



OnBase Info Session

—*—
<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>



OnBase 16 has a new URL location make sure you update your shortcuts if you have made them

<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>

The image shows two side-by-side login screens. The left screen is for OnBase 14, featuring a dark blue header with the 'OnBase 14' logo. Below the logo are input fields for 'User Name' and 'Password', and a green 'Login' button. The right screen is for OnBase 16, featuring a colorful circular graphic on the left and the 'OnBase 16' logo on the right. It also has input fields for 'User Name' and 'Password', and a green 'Login' button.

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Reasons to love OnBase16:



- Control who and how many people in your department receive notifications.



- All documents are approved the same way.



- Runs on all platforms and major web browsers.

Document Type Changes

OnBase 14

- AP Check Request
- AP Daily Cash Report
- AP Invoice/Facilities/Facilities Planning
- AP Transfer Request
- AP Check Request Attachment
- AP Daily Cash Report Attachment
- AP Transfer Request Attachment

OnBase 16

- AP Department Check Request
- AP Department Deposit
- AP Unity Invoice
- AP Department Transfer Request
- AP Department Voucher
- AP Attachment
- AP Department Profile

Workflow Changes

OnBase 14

- AP Invoice Approval
- AP Daily Cash Reports
- AP Transfer Request

OnBase 16

- AP Form Completion
- AP Approval

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Department Profile

- The Department Profile allows each department the ability to control who receives an email when there is work to complete in the Form Completion Life Cycle
- Each type of document can have different email notifications assigned to them
- Each department can decide how many people receive the email notification
- Each department can change the email notifications when they need to

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Department Profile

DP - 13486031 - ADMISSIONS - 10/25/2017

Header

Created By: HOSTR
 Current User's Display Name: VANDOE8B
 Department: ADMISSIONS
 Department Code: ADMIS
 Category:

Notifications

Notification Type	Contact Name	Email	Start Date	End Date	
DEPARTMENT CHECK REQUEST	STEPHANIE SALAMONE	SALAMOST@GVSU.EDU	11/01/2017	11/01/2030	Remove
DEPARTMENT TRANSFER	STEPHANIE SALAMONE	SALAMOST@GVSU.EDU	11/01/2017	11/01/2030	Remove
DEPARTMENT INVOICE	STEPHANIE SALAMONE	SALAMOST@GVSU.EDU	11/01/2017	11/01/2030	Remove

FOAPAL

Form Fozpal	Fund	Organization	Account	Program	Validate
ENT INVOICE VOUCHER	110000	32102		556	Validate

Validation Message:

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OnBase

HAML

Document

New Form

Form Name

Type to filter

Request New Form From Department Profile

To create a Department Deposit, Department Check Request or Department Transfer Request you start at the home menu and click on the second drop down arrow and select the option New Form. Select Request New Form from Department Profile.

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Create New Form

Choose Form *

Department *

- Department Check Request
- Department Deposit
- Department Transfer Request

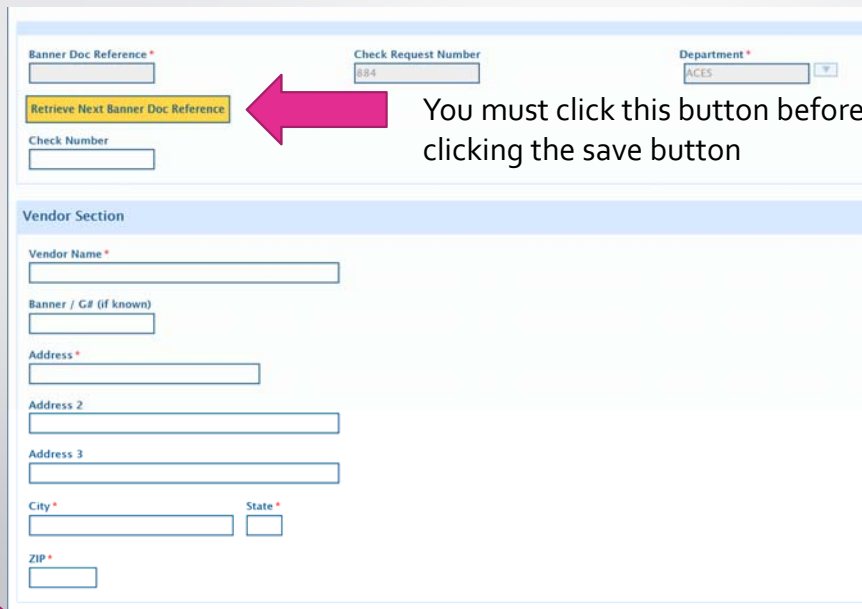
By Clicking Submit the new form will be available to complete by opening Workflow and going to the Lifecycle AP Form Completion

[Submit](#)

- From the Choose Form drop down box select the form you wish to create.
- Click the Department drop down box to select your department name.
- Remember that there is a help document on the Business and Finance OnBase Resources page to search for your department name based on a FOAP.

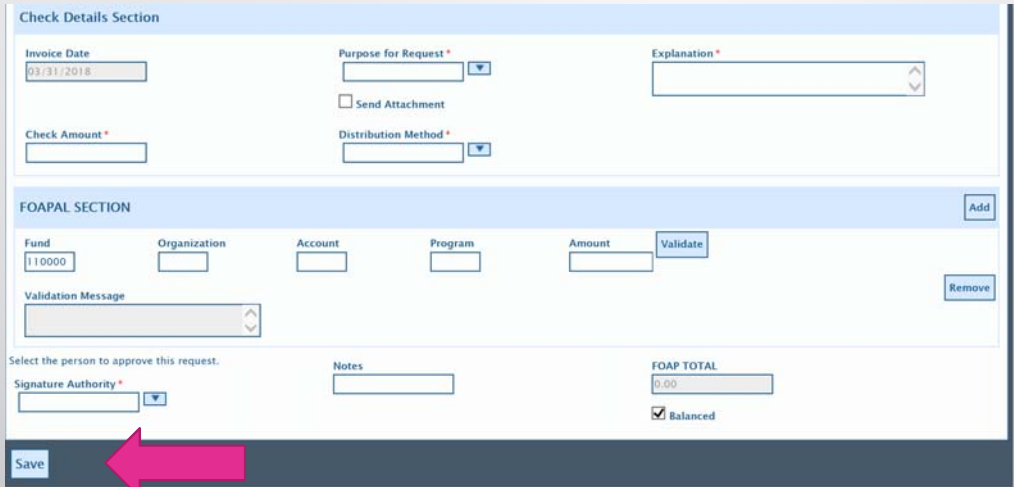
11

To create a Department Check Request fill in all of the fields marked with a red asterisk.



