



# **WEB CLIENT DEPARTMENT CHECK REQUEST USER GUIDE**

Can be used with the following browsers:  
Google Chrome and Mozilla Firefox.

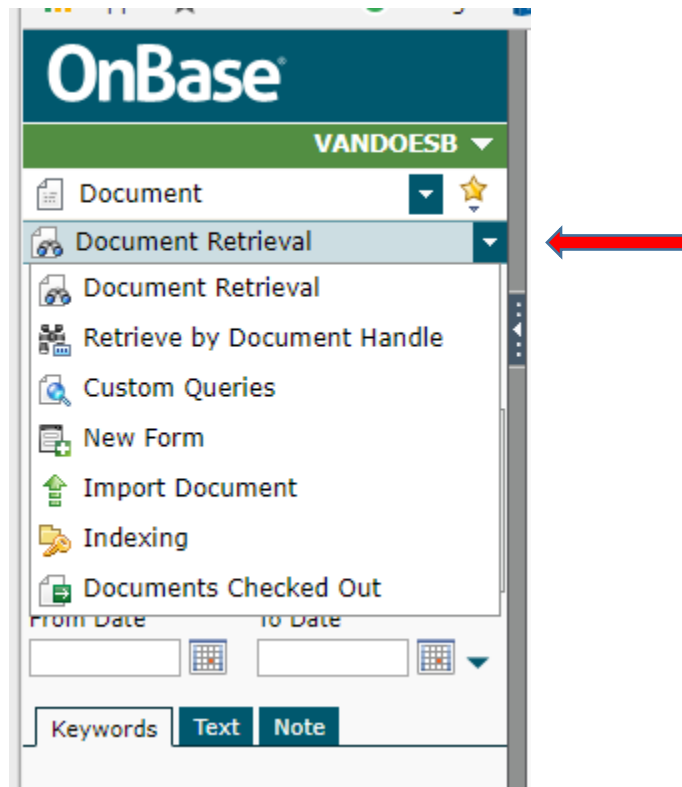
**Grand Valley State University**

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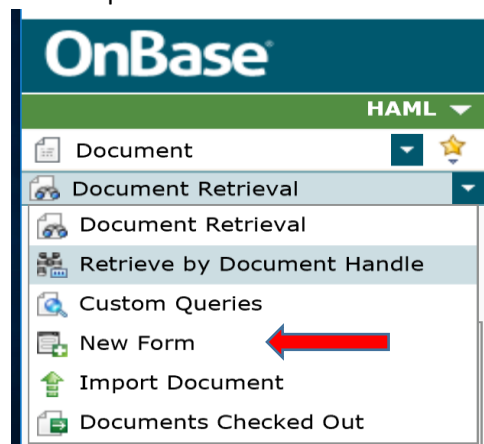
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## A. Creating New Department Check Request

1. Create the Department Check Request from the Department Profile template
  - a. Open the web client using any browser by clicking on the following link:  
<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>
  - b. Log in with your Onbase username and password
  - c. Click on the drop down arrow on the “Document Retrieval” menu.



- d. Click on “New Form.”
- e. Click on “AP-Request New Form.”



## Create New Form

Choose Form\*  ▼

Department\*  ▼

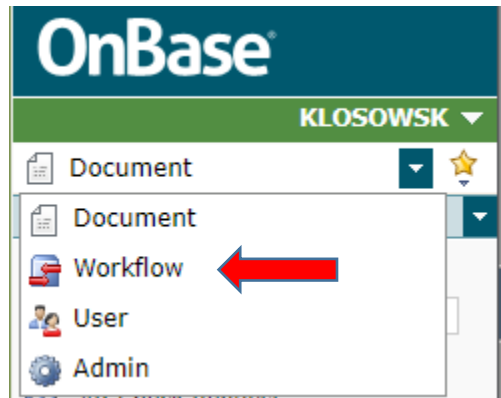
By Clicking Submit the new form will be available to complete by opening Workflow and going to the Lifecycle AP Form Completion

- f. Click the drop down arrow on “choose form” and select “Department Check Request.”
- g. Click the drop down arrow on “department” and select your department from the list. It is possible to start typing your department name to reduce the list.
- h. Click the “submit” button. This will create a new Department Check Request form that will be added to workflow found under the life cycle called “AP FORM COMPLETION.”
- i. Go to section B. Completing the Department Check Request to finish the form.

