



OnBase Inquiries

OnBase Training



Agenda

- How Look up Invoices in OnBase
 - To Determine current status in Workflow
 - To Determine in what Queue the invoice resides
 - To Find Payment Information
 - Due Date
 - Check Number if Paid
 - Check Date if Paid
- Questions



- Open OnBase
- Select "Custom Query"
- Then select "AP Invoice"

OnBase 17.0.2.85 - Internet Explorer

Custom Queries

DOCUMENT

- Document Retrieval
- Custom Queries**
- New Form
- Import Document
- Batch Indexing

WORKFLOW

- Open Workflow

FOLDERS

- Open Folders

USER

- Mailbox
- Locked Objects

REPORTING DASHBOARDS

- Dashboard Gallery

Query Types

AP - Invoice

- AP - Legacy 60 Documents
- AP - Legacy 61 Documents
- AP - Legacy 62 Documents
- AP - Legacy 64 Documents
- AP - Legacy 66 Documents
- AP Documents Search - Sortable Results
- AP Invoice Search - Sortable Results
- Buyer Open Issues List
- IAP - Coding and Approval Q Filter

[SHOW INSTRUCTIONS](#)

Search Type

KEYWORDS

Company ID

Invoice Number

Invoice Receipt Date

MM/dd/yyyy

Invoice Amount

PO Number

PO Rel No

Vendor ID

Vendor Name

Voucher Number

Check Date

MM/dd/yyyy

Search



- Enter appropriate information in one of the search fields

Search Type

KEYWORDS

Company ID

Invoice Number

Invoice Receipt Date

MM/dd/yyyy

Invoice Amount

PO Number

PO Rel No

Vendor ID

Vendor Name

Voucher Number

Check Date

MM/dd/yyyy

Check Number

Return Code

Invoice number -use an * to expand your search:
12* yields any invoice beginning with 12

PO Number – find all invoices for one PO number

Vendor ID – whole vendor number is needed

Vendor name - use an * to search - example: AVIA*

Voucher number - full voucher number must be used

Search

- Click “Search” to execute the search



- Top Window—Invoice information
“Blue Bar” which provides information on the vendor—vendor number—vendor name invoice number –invoice date—dollar amount

- Bottom Window—Invoice Image

OnBase Custom Queries

Query Types

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 - AP - Legacy 66 Documents
 - AP Documents Search - Sortable Results

Search Type

KEYWORDS

Company ID

Invoice Number

16706

Invoice Receipt Date

MM/dd/yyyy

Invoice Amount

PO Number

PO Rel No

Vendor ID

Vendor Name

Custom Query Results

Drag a column header here to group by that column.

WORKFLOW QUEUE	COMPANY ID	PROJECT NAME	VENDOR ID	VENDOR NAME	INVOICE NUMBER
IAC - Receiving Mismatch	60	AFCAP CONUS	600051096	NGH POWER SYSTEMS, INC.	16706

Items: 1

Document Edit Process

NGH Power Systems, Inc.
5237 South 28th Place
Phoenix, AZ 85040

NGH
POWER SYSTEMS, INC.
A Tom Heblrich Company

INVOICE
Invoice Number: 16706
Invoice Date: Jan 25, 2019
Page: 1

Bill To:
PAE Applied Technologies LLC
ATTN: PAE
2050 Wyoming Blvd Bldg 20682
Kirtland AFB, NM 87117

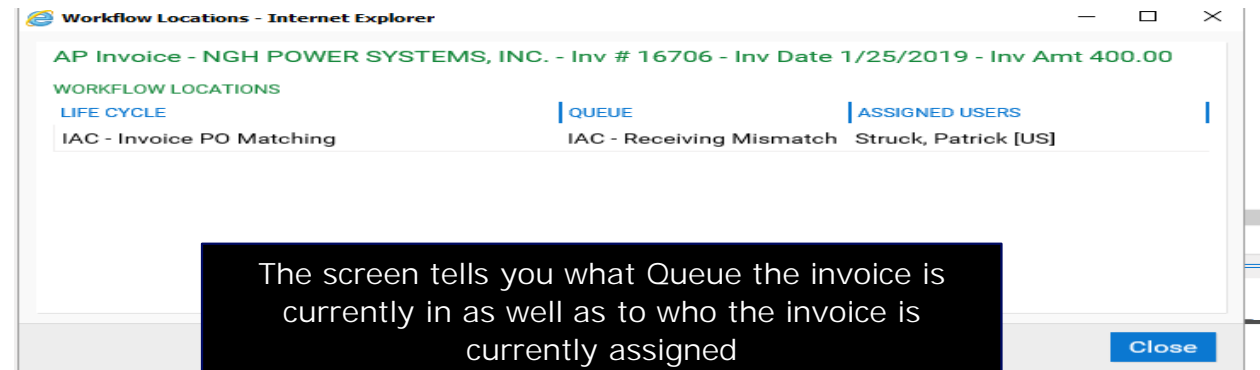
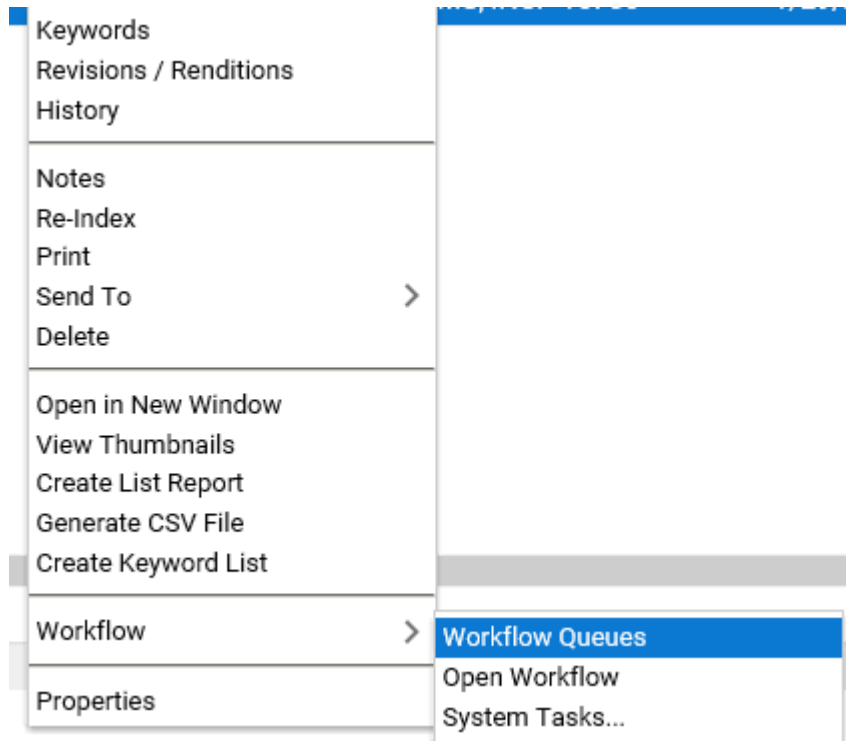
Ship to:
PAE Applied Technologies LLC
2050 Wyoming Blvd SE
Building 20683
Kirtland AFB, NM 87117

