

Quick Start Guide: OnBase Reconciliation Approval Tracking - Reconciler Role Pilot Program

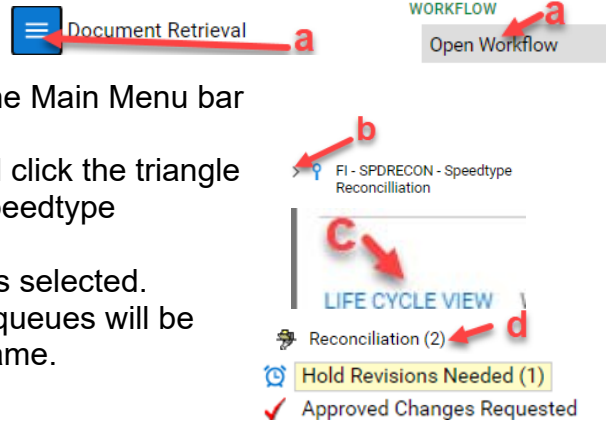
1. Login to OnBase:

- a. Once the financial month closes login to OnBase to view reconciliations that need to occur at: <https://onbase.louisville.edu/onbase/Login.aspx> (do not use Edge browser)
- b. Login using your University User ID and password.



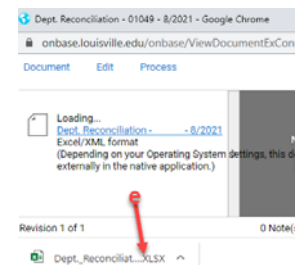
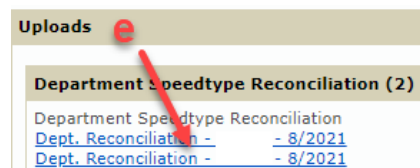
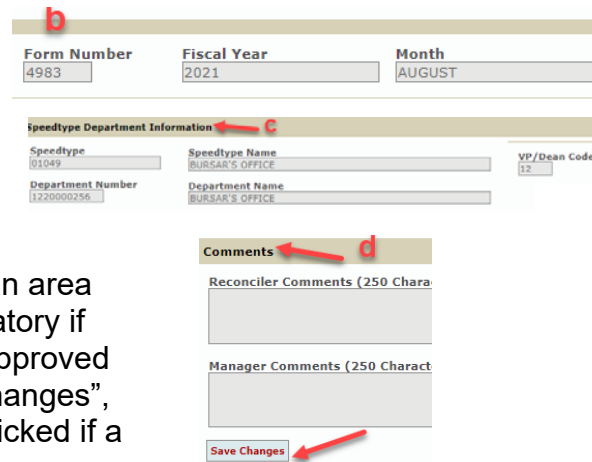
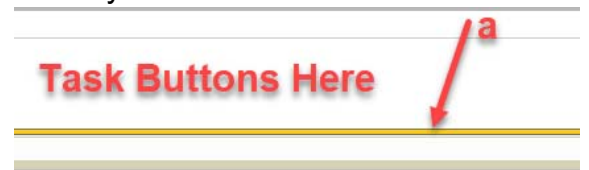
2. Reconciler Queue Navigation:

- a. If you do not use the link provided in the e-mail, the workflow can be found by clicking on the Main Menu bar and selecting Workflow>Open Workflow.
- b. To view all speedtypes that need to be reviewed click the triangle shaped button to the left of FI-SPDRECON – Speedtype Reconciliation.
- c. Make sure that in the workflow Life Cycle View is selected.
- d. The number of speedtype reconciliations in the queues will be noted by the number to the right of the queue name.

