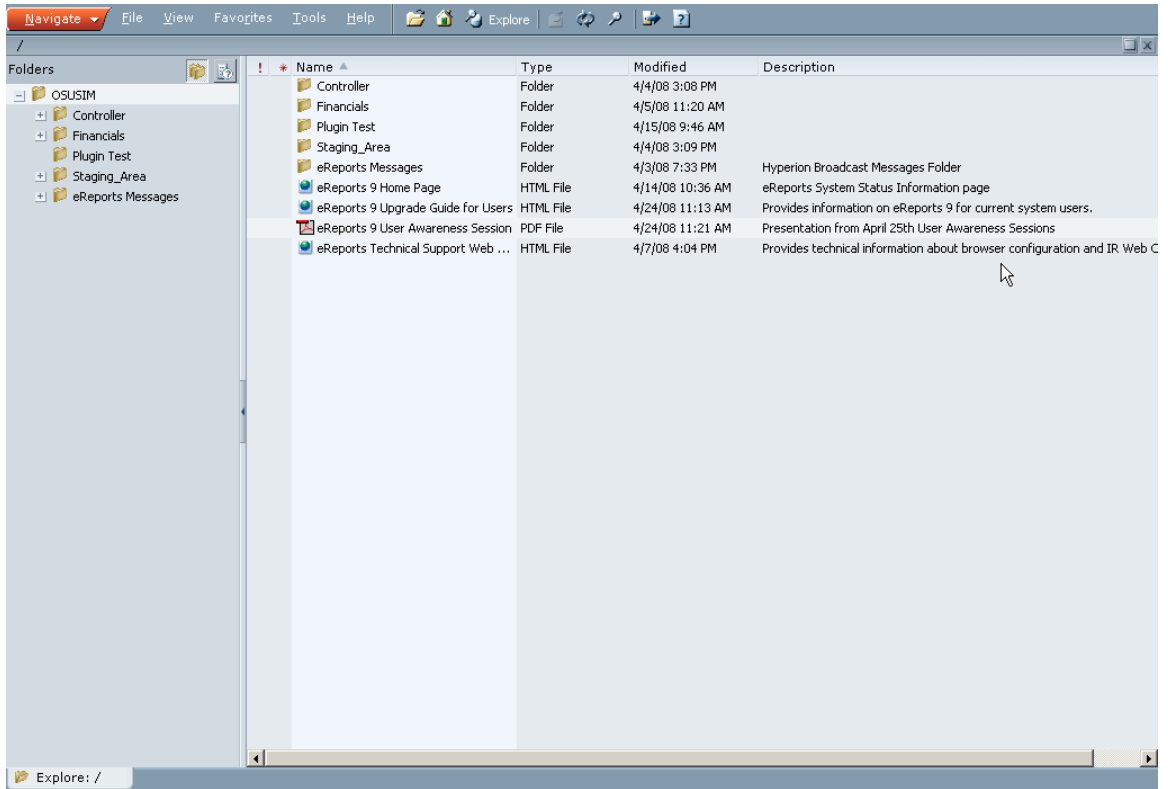


Figure 3 - eReports Workspace

4. Click on the “Financials” folder in the Folders section on the left-hand side of the screen (see figure 4).

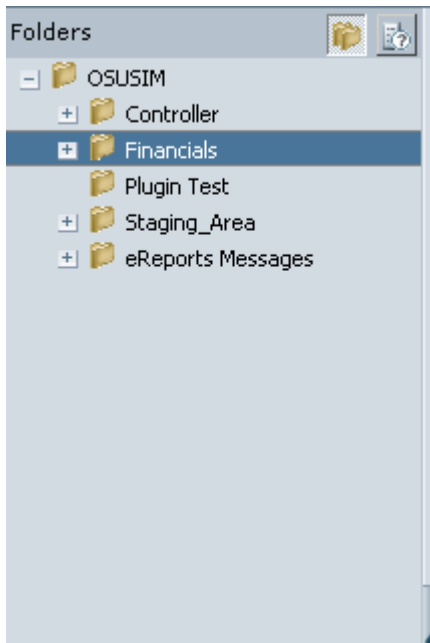



Figure 4 – eReports folder section

5. Once in the Financials folder, double-click on the  General Procurement Reports folder (see figure 5).

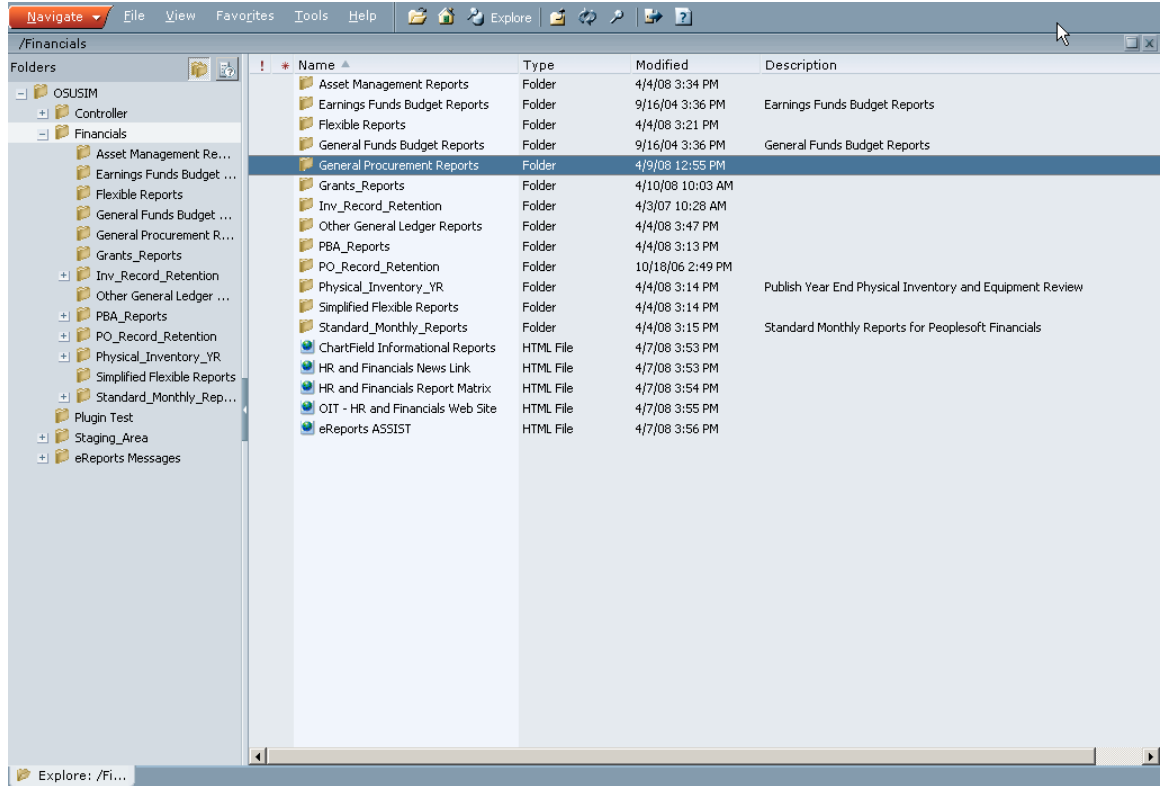



Figure 5 - Financials Folder

6. In the General Procurement Reports folder, double-click on  APU111DW - Paid Voucher Report (see figure 6).

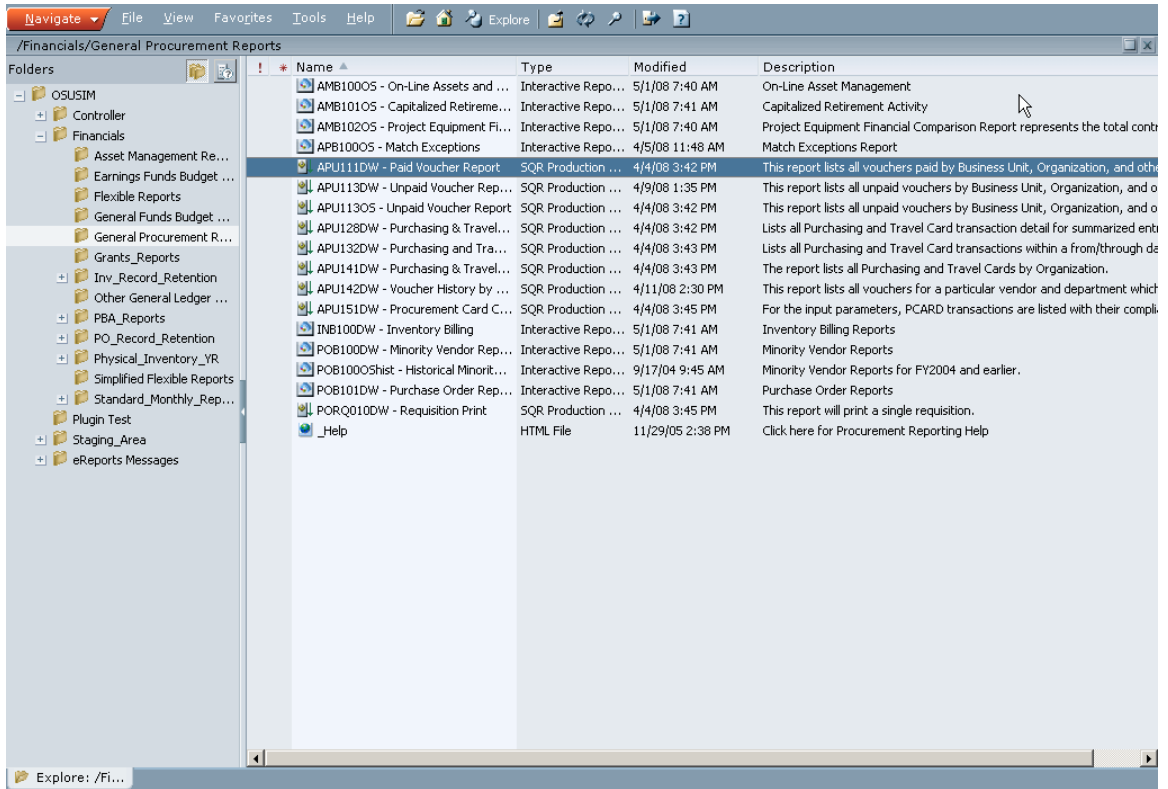


Figure 6 - General Procurement Reports page

Job Parameters

Define Job Parameters starting with Publisher Defaults Edit

Set Values

Data Warehouse (DWRPT) updated as of: 05/04/2008

Assist Pages (Help Info)
* = required field

ChartField Specific Parameters	
	Criteria
Business Unit*	UNIV
Organization*	
Fund	
Account	
Project	
Program	
User Defined	

Additional Parameters	
	Criteria
From Date*	
Through Date	
Vendor ID	
Purchase Order ID	
Voucher ID	
Invoice ID	

Save as my default
 Save Personal Job Parameter Name:

Run Restore Defaults Cancel

Figure 7 - Paid Voucher Report Parameters screen

7. Enter in the parameters to run the report (see figure 7), then click on the Run button. Note that only business unit, organization and from date are required to run the report.

