FINANCIAL SERVICES

PolyDoc OnBase User Manual

Associated Students, Inc.
Cal Poly Pomona University

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I. Introduction

OnBase is a software solution that combines document management and business process automation in one application. The Cal Poly Pomona University and Associated Students, Inc. (ASI) utilize PolyDoc powered by OnBase to automate purchase order and disbursement processes, reducing the time and cost of performing important business functions to improve efficiency.

Paper vs. Electronic Forms

In the traditional paper-based environment, a hard copy disbursement request (D.R.) is prepared by a Preparer, submitted to one or more Approvers for review and approval, then forwarded to Financial Services for final review and processing. At each level of review, the D.R. can be denied for different reasons and returned to the original Preparer for correction, but the process is often time consuming. In addition, the Preparer is usually unaware of where the DR is at in the "approval chain", or "workflow."

In OnBase, a Preparer fills out a D.R. form online, attaches supporting document(s), and submits the D.R. electronically. The Preparer receives an email confirmation for the initial submission, and as the D.R. moves through the workflow, additional emails are sent for each step of approval. If the D.R. needs to be returned to the Preparer for correction, any Approver can return it electronically with no time wasted on pickup or delivery. Once processed by Financial Services, a final confirmation is sent to the Preparer. The Preparer can also retrieve a copy of the D.R. in OnBase.

II. How to Request Access

There are four types of user roles: Preparer, Retriever, Pre-approver, and Approver. To perform any business functions in OnBase, a user must first be granted access by Financial Services. Each account must have at least a Preparer and an Approver (two approvers for student clubs and organizations), but Retriever and Pre-approver are optional.

Preparer

A Preparer can create and submit forms. A Preparer's retrieval right is limited to only the forms they submitted. The Preparer role is required for each account and can be granted to full-time professional staff, Student Government Board of Directors, part-time professional staff, part-time student assistants, or authorized student club & organization officers and advisors.

Retriever

A Retriever can retrieve all forms submitted for their authorized account(s). A Retriever may or may not also be a Preparer. Since Approvers have inherent retrieval right, each department should only designate 1-2 exclusive Retrievers. The Retriever role is optional and can be granted to full-time professional staff, Student Government board of directors, part-time professional staff, or part-time student assistants. This role is not available to student clubs and organizations.

Pre-approver

A Pre-approver can review all forms submitted for their authorized account(s). Since the main function of a Pre-approver is to review forms before approval, a Pre-approver cannot also be an Approver. For example, a department head may designate someone to review all forms for accuracy and budget purposes before approval. The Pre-approver role is optional and can be granted to full-time professional staff and Student Government board of directors. This role is not available to student clubs and organizations.

Approver

An Approver can approve and retrieve all forms submitted for their authorized account(s). An Approver can never approve their own requests (payable to themselves.) The Approver role is required for each account and can be granted to full-time professional staff, Student Government board of directors, or authorized student club & organization officers and advisors.

Departments and Student Government should follow the delegation of authority signing limits to obtain approvals, while student clubs and organizations should always have two approvals—one from a student and one from an advisor.

Add, Remove, or Change Access

Departments & Student Government

All requests to add, remove, or change users must come from the **department head** to asifs@cpp.edu. Requests must specify the user's full name, Bronco ID, and account number. For Approver access, include the approval limit.

It is the department head's responsibility to notify asifs@cpp.edu upon employee separation for timely removal of OnBase access.

Student Clubs & Organizations

Student clubs and organizations must notify OSL/CC first to update the officer list, then OSL/CC will notify asifs@cpp.edu.

III. Preparing a Form

Why Use a Purchase Order

A purchase order (P.O.) is a legal binding contract between ASI and a vendor. P.O.s are widely accepted in the business community. It verifies that funds are encumbered (set aside) from an appropriate account to pay the vendor once the goods and/or services have been adequately provided.

While not all vendors accept P.O.s and some other vendors are willing to provide goods or services without a P.O., it is highly recommended that all clubs and organizations always utilize a P.O. for their ASI & Agency accounts and encourage the vendor to accept it. This ensures that funds will be available to cover the vendor's invoice. All P.O.s are generally processed within 3 business days and handled as requested.

A P.O. does not provide payment to the vendor. After the goods have been delivered or services have been rendered, a Disbursement Request (D.R.) with an original invoice is to be submitted to Financial Services for payment against the P.O. Payment will not be made without an original invoice. The only exception is when the services are rendered by either the ASI or the University. Payments will be automatically deducted from the account (See Smart Spending Manual for Automatic Payment Procedures).

Purchase Order Guidelines
A P.O. is required for:

1. Purchases which cost $5,000 or more, not including tax, for the following funds:
    a. ASI
    b. Instructionally Related Activities (IRA)
    c. Bronco Student Center (BSC)
2. All purchases made from the University, Cal Poly Pomona Foundation, or Associated Students, Inc. (ex. room reservation, Conferences and Events, MDPR prints, etc.) for:
    a. ASI
    b. IRA
    c. BSC
    d. Agency Accounts

For student clubs and organizations, a P.O. is necessary for all services rendered by the Associated Students Incorporated, University or Cal Poly Foundation, regardless of the amount. This includes services provided by ASI Conference & Events, MDPR, Public Safety, Graphics, Kellogg West, Bronco Bookstore, and other Foundation services. To ensure full coverage of University charges, an additional 5% should be added to all estimated charges.

A P.O. is not required when a vendor, performer, or artist is contracted for their services. ASI's Performance contracts represent a legal and binding agreement that can be offered to the vendor/performer/artist as a promise to pay. A P.O. may still be used to encumber the funds to pay the contract.

How to Prepare a Purchase Order

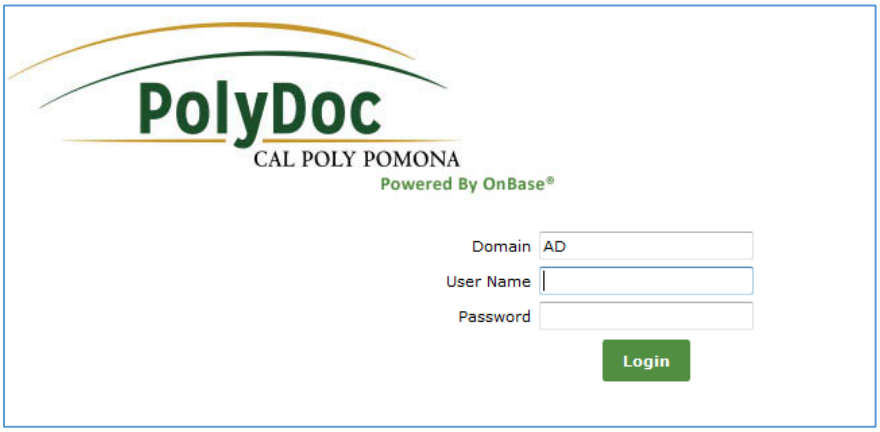
Starting PolyDoc

1. Go to the PolyDoc site https://polydoc.cpp.edu/AppNet/Login.aspx or use the ASI - Purchase Order Request Form link to create a request.

