FIN ICSUAM 3601.01 01
CSUEB Business Process Guide

OnBase® Workflow

Accounts Payable Forms for Claimants and Approvers

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Revision History

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Important Things to Remember

- Please note that as a Preparer, you CANNOT list yourself as an Approver as well.

- Workflow is for reimbursements, not compensation. Nothing that would generate a 1099 form can use this process (i.e. stipends or rewards).

- Travel claims and advances must include a line with date for both first and last date of trip.

- The system cannot process a zero (0) dollar amount claim. Please use the paper form for this purpose.

- Must select “Add” button to add rows and see fields.

- OnBase is mainly compatible with Internet Explorer.

- When filling out a form, press the “Tab” button instead of “Enter” to prevent accidental form saving and exiting.

- Do not use the Hospitality form for Aramark, Purchase Order, or P-card related charges.

- Highlighted headlines are collapsible/expandable, if a section disappears, please click on the headline to have it reappear. For Approvers, please do not forget to click on the Hospitality section of the Travel Expense Claim to see if any hospitality expenses exist on the form.

- Employee Payment Requests – If you receive an error stating, “One or more fields are invalid” when trying to submit your form, please check all tabs to determine the error/missing information as it should be highlighted in red.

- When filling out a form, it is important to fill the form out from left to right and then top to bottom. The sequence of filling out the form fields plays an essential role within the workflow system process.

- Please do not highlight or write on receipts. If necessary, please write on the blank paper that the receipt(s) are taped on. Also, please submit your receipts in portrait orientation and try not to tape over the text of the receipt in order to avoid hiding the text when scanning.

- When selecting your payment method, please do not select direct deposit unless you have it set up with AP. AP direct deposit is separate from your monthly payroll direct deposit.

- When writing a message to explain why you are sending the form back, be sure to include your initials at the end of the message to let the Preparer know who returned the form (i.e. Please update chart field string. –RC).

- The Rate field for mileage can be manually adjusted if necessary.
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# 1 INTRODUCTION

## 1.1 PURPOSE

The [ICSUAM Policy 3601.01](#) articulates the California State University (CSU)’s requirements related to official University business travel to assure that funds allocated towards travel are appropriately used, properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations, including recently enacted Assembly Bill 1887, State Discrimination: Travel, which is effective January 1, 2017” (CSU, 2016).

## 1.2 RESOURCES REQUIRED

- OnBase

## 1.3 FREQUENCY

Effective as of February 16, 2018.

## 1.4 RESPONSIBLE PERSON(S)

- AP Manager
- AP Accounting Technicians
- Department “Preparer and/or Claimant”
- Department “Approver(s)”

## 1.5 DEFINITIONS

- AP – Accounts Payable
- Preparer – The individual who is responsible for completing the form.
- Claimant – The individual who is being reimbursed.
2 STEPS FOR CLAIMANTS

2.1 RETRIEVING FORM TO SIGN

After a form is filled out and submitted by a preparer, the claimant should receive an email stating that their signature is required on a form.

Once an email with the URL to the form is received, open the email and click on the URL to view the form in Internet Explorer.

Please Note:
- Be sure to keep notification emails in order to access your forms for future references.
- If you are using your email in a different browser, you can open up the URL by copying and pasting it into Internet Explorer.
2.2 SIGNING FORM

To sign the form, click on the Approval & Preferences tab. Please enter your full legal name in the box under the Claimant Signature section. Once the form is signed, it will be routed to the department approver and any other additional approver.

Please Note:
- Review the form before signing by going through each tabbed page from left to right.
- Be sure to keep notification emails in order to access your forms for future references.
- If you are using your email in a different browser, you can open up the URL by copying and pasting it into Internet Explorer.
3 STEPS FOR DEPARTMENT & ADDITIONAL APPROVERS

3.1 RETRIEVING FORM TO APPROVE

After a form is filled out and submitted by a preparer, the approver should receive an email stating that a form is ready for their approval.

Once an email with the URL to the form is received, open the email and click on the URL to view the form in Internet Explorer.

Please Note: If you are using your email in a different browser, you can open up the URL by copying and pasting it into Internet Explorer.
3.2 APPROVING FORM

- To approve the form, please press the **Approve** button. Once the form is approved, it will be routed to the next queue within the workflow process.
3.3 RETURNING FORM

- To return the form to the preparer, please press the **Send Back** button. It will be sent via email.

- You will be prompted to enter a message/reason for returning the form. Be sure to include your initials at the end of your message to let the Preparer know who returned the form.

**Please Note:** There is a character limit when entering a send back message. If your message is too long, please contact the form’s preparer separately.
3.4 ADDING ADDITIONAL APPROVER(S)

- To add Additional Approvers, please press the **Additional Approvers** button.

- You will be prompted to enter the email(s) for the additional approver(s). Be sure to enter the correct email address in order to avoid any delays.