



WEB CLIENT DEPARTMENT INVOICE VOUCHER USER GUIDE

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

Grand Valley State University

A. Processing an Invoice

1. Submitting an invoice for approval

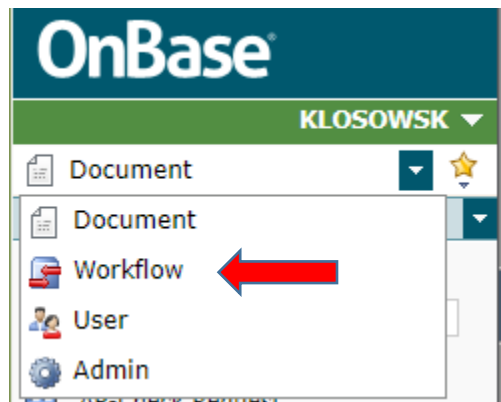
- a. Open the web client using any browser by clicking on the following link:
<https://www.onbase16.gvsu.edu/AppNet/Login.aspx>
- b. Log in with your Onbase username and password



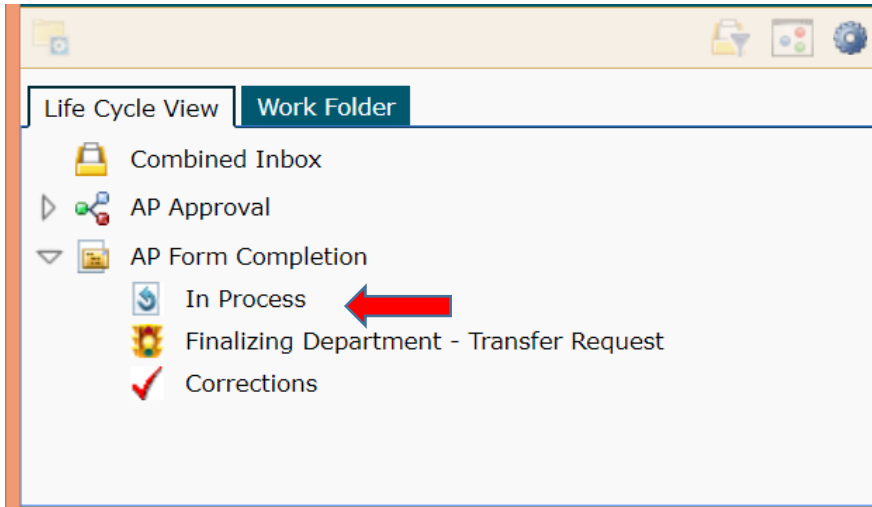
User Name

Password

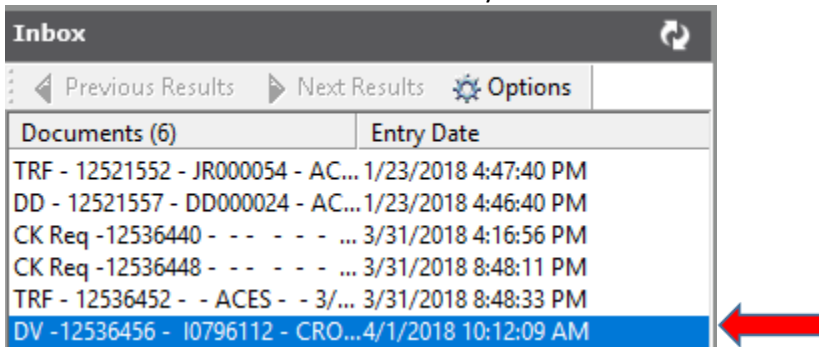
c. Open Workflow



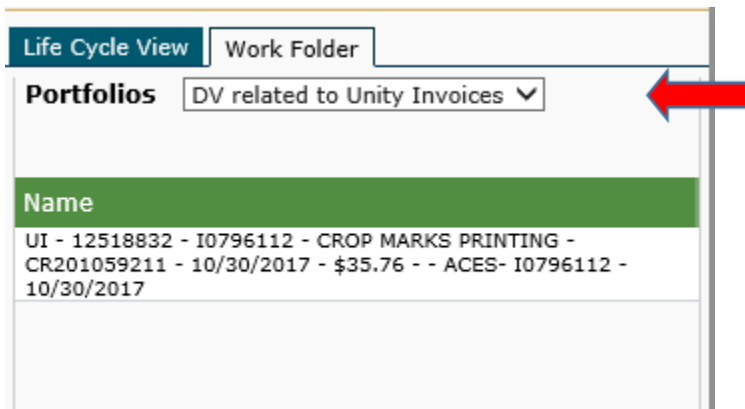
- d. Click on the drop down arrow on the “Document” menu.
- e. Click on “Workflow” – a new window will open.
- f. Click on the life cycle AP Form Completion – this will expand the folders that are available in this workflow.