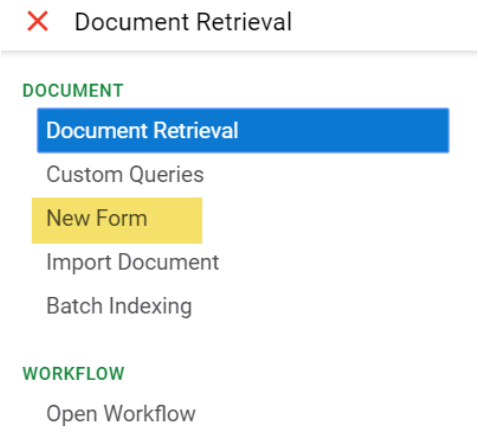
   ASI - Purchase Order Request Form

   Notice: If using the ASI - Purchase Order Request Form link you will need to use the link for each form that you create.

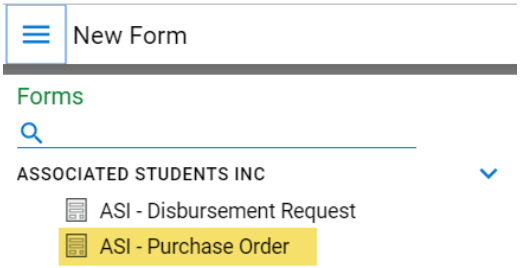
2. Please use your regular credentials to log in.



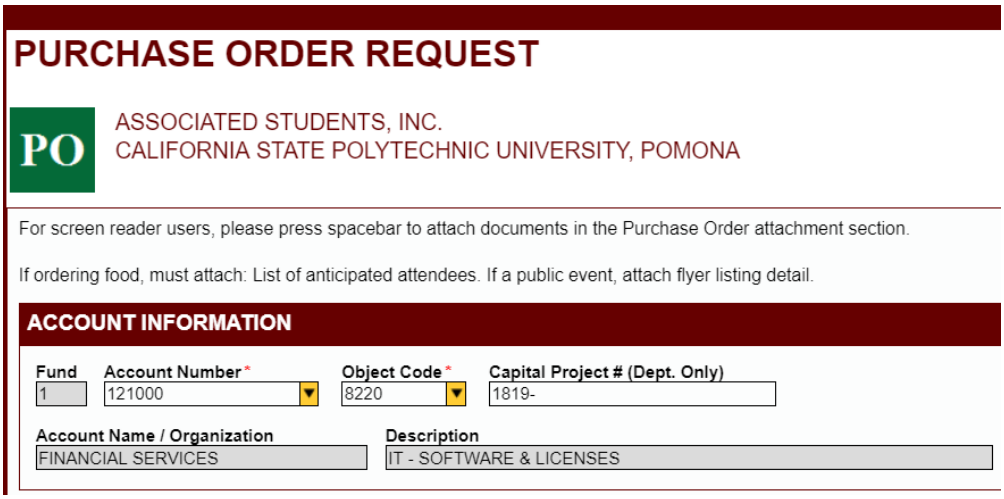
3. Select the document retrieval dropdown and select **New Form**.



4. Please select ASI – Purchase Order Request to create a request. Once you submit your request, you can select ASI – Purchase Order Request to submit a new one.



5. Fields marked with an asterisk are required fields and cannot be left blank. Fields grayed out will be populated automatically.



- Select the 6-digit Account Number (also known as Project Code) from the drop-down menu or by typing it in. Funds will be held from this account number. If you do not know the account number, Financial Services can assist you. The Account Number determines how the P.O. will be routed for approval.
- Select the 4-digit Object Code from the drop-down menu or by typing it in. Student Clubs & Organizations can refer to the "Frequently Used Accounts for Clubs" for reference.
- Departments & Student Government
  If the P.O. is for a capital project, provide the Capital Project # (or CP#). The CP# always starts with the fiscal years, then followed by a 2-digit code for type and a 2-digit code for assigned number. For example, 1819-1201.

6. Provide the vendor's name, address, and phone number. The date of the event, if applicable.

PURCHASE ORDER REQUEST INFORMATION

Vendor Name * ABC Computer Services	Ship To (If not Building 35, please correct) * Building 35
Address * 123 12th St	Address CAL POLY POMONA 3801 W. Temple Ave Pomona, CA 91768
City * Pomona	State * CA
Zip Code * 91768	
Phone # (Numbers Only) 9091234567	Date of Event (If applicable)

7. Justification for the purchase.

JUSTIFICATION FOR PURCHASE: (Limited to 30 Characters)

Purpose / Justification *: IT integration project

8. The quantity and a detailed description of the items or services to be provided.

ORIGINAL DOCUMENTATION AND DESCRIPTION OF PURCHASE (Limited to 30 Characters)

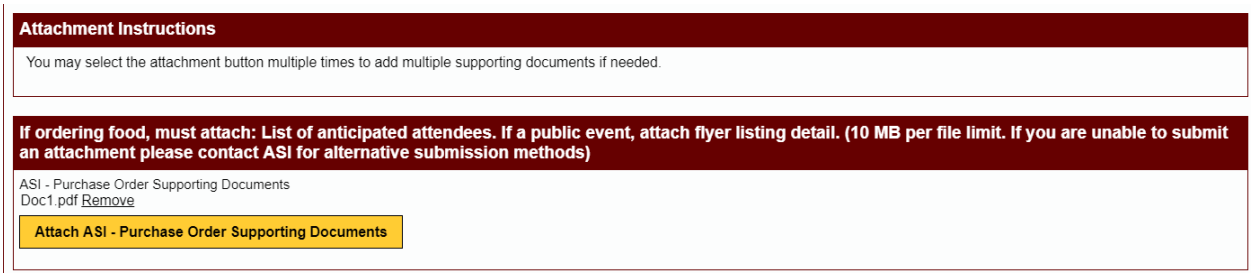
Quantity *	Description *	Unit Price *	Total Amount
1	IT integration project	7500	7500.00
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0
Quantity	Description	Unit Price	Total Amount
			0

Office Use Only	Subtotal 7500.00
Office Use Only	Shipping & Handling
Office Use Only	Tax
Office Use Only	Total 7500.00

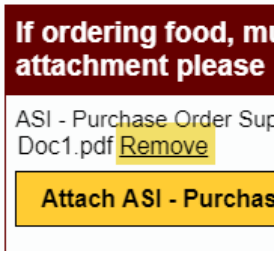
9. Supporting Documents

   P.O.s must be submitted with all necessary supporting documents in order to be processed.

