Quick Start Guide for Expense Verification

Instructions for Primary Navigation

1. Access your Indexes by clicking on the Grant Reporting resource link on the MyOregonState Employee Dashboard page. You can search for this resource by selecting the Resource tab at the top of the page and typing “grant” in the Find Resources box. Once you have located the Grant Reporting resource you can tag it so it will appear as a Favorite on your main Dashboard.

2. Once in the Grant Reporting System environment, locate your list of grants using the My Grants link in the upper right-hand corner of any page within the Grant Reporting System.

3. On the My Grants page, click an Index link to view the Index summary. After opening an Index summary page, click on the Expense Verifications tab at the top to view months that have expenses to verify. (To help you orient, the tabs in order are: Summary, Period Detail, Legacy, Transactions, Expense Verifications, Documents.)

4. On the Expense Verification tab, click on any of the pending verifications to view a month of transactions. After clicking on a pending verification, you are taken to the Transactions tab again, but notice that the tab now reads Verify Transactions, which indicates that you are in expense verification mode. Instructions for verifying expenses or noting exceptions are at the bottom of the page.