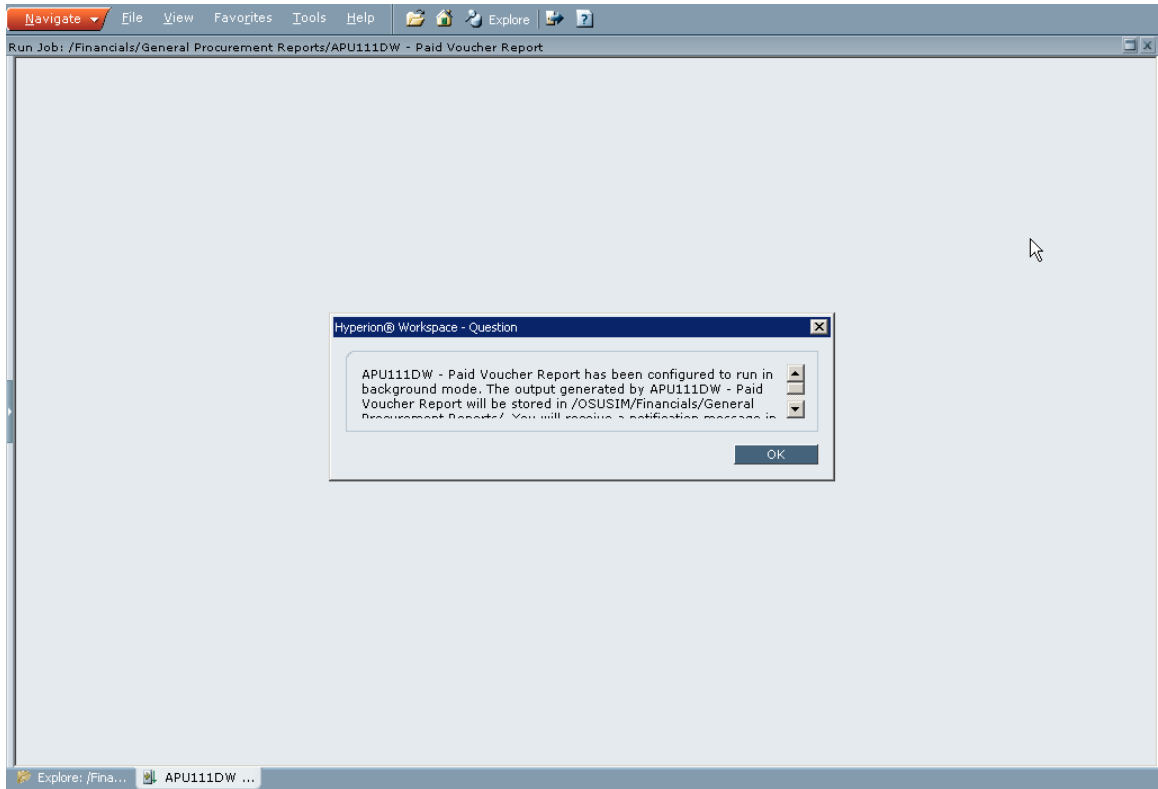





Figure 8 - Background Job Confirmation Page

8. Once you click on the  button, you will be directed to a page similar to figure 8. This message is to notify you of the process that will run in the background to create the report you have requested. Click on the  button after reading the message.
9. You can click on the  (refresh) button until you see the report output appear on the screen. The output will appear below the report and will look similar to figure 9 (note that the modified date on the report output is equal to the date that the report was run).