- g. Click on "In Process."
- h. Click on the link that starts with "DV" in your inbox.



- i. Click on the Portfolios drop down arrow

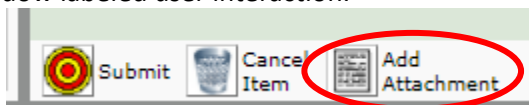


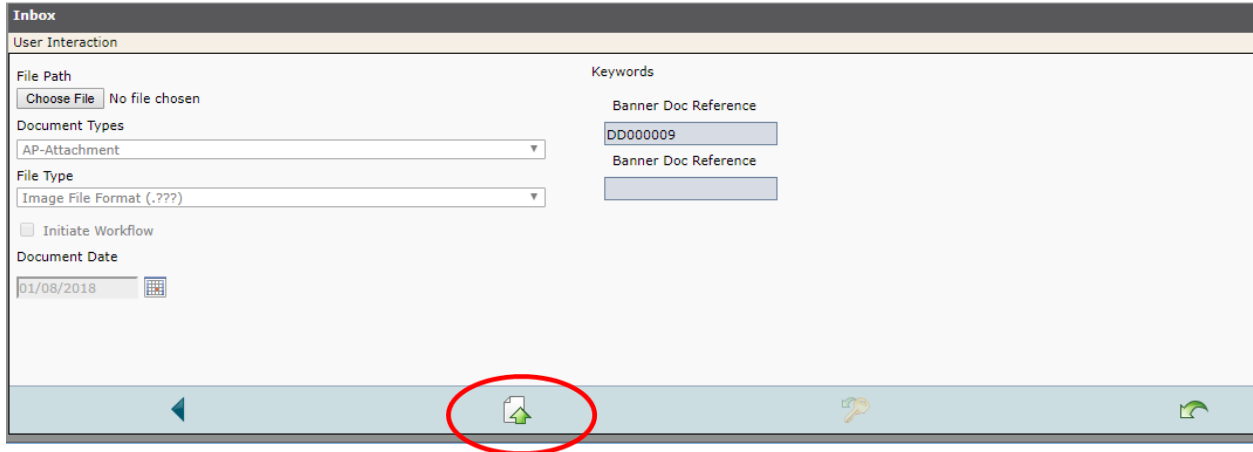
- j. Select the DV related to Unity Invoice portfolio so that you can open the image of the invoice that you are being asked to process for payment.
- k. Double click on the name of the invoice. It will open a new window with the image of the invoice.
- l. Review the image. If you have more than one monitor you can move the image to the second monitor and leave it open.

- m. Click back on the link in your inbox that starts with DV to complete the payment process on the department voucher.
- n. Enter the FOAP(s) you wish to use for the payment. If you need to use more than one click the add button on the right side of the FOAPAL Header section of the form.

- o. If you wish to make sure that your FOAPAL is valid you can click the validate button and a message will be displayed in the validation message box. Remember if the FOAPAL is invalid the department voucher will not be sent to the approval process and will be sent to the corrections folder instead. The total of the FOAPs must equal the total of the Department Amount on the department voucher. If the invoice is being charged to multiple departments you will be asked to only approve your share of the invoice.
- p. Click on the drop down arrow next to Signature Approval box to select who will be asked to approve this invoice. The names on the list are the people who have been given access to your department in OnBase. It is possible that the name that is selected does not have signature authority in banner. The name chosen should be one that does have the correct level of signature authority. The name selected in this step will be used to compare the values in the approval queues in banner.

- q. If you wish to add notes about this invoice you can enter them in the comments box. This will be saved with the document and will be available in document retrieval. This is also a way to communicate information to the Accounts Payable office.
- r. Click Save. You must save your document before you can Submit the document to the next step in the approval process. Required fields are indicated by a red asterisk, and the form will not save if they are not filled in.
- s. ADD ATTACHMENT – If there should be supporting information for the invoice it can be added to Onbase by clicking the task button “Add Attachments.” It will open a window labeled user interaction.