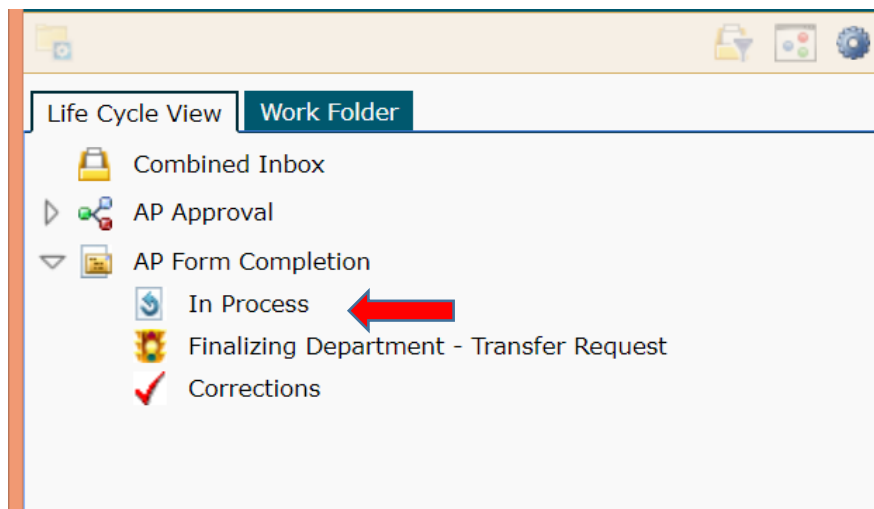
## B. Completing the Department Check Request

For more detailed instructions in using AP Form Completion see the AP Form Completion Web User Guide.

### 1. Open Workflow



- a. Click on the drop down arrow on the “Document” menu.
- b. Click on “Workflow” – a new window will open.
- c. Click on the life cycle AP Form Completion – this will expand the folders that are available in this workflow.



- d. Click on “In Process.”
- e. Click on the link that starts with “CK Req” in your inbox.

Inbox
Name
TRF - 12521552 - JR000054 - ACES - - 1/18/2018
DD - 12521557 - DD000024 - ACES - - - - ACES
TRF - 12521654 - JR000053 - ACES - - 1/23/2018
CK Req -12535615 - - - - - - ACES
TRF - 12535617 - - ACES - - 3/25/2018

- f. Click on the Retrieve Next Banner Doc Reference.
- g. Complete the vendor section. All of the fields marked with a red asterisk must have a value. The form will not move to the next step in workflow unless all of the required fields have been completed.
- h. Complete the “Check Details” section. Select the purpose for the request from the drop down arrow. Include a reason in the explanation box. There is no limit on the space for the reason. Enter the check amount. Click on the drop down arrow for the distribution. Select which method you would like. Each choice will display an explanation of how the distribution method works. The form will not move to the next step in workflow unless all of the required fields have been completed.
- i. Click the “send attachments” box if you need additional information to go with the check. See step “m” to add the attachment(s).
- j. Complete the FOAPAL section. Some of the values may be completed if you used the “Request New Form” from Department Profile. You can use as many FOAP’s as you need by clicking the “Add” button on the right of the FOAPAL section header. You can edit the FOAP values if they have been prepopulated.  
*TIP: if you click the Validate button it will verify that you have used the correct FOAP string.* All forms will go through a FOAP validation process before going to the life cycle AP Approval. If any of the FOAPAL values are incorrect the document will be returned to the folder called Corrections in the life cycle “AP Form Completion.”

Department Check Request
Approval History

Banner Doc Reference \*
Check Request Number
866
Department \*
ACES

Retrieve Next Banner Doc Reference

Check Number

Vendor Section

Vendor Name \*

Banner / G# (if known)

Address \*

Address 2

Address 3

City \*

State \*

ZIP \*

Check Details Section

Invoice Date

03/25/2018

Purpose for Request \*

Send Attachment

☐

Distribution Method \*

Explanation \*

Check Amount \*

FOAPAL SECTION

Fund

110000

Organization

Account

Program

Amount

Validate

Add

Validation Message

Remove

Select the person to approve this request.