The screenshot shows the 'Department Check Request' form. At the top, there are three fields: 'Banner Doc Reference *', 'Check Request Number' (with value 884), and 'Department *' (with value ACES). Below these is a yellow button labeled 'Retrieve Next Banner Doc Reference'. A pink arrow points from the text 'You must click this button before clicking the save button' to this button. Below the button is a 'Check Number' field. The 'Vendor Section' is highlighted in blue and contains several fields: 'Vendor Name *', 'Banner / G# (if known)', 'Address *', 'Address 2', 'Address 3', 'City *', 'State *', and 'ZIP *'. Fields marked with a red asterisk are required.

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Check Details Section

Invoice Date: 03/31/2018

Purpose for Request *

Explanation *

☐ Send Attachment

Check Amount *

Distribution Method *

FOAPAL SECTION

Fund: 110000

Organization:

Account:

Program:

Amount:

Validate

Validation Message:

Remove

Select the person to approve this request.

Signature Authority *

Notes:

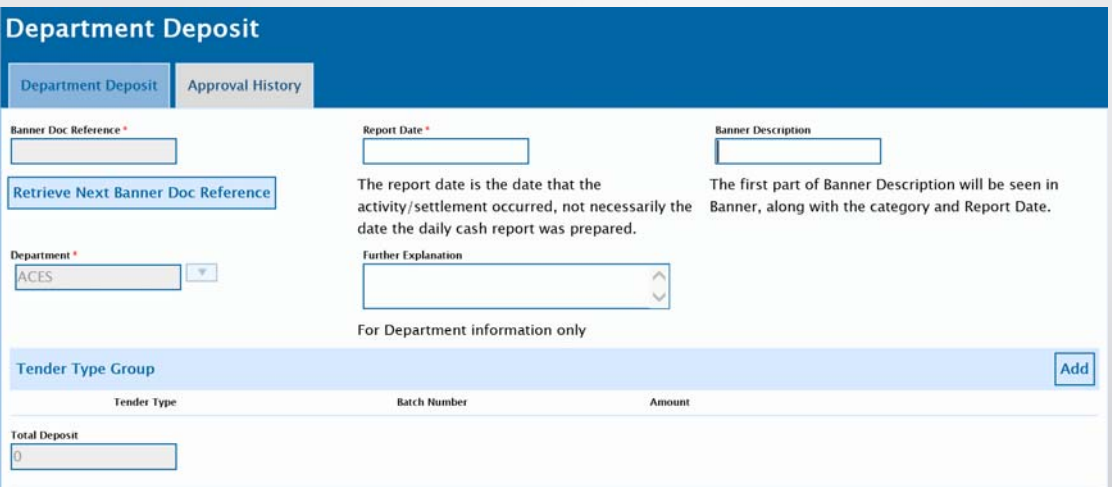
FOAP TOTAL: 0.00

☒ Balanced

Save

On each form that you work on you must click the save button before you can click a Task Button

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Department Deposit

Department Deposit | Approval History

Banner Doc Reference *

Report Date *

Banner Description

Retrieve Next Banner Doc Reference

Department *

Further Explanation

The report date is the date that the activity/settlement occurred, not necessarily the date the daily cash report was prepared.

The first part of Banner Description will be seen in Banner, along with the category and Report Date.

For Department information only

Tender Type Group

Tender Type | Batch Number | Amount

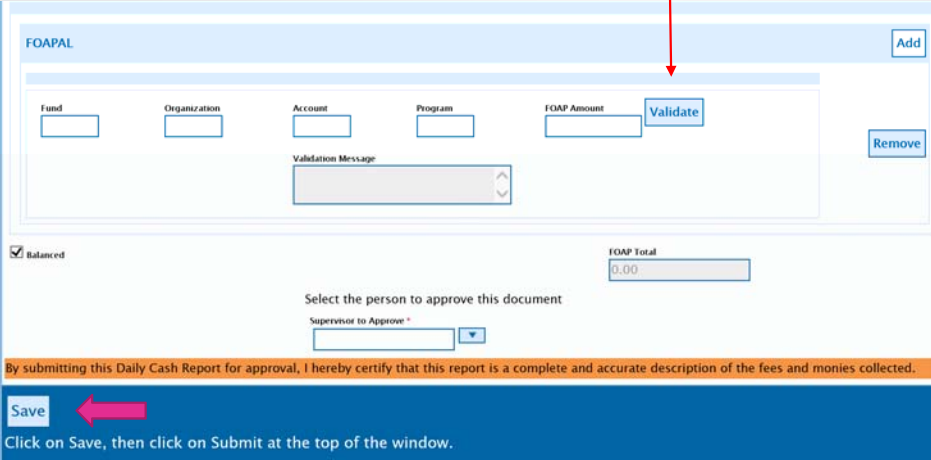
Total Deposit: 0

Add

Make sure you complete all of the fields marked with a red asterisk.

14

Want to make sure that you filled in a valid FOAP? Click the validate button.

