NEBRASKA DEPARTMENT OF ROADS

OnBase Invoice

Workflow Users

Guide

April 23, 2013

This document is intended to guide users through accessing and utilizing the NDOR Invoice Workflow process. Questions or comments regarding access or use of the application should be directed to Chad Heskett, Materials & Research Division @ (402) 479-3670 or at chad.heskett@nebraska.gov.

Table of Contents

Logging Into On Base …….3 - 4

OnBase Home Page ..……..…….5

Searching for a Document ……...6 - 7

Workflow …….. .8

Locating a Document in Workflow ……9 - 11

Roles …… .12 - 16

Importing a Document …… 17 - 19

Approving an Invoice ……... 20 - 21

Returning an Invoice ……22 - 23

Creating and Viewing Notes ……..……23 - 25

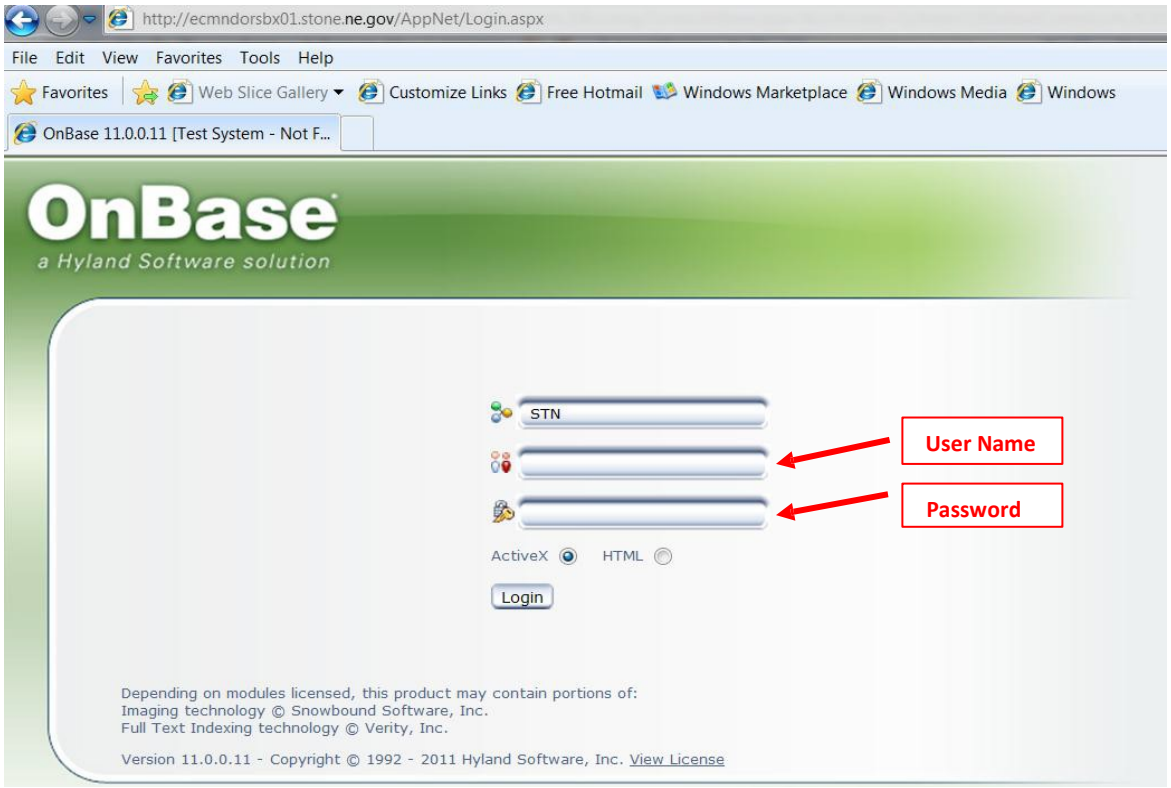
Progress Estimate Form …… 26

Approval Log …… 27

History Log …… 28

Logging Into OnBase

1. Open an internet browser window.
2. If you are an internal user (typically a state employee) type in the web address: https://ecm.nebraska.gov/AppNet/Login.aspx
3. Log in screen should look like this:



4. Type in Username and Password (User Name is not case sensitive/Password is case sensitive)
   a. For NDOR personnel, this is your Outlook user name minus the @nebraska.gov; ie. firstname.lastname and your Outlook password.
   b. Check the HTML button

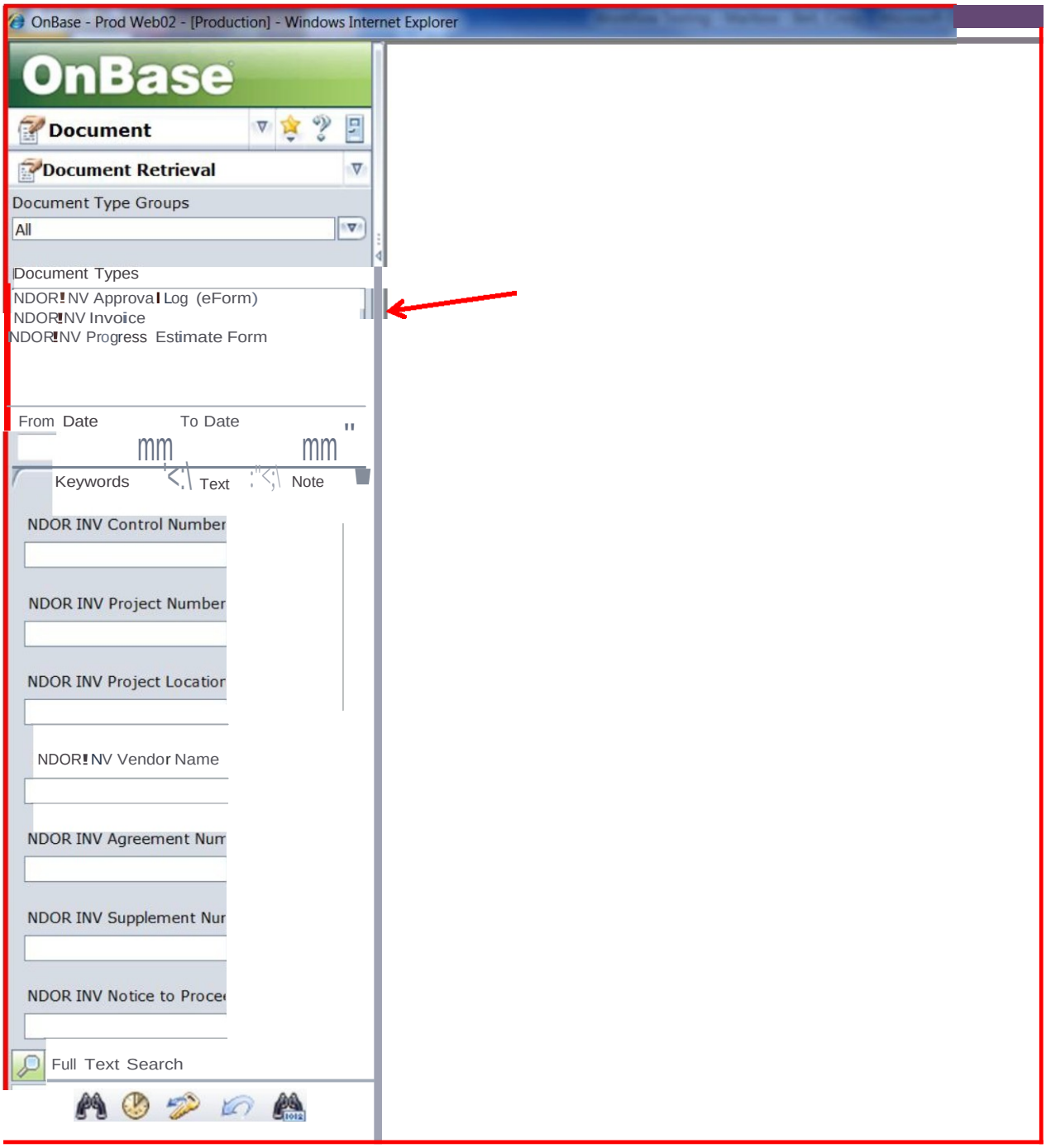
If you are an external user, type in this web address:
https://ecmp.nebraska.gov/PublicPortal/

The Log in screen should look like this:

5) Type in the Username and Password you registered for previously. If you need to reset your password, follow the instructions on the screen.

OnBase Home Page- Search and Retrieval Screen

Once logged into OnBase, you will see the OnBase Home Page (see below). To view the list of Keywords, click NDOR INV Invoice under the Document Types box.



Searching for a Document

Throughout the processing of an invoice, a user may want to determine where the document is in the processing stage. Upon logging into OnBase, the user will be on the OnBase Document Retrieval screen. From here, the user may enter various Keywords and/or dates to search for a document. At least one Keyword or date is required to conduct the search.

To search by date, you may either type a date in the From Date, To Date field or click on the calendar icon and select a date from the calendar display.

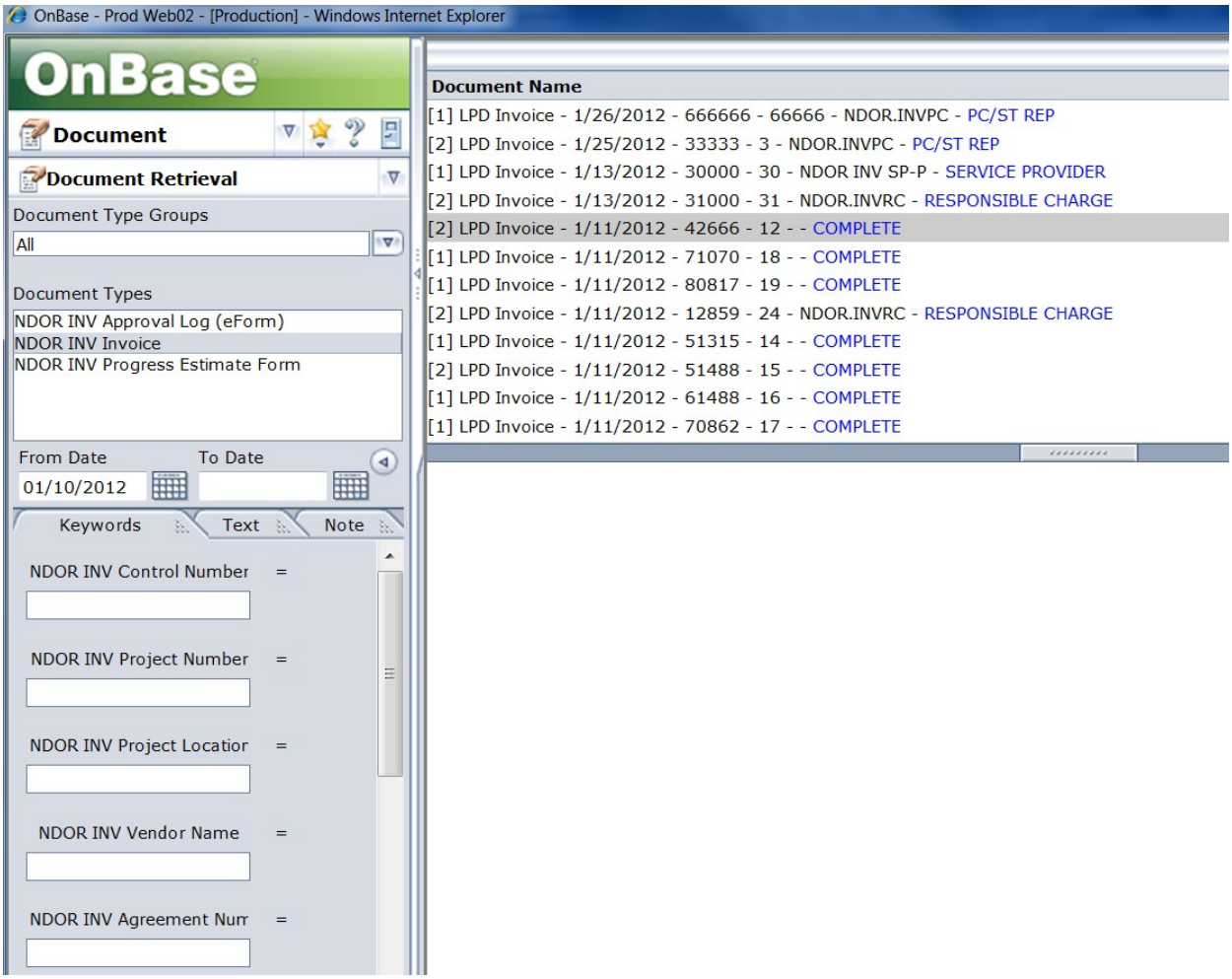
1) To use a date range, enter a From Date and To Date as shown below.
2) To select all documents created after a certain point in time, select a From Date only.