- 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

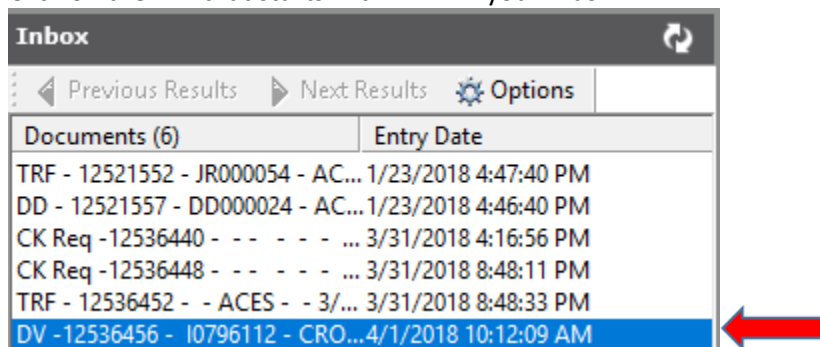
- t. Click the Submit task button to have the document move to the approval process.



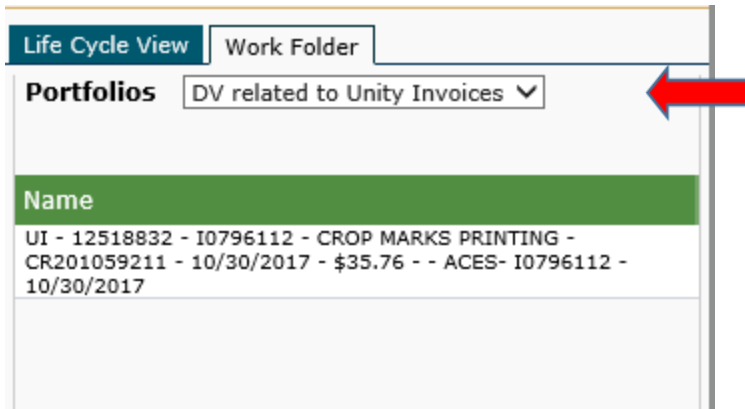
2. Not Mine

Use this task button when the invoice does not belong to your department.

- a. Click on the link that starts with “DV” in your inbox.



- b. Click on the Portfolios drop down arrow

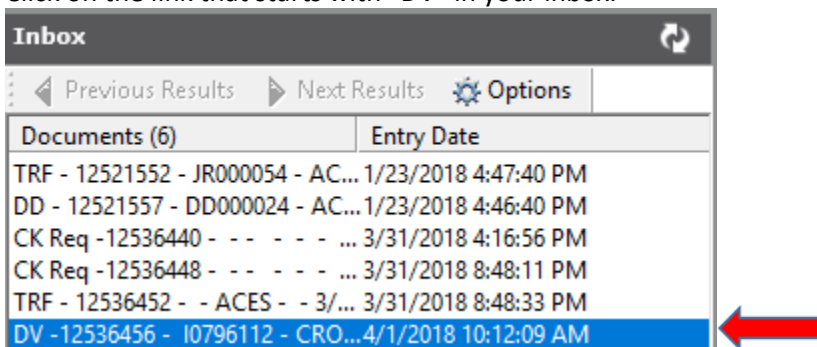


- c. Select the DV related to Unity Invoice portfolio to open the image of the invoice that you are being asked to process for payment.
- d. Double click on the name of the invoice. It will open a new window with the image of the invoice.
- e. Review the image. If you have more than one monitor you can move the image to the second monitor and leave it open.
- f. Click the Not Mine task in the Task Bar if you have determined the invoice does not belong to your department.
- g. It will prompt you to add a note. Enter the name of the correct department if you know who should approve it, if you don't know, just type "not our dept."
- h. Click Save. The Department Voucher will be returned to the Accounts Payable office.

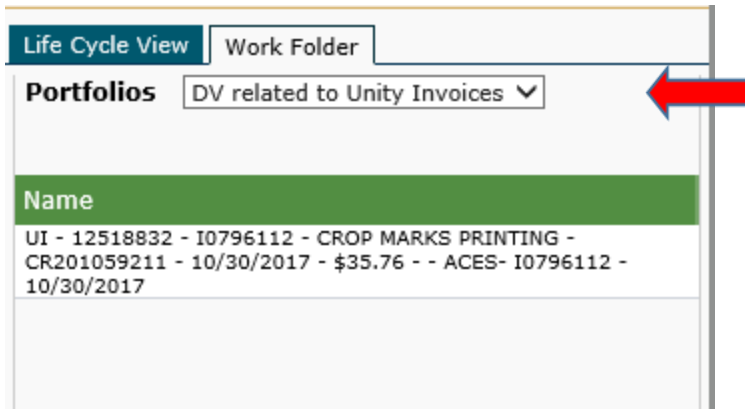
3. Deny

Use this task when you have a valid reason for denying payment of the invoice.