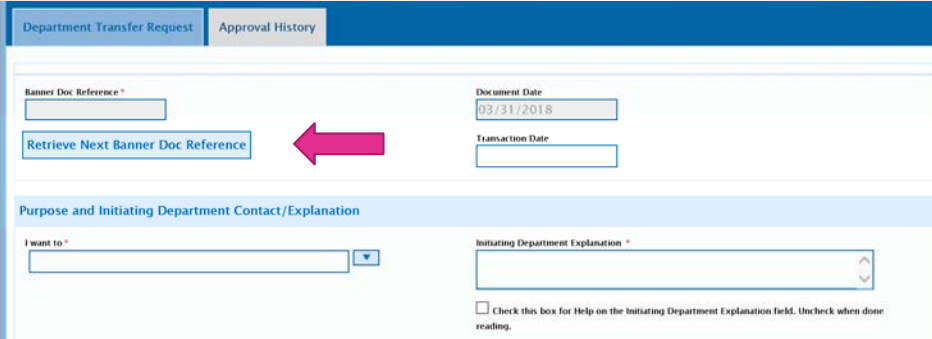


The screenshot shows the FOAPAL form. At the top, there is a header bar with the text "FOAPAL" and an "Add" button. Below this is a table with columns: Fund, Organization, Account, Program, and FOAP Amount. A "Validate" button is located to the right of the FOAP Amount column. A red arrow points to this button. Below the table is a "Validation Message" field. At the bottom of the form, there is a "Save" button with a pink arrow pointing to it. The text "Click on Save, then click on Submit at the top of the window." is displayed below the Save button.

On each form that you work on you must click the save button before you can click a Task Button

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The transfer request has boxes that you can check to receive instructions or explanations for the required values.



The screenshot shows the "Department Transfer Request" form. It has two tabs: "Department Transfer Request" and "Approval History". The form contains several fields: "Banner Doc Reference" (marked with a red asterisk), "Document Date" (03/31/2018), "Transaction Date", "Purpose and Initiating Department Contact/Explanation", "I want to" (marked with a red asterisk), and "Initiating Department Explanation" (marked with a red asterisk). A pink arrow points to the "Retrieve Next Banner Doc Reference" button. At the bottom, there is a checkbox labeled "Check this box for Help on the Initiating Department Explanation field. Uncheck when done reading."

Make sure you complete all of the fields marked with a red asterisk.

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Initial Department * Initiating Department Contact Name *

Current User's Real Name

Finalizing Department * Initiating Department Contact Number *

Preferred Banner Description (35 characters max) *

☐ Check this box for Help on the Preferred Banner Description field. Uncheck when done reading.

- Select the finalizing department from the drop down list
- If the department is going to be the same choose your department again from the drop down list

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Initiating FOAPAL (Click the Add button to the right to enter your FOAP; multiple FOAPs can be added).

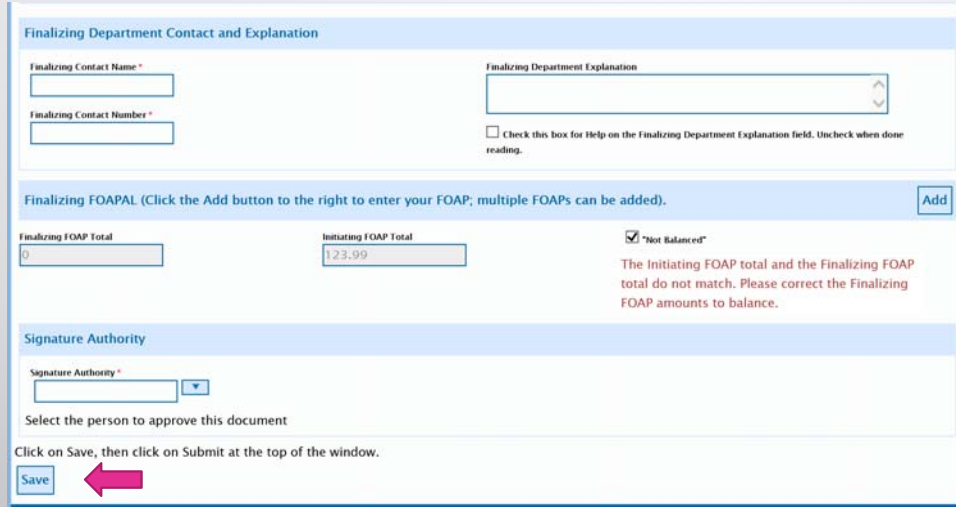
Finalizing FOAP Total Initiating FOAP Total

Click on Save, then click on Submit at the top of the window.

On each form that you work on you must click the save button before you can click a Task Button

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The Finalizing(receiving) Department will have to finish completing form with their information before it can go to the appropriate department for approval.



The Finalizing Department will need to click Save when they are done with their required information.

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- Invoice processing is completed with department voucher instead of an AP Email Eform.
- Email notifications will only come one time a day and there will not be a link on the email to OnBase.
- Invoice approval is based on the department's share of an invoice total.
- Use the work folder to review the related Unity Invoice to see the image of the invoice.

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FOAPAL Add

Select the person to approve this document

Signature Approval ▼

Comments

FOAP Amount Total

Use this comment box to record any notes you wish to keep with the invoice or you need to share with the accounting office.

SAVE

Click on Save, then click on Submit at the top of the window.

- Click the Add button on the FOAPAL header section of the voucher
- Enter the FOAP used to pay the invoice
- Click the Add button on the FOAPAL header section of the voucher to add more foap's.
- The FOAP Amount Total must equal the Department Share of the invoice in order to save the voucher
- Click the drop down list by the Signature Approval box to choose who will be responsible for approval of the invoice.
- If you wish to add notes or comments enter them in the comments box
- Click the SAVE button to save the information on the voucher.

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OnBase

HAML ▼

Document

Document

Workflow

User

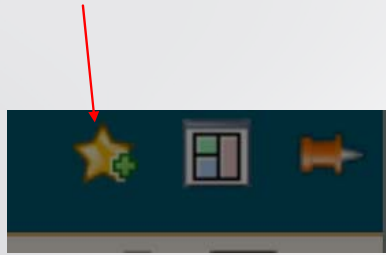
Admin

To start workflow, click the drop down indicated by the red arrow and select workflow.

Or, if you have set up favorites you can click on the Star icon.