3) To search by Keywords, enter a minimum of one Keyword. Additional Keywords may be entered to help narrow the search.

4) To execute a search, click the binoculars.

5) To clear the keywords, click the key.

Documents will indicate which stage of the workflow they are in by displaying **PROCESSING (imported but not released into the workflow yet), SERVICE PROVIDER, RESPONSIBLE CHARGE, PC/STATE REP, AGREEMENTS, CONTROLLER,** or **COMPLETE** in blue at the end of the invoice record.



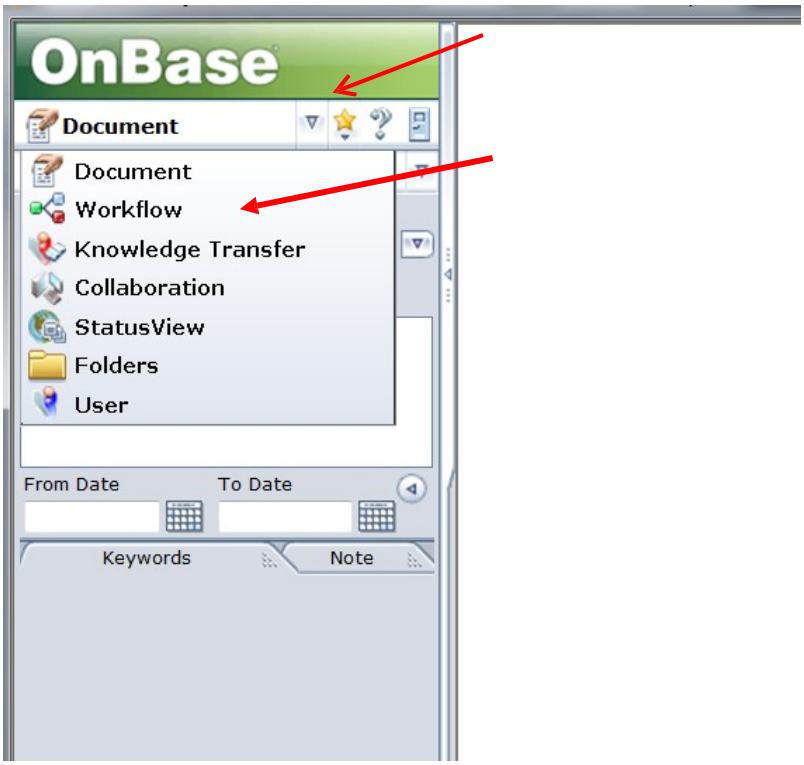
Individuals operating under the role of Service Provider will only be able to view documents imported under their user name.

The string of data associated with an invoice, reading from left to right, is:

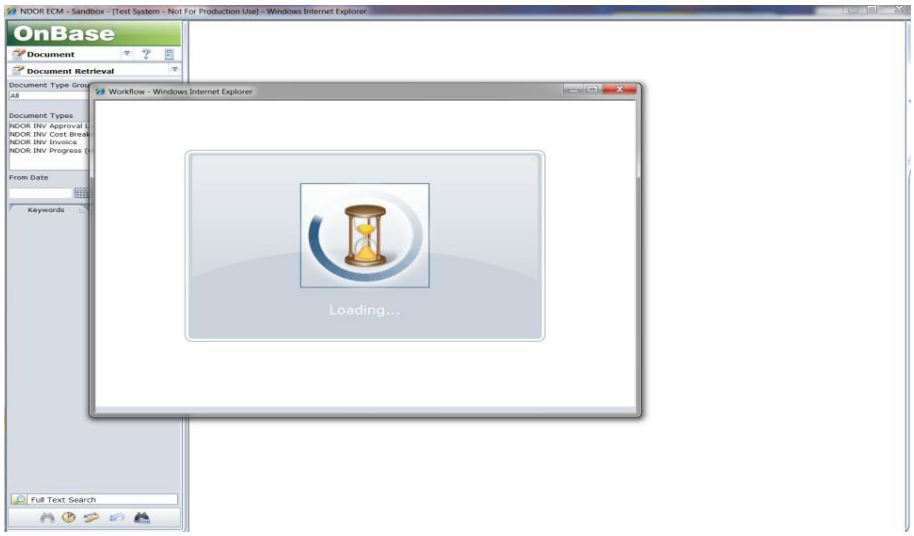
[Version] – Number of times the document has been revised.
LPD Invoice
Created Date – Date the invoice was imported into the application.
Control Number
Invoice Number
Name – the user name of the individual the document was submitted to.
Status – the workflow queue the document currently resides in.

Workflow

To process documents in your queue, click on the dropdown box next to **Document** and select **Workflow**.

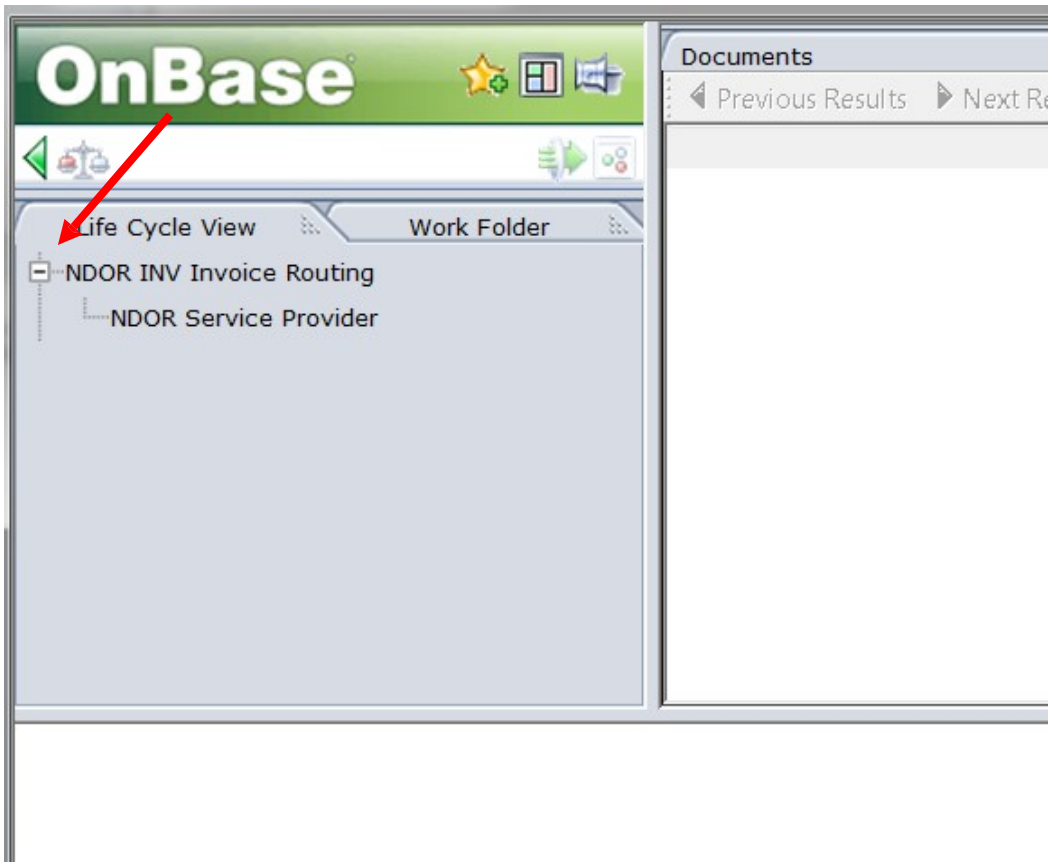


A message indicating documents are loading will appear next.



Locating a Document in Workflow

Once loading is complete, a new window will open. This is the Workflow window.

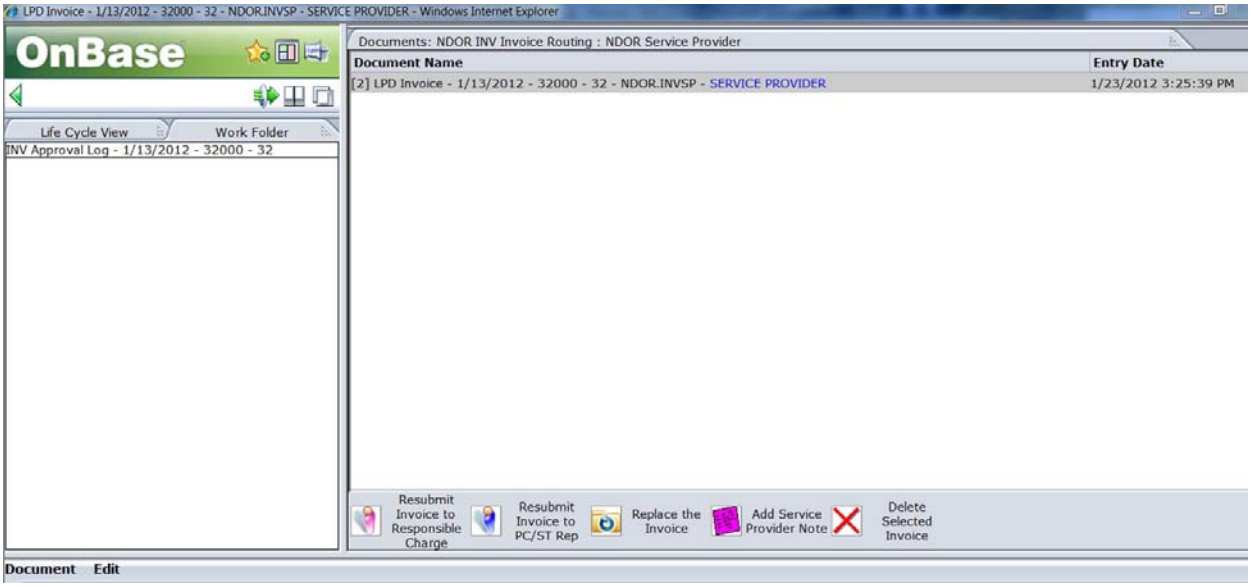


Under the tab labeled Life Cycle View, there is an expandable list called NDOR INV Invoice Routing. Click the + to expand the list. Users will only see the queue for which they are assigned; ie., NDOR Service Provider, NDOR Responsible Charge, NDOR Project Coordinator/State Rep, NDOR Agreements or NDOR Controller.