Signature Authority \*

Notes

FOAP TOTAL

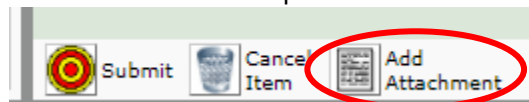
0.00

Balanced

☒

Save

- k. Click the drop down on “Signature Authority.” This will display a list of people who have access in Onbase to the department that was chosen when the form was created. This does not mean they have signature authority in Banner. The name chosen will be the person who receives an email to inform them of a form to approve in the life cycle “AP Approval.”
- l. Click the “SAVE” button. This will save the changes made to the form. *TIP: Any time you make a change on a form you should click the Save button.*
- m. ADD ATTACHMENT – If there should be supporting information for the Department Deposit it can be added to Onbase by clicking the task button “Add Attachments.” It will open a window labeled user interaction.



**Inbox**

User Interaction

File Path  
Choose File | No file chosen

Document Types  
AP-Attachment

File Type  
Image File Format (.???)

☐ Initiate Workflow

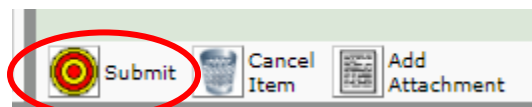
Document Date  
01/08/2018

Keywords  
Banner Doc Reference  
DD000009  
Banner Doc Reference

- i. Click the “Choose File” button in the upper left hand corner of the window.
- ii. Browse to the file location for the attachment.
- iii. Locate the file and click “open.”
- iv. Click the “upload” icon

## 2. Submit Department Check Request for Approval

- a. Click “SUBMIT” button located on the task bar. The form will move from your “in process” folder and go to the FOAP Validation process. If it passes the form will go to the life cycle “AP Approval.”

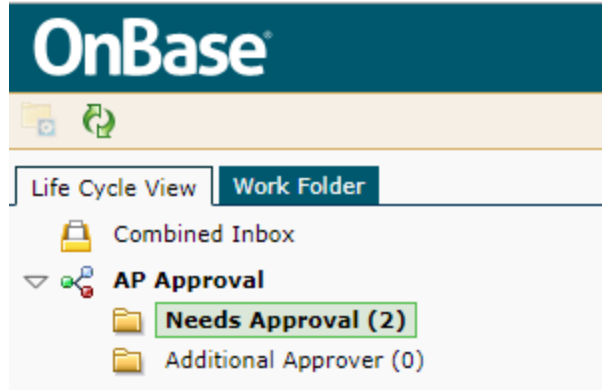




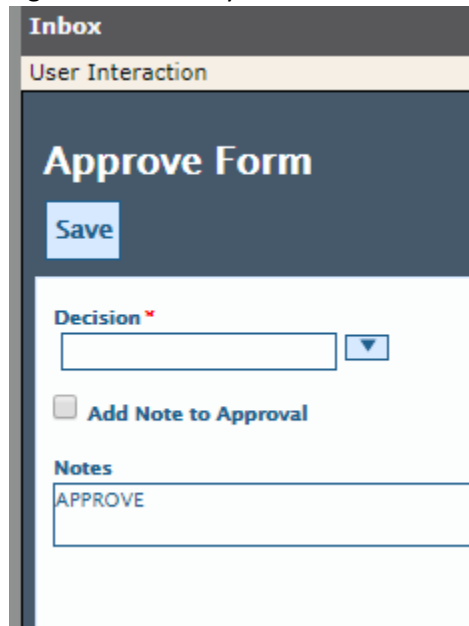
### 3. Approve Check Request

For more detailed instructions please refer to the AP Approval Web User Guide

- a. Open the Life Cycle AP Approval



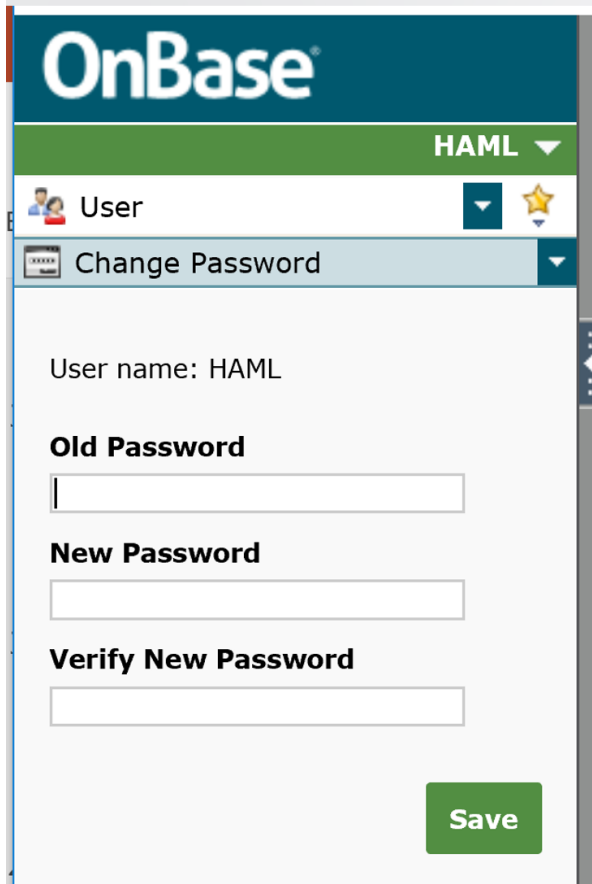
- b. Find your Department Check Request in the inbox list and click on it.
- c. Choose Approve/Additional Approval – Task
- d. Click on the drop down arrow on the Decision box and choose Final if you have signature authority in Banner for the Organization code used in the FOAP string.