<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>

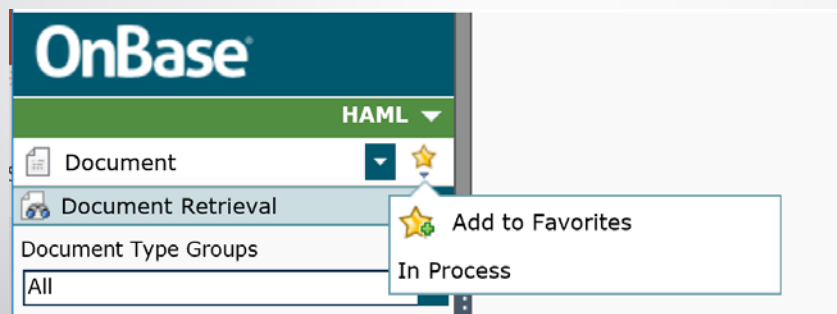
22



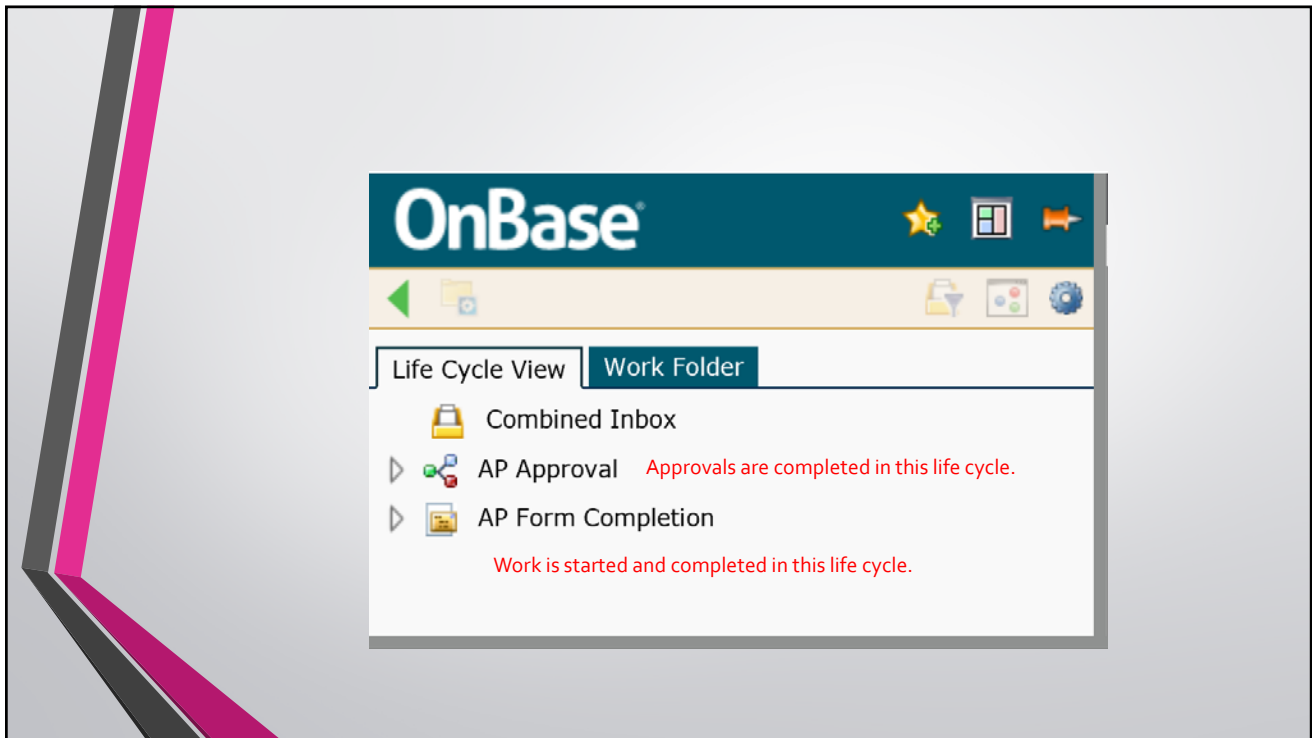
To mark a folder as a favorite, click the star when on the folder and it will show under your favorites. The favorites option is found on the first screen where you do document retrieval.

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- If you add a folder to your favorites you can access it from the home menu.
- Click the star icon and the folders you marked as favorites will display.
- Click the link to go directly to that folder.



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Horizontal layout is the traditional view that was standard in OnBase 14

Vertical layout moves the inbox below the lifecycle view and shows the document on the right full height of your screen

If you have 2 screens you can use both of them with this option

Horizontal Layout

Life Cycle View | Work Folder

- Combined Inbox
- AP Approval
- AP Form Completion
 - In Process
 - Finalizing Department - Transfer Request
 - Corrections

Document Type	Document ID	Date
TRF	12521552 - JR000054 - ACES	1/23/2018 4:47:40 PM
DD	12521557 - DD000024 - ACES	1/23/2018 4:46:40 PM
CK Req	12536440 - ACES	3/31/2018 4:16:56 PM
CK Req	12536448 - ACES	3/31/2018 8:48:11 PM
TRF	12536452 - ACES	3/31/2018 8:48:33 PM

Submit Cancel Item Add Attachment Page 1

Department Check Request

Department Check Request | Approval History

Banner Doc Reference * Check Request Number Department *

[Retrieve Next Banner Doc Reference](#)

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Vertical Layout

OnBase

Life Cycle View | Work Folder

- Combined Inbox
- AP Approval
- AP Form Completion
 - In Process
 - Finalizing Department - Transfer Request
 - Corrections

Name	Entry Date
TRF - 12521552 - JR000054 - AC	1/23/2018 4:47:40 PM
DD - 12521557 - DD000024 - AC	1/23/2018 4:46:40 PM
CK Req -12536440 - ACES	3/31/2018 4:16:56 PM
CK Req -12536448 - ACES	3/31/2018 8:48:11 PM
TRF - 12536452 - ACES	3/31/2018 8:48:33 PM

Department Check Request

Department Check Request | Approval History

Banner Doc Reference * Check Request Number Department *

[Retrieve Next Banner Doc Reference](#)

Check Number


Vendor Section

Vendor Name *

Banner / G# (if known)

