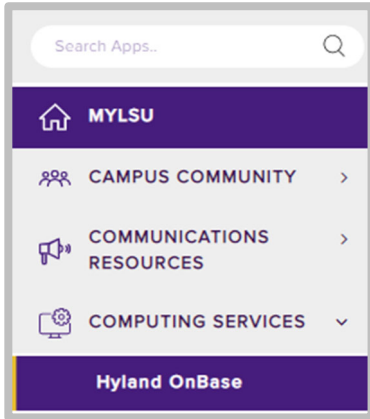


ACCESSING WEB CLIENT

On myLSU, under the Computing Services dropdown list, select **Hyland OnBase**.

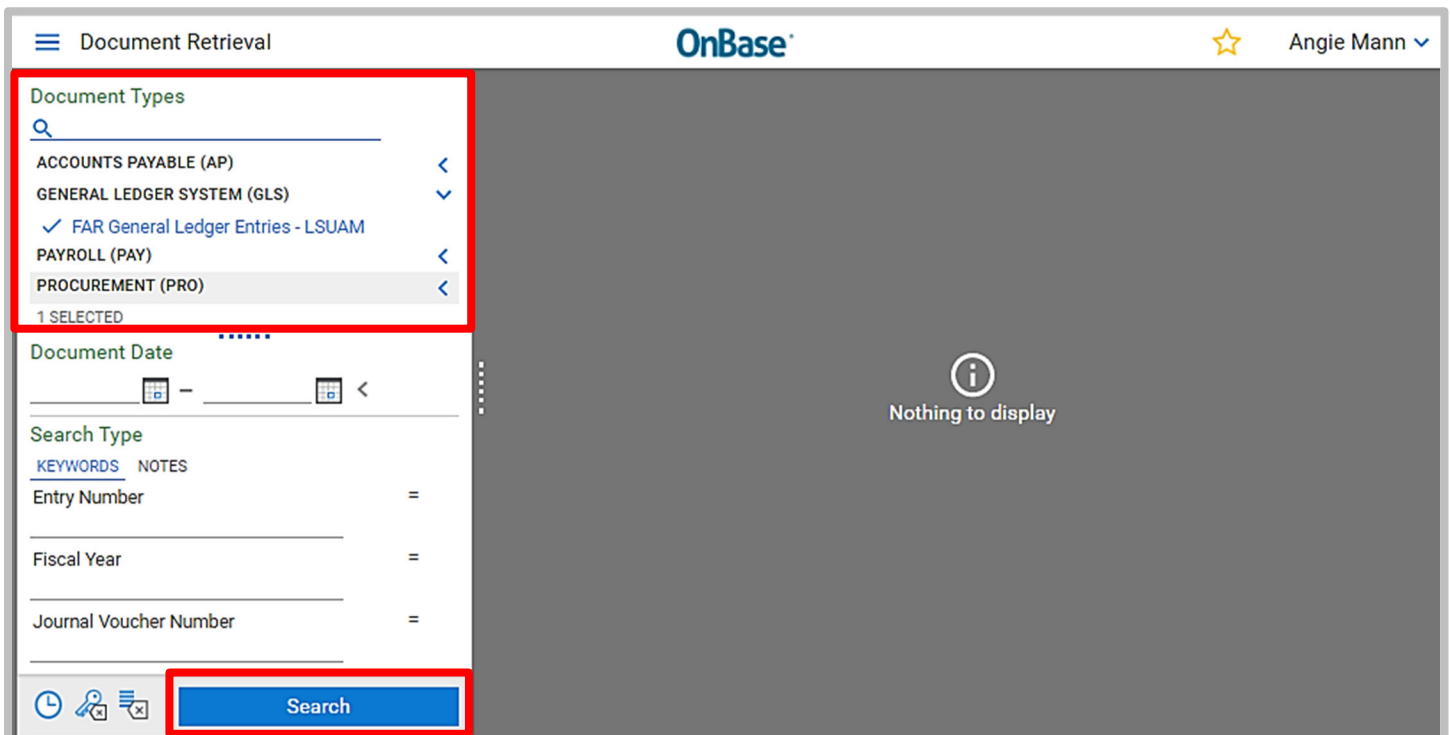


RETRIEVING DOCUMENTS

The Document Retrieval search option is displayed by default when logging into OnBase. **Document Types** are grouped within **Document Type Groups** (AP, GLS, TIS, etc.). Search for a Document Type name next to the magnifying glass or select an option from the Document Types list. An entire Document Type Group can be searched by selecting the Document Type Group name.