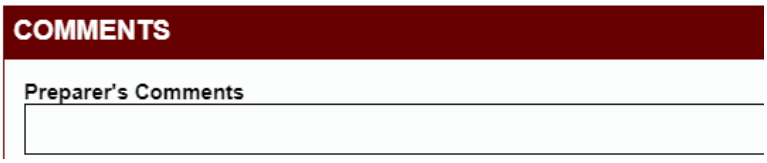
   - A completed P.O. will contain a quotation from the vendor which the goods are being purchased or a service is being provided
   - Please note there is a difference between a quotation and an invoice. If the document says "invoice", a P.O. will not be accepted. Instead, a D.R. must be filled out.
   - If the P.O. is being used to purchase food, then an event flyer or list of attendees must be attached as well.
   - OnBase accepts supporting documents in the following formats:
     - PDF
     - MS Word, Excel, and Outlook
     - JPEG
   - Each attachment should be no more than 10 MB, and all attachments combined should not exceed 40 MB.



   - If you need to remove the attachment, you can click on **Remove** to remove it. Note that once a form is submitted, the attachment(s) cannot be removed even when the form is returned by the approver for edits.



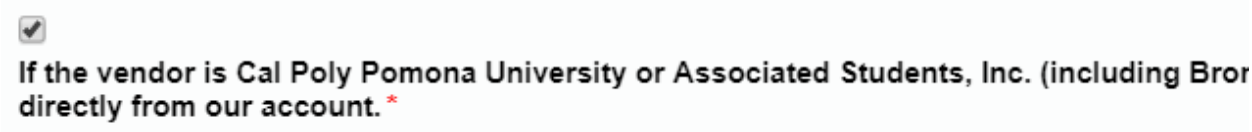
10. Use the Comments section to provide additional instructions for Financial Services.



11. In the Preparer's Signature section, confirm the email address. This is the email account that will receive all notifications. Enter a phone number where you can be reached in case Financial Services staff have any questions.

12. If you would like someone else to be notified in addition to the preparer, check yes to enter a second email address. Examples of the use of a secondary email address includes a group email for the department, an approver's email, etc.

13. Check the box to authorize automatic deduction from your account (no need to submit a D.R.) if the vendor is Cal Poly Pomona University or ASI.



14. Enter "Save/Submit" to save or submit. If the form is completed partially, the form will be saved instead of submitted. It takes about 5 minutes for the request to go through the system. Approvers will be reminded every day in the morning.

15. Once a P.O. request is received by Financial Services, allow 3 business days to process the official P.O. Once processed, the official P.O. with the purchase order number will be sent with the confirmation email to the preparer.

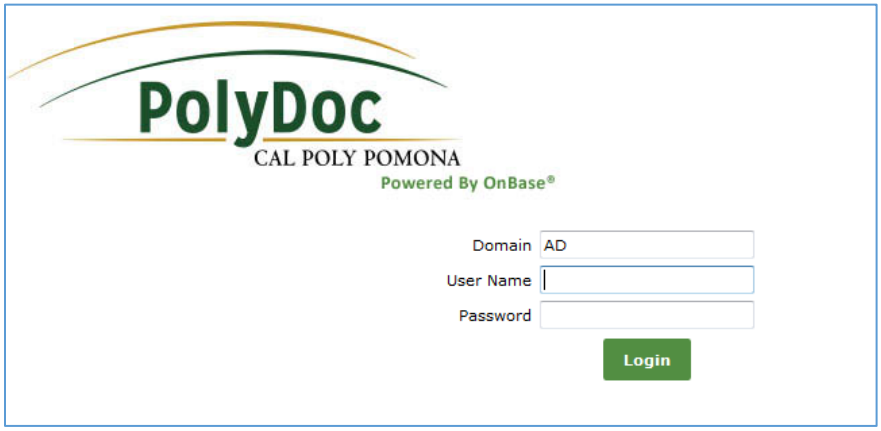
    After the goods have been delivered or services have been rendered, with the exception of automatic payments to the ASI and the University, an original invoice is to be submitted to Financial Services for payment against the P.O. Payment is not made without an invoice. The invoice must have a signed Disbursement Request (D.R.) attached referencing the Purchase Order number.

Workflow – Preparer Queue

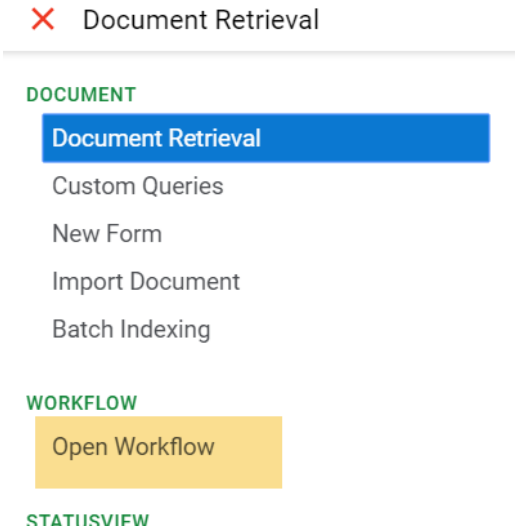
A form may be returned to the preparer queue by the pre-approver, approver, or Financial Services. You can follow the link in the email to go directly to the form, or follow the steps below to access the form:

1. Go to the PolyDoc Workflow Preparers Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=173&QueueID=524

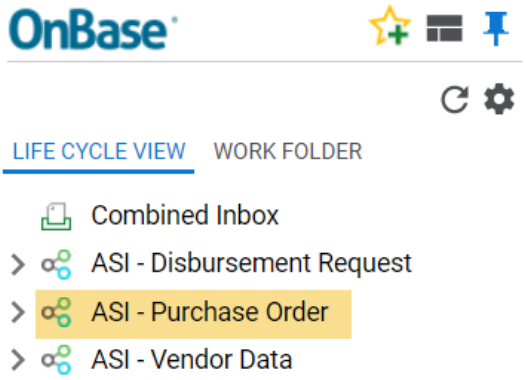
2. Please use your regular credentials to log in.