Address *

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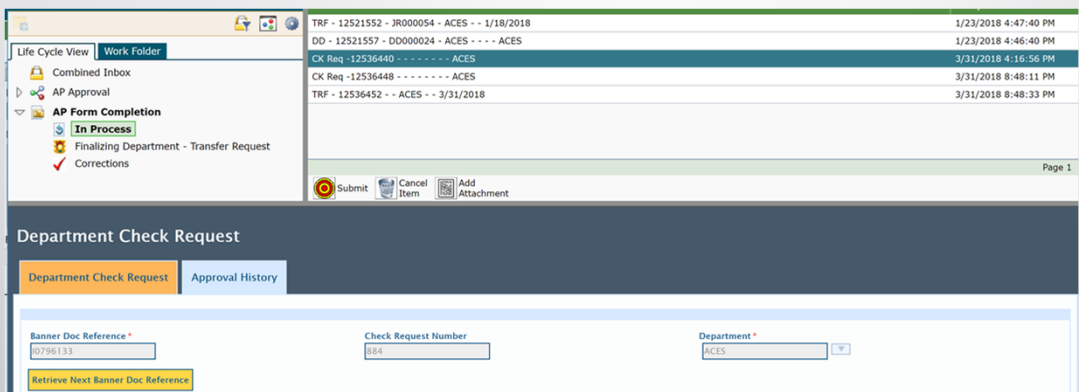
Workflow Settings – this allows you to combine forms from multiple folders into one inbox

Apply Filter- This allows the user to search or restrict what they see in their inbox

Process Flow- we do not use this option currently

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Inbox without a Filter



The screenshot shows the 'Department Check Request' application. The left sidebar contains a 'Life Cycle View' with 'Work Folder' selected, showing a 'Combined Inbox' and 'AP Approval' status. The main area displays a list of requests with columns for request type, ID, department, and date. Below the list are 'Submit', 'Cancel Item', and 'Add Attachment' buttons. The bottom section is titled 'Department Check Request' and includes tabs for 'Department Check Request' and 'Approval History'. It features input fields for 'Banner Doc Reference *', 'Check Request Number', and 'Department *', along with a 'Retrieve Next Banner Doc Reference' button.

Request Type	ID	Department	Date
TRF	12521552 - JR000054	ACES	1/18/2018
DD	12521557 - DD000024	ACES	1/23/2018 4:46:40 PM
CK Req	12536440	ACES	3/31/2018 4:16:56 PM
CK Req	12536448	ACES	3/31/2018 8:48:11 PM
TRF	12536452	ACES	3/31/2018 8:48:33 PM

Page 1

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Inbox with a Filter

AP Form Type	AP Approver	Vend Invo/ Department	Entry Date
DEPARTMENT TRANSFER REQUEST		ACES	1/23/2018 4:47:40 PM
DEPARTMENT DEPOSIT		ACES	1/23/2018 4:46:40 PM
DEPARTMENT CHECK REQUEST		ACES	3/31/2018 4:16:56 PM
DEPARTMENT CHECK REQUEST		ACES	3/31/2018 8:48:11 PM
DEPARTMENT TRANSFER REQUEST		ACES	3/31/2018 8:48:33 PM

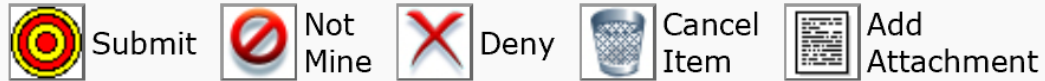
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TRF – Transfer Request
 DD – Department Deposit
 CK Req – Department Check Request
 DV – Department Invoice Voucher

Documents (8)	Entry Date
TRF - 12521552 - JR000054 - ACES - - 1/18/2018	1/23/2018 4:...
DD - 12521557 - DD000024 - ACES - - - ACES	1/23/2018 4:...
CK Req -12536440 - - - - - ACES	3/31/2018 4:...
CK Req -12536448 - - - - - ACES	3/31/2018 8:...
DD - 12536450 - - ACES - - - ACES	3/31/2018 8:...
TRF - 12536452 - - ACES - - 3/31/2018	3/31/2018 8:...
DV -12536454 - I0796111 - CROP MARKS PRINTING - CR2010505...	4/1/2018 10:...
DV -12536456 - I0796112 - CROP MARKS PRINTING - CR2010592...	4/1/2018 10:...

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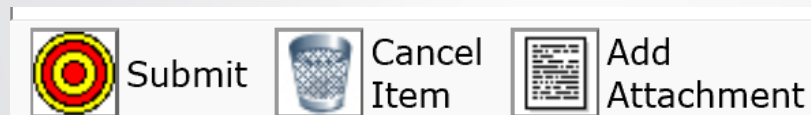
The Task bar in the Life Cycle AP Form Completion > In Process will have 2 different options based on the form that you click on in your inbox. This is the set that will display if the form is a DV.



- **Submit** – Sends the form to its next step if all of the required fields are complete
- **Not Mine** – Returns the Department Voucher (DV) to Accounts Payable
- **Deny** – Department has a valid reason to deny payment of an invoice
- **Cancel Item** – this does not work on a DV
- **Add Attachment** – Opens a window that allows the user to upload an electronic document into OnBase

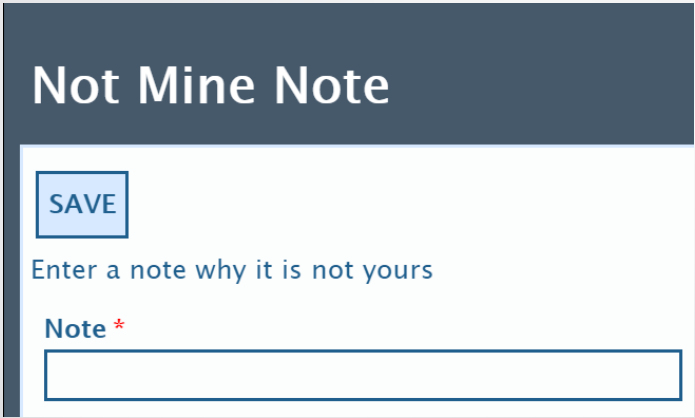
33

The Task bar in the Life Cycle AP Form Completion > In Process will have 2 different options based on the form that you click on in your inbox. This is the set that will display for all forms except the Department Voucher