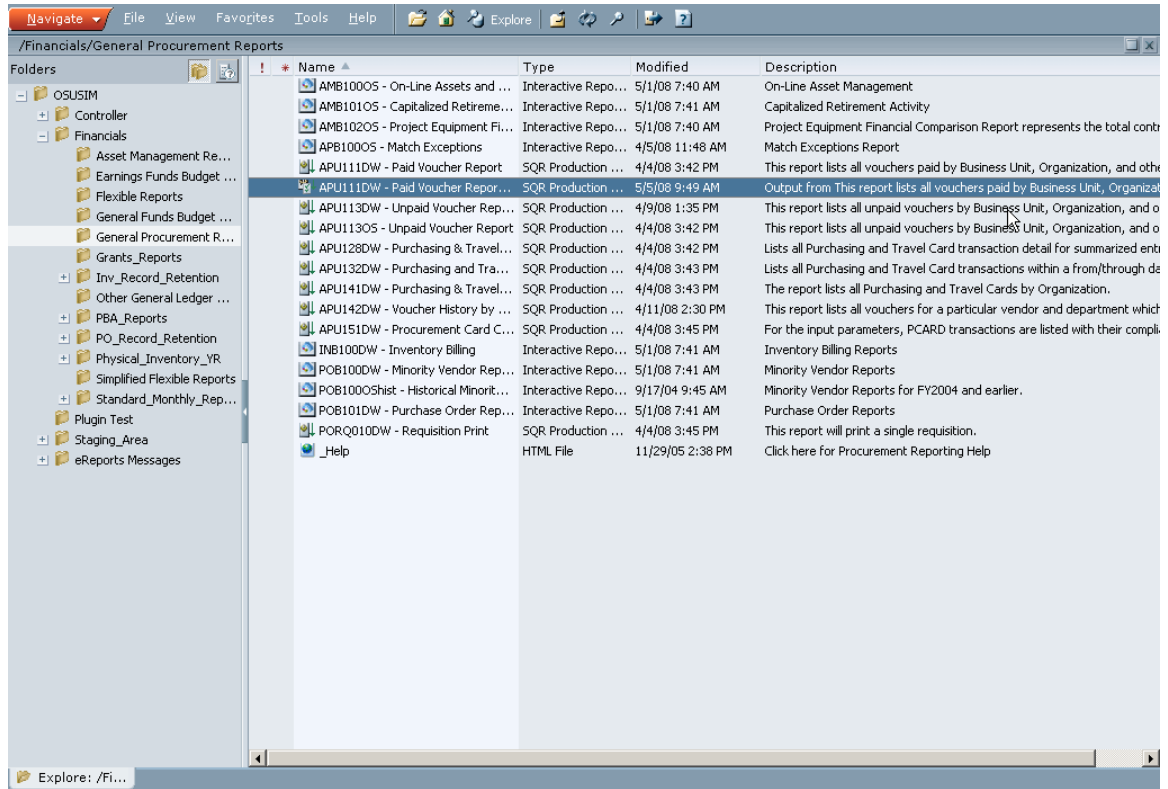


Figure 9 - Paid Voucher Report output is highlighted

10. Double-click on the report output. This will bring up a screen similar to figure 10.

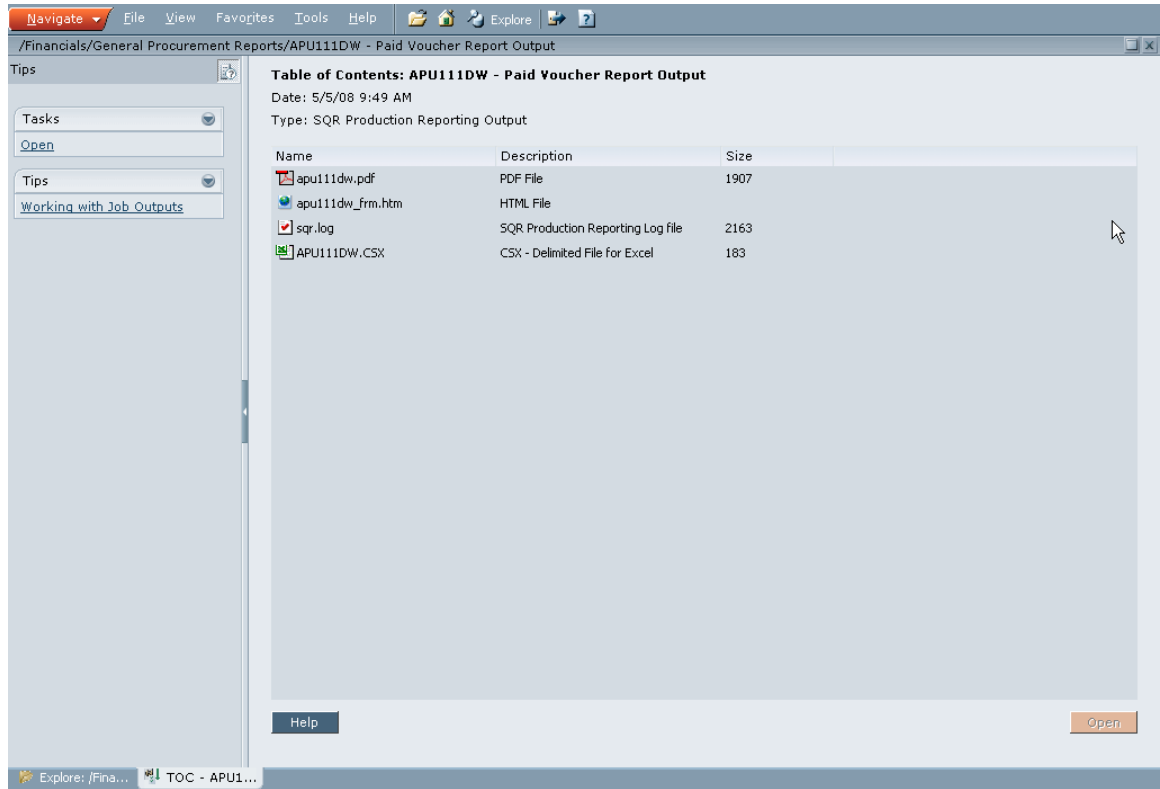


Figure 10 - Paid Voucher Report Table of Contents

11. To view the report in a format where you will be able to also view the invoice images, you will need to look at the report in HTML. To do this, double-click on the apu111dw_frm.htm link. Note, that if you don't want to see the invoice images, you can also view the report as a PDF apu111dw.pdf or as an excel comma-delimited file APU111DW.CSX .

12. The paid voucher report will open in the window.



13. If you are viewing the report in HTML, you can view an invoice by clicking on the voucher ID hyperlink next to that payment.

14. Once you click on the voucher ID hyperlink, a new window will appear where the scanned invoice image will load as a PDF (see figure 11).

15. You can save a copy of the scanned image by clicking on the Save a Copy

16. You can print the invoice by clicking on the printer icon

17. When you are done viewing the invoice image, click on the in the top right-hand corner to close the window (the window with your paid voucher report will still be there).

18. When you are done viewing the report, you can click on the  Explore button to return to the General Procurement Reports page, or you can click on the logout  button to log out of eReports.

2.0 Unpaid Voucher Report

1. To run the unpaid voucher report, first follow steps 1 through 5 in section 1.0 Paid Voucher Report.
2. In the General Procurement Reports folder, double-click on

APU113DW - Unpaid Voucher Rep...