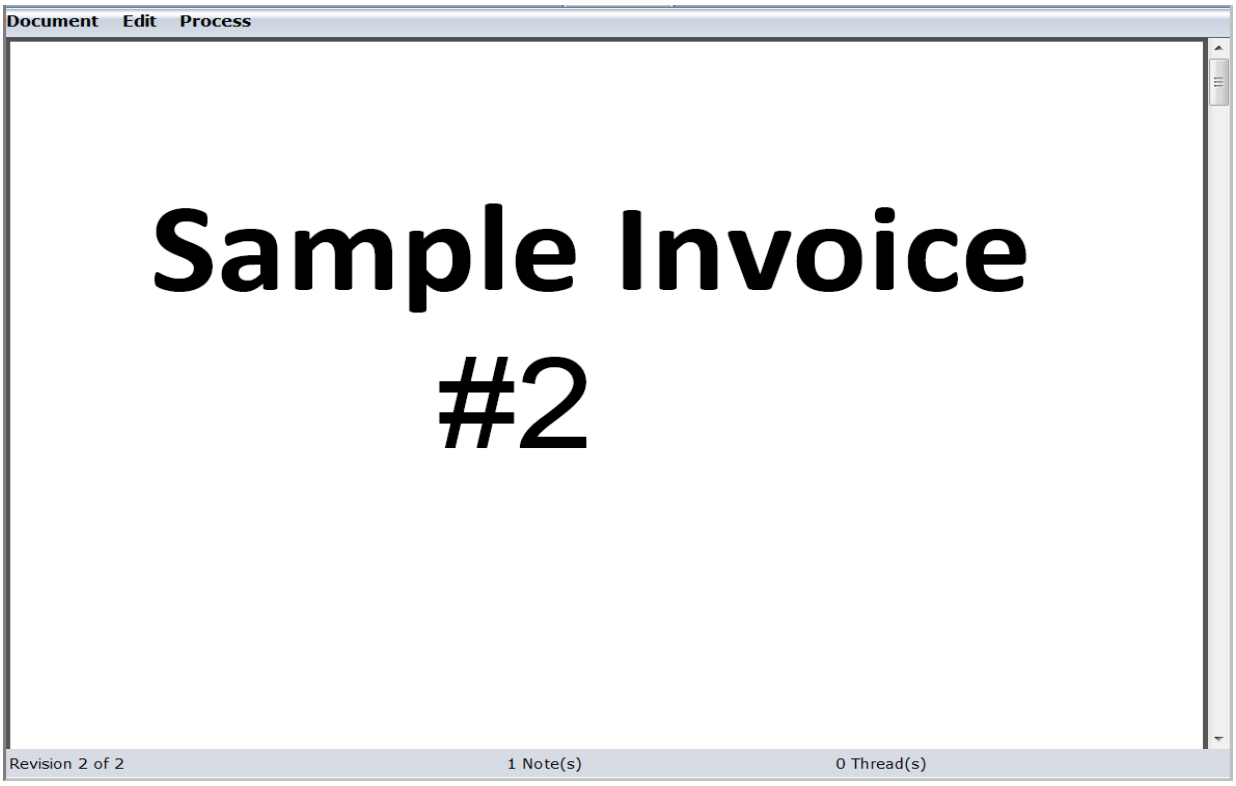
1) Click on the queue assigned to you. If there are any documents available, they will be listed in the window to the right. See Example A.

2) When only one document is in the queue, the document will automatically open in the window below the list. See example B. If there are two or more documents in the list, no document will be displayed. Double click on the one you want to open. The document contents will be displayed in the window below. See Example C.

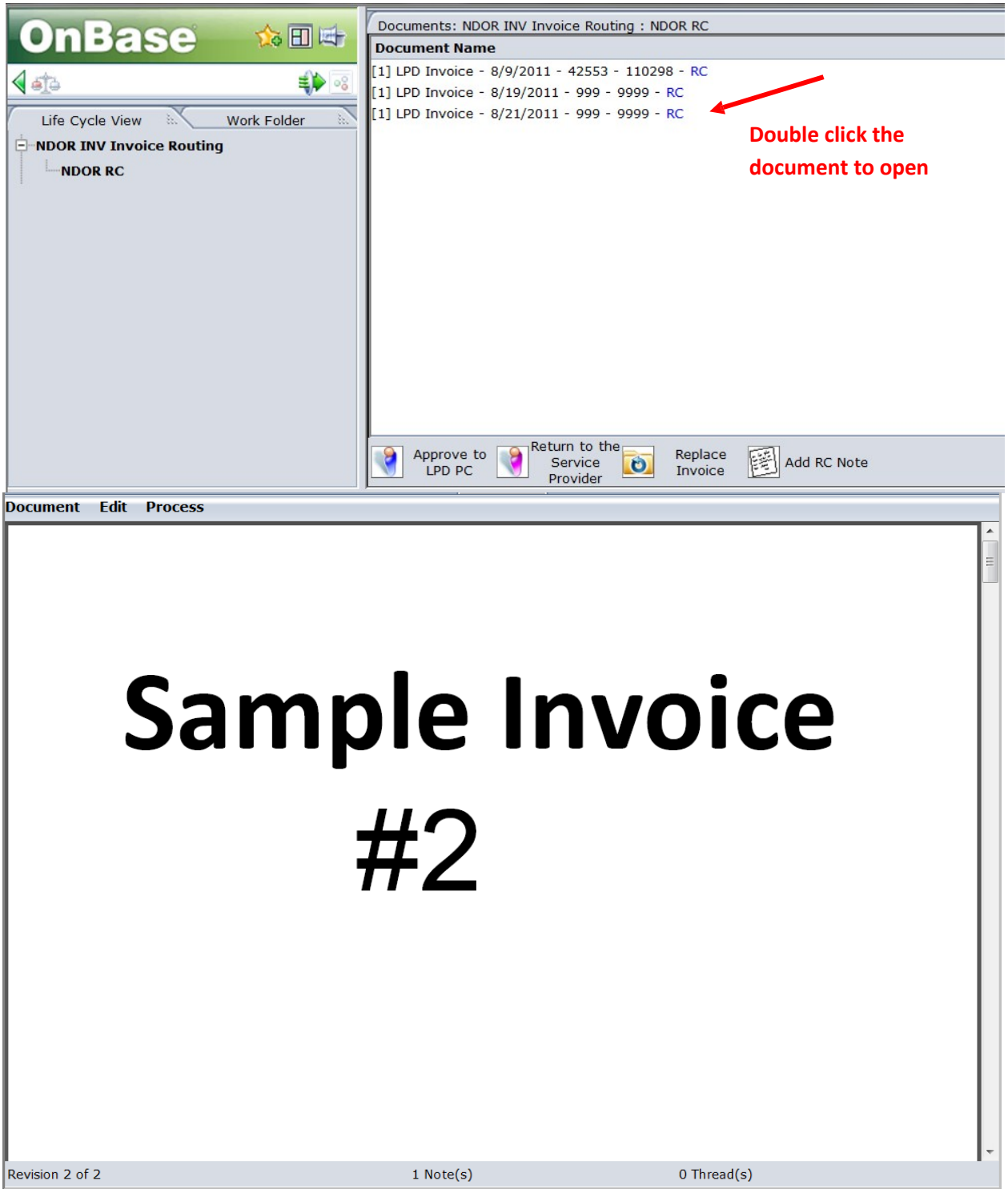
Example A



Example B



Example C

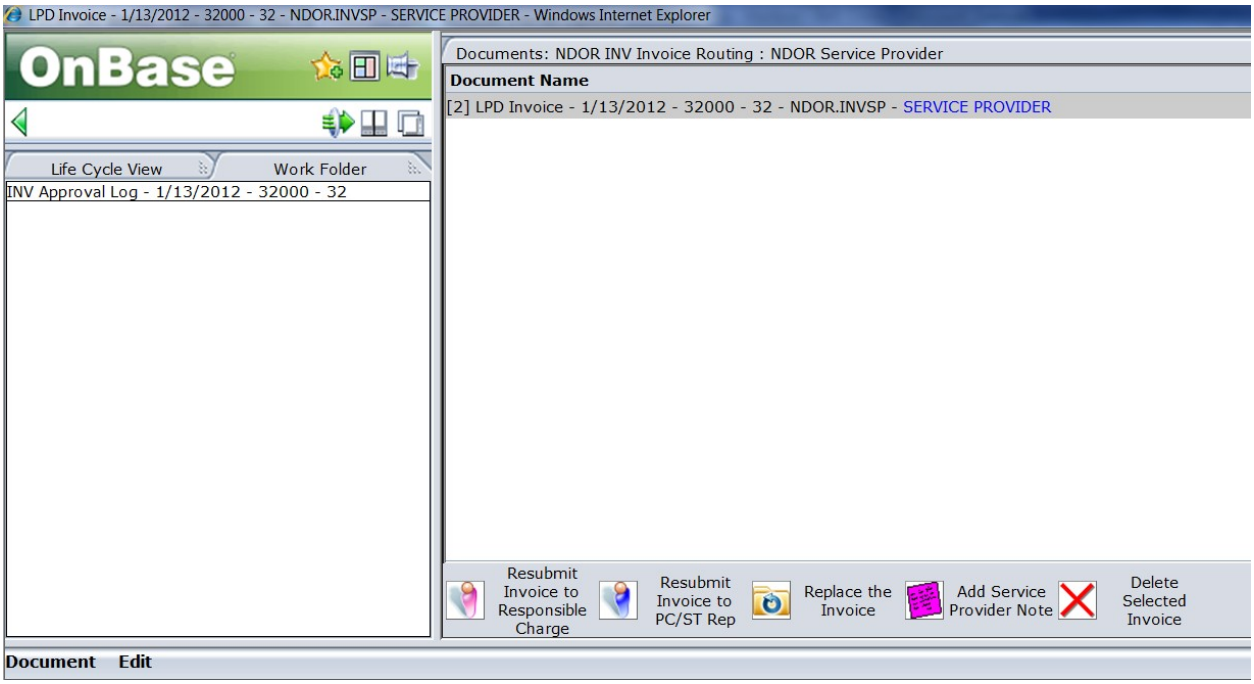

OnBase
Life Cycle View
Work Folder
NDOR INV Invoice Routing
NDOR RC
Documents: NDOR INV Invoice Routing : NDOR RC
Document Name
[1] LPD Invoice - 8/9/2011 - 42553 - 110298 - RC
[1] LPD Invoice - 8/19/2011 - 999 - 9999 - RC
[1] LPD Invoice - 8/21/2011 - 999 - 9999 - RC
Double click the document to open
Approve to LPD PC
Return to the Service Provider
Replace Invoice
Add RC Note
Document
Edit
Process
Sample Invoice #2
Revision 2 of 2
1 Note(s)
0 Thread(s)

Roles and Responsibilities

Service Provider

At each step in the workflow, each of the parties may take certain actions via the buttons provided at the bottom of the window. The Service Provider can:

1) Import a document and submit it to a Responsible Charge (RC).
2) Import a document and submit it to a Project Coordinator/State Rep (PC/State Rep).
3) Replace a document that was returned, by either an RC or PC, with a corrected version.
4) Add notes to the document to transmit a message to the other parties.
5) Delete a duplicate document.



