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.