- A **Document Date** (beginning and/or ending) or **Keyword** is required. The Document Date is the date the file was scanned. The Keyword options will vary by Document Type Group and Document Type.

Once search criteria are entered, select the **Search** button at the bottom of the screen.



Available Document Type Groups and Document Types

- Accounts Payable (AP)
 - AP 1042S – LSUAM
 - AP 1099 – LSUAM
 - AP Direct Charge – LSUAM
 - AP Lacarte Users Files – LSUAM
 - AP PRL Invoices – LSU
 - AP Procurement Card – LSUAM
 - AP Travel Advances – LSUAM
 - AP Travel Reimbursements – LSUAM
- General Ledger System (GLS)
 - FAR General Ledger Entries – LSUAM
- LSU Foundation (FND)
 - FND Foundation Check Request – LSUAM
- Payroll (PAY)
 - PAY 941 Quarterly Report – LSUAM
 - PAY ACH Returns – LSUAM
 - PAY ADD Monthly Activity Report – LSUAM
 - PAY Annual Statement Withholding Recon – LSUAM
 - PAY Deduction Forms – LSUAM
 - PAY Employee Documents Trans – LSUAM
 - PAY Flex Claims – LSUAM
 - PAY Flex Fees – LSUAM
 - PAY Flex Misc – LSUAM
 - PAY Flex Premiums – LSUAM
 - PAY Fringe Benefits – LSUAM
 - PAY Health Accounts Receivables – LSUAM
 - PAY Health Claims – LSUAM
 - PAY Health Fees – LSUAM
 - PAY Health Finance – LSUAM
 - PAY Health Misc – LSUAM
 - PAY Health Premium – LSUAM
 - PAY Insurance Forms – LSUAM
 - PAY LASERS Monthly Report – LSUAM
 - PAY LSU Funded Retirement 1979 – LSUAM
 - PAY LSU System Health Plan Multi – LSUAM
 - PAY Medicare Data Match – LSUAM
 - PAY Payroll Billing – LSUAM
 - PAY Payroll Transfer Voucher – LSUAM
 - PAY Payroll Voucher – LSUAM
 - PAY Personnel Action Form – LSUAM
 - PAY Retiree Insurance Deductions – LSUAM
 - PAY Retirement Forms – LSUAM
 - PAY State Insurance Register – LSUAM
 - PAY Supervising Teachers Payments – LSUAM
 - PAY Tax Information Forms – LSUAM
 - PAY TRSL Monthly Report – LSUAM
 - PAY TRSL ORP Monthly Report – LSUAM
- PAY US Savings Bonds Mth Reports – LSUAM
- PAY W-7 Tax Identification Num – LSUAM
- PAY Workday Payroll Vouchers – LSUAM
- Personnel Activity Report (PAR)
 - SPA Personnel Activity Report – LSUAM
- Procurement (PRO)
 - PRO PRL Bids – LSUAM
 - PRO PRL Contract – LSUAM
 - PRO PRL Purchase Orders – LSUAM
 - PRO PRL Requisitions – LSUAM
 - PRO PRL Solicitations – LSUAM
 - PRO Purchase Orders – LSUAM
 - PRO Request For Quote Responses – LSUAM
 - PRO Request For Quotes – LSUAM
 - PRO Requisitions – LSUAM
 - PRO Supplier – LSUAM
 - PRO Supplier Contract – LSUAM
- Sponsored Programs (SP)
 - OSP Budget – LSUAM
 - OSP Budget Justification – LSUAM
 - OSP Complete Proposal – LSUAM
 - OSP Final Proposal – LSUAM
 - OSP Final Proposal for Sponsored – LSUAM
 - OSP Grants.gov Application Package – LSUAM
 - OSP Modification Request – LSUAM
 - OSP Off-Campus Justification – LSUAM
 - OSP Original Document – LSUAM
 - OSP Other Documentation – LSUAM
 - OSP Other Modification Documentation – LSUAM
 - OSP Package for Proposals (RFP) – LSUAM
 - OSP Project Cover Sheet – LSUAM
 - OSP PureEdge – LSUAM
 - OSP Special Approval Documentation – LSUAM
- Treasury Information System (TIS)
 - OBO Batch Feeds – LSUAM
 - OBO Consolidated Cash Report – LSUAM
 - OBO Petty Cash Transfer – LSUAM
 - OBO Receipts – LSUAM
 - OBO Teller Close Print – LSUAM
 - OBO Teller Deposit Checks – LSUAM
 - OBO Teller Deposit Credit Cards – LSUAM
 - OBO Vault MOP Transfer – LSUAM
 - OBO Vouchers – LSUAM

The **Document Search Results** are displayed in a list on the right side of the screen. Double-click a **Document Name** from the list to open the document below the results in the preview window. Use the toolbar in the middle of the screen for document controls, such as downloading, printing, rotating, or zooming in/out of the document.

