

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

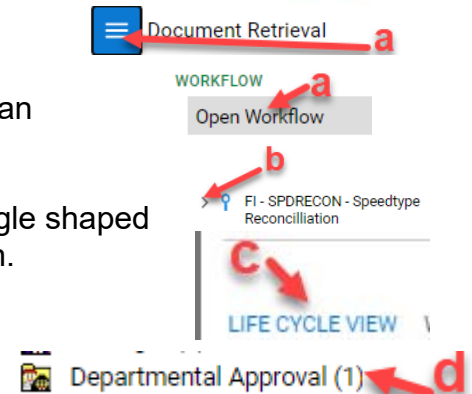
## 1. Login to OnBase:

- a. If a link is provided in an e-mail notification click on the link provided in the email or go to this address: <https://onbase.louisville.edu/onbase/Login.aspx> (do not use Edge browser)
- b. Login to OnBase using your University User ID and password.



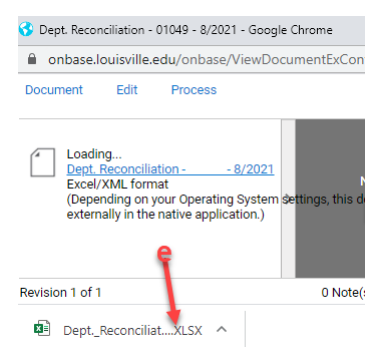
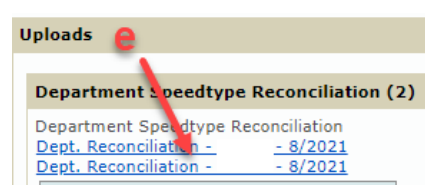
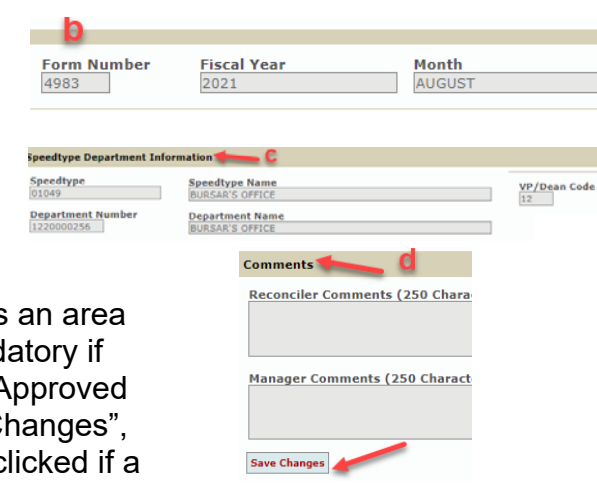
## 2. Departmental Approval Queue Navigation:

- 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.

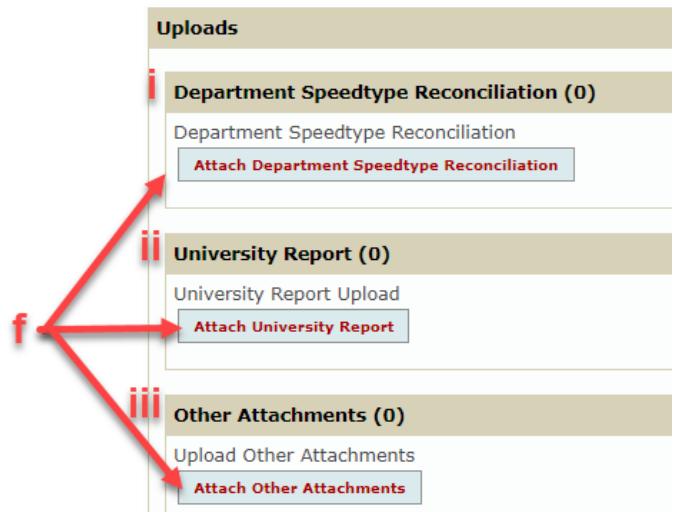


## 3. Review the Speedtype Reconciliation:

- 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. Comments 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. Attachments Section – Attachments can be added by all roles in the process. 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

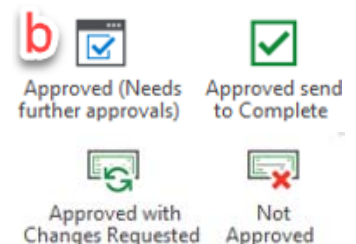
SPDRECON - Primary Investigators	
PI UserID	PI Email

SPDRECON - Approvers	
Approver userID	Approver email

SPDRECON - Managers

#### 4. Departmental Approval Queue:

- a. There can be up to three Departmental Approvers. The order that the Departmental Approvers approve in cannot be predetermined. If you have one Approver that always needs to approve first, the Manager Role may be considered.
- b. *Task Buttons and Workflow:*
  - i. “Approved (Needs further approvals)” – Departmental Approver reviews and approves the reconciliation for the month. There are additional Departmental Approver(s) who still need to review the reconciliation.
  - ii. “Approved Send to Completed” – Departmental Approver(s) reviews reconciliation and approves. Reconciliation will NOT go to another Departmental Approver and will be completed for the month.



- iii. “Approved with Changes Requested” – Departmental Approver reviews the reconciliation but there are some changes needed. The reconciliation will NOT workflow to any additional Departmental Approver(s) once this task button is clicked. The form will workflow back to the Reconciler for changes to be made. Once the requested changes are made the reconciliation will be completed for the month. The Department Approver will not see the changes until the next month’s reconciliation is completed. In the case where there are additional Departmental Approvers who still need to approve the Departmental Approver can enter changes needed in the Departmental Approver Comment Box and click the “Approved (Needs further approvals)” task button. The last Departmental Approver should click the “Approved with Changes Requested” task button. This ensures that all Departmental Approvers can review the reconciliation.
- iv. “Not Approved” – Departmental Approver reviews the reconciliation but they do not approve. The Departmental Approver enters the changes that are needed in the Departmental Approver Comment Box. The reconciliation will workflow back to the Reconciler for changes to be made. Once changes are made the reconciliation will return to the Departmental Approval queue for a second review. This will continue until the Departmental Approver(s) is able to approve the reconciliation and all issues are corrected.
- c. *Communications* – OnBase will send auto-notifications to the Department Approver(s) at one time via e-mail when reconciliations are ready for review and approval. If there are changes requested or reconciliations that are not approved then auto-notifications will be sent from OnBase to all of the individuals who were in the approval path.