- a. Click on the link that starts with "DV" in your inbox.



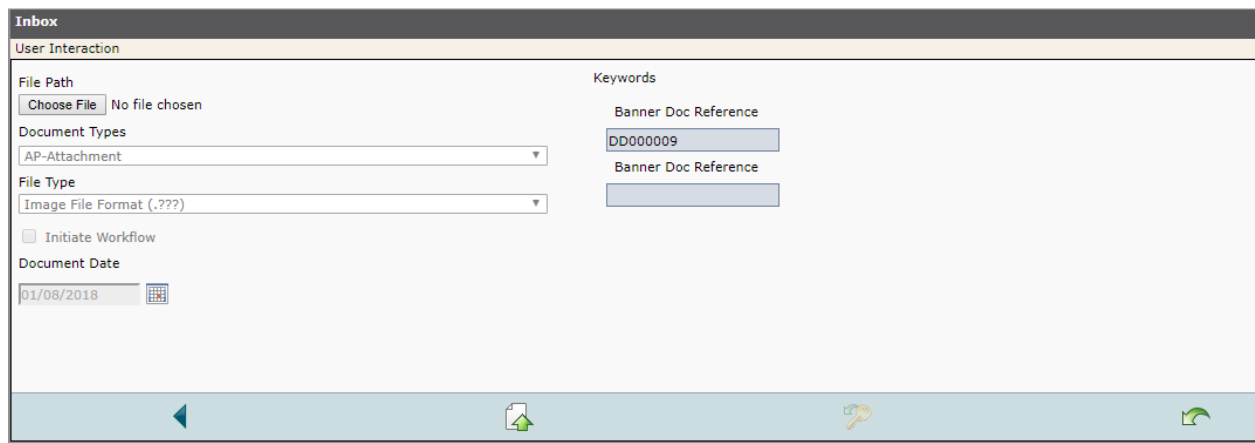
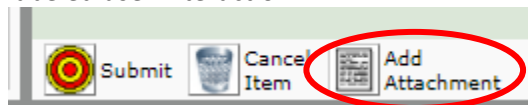
- b. Click on the Portfolios drop down arrow



- c. Select the DV related to Unity Invoice portfolio so that you can open the image of the invoice that you are being asked to process for payment.
- d. Double click on the name of the invoice. It will open a new window with the image of the invoice.
- e. Click the Deny Task and enter a reason why the denial and click the Save button.

4. Add Attachment

If there should be supporting information for the invoice, it can be added to Onbase by clicking the task button “Add Attachments.” It will open a window labeled user interaction.



- v. Click the “Choose File” button in the upper left hand corner of the window.
- vi. Browse to the file location for the attachment.
- vii. Locate the file and click “open.”
- viii. Click the “upload” icon

B. Approving an Invoice

1. Open Onbase

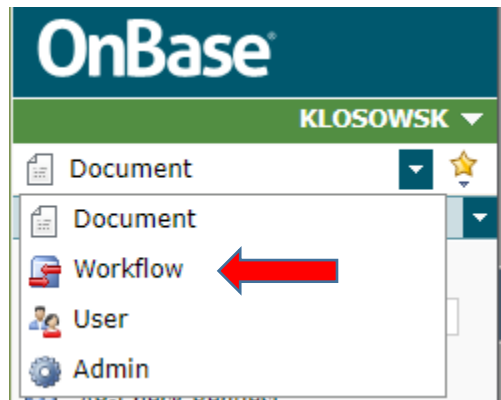
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OnBase[®] 16