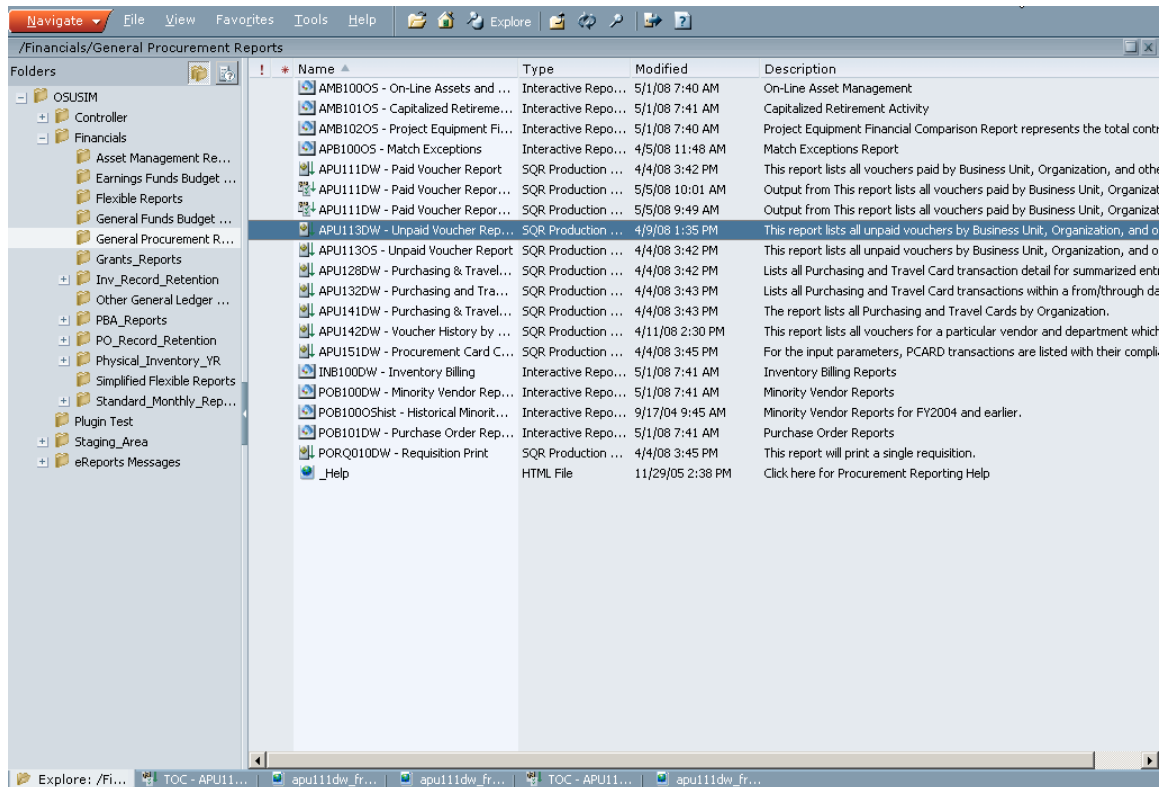


Figure 11 - General Procurement Reports screen.

Job Parameters

Define Job Parameters starting with Publisher Defaults Edit

Set Values

Data Warehouse (DWRPT) updated as of: 05/04/2008

Assist Pages (Help Info)

* = required field

ChartField Specific Parameters	
	Criteria
Business Unit*	UNIV
Organization*	
Fund	
Account	
Project	
Program	
User Defined	

Additional Parameters	
	Criteria
From Date*	
Through Date	
Vendor ID	
Purchase Order ID	
Voucher ID	
Invoice ID	

Save as my default

Save Personal Job Parameter Name:

Run Restore Defaults Cancel

Figure 12 - Unpaid Voucher Report Job Parameters Page

3. Enter in the parameters to run the report (see figure 12), then click on the Run button. Note that only business unit, organization and from date are required to run the report.

