



# Reconciling PeopleSoft Invoices

Each month, each unit is responsible for downloading the 4OS-91 report (Detail Report) from the eReports system. The transactions that appear on the report are then reconciled to the transactions that are submitted for processing. Purchase Order invoices are typically received and paid directly by the Business Operations Center or Accounts Payable. This training document will walk you through the steps of getting the backup documentation for those Purchase Order invoices so that you can review them to make sure there is not a problem with the transaction.

## 1

### Step 1: Sign into eReports <http://ereports.osu.edu/>

The link can also be found under Links at [cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)  
Enter OSU Internet User Name and password.

## 2

### Step 2: Download last month's 4OS-91 report.

- A. Path: Financials > Standard Monthly Reports > FY\_XXXX > FAES > Division > DNode  
*DNode: (extension 55xx State and Academic Units, D5502 for County units)*
- B. Click on the PDF version of the 4OS-91 Report.
- C. Search for your org number by using the CTRL+F feature of adobe.
- D. Print or save only the pages associated with your unit.

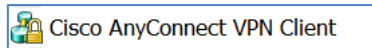
For additional help on downloading this report see the eReports training available from the University:

[https://assist-erp.osu.edu/assistereports84/WebHelp/demos/Stnd\\_Mnthly\\_Report\\_demo\\_v2/Stnd\\_Mnthly\\_Report\\_demo\\_v2.htm](https://assist-erp.osu.edu/assistereports84/WebHelp/demos/Stnd_Mnthly_Report_demo_v2/Stnd_Mnthly_Report_demo_v2.htm)

## 3

### Step 3: Sign into the OSP VPN

Path: Start> Programs>



Sign in with OSU Internet name and password.

## 4

### Step 4: Go to the Controller's Office View invoice page.

<http://controller.osu.edu/viewinvoice/ViewInvoice.aspx>

Sign in with OSU Internet name and password.

## Office of the Controller ▶ View Invoice

[Home](#) | [ePayroll](#) | [W-2 Online](#) | [Resources](#) | [Forms](#) | [Manage Surplus](#) | [View Invoice](#) | [Who Do I Call?](#) | [FAQs](#)

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Enter a voucher number in the text box and then click on the View Invoice button to view the \*invoice image.  
Please note that the invoice image will open in a new window.

Voucher ID:

# 5

**Step 5: Use the Controller's Office Website to pull any vouchers that you don't have copies of.**

They will be in the Voucher ID Column of your 4OS-91 Report and will start with the fiscal year and **any voucher with an CC, EE or GG** Ignore the other voucher types (i.e. DD, ER) you are able to get that back up information in eRequest.osu.edu if needed.

The invoices will take a few seconds to load.

Account/ Journal ID	Class	Src	Journal Line Description	Posted Date	Reference	User Defined	Research Project	Budget Entries	Current Rev/Exp
TOTAL BENEFIT SPECIALS								0.00	62.59
TOTAL EMPLOYEE BENEFITS								0.00	2,087.43
TOTAL BENEFITS								0.00	2,087.43
61201 Office Supplies									
INVOICE ID	INV DATE	VENDOR NAME	VCHR ID	VCHR T#/PR#	PO ID	REQ ID	VCHR AMOUNT		
AP02800807	JRNL AP - Accrual	05-01-12 OFFICEMAX	05/03/2012 ACCRUAL	12DD7POV	PR564741	570012AA37 57001223AA	6.00	6.00	
AP02821529	JRNL AP - Accrual	05-23-12 OFFICEMAX	05/25/2012 ACCRUAL	12DD8BWS	PR595381	570012AA38 57001224AA	324.69	324.69	
IN02815967	JRNL INV	OSU Stores Transactions	05/22/2012 INV	OFFSUP				117.48	
TOTAL OFFICE SUPPLIES								0.00	448.17
TOTAL SUPPLIES								0.00	448.17
61801 Postage									
INVOICE ID	INV DATE	VENDOR NAME	VCHR ID	VCHR T#/PR#	PO ID	REQ ID	VCHR AMOUNT		
AP02824309	JRNL AP - Accrual	05-29-12 BELMONT COUNTY - OSU EXTENSION	05/30/2012 ACCRUAL	12ER8DGR	PR596330		244.00	244.00	
TOTAL POSTAGE								0.00	244.00
TOTAL MAILING SERVICES								0.00	244.00
62002 Long Distance Charges									
INVOICE ID	INV DATE	VENDOR NAME	VCHR ID	VCHR T#/PR#	PO ID	REQ ID	VCHR AMOUNT		
AP02811932	JRNL AP - Accrual	04-30-12 CENTURY LINK	05/15/2012 ACCRUAL	12EE7ZWS	LNGDST	570012AA15 57001212AA	21.25	21.25	
TOTAL LONG DISTANCE CHARGES								0.00	21.25
62005 Local Call Charges									
INVOICE ID	INV DATE	VENDOR NAME	VCHR ID	VCHR T#/PR#	PO ID	REQ ID	VCHR AMOUNT		
AP02804259	JRNL AP - Accrual	04-25-12 AT&T	05/07/2012 ACCRUAL	12EE7T7J			241.41	241.41	
TOTAL LOCAL CALL CHARGES								0.00	241.41
TOTAL COMMUNICATIONS								0.00	262.66

12EE7ZWS

# 6

**Step 6: Review the eReport and the invoice for accuracy.**

If you are comfortable with the invoice as it was entered then just put a checkmark ✓ on the side of your eReports (to show you looked it up) and move to the next invoice.

There is no need to save or print the invoice unless you want to. You can access the voucher again at any time.

Voucher ID: 12EE7ZWS  
System Approval Required  Yes  No

Signature: \_\_\_\_\_

SOH OSU EXTENSION  
Account # 60661913  
Phone # 740-695-1455

**Bill Summary**

Previous Balance	\$39.34
Payment(s) Received, Thank You	\$-39.34
Balance Forward	\$0.00
Current Charges	
Current Gross Charges	\$21.10
Government Fees & Taxes	\$0.00
Other Fees & Monthly Charges	\$0.15
Current Net Charges	\$21.25
<b>Amount Due</b>	<b>\$21.25</b>

April 30, 2012  
Invoice 1212268435  
Billing Cycle: 202-147 Page 1 of 13

Contact CenturyLink

- Billing Inquiries and general information 1-800-880-1020
- Go Green! Use Control Center at <https://controlcenter.centurylink.com> to view your billing and service information on-line and enroll in Paperless Billing or One Page Direct.

Thank you for choosing CenturyLink.

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## Resources

- Computer Tech – VPN Problems, [ithelp@cfaes.osu.edu](mailto:ithelp@cfaes.osu.edu)
- OCIO – Lost Passwords, 614-688-HELP
- FAES Student contact if invoice is not on Controller's Office Website: 614-247-7621 Reference the Voucher ID