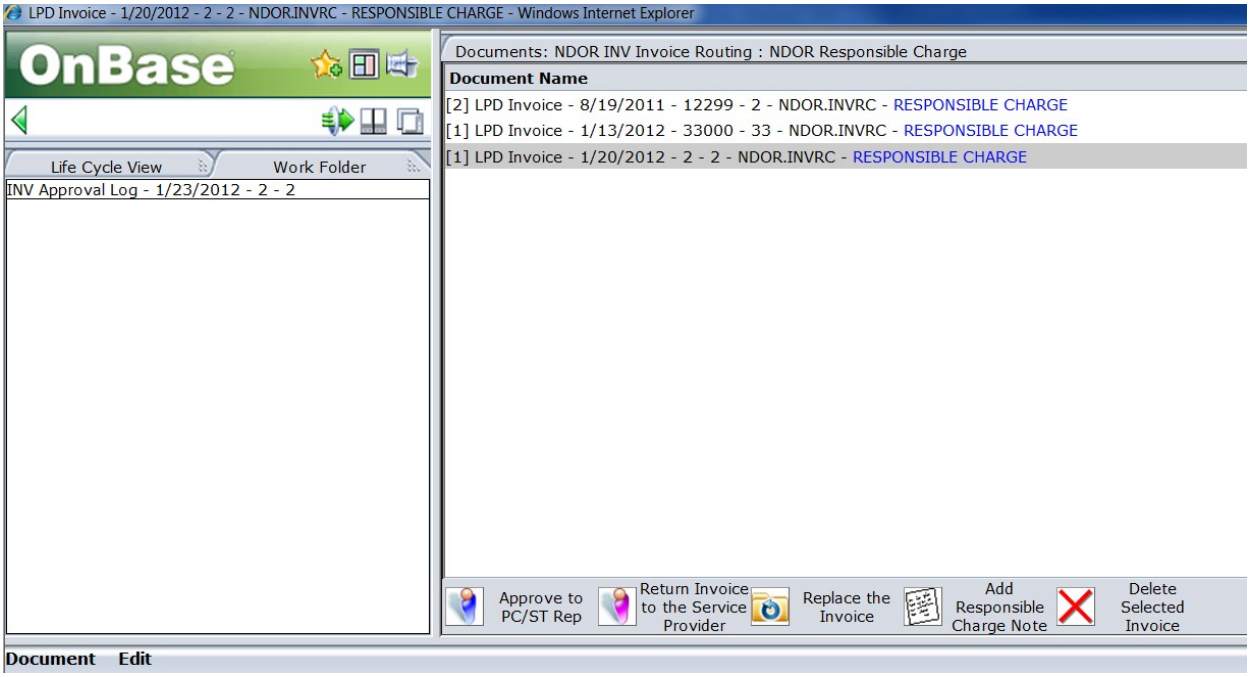
Service Providers are responsible for importing invoice documents. Documents must be imported in a **PDF file format** and each PDF must contain documents for **one invoice only**.

If a RC or PC/State Rep returns a document to the Provider, the Provider will receive an e-mail indicating a document has been returned. The Provider must log on to On Base and search for the designated document. The individual returning the document will have provided comments via a note indicating the reason the document was returned. At that point, the Provider may replace the document by importing a corrected version and add a note responding to the original request and resubmit to the RC or PC/State Rep.

RC (Responsible Charge)

The Responsible Charge responsibilities include:

1) Import a document and submit it to a Project Coordinator/State Rep (PC/StateRep).
2) Approve a document and forward it to a PC/State Rep.
3) Replace a document that was returned to the RC with a corrected version.
4) Return a document to the Service Provider.
5) Add notes to the document to transmit a message to the other parties.
6) Delete a duplicate document.



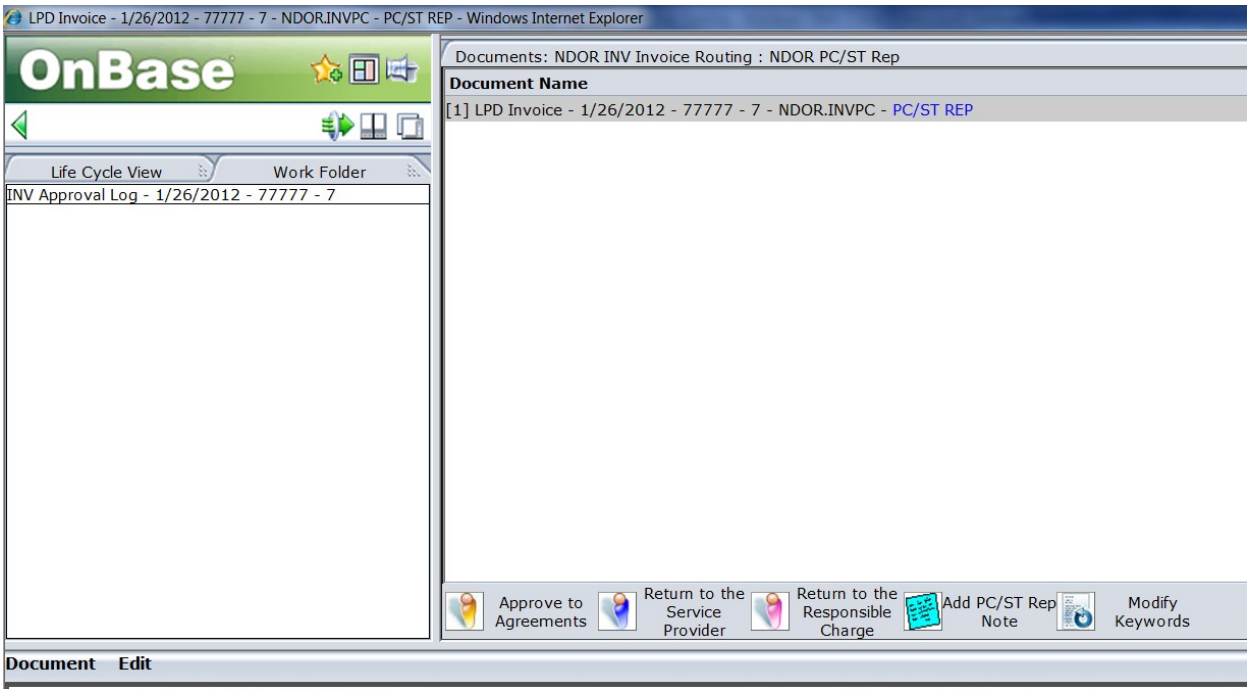
RC's are responsible for importing invoice documents in accordance with the NDOR Invoice Policy. Documents must be imported in a **PDF file format** and each PDF must contain documents for **one invoice only**.

If a PC/State Rep or the Agreements Sections returns a document to the RC, the RC will receive an e-mail indicating a document has been returned. The RC must log on to On Base and search for the designated document. The individual returning the document will have provided comments via a note indicating the reason the document was returned. At that point, the RC may replace the document by importing a corrected version and add a note responding to the original request and resubmit to the PC/State Rep or Agreements Section.

PC/State Rep

The PC/State Rep responsibilities include:

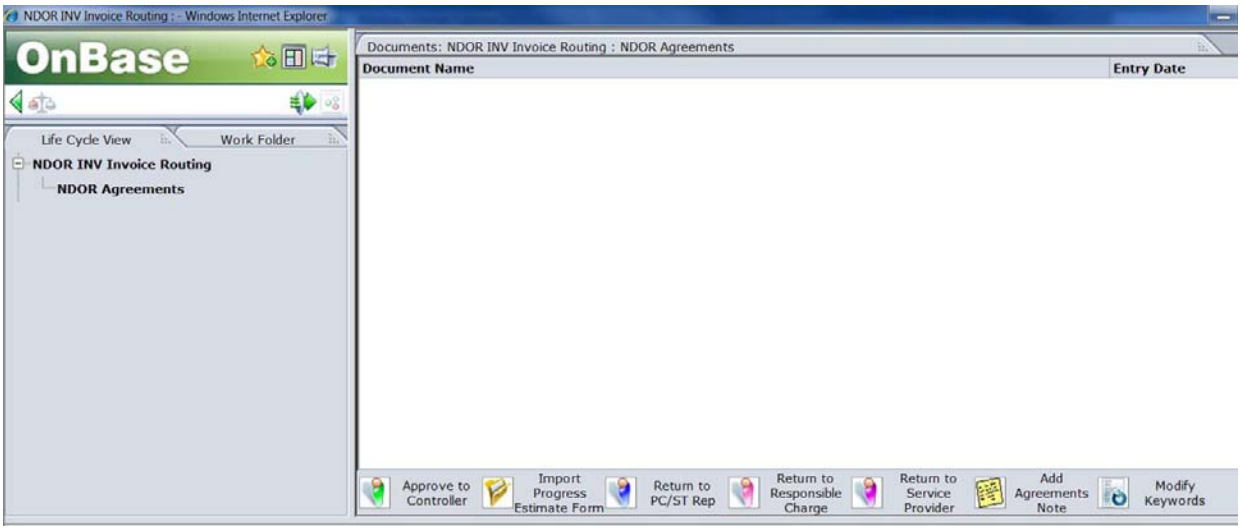
1) Approve a document and forward to the Agreements Section.
2) Return a document to the RC for additional information or replacement.
3) Return a document to the SP for additional information or replacement.
4) Add a note to transmit a message to the other parties.
5) Modify the Keywords.