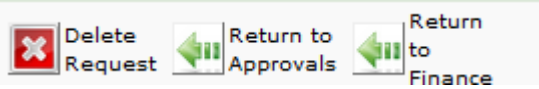
3. Select the document retrieval dropdown and select **Open Workflow**.



4. Select ASI – Purchase Order

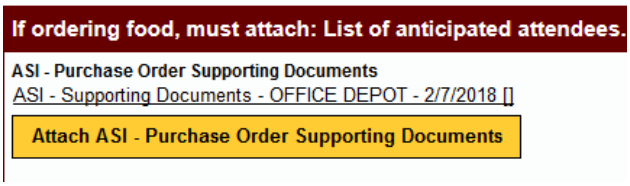


5. You can select a Purchase Order form to view. Notice that you have Tasks:



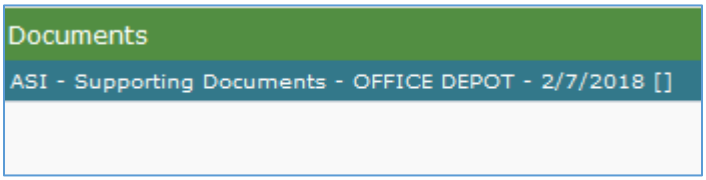
Notice: Preparers are emailed immediately when a request is approved. If a form is returned to the preparer queue, the preparer is emailed to update the form.

6. To view an attached Supporting Document(s), select a form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



Or you can right click anywhere on the form and select Cross References.

- A dialog box should appear with any supporting documents. Select one to view.

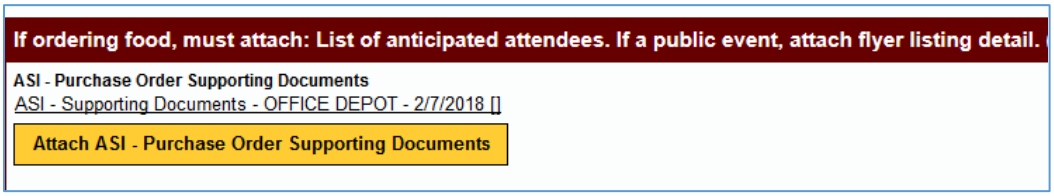


- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

- To attach any supporting documents, select a Purchase Order form and scroll down to the Supporting Documents section. Select **Attach ASI – Purchase Order Supporting Documents.** A Browse dialog box will appear. Select the

supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.

- **Delete Request:** Selecting this allows you to delete the Purchase Order. The Purchase Order will exit this queue and you will receive a confirmation email that the form was deleted.



- **Return to Approvals:** Selecting this allows you to return the form to the approver. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

- **Return to Finance:** Selecting this allows you to send the Purchase Order form to the finance queue. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

Why Use a Disbursement Request

Note: Refer to Procurement Policy Approved December 1, 2016 for full version

Schedule for Processing D.R.s with all Supporting Documentation:
ASI, IRA, Agency, and BSC Checks

D.R. Turned In:	Available for Pick Up:
Thursday by 5:00pm	Following Thursday after 2:00pm

A disbursement request (D.R.) is used to request a payment check. Whether a purchase had a purchase order or not, a D.R. is required to issue payment for which the goods have been received or services have been rendered (the only exception is when the vendor is the University or ASI where the automatic payment arrange is in place. Note that the Cal Poly Pomona Foundation is not currently set up for automatic payment.) ASI departments and Student Government should follow the delegation of authority signing limits to obtain approvals, while student clubs and organizations should always have two approvals--one from a student and one from an advisor. Supporting documentation for the expense shall be attached to the D.R. upon submission to Financial Services.

A D.R. must be submitted along with any supporting documents (invoices, receipts, payment card showing **the last four digits** and the name matching the payee, bank statements, proof of insurance, additional insured endorsement, etc.) to Financial Services. If a performer, vendor, or artist requests a check prior to their performance, a D.R. must be submitted prior to the performance or date of service with enough time in between for processing. The printed check will then be held by Financial Services or the department staff until the day of the event where it will be given to the vendor, performer, or artist after they have completed the contracted services.

The following steps must be taken when submitting a D.R.:

1. Properly complete a D.R. form
2. Submit appropriate supporting documentation with electronic invoice(s) or receipt(s)
3. Departments and Student Government: Obtain approvals according to the delegation of authority signing limits.
4. Student Clubs & Organizations: Obtain one authorized student signer's approval* and one advisor's approval**

A check will be issued to the person named on the request and may be mailed or held for pick- up at the Financial Services Office. (Except cash and travel advances which cannot be mailed.)

** The individual to whom the check is being made out to may not approve the same D.R. request.*
*** The advisor may have a Universal signer in the Office of Student Life (OSL) approve.*

How to Prepare a Disbursement Request

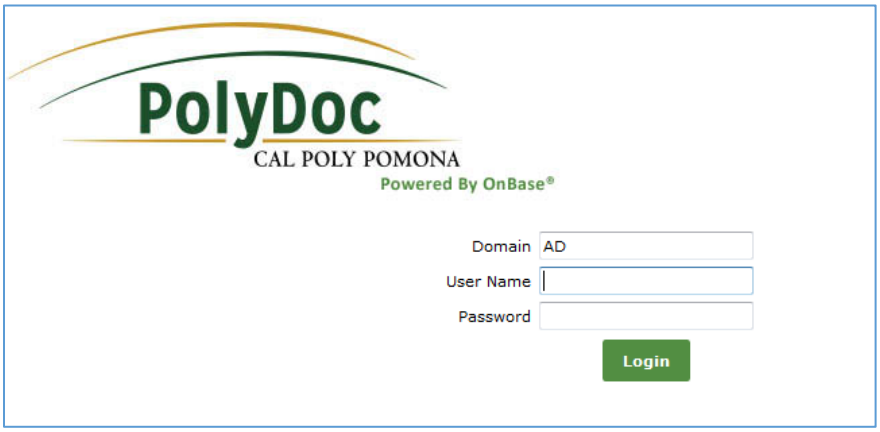
Starting PolyDoc

1. Go to the PolyDoc site https://polydoc.cpp.edu/AppNet/Login.aspx or use the ASI - Disbursement Request Form link to create a request.