- **Submit** – Sends the form to the next step if all of the required fields are complete
- **Cancel Item** – this does not work on a DV
- **Add Attachment** – Opens a window that allows the user to upload an electronic document into OnBase

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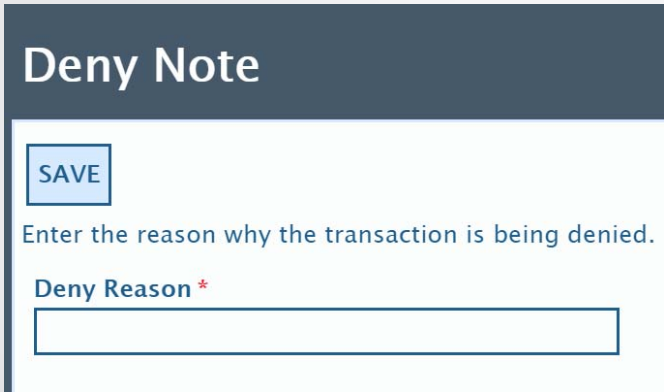
Not Mine Note

SAVE

Enter a note why it is not yours

Note *

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Deny Note

SAVE

Enter the reason why the transaction is being denied.

Deny Reason *

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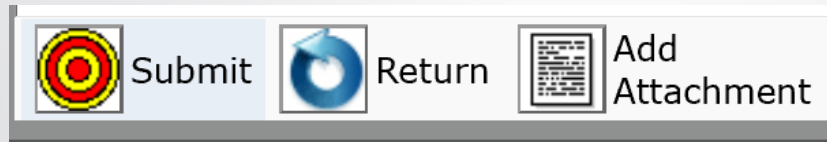
Add Attachment

- Click the Choose File button
- Browse your computer for the attachment
- Click the Import Icon

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The Task bar in the Life Cycle AP Form Completion > Finalizing Department – Transfer Request



- **Submit** -Sends the form to the next step if all of the required fields are complete
- **Return** – Sends the Transfer Request back to In Process
- **Add Attachment** - Opens a window that allows the user to upload an electronic document into OnBase

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OnBase

Life Cycle View | **Work Folder**

Combined Inbox

AP Approval

AP Form Completion

In Process

Finalizing Department - Transfer Request

Corrections

Inbox

Previous Results | Next Results | Options

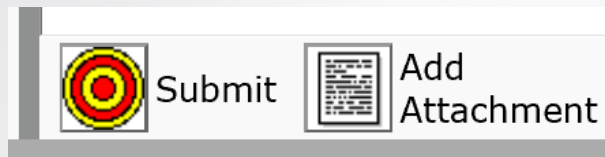
Documents (1)

DD - 12521656 - DD000023 - ACES - - \$14.00 - 2/16/2018 - ACES

If the FOAP you used for your transaction is not correct the form will be in this folder.

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The Task bar in the Life Cycle AP Form Completion > Corrections

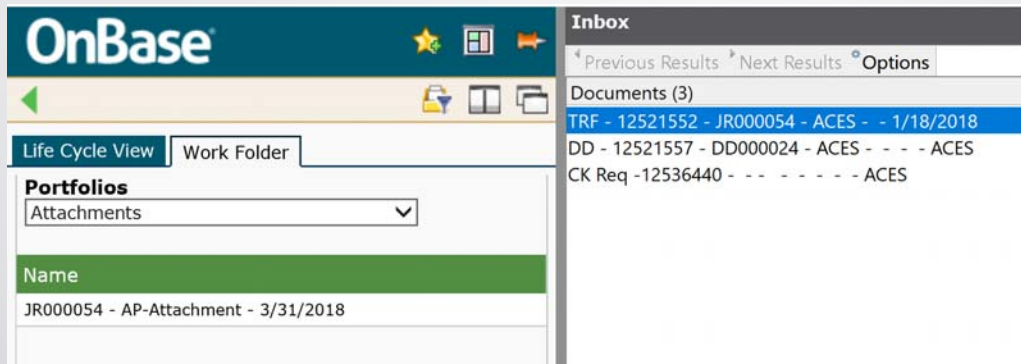


Submit – Sends the form to its next step if all of the required fields are complete

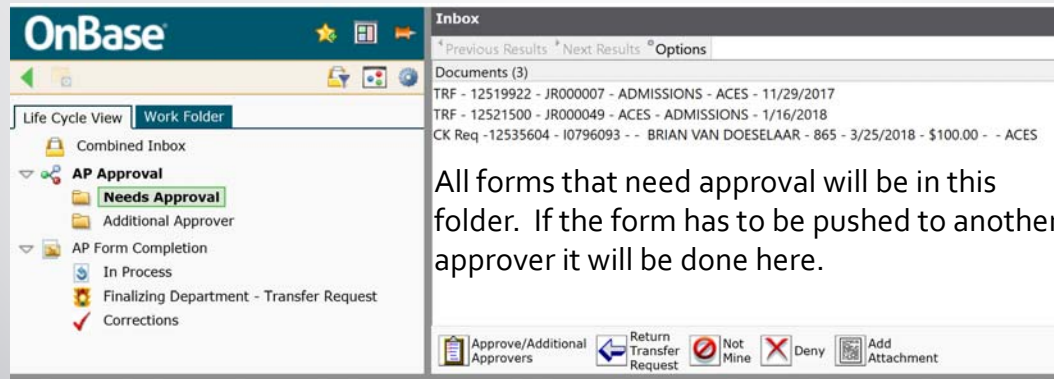
Cancel Item – this does not work on a DV

Add Attachment – opens a window that allows the user to upload an electronic document to OnBase

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- The Work Folder is used to show any related items to the work that you are currently completing.
- If you are working on a DV the related invoice will be available to view by clicking the drop down arrow on Portfolios and choosing the portfolio DV related to Unity Invoice.
- If you or another person added an attachment to the work you are completing, it will display if the Portfolios says Attachments.



