Logging in to OnBase

Logging in to OnBase from an email link

1. Click the payment link in the email to directly access OnBase payments in your review queue. You will be asked to log in.
2. Type your CNet ID and password. Your CNet ID will appear in all uppercase, but when you type your password, it is case sensitive.
3. Press Enter or click Login.

After logging in, you should see your payment approval queue.

Logging in to OnBase directly

1. Go to https://ariadne.uchicago.edu/appnet/Login.aspx
2. Type your CNet ID and password. Your CNet ID will appear in all uppercase, but when you type your password, it is case sensitive.
3. Press Enter or click Login.

To access your queue,

1. Click the Document down arrow on the toolbar.
2. Select Workflow. A new window will open.
3. Click the + symbol next to AP NON PO Request Payment to reveal the queues.
4. Click the Authorized Signer Approval queue.

Reviewing a request

1. Click on the request in the approval queue (upper right).
2. Review the form that appears in the bottom half of the screen.
3. To review attachments, click the split screen button to create a new window (upper left). Click any attachments or enclosures listed on the left side of the screen.
4. To make changes to the request, click the Edit Request button (see next page for instructions on editing).

Approve, reject, edit or forward a request

- Click to Approve
- Click to Reject and then submit a reject reason
- Click to make changes to the request
- Click to invite another person to view the request
Editing a Request

1. As an authorized signer, if you need to change an account number, or add or delete a line item on a payment request, click the Edit Request button in OnBase.

2. A browser window will open and ask you to login. Login using your CNetID and password.

3. Once you are logged in, you will see the payment request. Make any changes necessary. (Please see the notes to the right.)

4. After making any necessary changes, click Proceed to Next Action at the bottom of the form.

5. On the attachment page, unless you are making additional attachments to the form, click Complete.

A message will display to tell you the request is complete.

NOTES ABOUT EDITING A PAYMENT

To make changes to a line item, click the Edit button next to the item.

You can delete a line item by clicking the Delete button next to the item.

To make a change, click Edit

To remove an item, click Delete

Important: When you make any edits to a payment or add a new line item to the request, you will need to select another authorized signer besides yourself.

If you change an account number, you will also have to select another authorized signer on that account.

If you are editing multiple line items, click the Edit button, make changes to the line item, then click the Update Check Total button before clicking Edit for another line item.

Important: Complete your changes to a single line item before clicking Edit for another line item.

After you complete the edits, click Proceed to Next Action and click the Complete button (see steps 4-5), an email link will be sent to the authorized signer to allow him/her access to the request in OnBase.

If there is more than one authorized signer for multiple payments, the request will be routed to each authorized signer in sequence. Once the first authorized signer signs off, an email with a link will be sent to the next authorized signer.