AG (Agreements Section)

The Agreements Section responsibilities include:

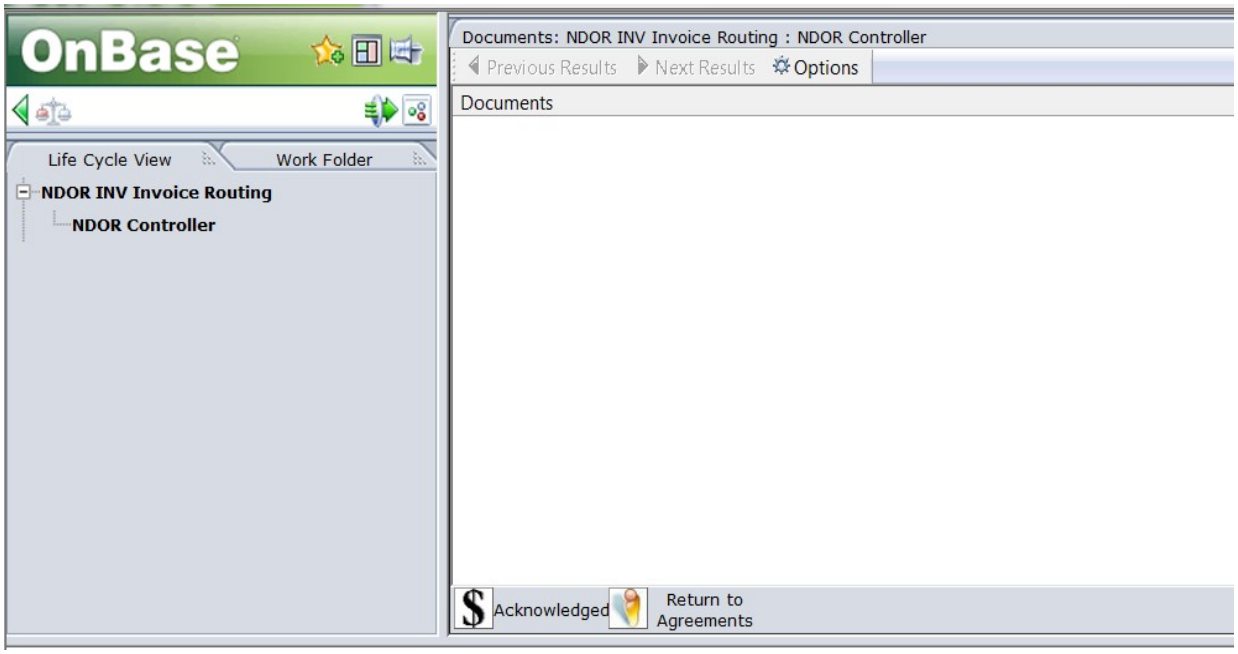
1) Approve a document and forward to the Controller Division.
2) Return a document to the Provider for additional information or replacement.
3) Return a document to the RC for additional information or replacement.
4) Return a document to the PC for additional information.
5) Add notes to transmit a message to the other parties.
6) Import a Progress Estimate Form to be submitted to the Controller Division summarizing the costs for the project.
7) Modify the Keywords.



CO (Controller Division)

The Controller Division responsibilities include:

1) Return a document to the Agreements Section for additional information.
2) Acknowledge a document; signifying that the document has been reviewed by the Controller's Division and processed for payment.
3) Add a note to transmit a message to the other parties.



Importing a Document

Both Service Providers and RC's will have a need to import an invoice package or reimbursement request.

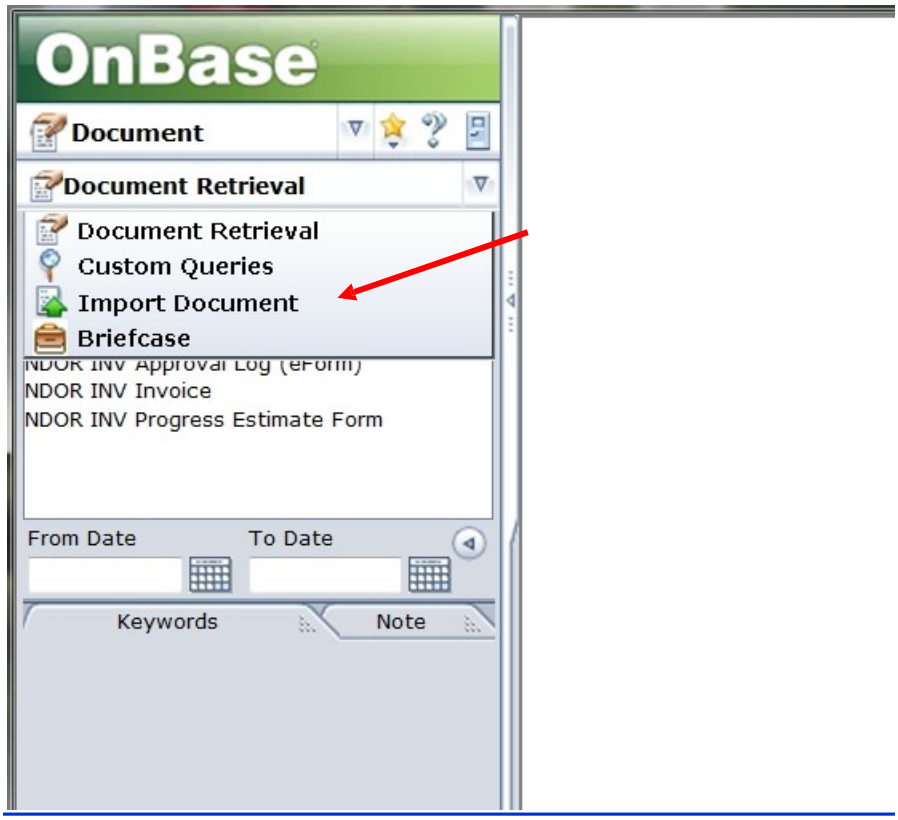
- All documents associated with a transmittal must be imported as one file. The file should include:

  1) Invoice
  2) Cost Breakdown Form
  3) Progress Report

- All files must be imported as a PDF.

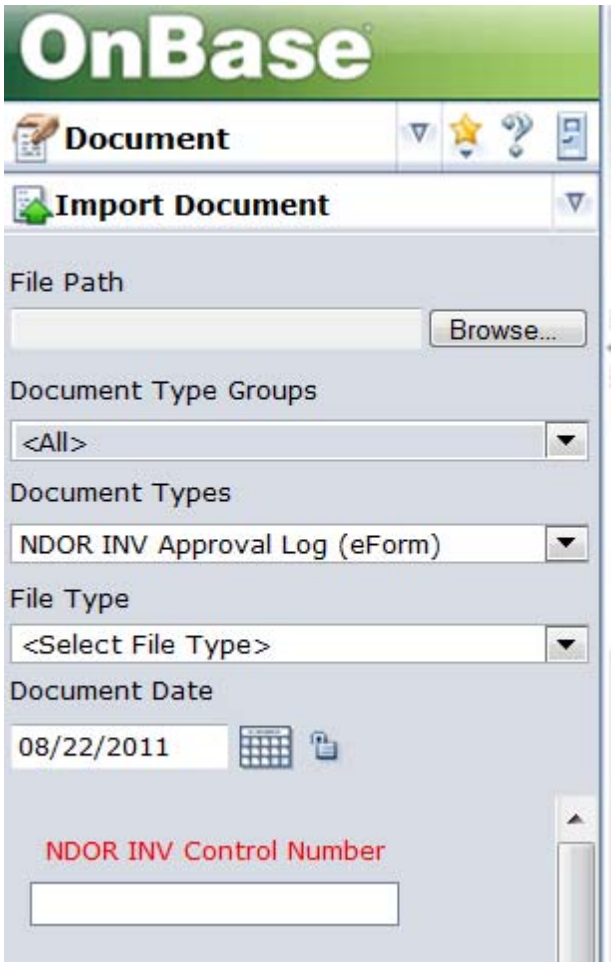
- Each transmittal should include one invoice package only. DO NOT submit multiple invoices together in one PDF file.

To begin the import process, logon to OnBase and from the Home Page click the dropdown next to Document Retrieval. Select **Import Document**.

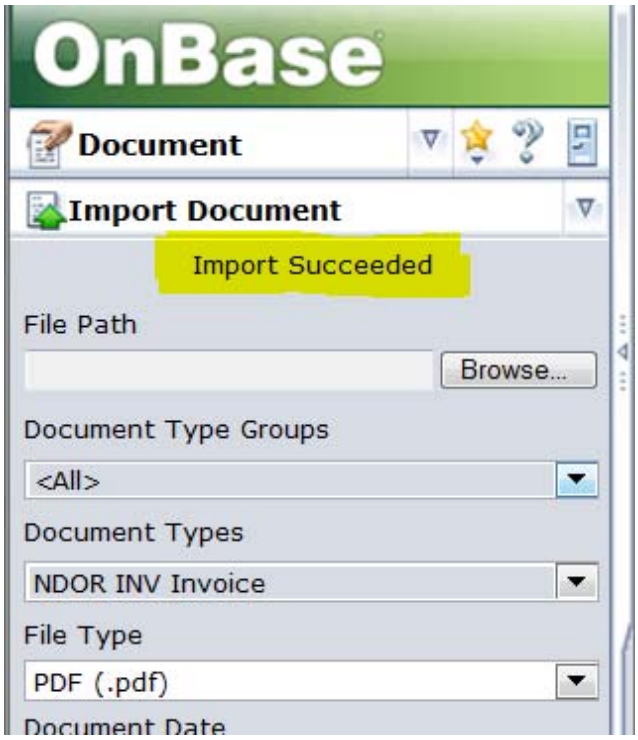


The following screen will need to be completed to import a document.

1) Click the 'Browse' button and locate the document on your local drive or server.
2) Select NDOR INV Invoice under Document Types.
3) Select PDF under the File Type.
4) The Document Date will default to the current date and represents the date the document was created in the application. It is not the date on the document itself.
5) Enter the appropriate data in the Keyword fields. **All fields should be completed, if possible.**
6) Click the Import button at the bottom of the screen.