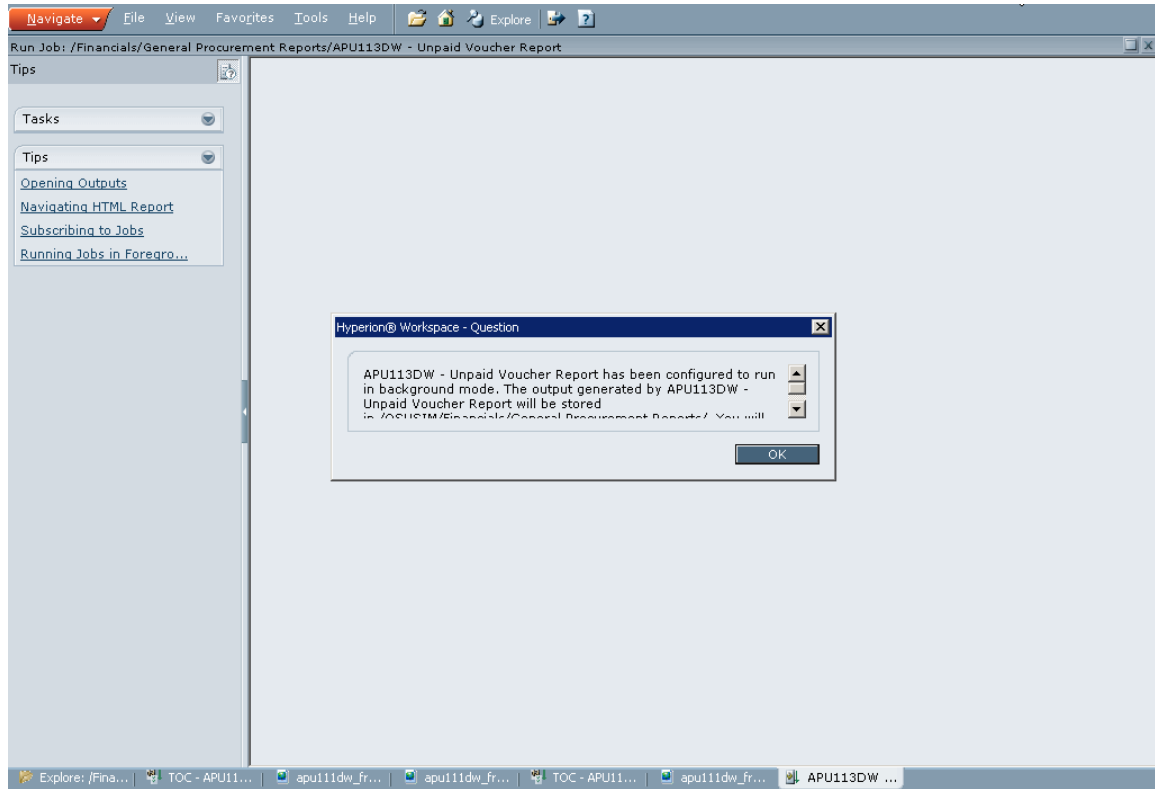

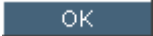



Figure 13 - Background Job Confirmation Page

4. Once you click on the  button, you will be directed to a page similar to figure 13. This message is to notify you of the process that will run in the background to create the report you have requested. Click on the  button after reading the message.

5. You can click on the  (refresh) button until you see the report output appear on the screen. The output will appear below the report and will look similar to figure 14 (note that the modified date on the report output is equal to the date that the report was run).

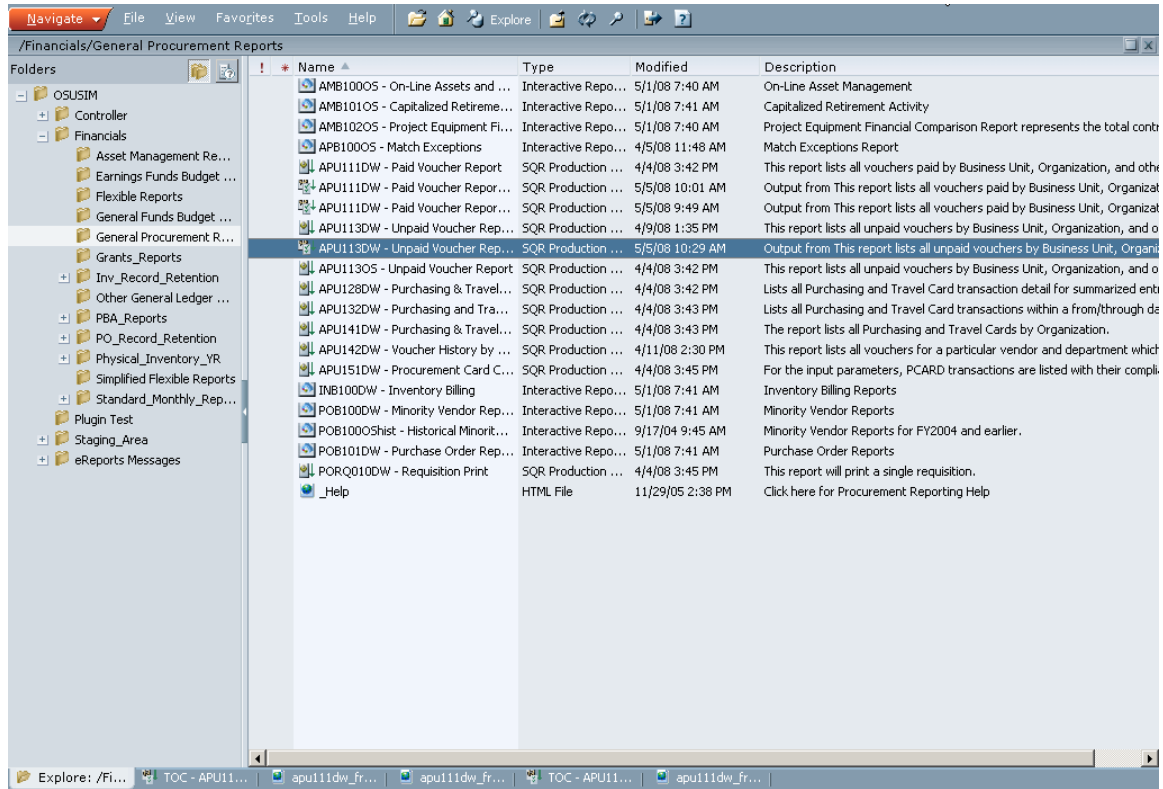


Figure 14 – Unpaid Voucher Report Output is highlighted.

