1. Login to The Hub and find the section labeled “Budgeting” - Click on “Budget Manager Reports”

2. Run a report in “Detail” mode selecting budget criteria to display transaction activity with Accounts Payable postings (checks, e-checks, or wire transfers).

3. The resulting Detail Screen will display transactions posted to the General Ledger. Under the “Reference No” column find a transaction that begins with the letter ‘V’ (V = Voucher).

4. Any “Reference No” that begins with a ‘V’ is a hyperlink that, when clicked, will open a new browser window prompting you to login to OnBase using the following credentials:
   Domain: ADS (this is pre-populated)
User Name: Your Carleton Network ID (You will note that even with caps lock off, all characters are forced to upper case, and this is expected)
Password: The password that corresponds with your Carleton Network ID

5. Upon successful login to OnBase, you will see the Invoice/Check Request corresponding to the Voucher Number you clicked on in Budget Manager Reports. The right navigation pane will show additional pages that may exist within the document for you to scroll and navigate through. (click on the image to enlarge)

If you close the OnBase document image tab, you will be automatically logged out of OnBase.
If you will be looking at more than one document, leave your first document open as a tab so that you will not have to log back into the OnBase system. (click on the image to enlarge)
To continue viewing OnBase documents without interruption, keep the OnBase tab open in your browser, clicking on the original tab you opened for The Hub. Scroll the list to seek another document with a linked transaction that begins with the letter 'V' (V = Voucher). (click on the image to enlarge)

Clicking on another document with a linked transaction that begins with the letter ‘V’ (V = Voucher) will yield another document image browser tab. (click on the image to enlarge)
To support our green initiatives we discourage printing of source documentation and hope that electronic access to this documentation will reduce the need for copies at the department level.