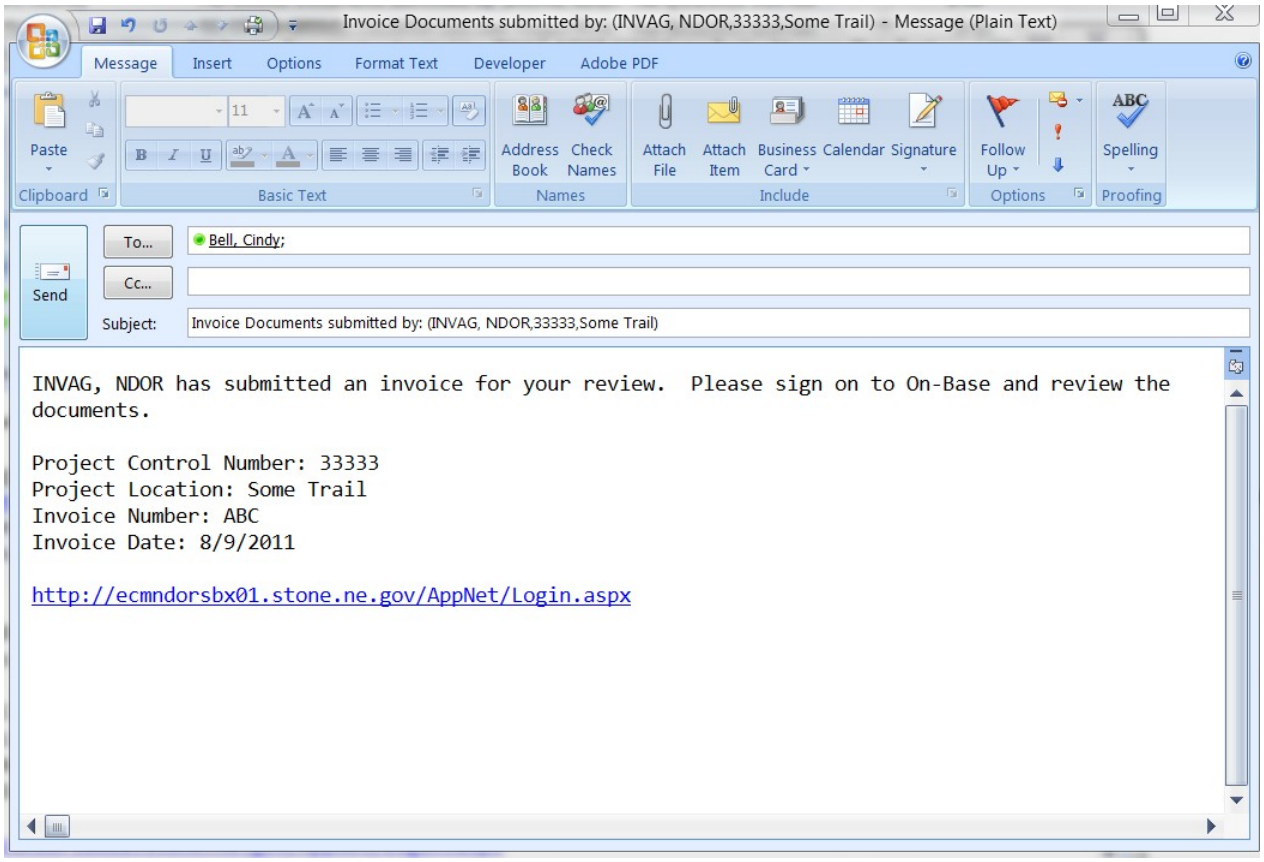


The message “Please wait; uploading” will appear briefly at the top of the screen followed by the message ‘Import Succeeded’.



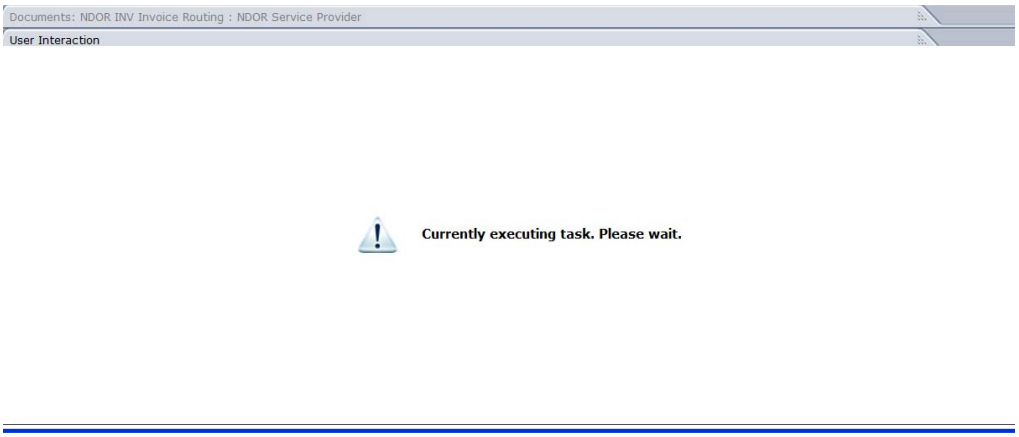
Approving an Invoice

Each time an invoice is imported or approved, the selected recipient will receive an e-mail indicating that an invoice has been submitted by (Name of Submitter) for their approval. Four pieces of information (Project Control Number, Project Location, Invoice Number and Invoice Date) are included in the e-mail to identify to the recipient what has been submitted for review. See the example e-mail below.



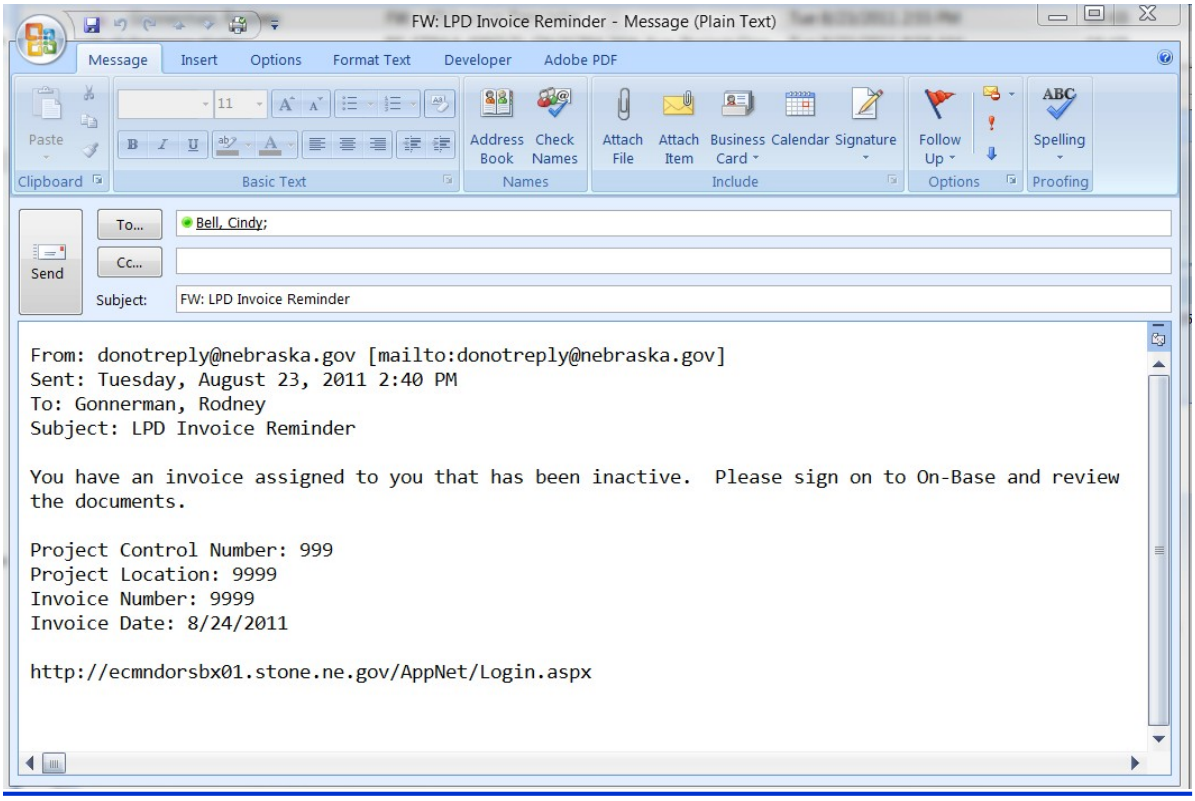
It is the responsibility of the recipient to log into OnBase, locate the document, review the document and elect to Approve to the next party or return to the submitter for corrections.

Whenever an icon to ‘Approve to XXXX’, ‘Return to XXX’ or ‘Replace Invoice’ is clicked, the following message appears to inform the user that the action has been executed.



If an invoice is not acted upon within a predetermined number of days, a reminder e-mail will be sent to the assigned person in that role. See Sample Reminder E-Mail below.

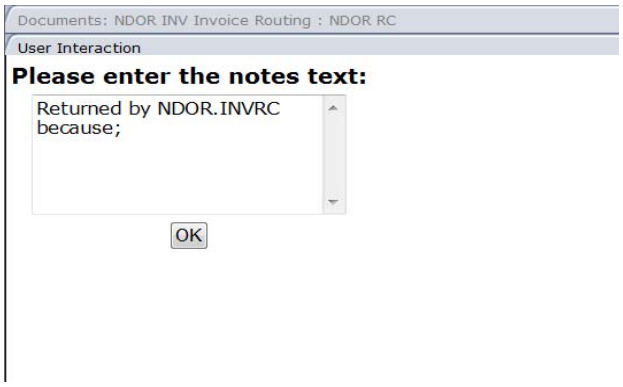
RC – 10 days
NDOR Personnel – 5 days
Agreements Section – 10 days
Controller Division – 5 days



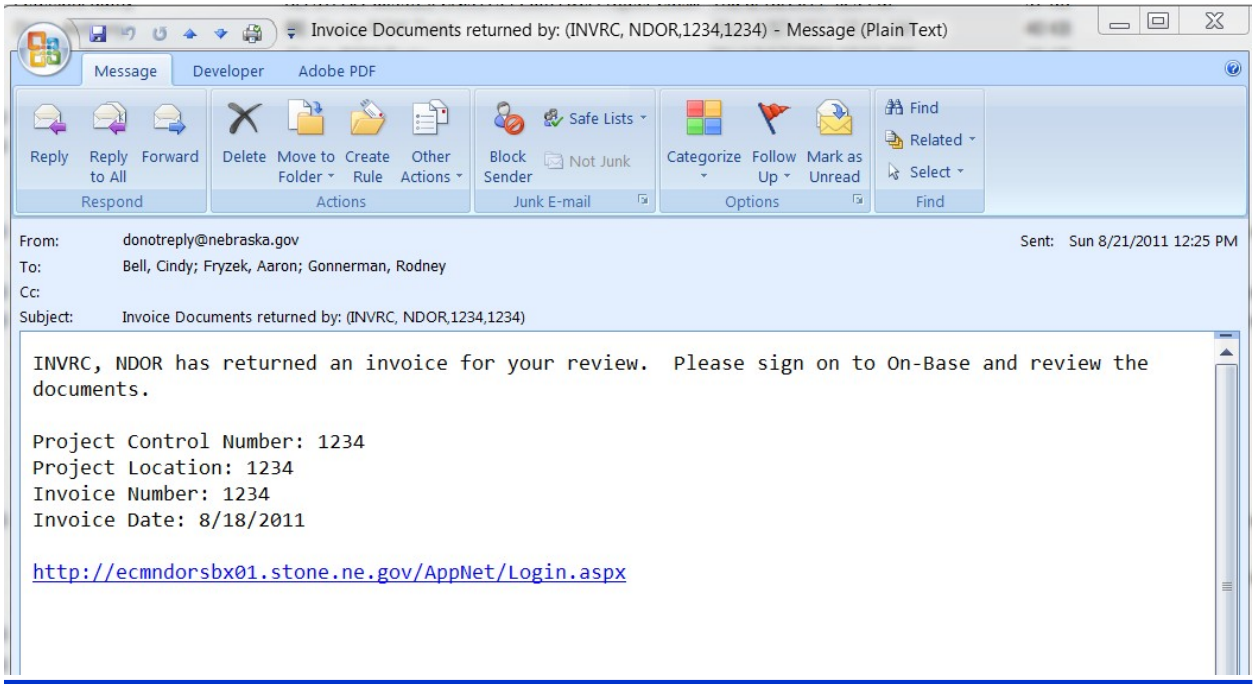
Returning an Invoice

After reviewing the invoice documents, the document may be return to the submitter if additional information or a corrected document is required.