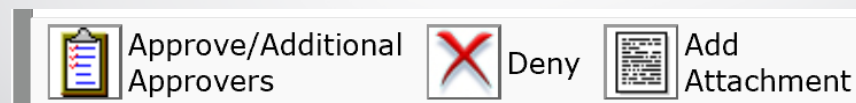
43

The Task bar options in Life Cycle AP-Approval > Needs Approval

The task bar for a DV and Chk Req have these options



The task bar for a DD has these options



The task bar for a TRF has these options



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APPROVE FORM

Inbox

User Interaction

Approve Form

Save

Decision ^{*}

FINAL

☐ Add Note to Approval

Notes

APPROVE

Approve/Needs Additional Approval

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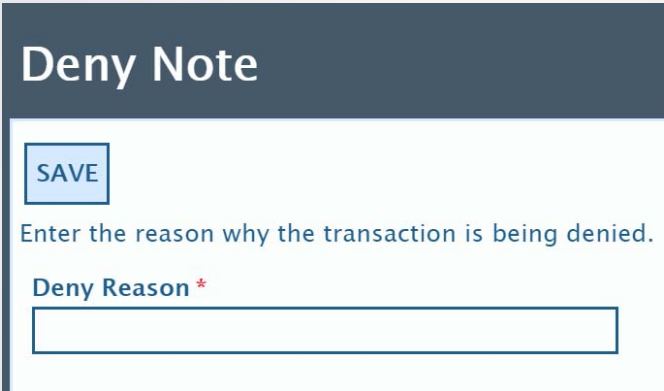
Not Mine Note

SAVE

Enter a note why it is not yours

Note ^{*}

46

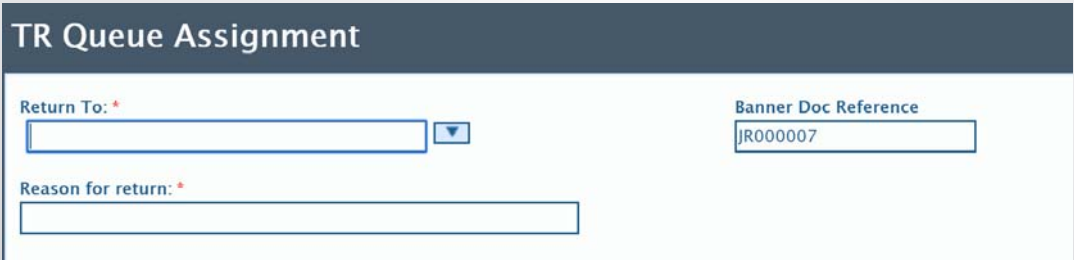


Deny Note

Enter the reason why the transaction is being denied.

Deny Reason *

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Return Transfer Request

TR Queue Assignment

Return To: *

Banner Doc Reference

Reason for return: *

Choose either In Process or
Finalizing Department – Transfer Request

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Add Attachment

- Click the Choose File button
- Browse your computer for the attachment
- Click the Import Icon

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If a form was pushed for additional approval it will be in this folder.

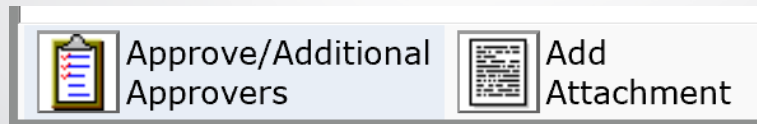
50

The Task bar options in Life Cycle AP-Approval > Additional Approval

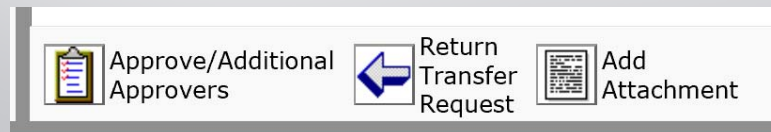
The task bar for a DV and Chk Req have these options



The task bar for a DD has these options



The task bar for a TRF has these options



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APPROVE FORM

Inbox

User Interaction

Approve Form

Save

Decision ^{*}

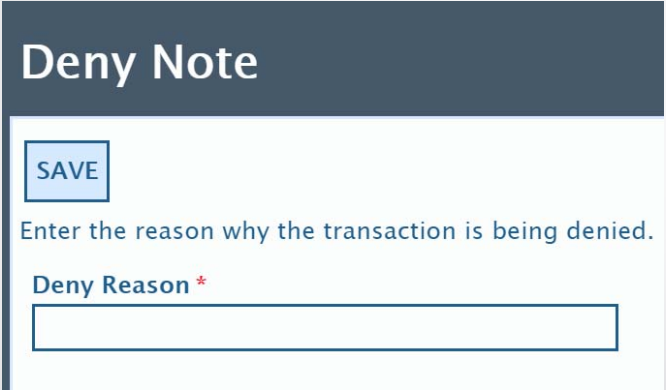
☐ Add Note to Approval

Notes

APPROVE

FINAL
Approve/Needs Additional Approval

52



Deny Note

Enter the reason why the transaction is being denied.

Deny Reason *

53

Return Transfer Request

TR Queue Assignment

Return To: *

Banner Doc Reference

Reason for return: *

Choose either In Process or
Finalizing Department – Transfer Request

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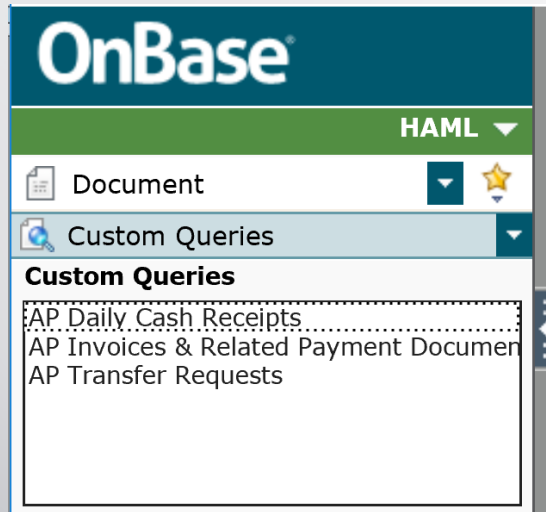
Add Attachment

- Click the Choose File button
- Browse your computer for the attachment
- Click the Import Icon

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- To add a note right click on your document
- Select Notes from the popup menu
- Select the type of note from drop down arrow
- Click Add
- Enter Note text in the Note Text box
- Click Save and Close and the notes window will close
- Click Save to add more notes
- Click Close to close the notes window

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- Custom Queries are another way to perform document retrieval.
- It is suggested that that users begin to use the custom query function because the information will be found on multiple document types going forward.
- The three custom queries here combine the like document types together to help users find the information regardless of the document type.