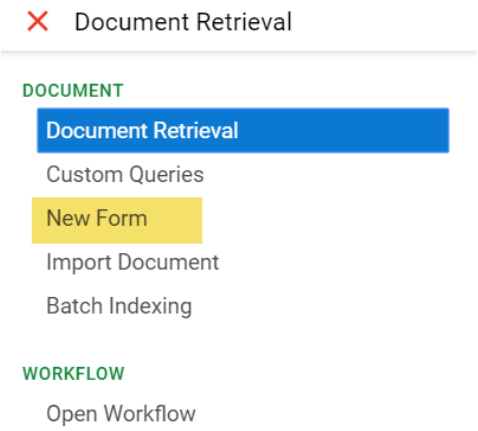
   ASI – Disbursement Request Form

   Notice: If using the ASI - Disbursement Request Form link you will need to use the link for each form that you create.

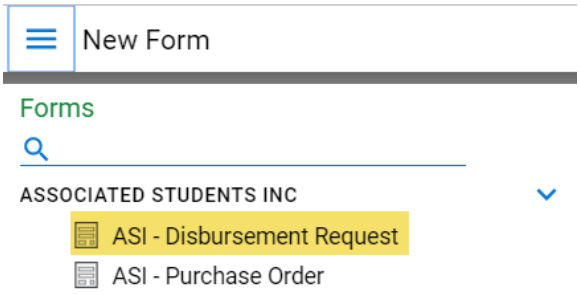
2. Please use your regular credentials to log in.



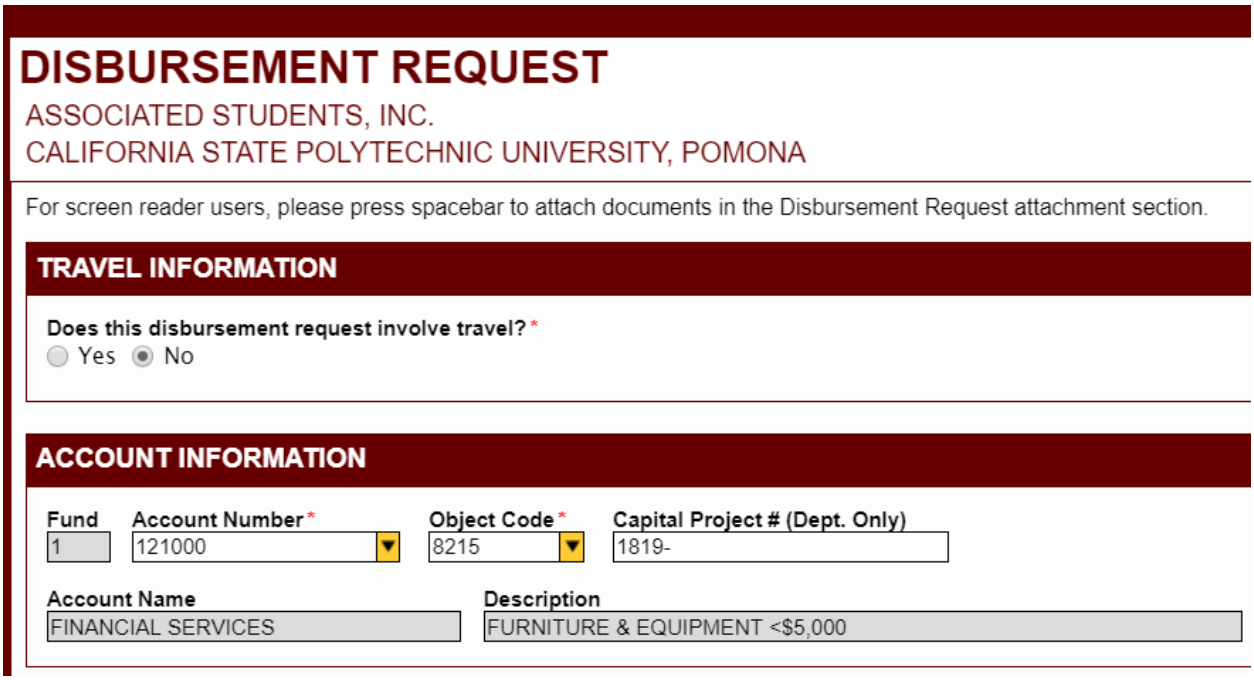
3. Select the document retrieval dropdown and select **New Form**.



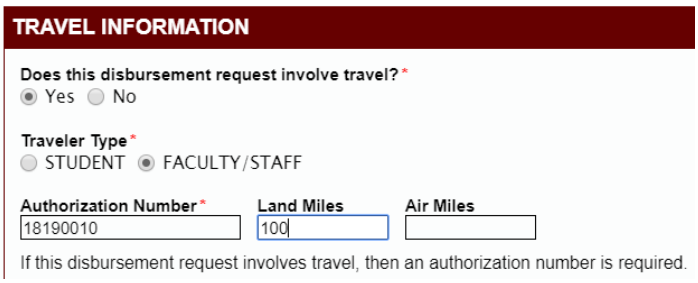
4. Please select ASI – Disbursement Request to create a request. Once you submit your request, you can select ASI – Disbursement Request to submit a new one.



5. Fields marked with an asterisk are required fields and cannot be left blank. Fields grayed out will be populated automatically. The Account Number determines how the D.R. will be routed for approval.

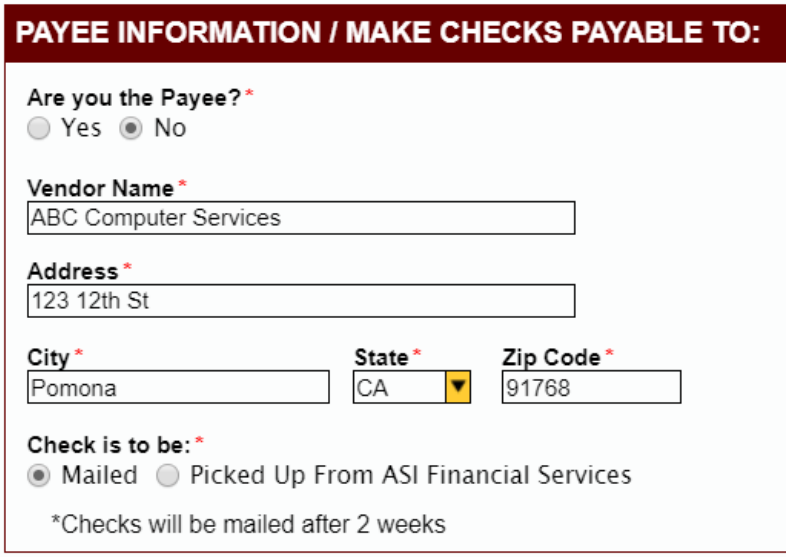


- If the request is travel-related, select "Yes" and choose the traveler type and provide the Travel Authorization # (or TA#). D.R.s that involve travel must have the proper travel forms submitted to Financial Services at least two weeks prior to the event. A travel authorization number is assigned for the trip and given to the individual when submitting the forms. The TA# must be referenced in all expenditure requests (D.R., Travel Expense Claim form, ASI P-Card reconciliation, etc.) The TA# always starts with the fiscal year, then followed by a 4-digit code assigned for the travel. For example, 18190010 is for a fiscal year 18-19 travel authorization. Fill out the land miles or air miles if known.