- e. Click the Save button. The form will be checked for valid signature authority and if true it will go to the check request accountant for approval. Once the check request accountant approves the request it will go to Accounts Payable for payment.

## C. APPENDIX

### 1. Change Password



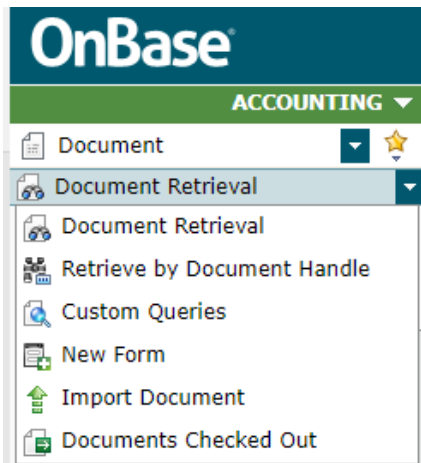
The screenshot shows the OnBase web client interface. At the top, the OnBase logo is on the left, and a green bar contains the text "HAML" with a dropdown arrow. Below this, a user profile section shows a "User" label with a dropdown arrow and a star icon. A second dropdown menu is open, showing "Change Password" as the selected option. The main content area contains the following fields and labels:

- User name: HAML
- Old Password**: A text input field.
- New Password**: A text input field.
- Verify New Password**: A text input field.
- A green "Save" button at the bottom right.

To change your password, click on the top drop down arrow that normally says document. Select user, a mailbox appears in the second drop down window. Click the second drop down arrow and select Change Password.

### 2. Custom Query

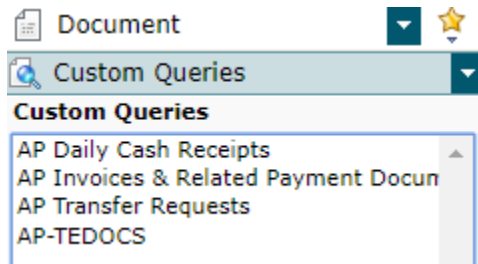
Custom Query is another method to use for looking up information in OnBase.



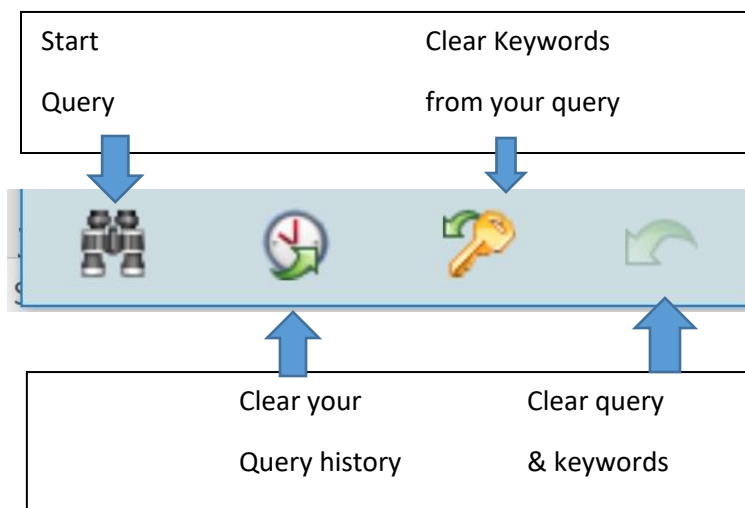
The screenshot shows the OnBase web client interface. At the top, the OnBase logo is on the left, and a green bar contains the text "ACCOUNTING" with a dropdown arrow. Below this, a "Document" label with a dropdown arrow and a star icon is visible. A second dropdown menu is open, showing the following options:

- Document Retrieval
- Retrieve by Document Handle
- Custom Queries
- New Form
- Import Document
- Documents Checked Out

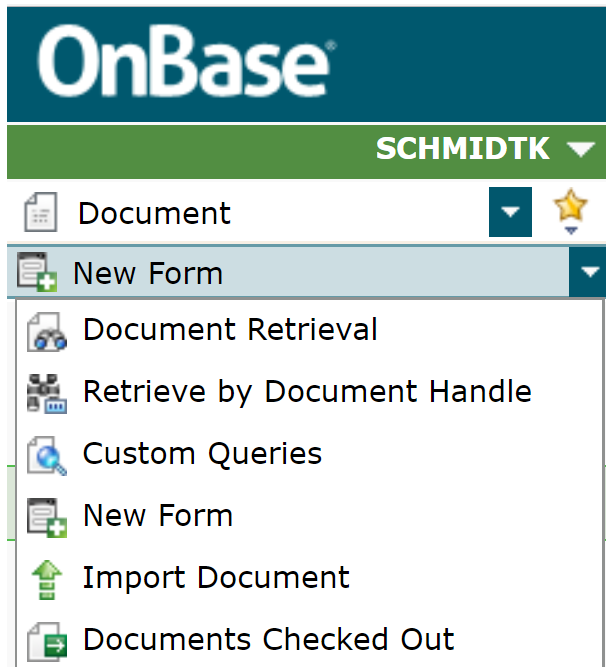
Click one the second drop down arrow. This will open the menu. Select Custom Queries.



Select AP invoices & Related Payment Documents. This will allow you to enter values into a keyword or multiple keywords to search for a Change Fund request. Remember that the wild card in OnBase is the \*(asterisk).








### 3. Add Attachments outside of workflow



- Click the second drop down arrow
- Select Import Document

**ACCOUNTING** ▼

Document   

 **Import Document** 

**Select File or Drag & Drop Files**

No file chosen

Document Type Groups

▼

Document Types



▼

File Type






▼

☒ Initiate Workflow

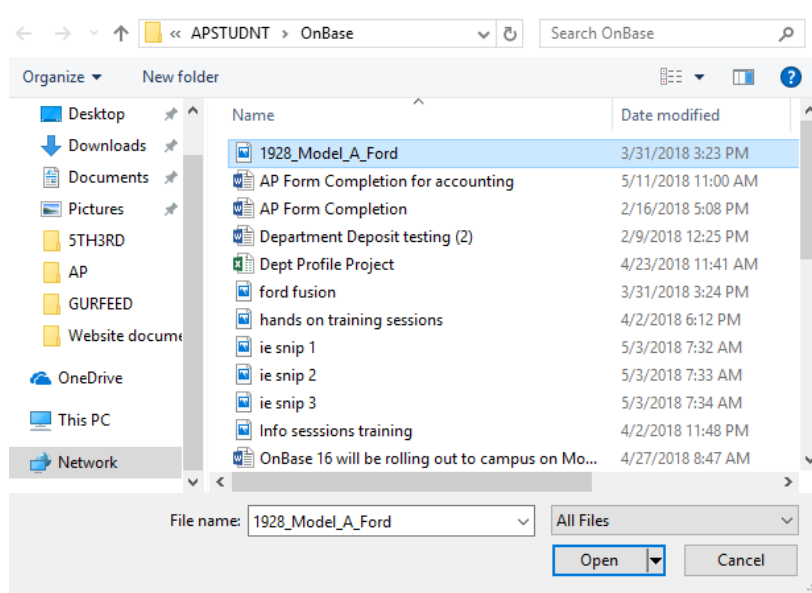
Document Date

Banner Doc Reference

- Click the Choose File button to browse your computer to find the electronic file.
- Browse your file locations until you find the correct file. Select the file
- Click Open. The file should display in OnBase and the file location window should close.
- Choose Business & Finance from the Document Type Groups.
- Choose AP-Attachment from the Document Types
- Enter the Banner Doc Reference of the item you wish to have an attachment added.
- Click the Upload icon to have the document saved into OnBase.



#### 4. How to Print a Form

- Click the form to have it open in the view window
- Right click on the form to open a menu
- Choose the Print option from the menu