6. Double-click on the report output. This will bring up a screen similar to figure 15.

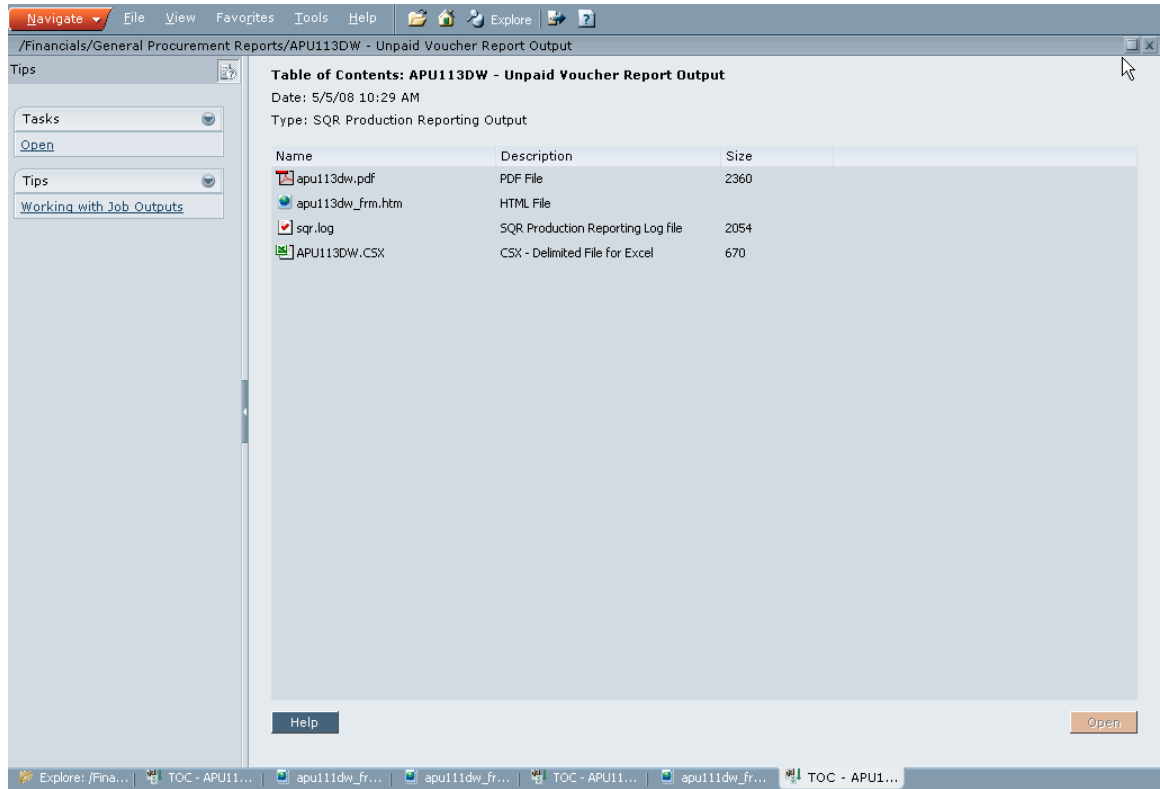




Figure 15 - Unpaid Voucher Report Table of Contents

7. To view the report in a format where you will be able to also view the invoice images, you will need to look at the report in HTML. To do this, double-click on the apu113dw_frm.htm link. Note, that if you don't want to see the invoice images, you can also view the report as a PDF apu113dw.pdf or as an excel comma-delimited file APU113DW.CSX.
8. The unpaid voucher report will open in the window.
9. To view an invoice image, click on the voucher ID hyperlink on that line.
10. Once you click on the voucher ID hyperlink, a new window will appear where the scanned invoice image will load as a PDF.
11. You can save a copy of the scanned image by clicking on the Save a Copy
12. You can print the invoice by clicking on the printer icon
13. When you are done viewing the invoice image, click on the in the top right-hand corner to close the window (the window with your paid voucher report will still be there).

14. When you are done viewing the report, you can click on the  button to return to the General Procurement Reports page, or you can click on the logout  button to log out of eReports.