Document Search Results

Drag a column header here to group by that column.

DOCUMENT NAME	DOCUMENT DATE
Contains...	On...
FAR General Ledger Entries - LSUAM: 2004: 00000009	4/6/2022
FAR General Ledger Entries - LSUAM: 2017: 00000577	1/12/2017
FAR General Ledger Entries - LSUAM: 2013: 00120994	6/19/2013
FAR General Ledger Entries - LSUAM: 2011: 00077734	3/3/2011
FAR General Ledger Entries - LSUAM: 2008: 00172115	7/18/2008
FAR General Ledger Entries - LSUAM: 2006: 00030573	11/15/2005

Items: 11

FAR General Ledger Entries - LSUAM: 2004: 00000009

```

DATE: 05/20/2003          LOUISIANA STATE UNIVERSITY          PAGE: 01
TIME: 02:51:55           ACCOUNTING ENTRY                      SCR#: ANH
UPDATED: 05/20/03 14:51

ENTRY TYPE#: BJ 00000009      FY: 04 # LINES: 006      VOUCHER TYPE#: JV      1
ENTRY TOTAL : 1,760,942.50   ENTRY DATE: 05/20/03   EFFECTIVE DATE: 07/01/03
STATUS INFO : A APPROVED ACSTW 05/20/03      7/1 REVERSAL :
ENTRY DESC : 94 BOND P AND I PNT 7/1/03
CONTACT NAME: DENISE BELLOTTE      PHONE: ( ) 578-1783
COMMENTS : 1 .

LINE/   PR
DESC/   YE
DOC#   ACCT   IT   OBJ   PROJ   DEBIT AMOUNT   CREDIT AMOUNT   CODE   GEN   LIQ

001 184-40-7324 P 5700          622,500.00          0724
94 BOND PRIN PNT FR RESTR-7/1/03

002 184-40-7324 P 6711          622,500.00 0724
94 BOND PRIN PNT FR RESTR-7/1/03

003 184-40-7324 P 5700          515,942.50          0724
94 BOND INT PNT FR RESTR-7/1/03

004 184-40-7324 P 6712          515,942.50 0724
94 BOND INT PNT FR RESTR-7/1/03

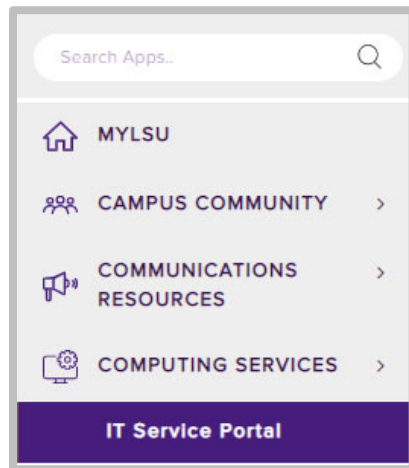
005 184-40-8300 L 2814          622,500.00          0091
94 BOND PRIN RED LEAS-7/1/03
                
```

Page 1 / 2
0 Note(s)
0 Discussion(s)

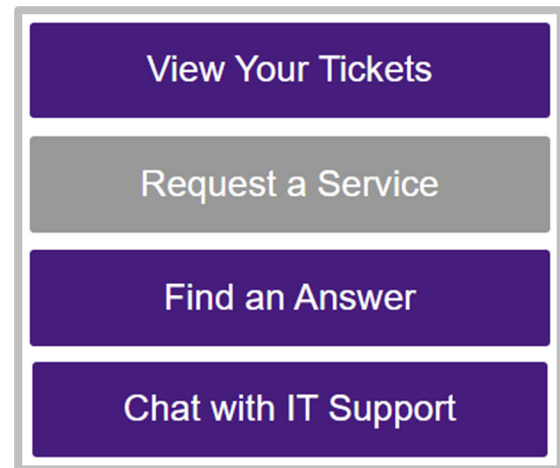
SUBMITTING SECURITY REQUESTS

A service ticket must be submitted for users to add or remove access to the various functional areas in Hyland OnBase. The ticket can be submitted by the user or on behalf of a different user.

