

ePayment Request

Authorized Signer Quick Reference Card



THE UNIVERSITY OF
CHICAGO

Logging In to OnBase

Logging in to OnBase from an email link

Internet Explorer is recommended.

1. Click the payment link in the email to directly access OnBase payments in your review queue. You will be asked to login.
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.



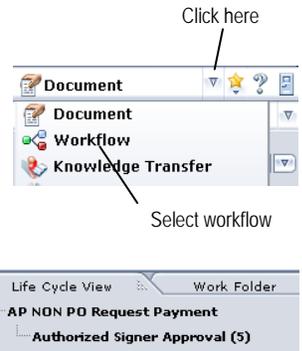
Logging in to OnBase directly

Internet Explorer is recommended.

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.



Click to split screen for displaying attachments

Click to display an attachment

View request

Approve or Reject selected request

Make changes to request form

Forward request to another employee

Review attachments here

Control Number (3)

Control Number	Check Description	Request Total	Document Date	Entry Date
A001453	AIR FARE	\$390.00	3/2/2012	3/2/2012 2:13:46 PM
D001452	ELECTRICAL WORK	\$230.00	3/2/2012	3/2/2012 2:10:09 PM
T001448	TRAVEL OHIO	\$391.90	3/2/2012	3/2/2012 9:42:09 AM

Authorized Signer Approve

Reject

Edit Request

Send Courtesy Forward

Control Number *
D001452

Who Are You Paying? *
SUPPLIER/VENDOR

Contact Name
TRAIN_ONE

Department # *
44716

Selected Vendor R

Vendor Name: BOB'S ELECTRONICS

Address Line 1:

Address Line 2:

Order # 000001217
Order Date: December 26, 2011

Billing Address
Richard Muehly
218 Main Street
Oak Park, Illinois, 60302
United States
T 708-745-8202

Payment Method
Debit or Credit Card
Credit Card Type: Visa
Credit Card Number: non-2952
Paper Email: rsmuehly@uchicago.net

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Single By Letters	envelope	\$99.00	Ordered: 1	\$99.00
Letter	letter			

Approval queue: Click to select a request

Tip: Ctrl-click to select multiple requests. You can then approve multiple requests at one time by clicking the **Authorized Signer Approve** button.

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).

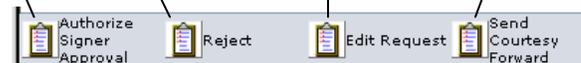
Approve, reject, edit or forward a request

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.



You are trying to login to non-podev.uchicago.edu
A Web-Single-Signon protected site

CNetID:

Password:

[Forgot your password?](#)

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

Procurement and Payment Services

THE UNIVERSITY OF CHICAGO

Payment Request Form

*** Required Fields**

Control Number:

Who Are You Paying? *
 SUPPLIER/VENDOR:
 Contact Name:
 Department #:

What Type of Payment? *
 NON-TRAVEL PAYMENT REQUEST
 Contact Number:
 Department Name *
 TRAINING

Vendor Number: Vendor Search:

IMPORTANT LINKS

- New Request Form
- Submitted Requests
- IRS
- www.gsa.gov
- Google

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

Click here

By checking this box, I certify that no documentation is required to support this check request.

Click "Proceed to Next Action" to submit your check request and proceed to attach relevant documentation.

Click "Save Payment Request" to save an incomplete check request so that it can be completed at a later time.

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

Please ensure that all documents have been uploaded electronically or faxed before clicking the complete button.

Click Complete

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

Payment Request Successfully Entered

For your reference, the Control Number of this request is: **D001624**

Your check request has been successfully entered into the system. Please choose from the following options, or close this web page.

[Enter additional check request](#)
[View Request Status Summary](#)

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**

\$220.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
\$129.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
\$485.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Expense Total \$834.00		

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.

Account Number * Expense Type *

Authorized Signer *
 --Select--
 --Select--
 TOMAS POCIUS
 ROBERT ZUEHLKE

Select an Authorized Signer

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.

Authorized Signer *
 TOMAS POCIUS

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.