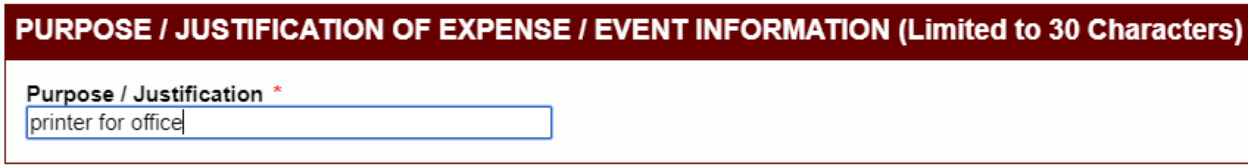
- Select the 6-digit Account Number from the drop-down menu or by typing it in. Funds will be held from this account number. If you do not know the account number, Financial Services can assist you.
- Select the 4-digit Object Code from the drop-down menu or by typing it in. Student Clubs & Organizations can refer to the "Frequently Used Accounts for Clubs" for reference.
- Departments & Student Government
  If the P.O. is for a capital project, provide the Capital Project # (or CP#). The CP# always starts with the fiscal years, then followed by a 2-digit code for type and a 2-digit code for assigned number. For example, 1819-1201.

6. Provide the vendor's name and address.

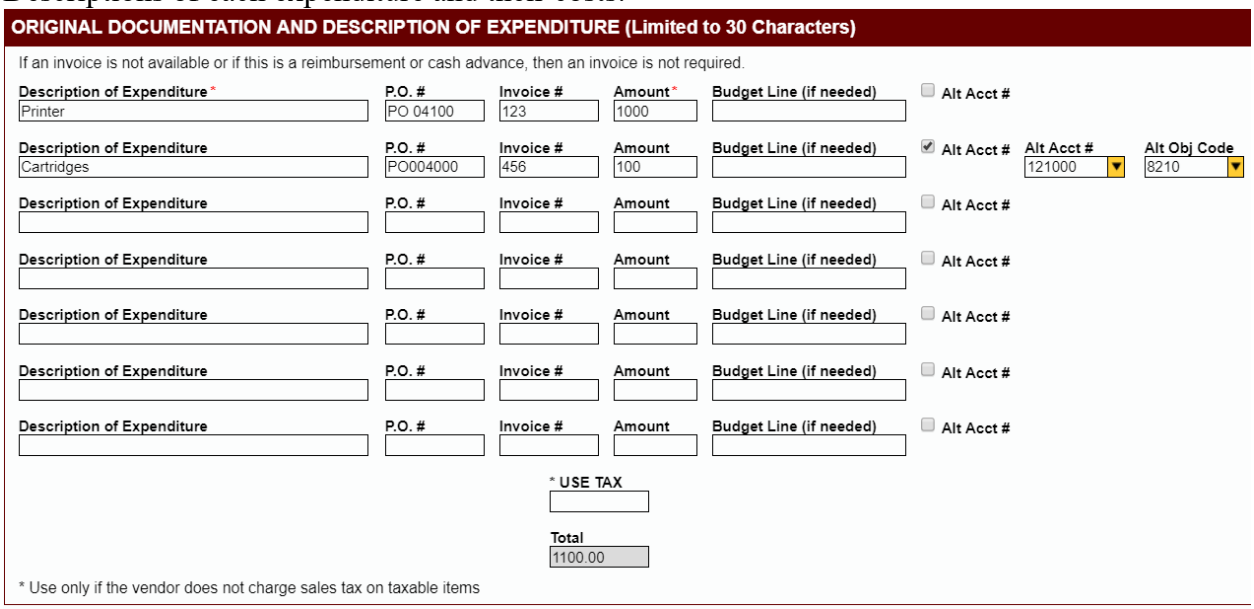


- If you are using a new vendor, instruct the vendor to submit a Vendor Data Form (available on the website) to ASI directly.
- If you are submitting a reimbursement for yourself, answer "yes" to the payee question.
- Check will be made out to the vendor name.
- An address is required whether the check is to be mailed or picked up.
- A cash advance or travel advance check can only be picked up, not mailed.
- If you are using the 3801 W. Temple Ave address for Cal Poly Pomona, provide the building number (for dorms and suites).