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Click this Icon to start the query or click the enter key

Click this Icon to clear the keywords from your query



Click this Icon to clear your query history

Click this Icon to clear the keywords and the query that was selected to start

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Banner Doc Referen...

Fund

Organization

Account

Program

To search for daily cash reports the most successful results will be using the banner doc reference or the FOAP of the deposit.

[illegible]

Instructions
Searches both versions of the Transfer Request

Banner Doc Referen...

FOAP Amount

I want to
 ▼

Initiator

Fund

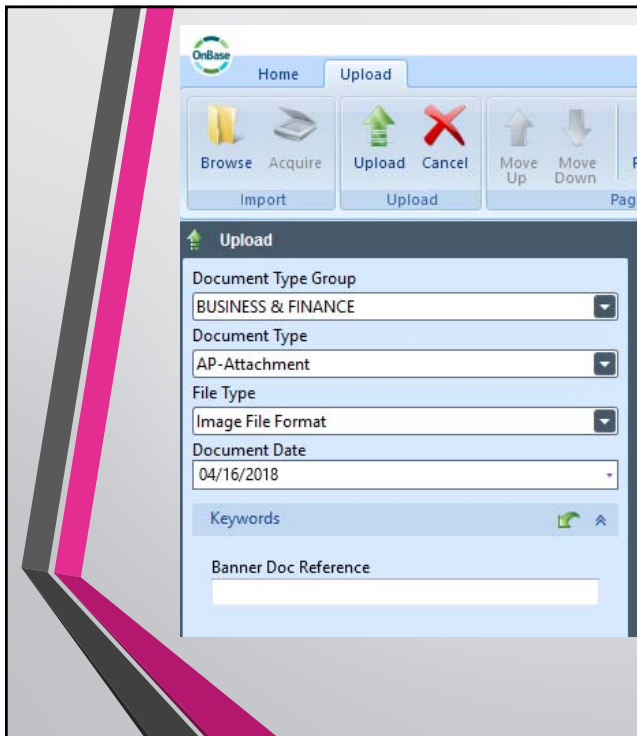
- The best results will be with the banner doc reference number.
- The questions found under the "I want to" box would allow you to search for the different kinds of transfer requests that you created.

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Add Attachments outside of workflow

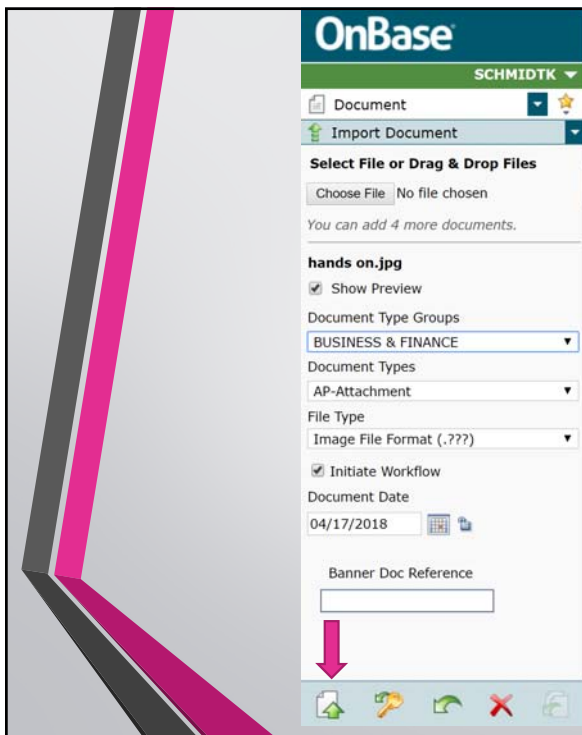
- Click the second drop down arrow
- Select Import Document

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- Click the Browse Button
- Search your computer and network locations for your attachment
- Click the Open button the file that was selected
- Click the Document Type Group drop down and select Business & Finance
- Click the Document Type drop down and select AP-Attachment
- Enter the Banner Doc Reference number
- Click the Upload button

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- Click the Choose File button to browse your computer for a file
- Click the drop down arrow on the Document Type Group and select Business & Finance
- The Document Type should read AP-Attachment
- Enter the Banner Doc Reference of the document that needs the attachment
- Click the upload arrow to have the document saved into OnBase

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How to Print a Form

- Click the form to have it open in the viewer window
- Right Click on the form
- Choose the Print option

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The screenshot shows the OnBase user interface. At the top is the 'OnBase' logo. Below it is a green header bar with 'HAML' and a dropdown arrow. Underneath is a white bar with a user icon, the text 'User', and another dropdown arrow. Below that is a blue bar with a document icon and the text 'Change Password' and a dropdown arrow. The main form area is white and contains the following fields: 'User name: HAML', 'Old Password' (with a text input field), 'New Password' (with a text input field), and 'Verify New Password' (with a text input field). At the bottom right of the form is a green 'Save' button.

To change your password

- Click on the top drop down arrow (normally says document)
- Select User a mailbox appears in the second drop down window.
- Click the second drop down arrow.
- Select Change Password.

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Where can I find more resources?

- This is the URL for the OnBase Resource page for Business and Finance:
<https://www.gvsu.edu/busfin/onbase-41.htm>
- This presentation and all of the user guides will be available at this link.
- There is a training video from the creators of OnBase on how to use the web client located on this page as well.

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Thanks!

ANY QUESTIONS?

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