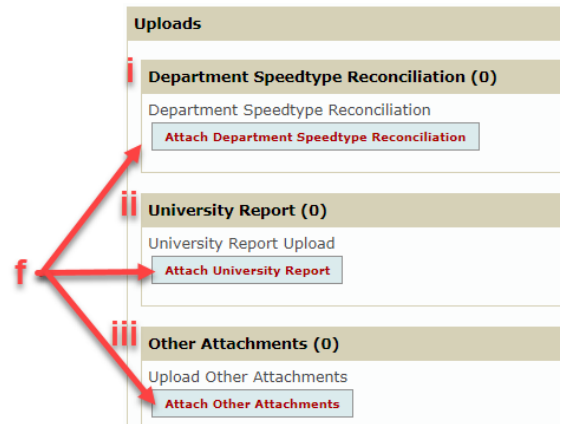


3. Review the Speedtype Reconciliation:

- a. The first time that the workflow is accessed an adjustment may need to occur. If the Monthly Speedtype Reconciliation Form is not visible under the Task Buttons click on the gray bar directly under the Task Buttons. Hover over the bar until it turns yellow and the mouse becomes an up and down arrow, hold the left mouse button down and drag the Monthly Speedtype Reconciliation Form up.
- b. General Information: form number (auto-assigned number from OnBase), fiscal year and month that the reconciliation is for.
- c. Speedtype Department Information: contains the speedtype, speedtype name, VP Dean Code, department number and department name.
- d. Comment Section – Each security role in OnBase has an area where comments can be placed. Comments are mandatory if Reviewers/Approvers click “Does Not Pass Review”, “Approved with Changes Requested” or “Not Approved”. “Save Changes”, located directly under the Comment Section, must be clicked if a comment is added.
- e. Upload Section – Click the blue link to review the attached documentation. If the document is a Microsoft document (Word, Excel etc...) a pop-up box will appear. The document will download at the bottom of the pop-up box.



- f. To attach a document find the section that the document should go under, click the “Attach” button. A browse menu will pop-up. Locate the document that needs to be attached. Double-click the document and it will appear under the Attachment Section, click “Save Changes”. OnBase will rename the attachment automatically. After the “Save Changes” button has been clicked the document can no longer be removed.
- i. Department Speedtype Reconciliation – attach the speedtype reconciliation for the month. **If more than one is attached view the last (bottom) reconciliation.**
 - ii. University Report – attach the university report(s). This attachment area is optional because some areas attach university reports with their reconciliation document.
 - iii. Other Attachments – attach any additional documentation that is required for others to review and/or approve the reconciliation. This attachment area is optional and should include documentation that will help in the review/approval process.
- g. Actions Section – Tracks all reconciliation, review and approval actions with name dates and times.
- h. User Section – Allows users to see who is assigned to each speedtype and the roles that they are assigned to. This helps Departmental Approvers know if they are the last Approver or if the reconciliation needs to be approved by other Departmental Approvers.



SPDRECON - Actions **g**

Action By UserID	Action Performed By	Action Date/Time	Action Taken
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Users **h**

SPDRECON - Reconcilers	
Reconciler UserID	Reconciler email
ARCOLL01	ARCOLL01@LOUISVILLE

SPDRECON - Reviewers	
Reviewer userID	Reviewer name

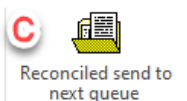
SPDRECON - Primary Investigators	
PI UserID	PI Email

SPDRECON - Approvers	
Approver userID	Approver email

SPDRECON - Managers	

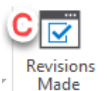
4. Reconciliation Queue:

- a. *Purpose* – All speedtypes with activity for the month will have a reconciliation form in the Reconciliation queue after month end close.
- b. *Communication* – Once the reconciliation is complete an e-mail is sent to the next person in the Review/Approval security role in OnBase.
- c. *Task Button* - Once reconciliation is complete click “Reconciled Send to Next Queue”.



5. Hold Revisions Needed Queue:

- a. *Purpose* – If a Reviewer or Approver clicks “Not Approved” the reconciliation will be in this queue with comments as to why the reconciliation was not approved. Once requested changes are made the speedtype form workflows back to the Reviewer or Approver who clicked “Not Approved”.
- b. *Communication* - Reconciler will receive notification that a reconciliation is in this queue. Once it has been corrected the Reviewer/Approver who clicked “Not Approved” will receive notification that the reconciliation is ready for Review or Approval. Everyone who reviewed and/or approved the reconciliation prior to the “Not Approved” button being clicked will be also be notified when the reconciliation is



sent back to the Reconciler and when the Reconciler sends it back for the second review and/or approval.

- c. *Task Button* - Once reconciliation is revised click “Revisions Made”.

6. **Approved Changes Requested Queue:**

- a. *Purpose* – If an Approver clicks “Approved with Changes Requested” the reconciliation will be in this queue with comments as to what changes are needed. Once requested changes are made the speedtype form workflow will be complete and the Approver will see the changes that were made on the next month’s reconciliation.
- b. *Communication* - Reconciler will receive notification that a reconciliation is in this queue. Once it has been corrected the Reviewer/Approver who clicked “Approved with Changes Requested” will receive notification that the reconciliation has been updated and they will see the changes on next month’s reconciliation. Everyone who reviewed and/or approved the reconciliation prior to the “Approved Changes Requested” button being clicked will be also be notified when the reconciliation is sent back to the Reconciler and when the Reconciler confirms that requested changes have been made.
- c. *Task Button* - Once reconciliation changes have been made click “Revisions Completed”.