7. Provide a detailed description of the purchase (up to 30 characters).



8. Descriptions of each expenditure and their costs.

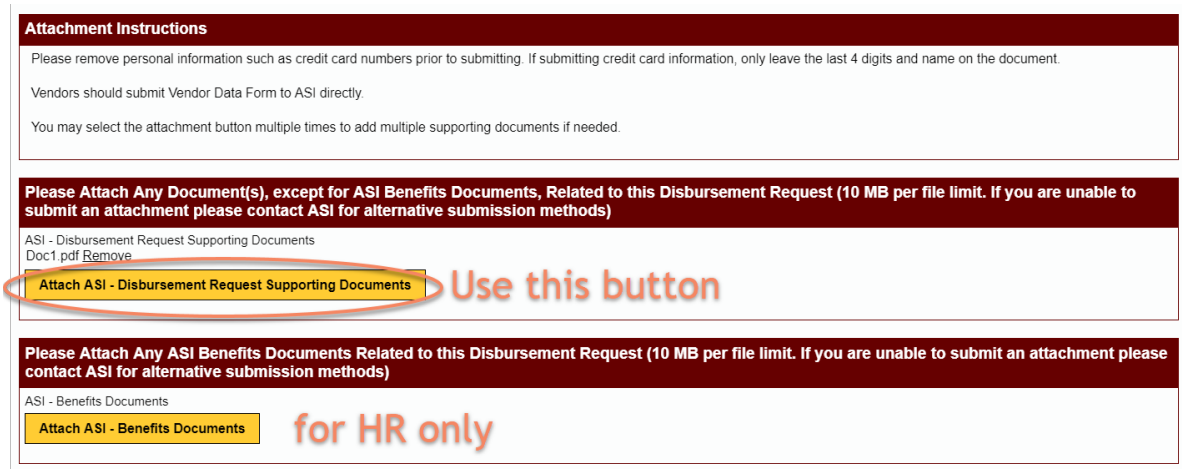


- Include a description for the item.
- Include the P.O. number in the description if applicable.
- Provide the invoice number if applicable.
- Include the budget line item number if withdrawing from non-Agency funds (for student clubs and organizations only.)
- If a line item should be charged to an account different than the one stated in Step 5, check the "Alt Acct#" box and fill in the account# and object code.
- Use tax should be used only when the vendor does not charge sales tax on taxable items. If you are unsure of the amount, leave the box blank and Financial Services will calculate for you.
- All taxable items such as office supplies, program supplies, small equipment, furniture, promotional items, etc. are subject to sales tax. If the vendor did not charge sales tax, you are still obligated to pay use tax on all taxable items that will be used, stored, given away (promotional items), or consumed in California. The sales tax/use tax we are required to pay is the prevailing sale tax rate for the City of Pomona, CA.

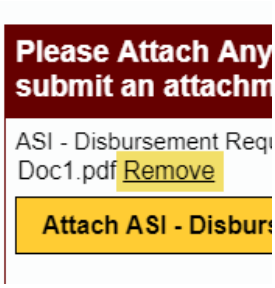
9. Supporting Documents

D.R.s must be submitted with all necessary supporting documents to be processed.

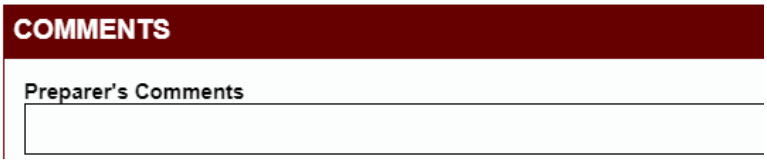
- Use the **Attach ASI – Disbursement Request Supporting Documents** button to attach supporting documents.
- The **Attach ASI – Benefits Documents** button is for ASI Human Resources to attach confidential documents that are only available for authorized preparers, pre-approvers, and approvers to view. Non-authorized retrievers, including Financial Services personnel, will not be able to view the attached supporting documents.
- A completed D.R. will contain an invoice from the vendor for goods purchased or services rendered, or receipts and the payment card (or bank statement) showing the last four digits and the name matching the payee. **Remove all personal information such as credit card numbers prior to submitting.**
- If the D.R. is for travel reimbursement, then the Travel Expense Claim form summarizing all travel expenses should be attached (refer to the Travel Expense Claim instructions in the Smart Spending manual for more details.) Attach the Travel Expense Claim form only upon completion of the trip since it should be submitted only once for the entire trip.
- If the D.R. is for mileage reimbursement, then attach proof of insurance.
- If the D.R. is being used to purchase food, then an event flyer or list of attendees must be attached as well.
- If the D.R. is being used to purchase prizes, awards, or gifts, then the Prizes, Award and Gift Recipients Form ($50 or less) or the Prize, Award and Gift Form (over $50) must be attached (refer to Prize, Award and Gift Procedures for more details)
- If the D.R. is for a cash advance or travel advance, a detailed description of the purpose of the advance would suffice. No additional supporting document is needed until the due date (refer to the Cash Advance or Travel Advance instructions in the Smart Spending manual for more details.)
- OnBase accepts supporting documents in the following formats:
  - PDF
  - MS Word, Excel, and Outlook
  - JPEG
- Each attachment should be no more than 10 MB, and all attachments combined should not exceed 40 MB.



- If you need to remove the attachment, you can click on **Remove** to remove it. Note that once a form is submitted, the attachment(s) cannot be removed even when the form is returned by the approver for edits.

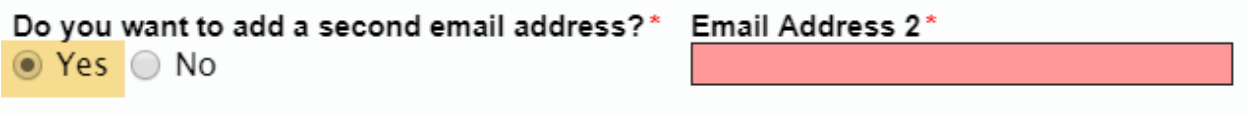


10. Use the Comments section to provide additional instructions for Financial Services.

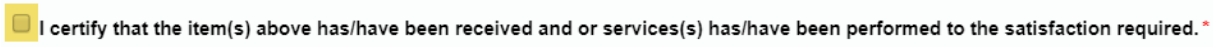


11. In the Preparer's Signature section, confirm the email address. This is the email account that will receive all notifications. Enter a phone number where you can be reached in case Financial Services staff have any questions.

12. If you would like someone else to be notified in addition to the preparer, check yes to enter a second email address. Examples of the use of a secondary email address includes a group email for the department, an approver's email, etc.



13. Check the box to certify that item(s) above has/have been received and/or service(s) has/have been performed to the satisfaction required.



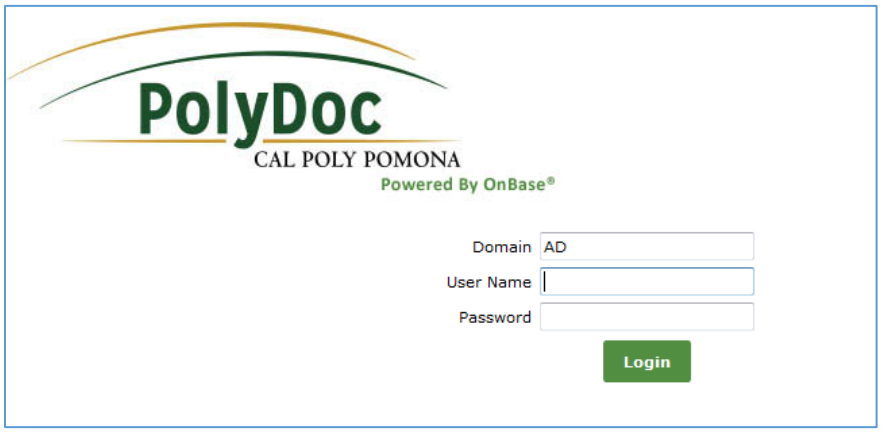
14. Enter "Save/Submit" to save or submit. If the form is completed partially, the form will be saved instead of submitted. It takes about 5 minutes for the request to go through the system. Approvers will be reminded every day in the morning.