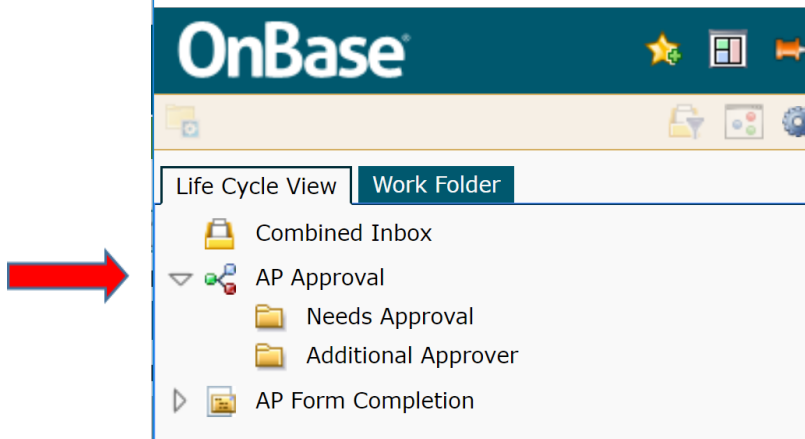
User Name

Password

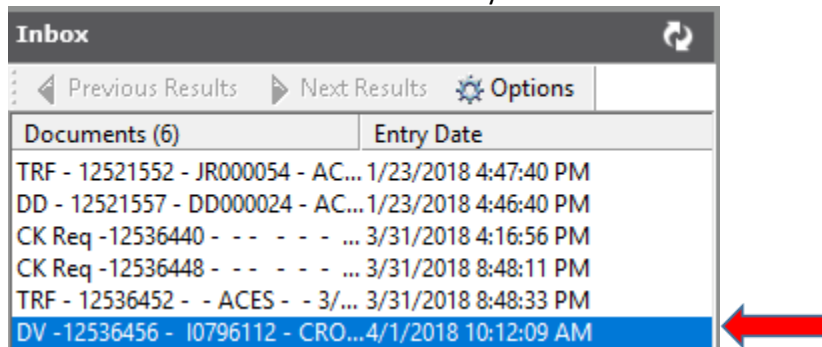
2. Open Workflow



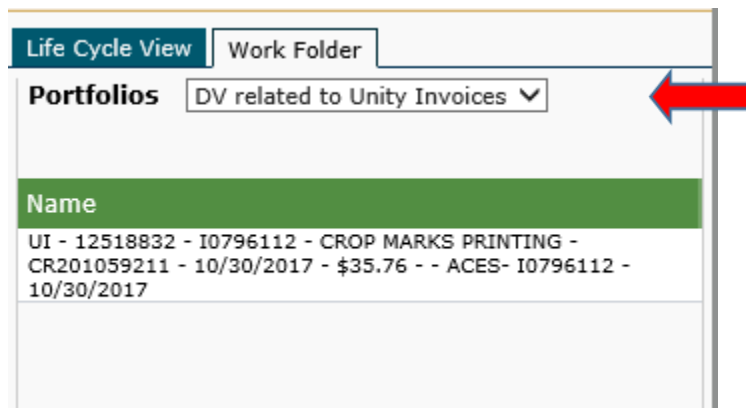
- a. Click on the drop down arrow on the “Document” menu.
- b. Click on “Workflow” – a new window will open.
- c. Click on the life cycle AP Approval – this will expand the folders that are available in this workflow.
- d. Click on the Needs Approval folder to see the invoices that need to be approved.



- e. Click on the link that starts with "DV" in your inbox.



- f. Click on the Portfolios drop down arrow



- g. Select the DV related to Unity Invoice portfolio so that you can open the image of the invoice that you are being asked to process for payment.
- h. Double click on the name of the invoice. It will open a new window with the image of the invoice.
- i. Review the image. If you have more than one monitor you can move the image to the second monitor and leave it open.
- j. Double click the link to return to the inbox.



3. Approve

- a. Click the Approve/Additional Approvers
- b. If you are the final approver then choose Final from the drop down arrow next to decisions.
- c. Click Save.

4. Additional Approver

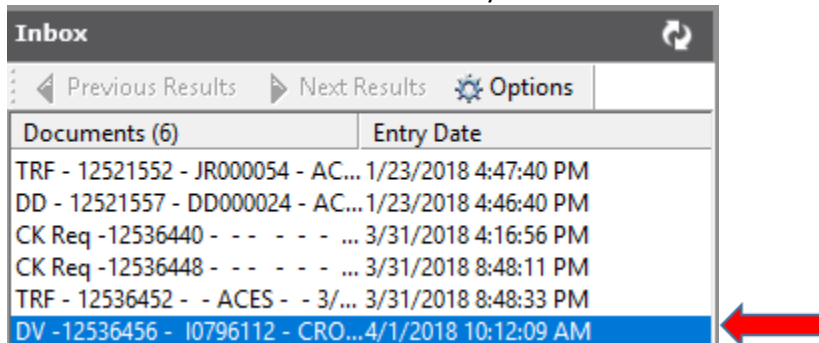
If you need to “push” or have another person approve this invoice then select Approve/Needs Additional Amount option.

