Accounts Payable OnBase Workflow: Navigating to a Workflow Queue

- After logging in with your NetID and password, select the drop down arrow to the right of Document.
- Select Workflow from the dropdown list.

- Click on + next to AP01 Authorization and Reimbursement Approval life cycle.
• Once you click on +, it will expand the life cycle and display queues.

• Any incomplete forms that are saved and automatically generated Travel Expense Claims will be in the AP01 Incomplete Form Hold queue.

• Forms that need your signature as a Claimant will be in the AP01 Claim Authorization queue.

• If you are a Department and/or Additional Approver, forms awaiting approval will be in the AP01 Department Approval or AP01 Additional Approval queue.

• Forms that are returned to you will be in the AP01 Sent Back to Preparer queue.