1) Select Return Invoice to the Service Provider, Responsible Charge or PC/StateRep.
2) User will be prompted to enter a note. Enter an explanation for the return in the notes text box.



3) The original submitter will receive an email notification that the document has been returned.



The original submitter logs on to OnBase, searches for document and reviews the note message as to why the document was returned. If a replacement invoice is required, the submitter will:

1) Highlight the invoice that needs to be replaced in the upper window panel.
2) Select the Replace Invoice button.
3) Follow the steps to import a document (Keywords will already be populated).
4) Recipient will receive an e-mail notification indicating a document has been submitted for their review.

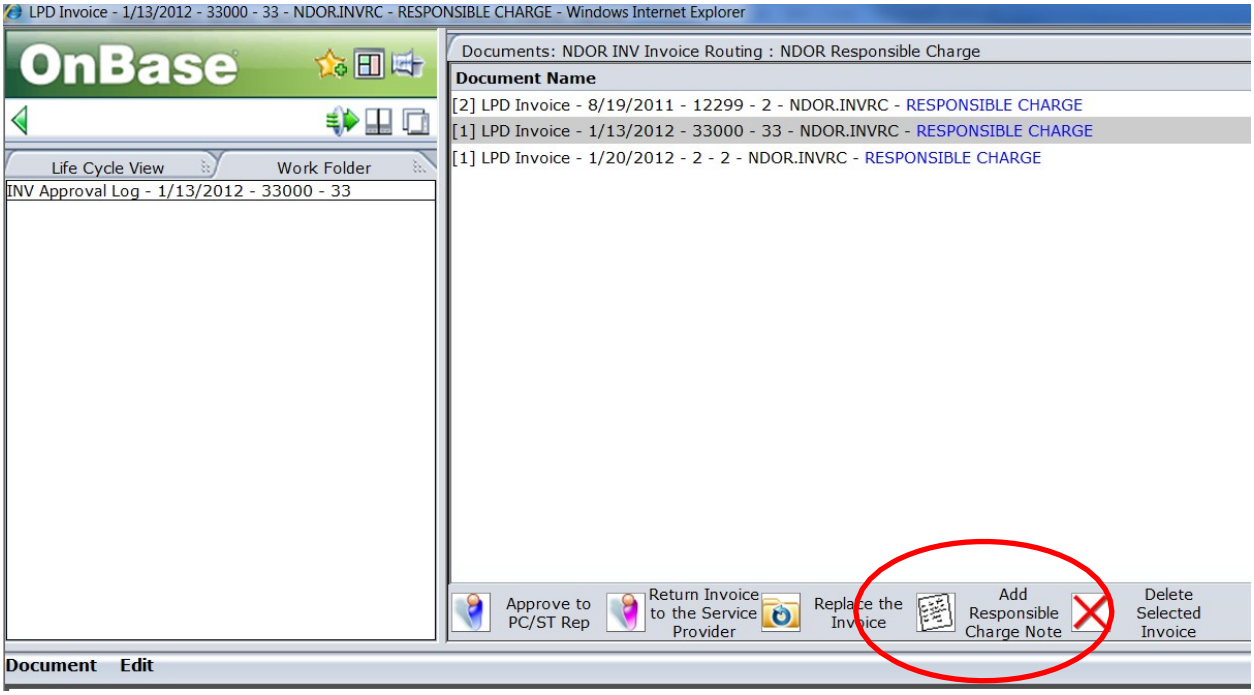
Creating & Viewing Notes

All users may create notes throughout the invoice routing process.

There are two ways to create a note:

1) Using the Add Note icon located in the invoice workflow (see below)

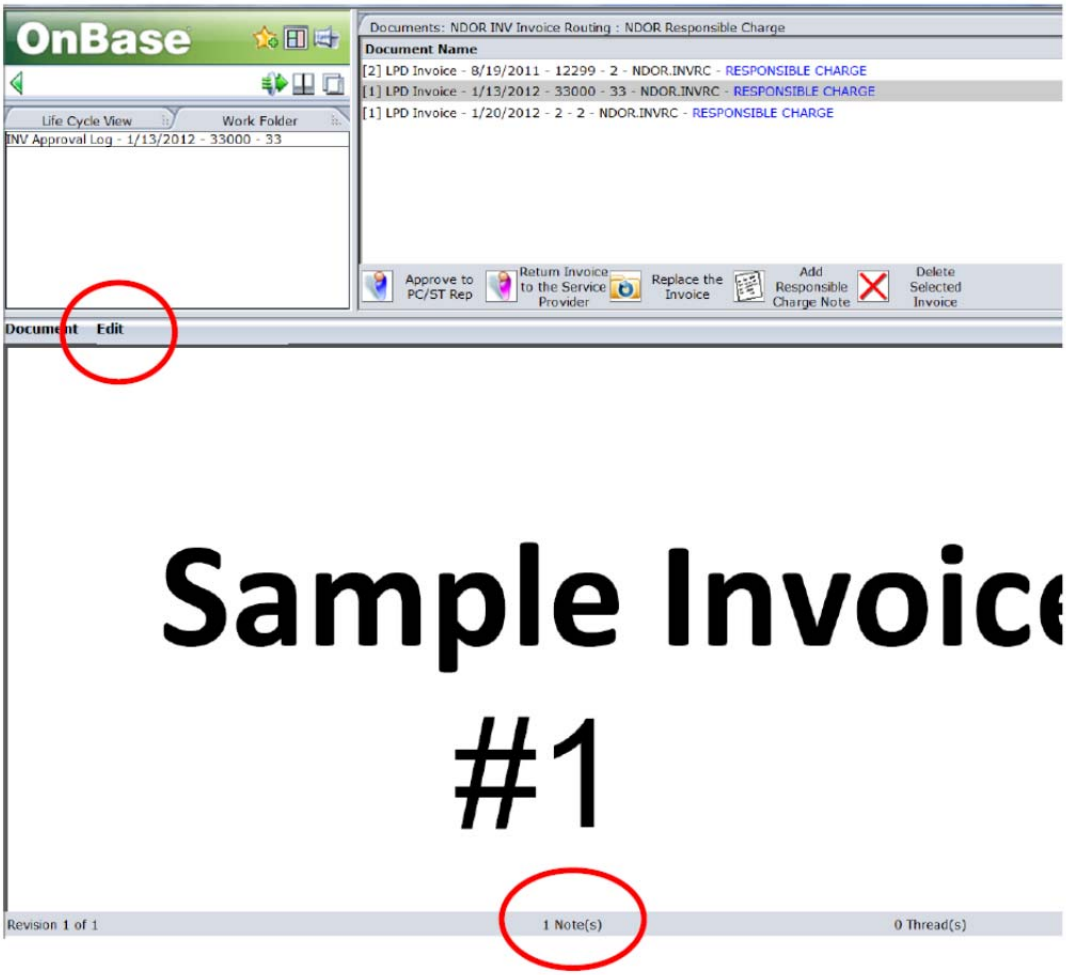
2) When prompted by the system (required when returning a document for corrections or replacement).



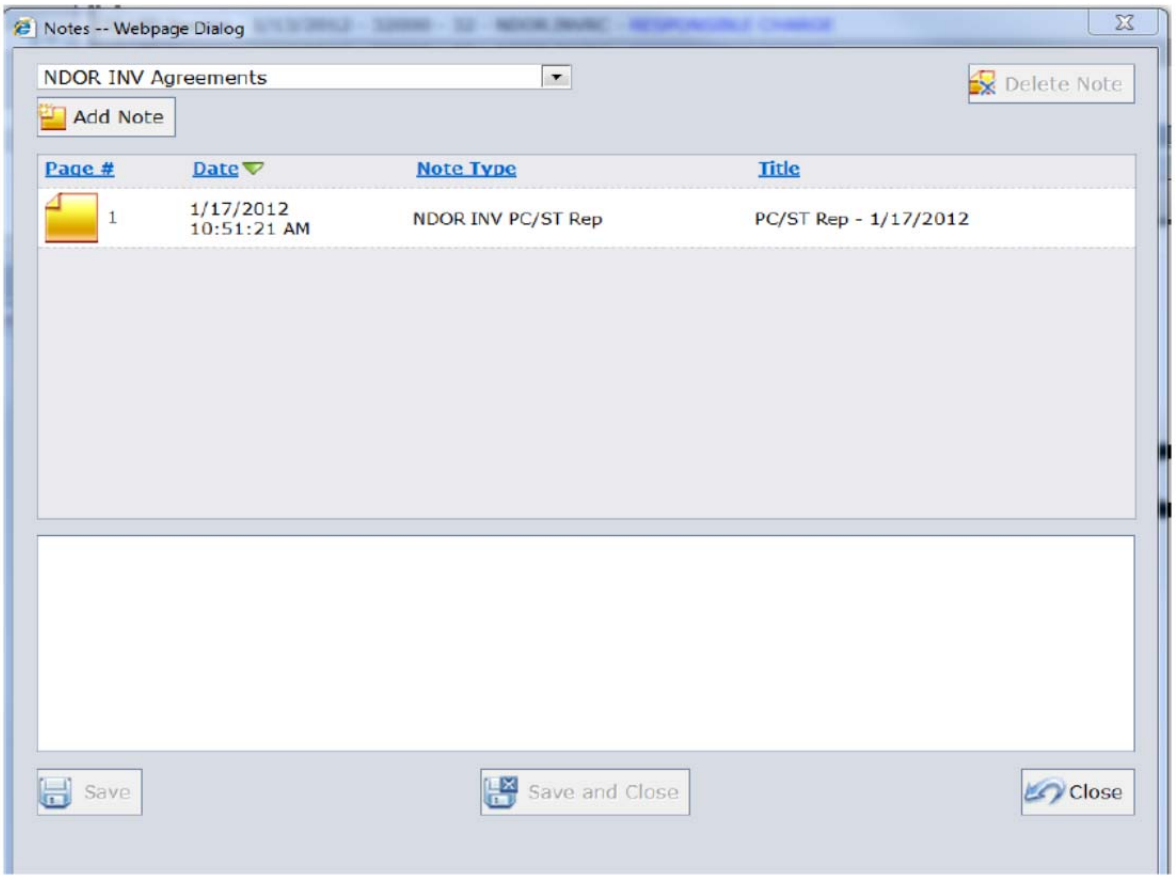
There are two ways to view a note in workflow:

1) By clicking the Note(s) notice at the bottom of the invoice (see below)

2) By selecting **Edit**- Notes from the menu in the middle of the invoice workflow screen.