- The “Blue Bar” provides the following information: Vendor number—voucher—Current Queue-Vendor Name & Number—Invoice number—invoice date—Due date—Invoice amount—PO number

WORKFLOW QUEUE	COMPANY...	PROJECT NAME	VENDOR ID	VENDOR NAME	INVOICE NUMBER	INVOICE RECEIPT DATE	INVOICE DATE	DUE DATE	INVOICE AMOUNT	PO NUMBER	PO REL NO
IAC - Receiving Mismatch	60	AFCAP CONUS	600051096	NGH POWER SYSTEMS, INC.	16706	1/29/2019	1/25/2019	3/15/2019	400.00	M600025474	0



- Right clicking on the “Blue Bar” provides information on workflow status
 - Step 1 Right Click on the Blue Bar
 - Step 2 Select “Workflow –then select Workflow Queue”
 - Step 3 Review Workflow Queue status



Workflow Queues Defined

AP Action Queues:

- IAP-AP Initial Review Queue—Invoice is with the AP team for indexing. It has not been released to the workflow queue.
- IAP-Items in Process—Invoices have been routed to a Requestor/Buyer and has been returned to AP to complete the process and send to Final Review.
- IAP-Rejected Queue—Invoices are rejected and will be removed from OnBase Workflow due to duplicate, invalid invoices or payment has been made on P-Card. PO Invoice can only be rejected by a Buyer –**REJECTED INVOICE WILL NOT BE PAID**
- IAP-AP Final Review Queue—Invoices completed the OnBase workflow process and are waiting on AP Management Action.
- ITP-Costpoint Direct Import Queue---Invoice is completed and waiting imported to Costpoint
- ITP-Import Process Exceptions Queue—Invoices failed to upload due to an issue during the process and will need to be resolved before uploading into Costpoint can take place.



Invoices are in Costpoint (Unpaid)

- ITP-Successful Release: Holding Queue:— Where the invoice will go once imported successfully into Costpoint. This Queue has a timer that runs weekly. This timer will pull anything that is due on the day, or before, of the check run into the Post Release to ERP Queue.
- ITP-Post Release to ERP Queue— Where a voucher will be sent after the timer in the Holding Que has identified it as due on or before the day of the check run. System will do a look up in Costpoint to identify the check number and check date to populate the keywords on a PAID voucher. Once voucher is identified as PAID the voucher is removed from workflow and will no longer report back a Workflow Queue when doing an inquiry.



Operation Action Queues: Manually Routed Queues

- IAC-Approval Q—Invoices in this queue are waiting on the approver to approve the invoice or route to the correct approver. Once all actions are completed and the approve icon is selected the invoice will move to IAP-Final Review Queue.
- IAF-Buyer Queue—Invoices in this Queue are waiting on the buyer to take action. Actions could include PO change orders or determining the appropriate PO line(s) to apply the invoice. Once the buyer completes the action, the completion should be documented on an OnBase note and “Return to AP” icon should be selected. The invoice will move to the IAP-Items in Process Queue.
- IAF Requestor Queue—Invoices in this Queue are waiting on the requestor to take action. The completed action should be documented on an OnBase note and the “Return to AP” icon should be selected. The invoice will move to the IAP-Items In Process Queue.



Operation Action Queues: Auto Routed Queue (System Routed)

- IAC- Receiving Mismatch— Invoices in this queue have failed the three-way match requirement (match between Receipt Amt , Accept Amt and Invoice Amt) the system does not match POR only Qty Amt and are system routed to the requisitioner on the PO for receiving and accepting actions. Requestor need to receive and accept in Costpoint (or their workorder system). Once receive and accept actions are completed and the three-way match validation occurs the invoice moves to the IAP-Final Review Queue.

The three-way match validation will trigger in one of two ways. The requestor can select the Recheck Matching Icon in OnBase to validate on demand or the system will run validations daily to sync the current actions in both systems.

If the three-way match validation fails the requestor needs to determine if the invoice, the Costpoint PO and the receipt and accept actions were completed correctly. If completed correctly and invoice still fails a PO Reconciliation will need to be completed.

If the requestor on the PO is not responsible for receiving and accepting, the requestor should select "Reassign Receiver" in OnBase and select the appropriate user for receive and accept actions.



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Questions?