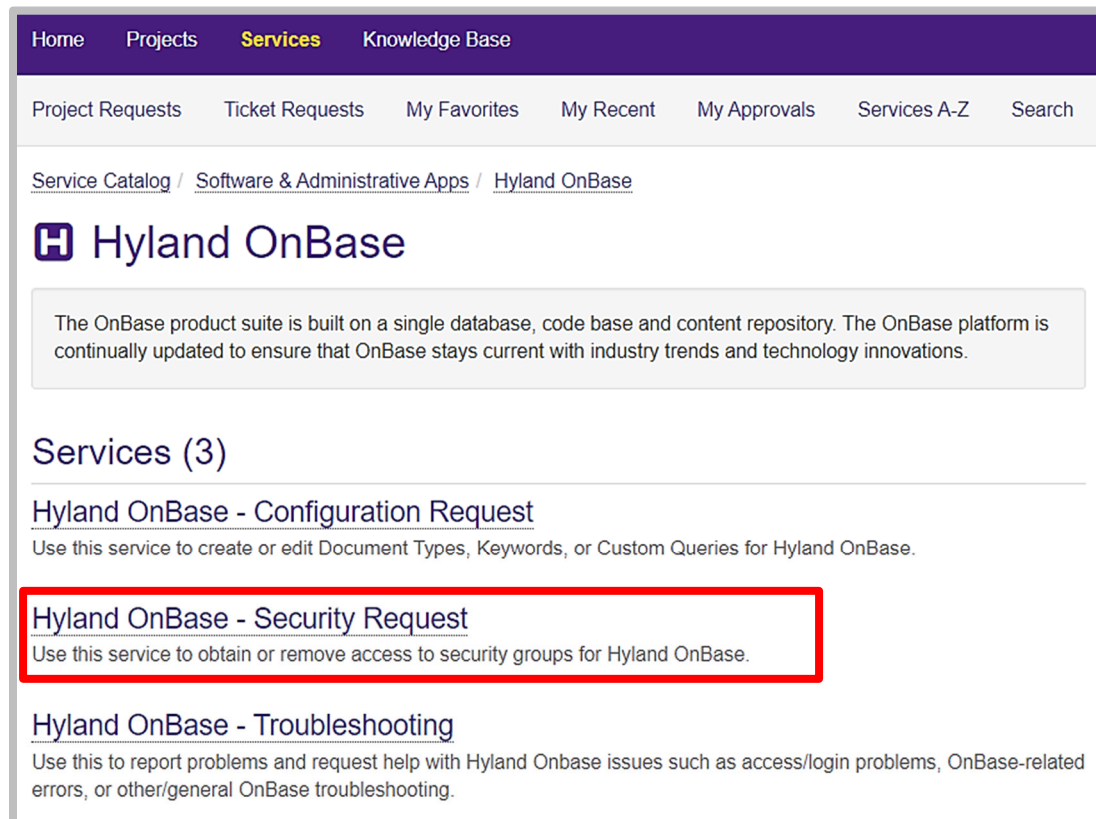
On myLSU, under the Computing Services dropdown list, select **IT Service Portal**.



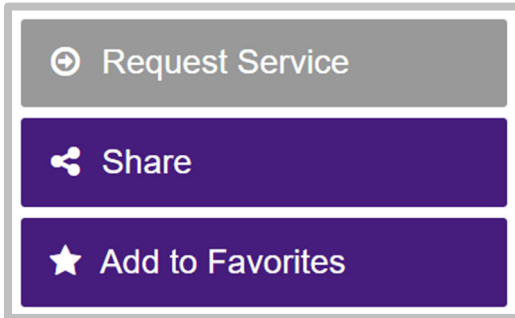
From the IT Service Portal Home page, select **Request a Service**.



From the Service Catalog list, select **Software & Administrative Apps > Hyland OnBase > Hyland OnBase – Security Request**.



From the Hyland OnBase – Security Request menu, select **Request Service**.



Complete the required information on the form. At least one **Functional Area** and one **Security Group** must be selected.

Purpose of Request *

Obtain Security Access x v

Business Justification for Access * ?

Functional Area *

- Financial Aid
- Registrar
- Admissions - Undergrad
- Admissions - Graduate
- Payroll
- Sponsored Programs
- Human Resources
- Financial

Security Group - Make Your Selections Below *

- Accounting Services - Admin
- Accounting Services - Scanners
- Accounts Payable (AP) - View
- LSU Foundation (FND) - View
- General Ledger System (GLS) - View
- Personnel Activity Report (PAR) - View
- Procurement (PRO) - View
- Treasury Information System (TIS) - View
- Payroll (PAY) - View



The Functional Area and Security Group sections will appear once a Purpose of Request is selected.