After selecting either of the above options, the Notes Dialog box will be displayed. Click on the individual notes to read the notes contents. The contents of the note are displayed in the window below the notes list box.



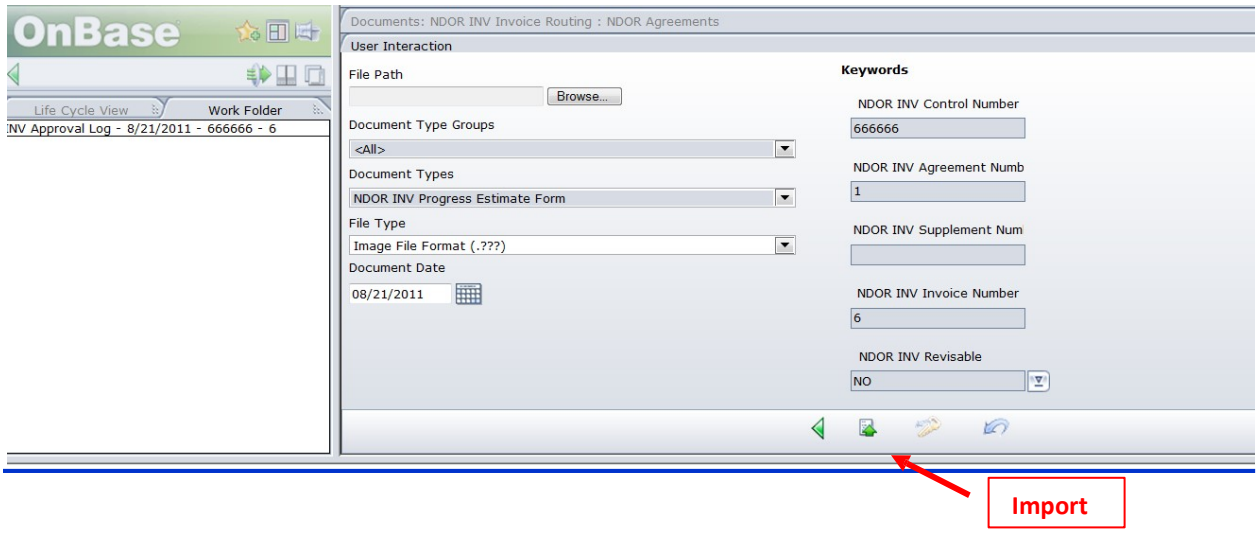
Progress Estimate Form

This form is only accessible to NDOR Personnel.

After reviewing the invoice documents, the Agreements Section will prepare a Progress Estimate Form. This form provides the Controller Division a summary of the expenditures and balances associated with the agreement, along with some general project information.

The Agreements Section will not be allowed to approve an invoice to the Controller Division without importing the Progress Estimate Form (PE Form). To import the PE Form, click the 'Import PE Form' icon. The screen below becomes available and should be completed as follows:

1) Click the 'Browse' button and locate the document on your local drive or server.
2) Select NDOR INV Progress Estimate Form under Document Types.
3) Select the appropriate file type under File Type.
4) Enter the Document Date or select a date from the calendar.
5) Keyword fields will already be populated based on the invoice under review.
6) Click the Import button at the bottom of the screen.



After importing the Progress Estimate Form, the Agreements Section can now approve the invoice to the Controller Division.

Once the Progress Estimate Form has been imported, it will be available under the Work Folder tab in the upper left window panel. Select the invoice in the right window panel, then click the INV Progress Estimate Form in the left window panel. The form will open in the window below.

Approval Log

As each invoice document is processed through the application, the name of the individual approving the invoice and the date it is approved is recorded in the system. The Approval Log may be viewed at any time to determine which roles have approved the document and which have yet to provide an approval.

The Approval Log can be viewed in Workflow by:

1) Selecting the Work Folder tab in the left window panel
2) Highlight the invoice you want in the right window panel
3) Click INV Approval Log in the left window panel

State of Nebraska
Department of Roads

Local Projects Invoice Approval Log

Project Detail:

Control Number	42521
Project Number	SRTS-40(59)
Project Location	Grand Island Walnut Middle School

Invoice Detail:

Vendor Name	CITY OF GRAND ISLAND
Service Provider	
Agreement Number	XL0922
Supplement Number	
Invoice Number	11
Total Invoice Amount	$10,000.00
Invoice Date	1/4/2012

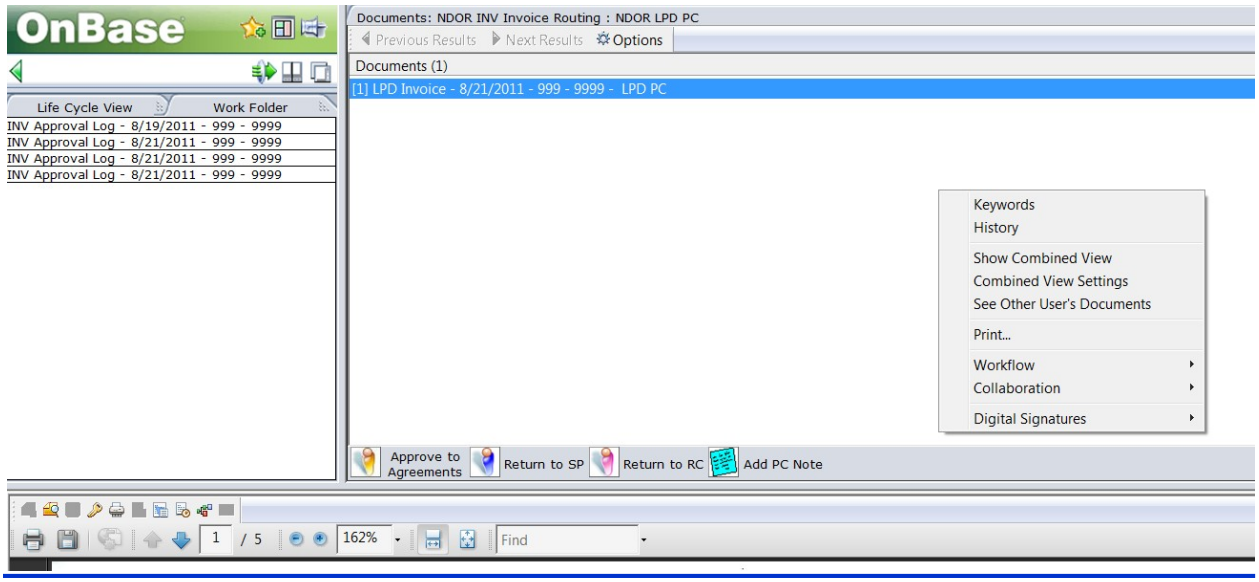
Approval Detail:

	Approver	Date
Responsible Charge	JAMIE.MIKKLESON	
Project Coordinator	DEANA.MCKINSTRY	1/12/2012 2:21:06 PM
Agreements		
Received by Controller		

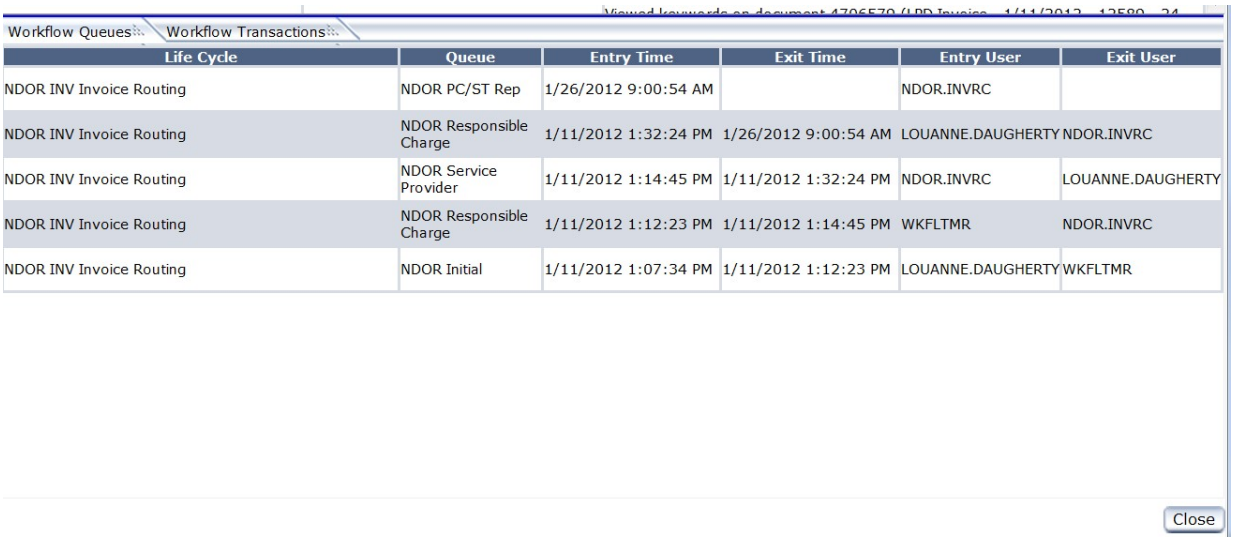
History Log

Note available to all users.

A log of every activity that occurs on a document is recorded and can be viewed by accessing the History Log. The History Log can be accessed by conducting a search for the selected document, highlighting the document and right clicking in the open space within the window. A small list box will pop up where the user can select History.



Sample History Log



Workflow Queues | Workflow Transactions

Life Cycle	Queue	Entry Time	Exit Time	Entry User	Exit User
NDOR INV Invoice Routing	NDOR PC/ST Rep	1/26/2012 9:00:54 AM		NDOR.INVRC	
NDOR INV Invoice Routing	NDOR Responsible Charge	1/11/2012 1:32:24 PM	1/26/2012 9:00:54 AM	LOUANNE.DAUGHERTY	NDOR.INVRC
NDOR INV Invoice Routing	NDOR Service Provider	1/11/2012 1:14:45 PM	1/11/2012 1:32:24 PM	NDOR.INVRC	LOUANNE.DAUGHERTY
NDOR INV Invoice Routing	NDOR Responsible Charge	1/11/2012 1:12:23 PM	1/11/2012 1:14:45 PM	WKFLTMR	NDOR.INVRC
NDOR INV Invoice Routing	NDOR Initial	1/11/2012 1:07:34 PM	1/11/2012 1:12:23 PM	LOUANNE.DAUGHERTY	WKFLTMR

Close