- a. Select the department of the person who needs to provide the additional approval.
- b. Select the name from the Forward To box.
- c. Click the Save button.

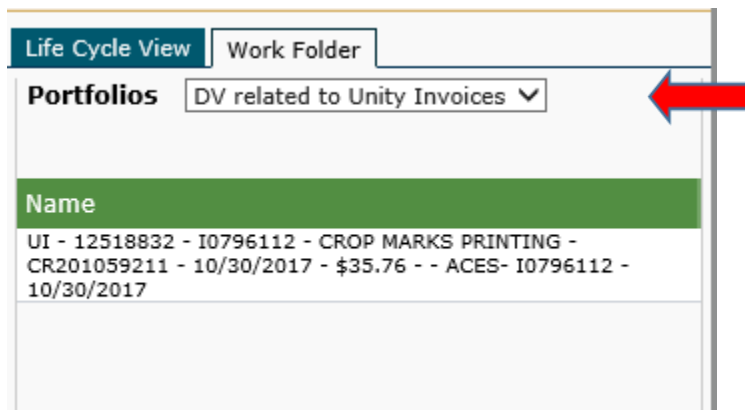
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Inbox	
◀ Previous Results	▶ Next Results
⚙ Options	
Documents (6)	Entry Date
TRF - 12521552 - JR000054 - AC...	1/23/2018 4:47:40 PM
DD - 12521557 - DD000024 - AC...	1/23/2018 4:46:40 PM
CK Req -12536440 - - - - - ...	3/31/2018 4:16:56 PM
CK Req -12536448 - - - - - ...	3/31/2018 8:48:11 PM
TRF - 12536452 - - ACES - - 3/...	3/31/2018 8:48:33 PM
DV - 12536456 - I0796112 - CRO...	4/1/2018 10:12:09 AM

b. Click on the Portfolios drop down arrow

Life Cycle View
Work Folder

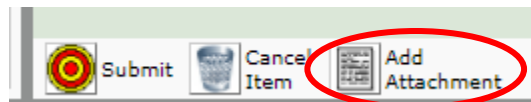
Portfolios DV related to Unity Invoices ▾

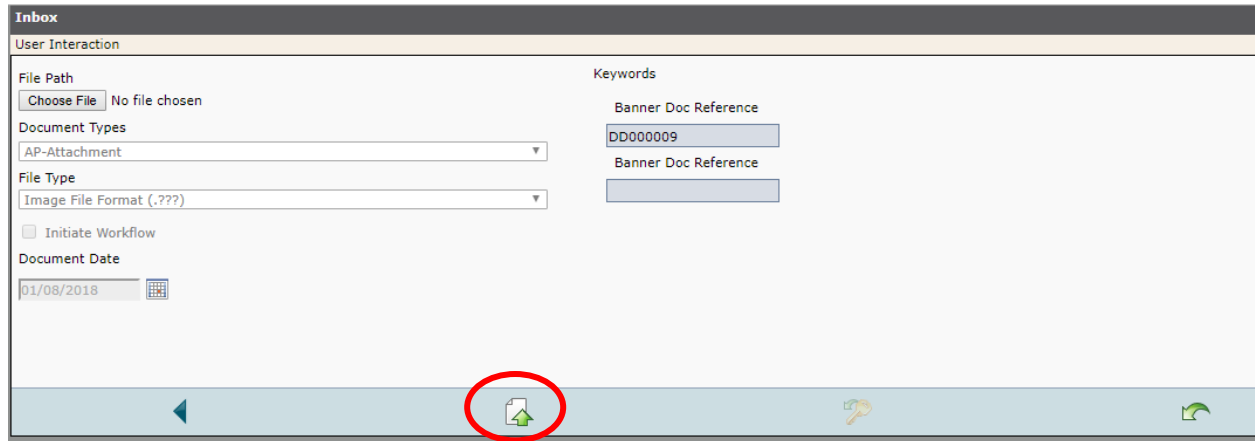
Name
UI - 12518832 - I0796112 - CROP MARKS PRINTING - CR201059211 - 10/30/2017 - \$35.76 - - ACES- I0796112 - 10/30/2017

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