Workflow – Preparer Queue

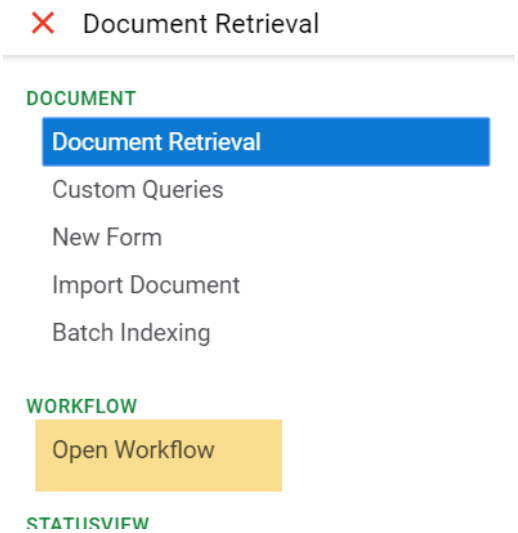
A form may be returned to the preparer queue by the pre-approver, approver, or Financial Services. You can follow the link in the email to go directly to the form, or follow the steps below to access the form:

1. Go to the PolyDoc Workflow Preparers Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=159&QueueID=436

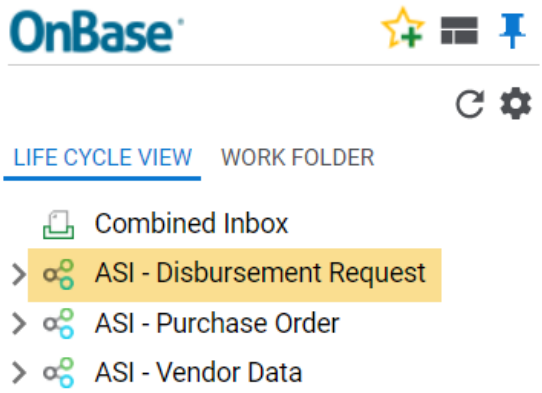
2. Please use your regular credentials to log in.



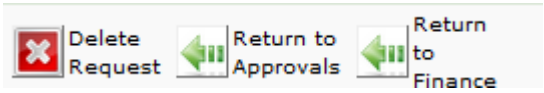
3. Select the document retrieval dropdown and select **Open Workflow**.



4. Select ASI – Disbursement Request

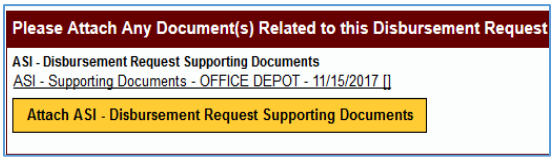


5. You can select a Disbursement Request form to view. Notice that you have Tasks:



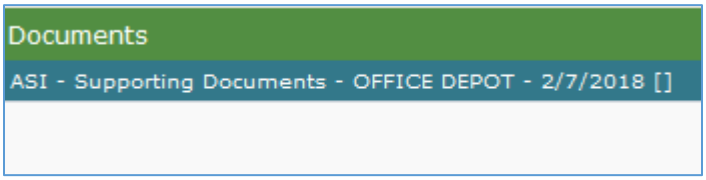
Notice: Preparers are emailed immediately when a request is approved. If a form is returned to the preparer queue the preparer is emailed to update the form.

6. To view an attached Supporting Document(s), select a form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



Or you can right click anywhere on the form and select Cross References.

- A dialog box should appear with any supporting documents. Select one to view.



- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

- To attach any supporting documents, select a Disbursement Request form and scroll down to the Supporting Documents section. Select **Attach ASI – Disbursement Request Supporting Documents.** A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.

- **Delete Request:** Selecting this allows you to delete the Disbursement Request. The Disbursement Request will exit this queue and you will receive a confirmation email that the form was deleted.

- **Return to Approvals:** Selecting this allows you to return the form to the approver. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

- **Return to Finance:** Selecting this allows you to send the Disbursement Request form to the finance queue. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

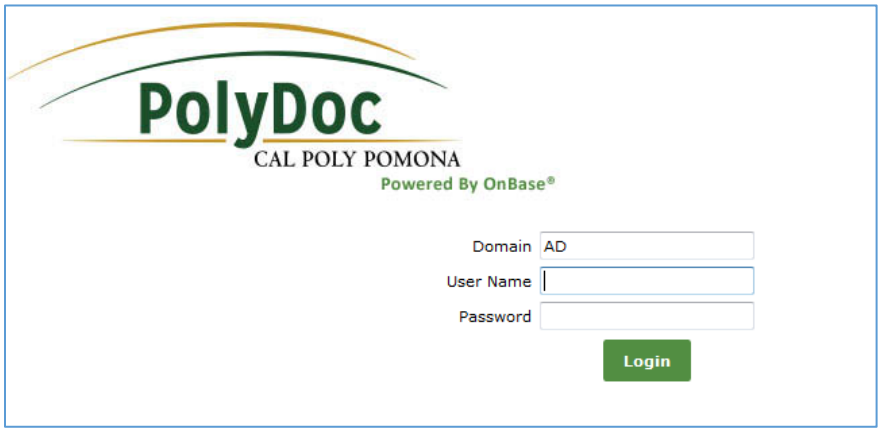
IV. Pre-approving a Form

How to Pre-Approve a Purchase Order

Starting PolyDoc

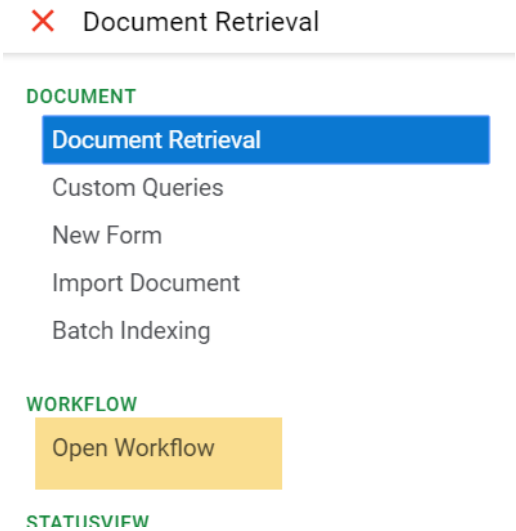
1. Go to the PolyDoc Workflow Pre-Approvals Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=173&QueueID=525

2. Please use your regular credentials to log in.

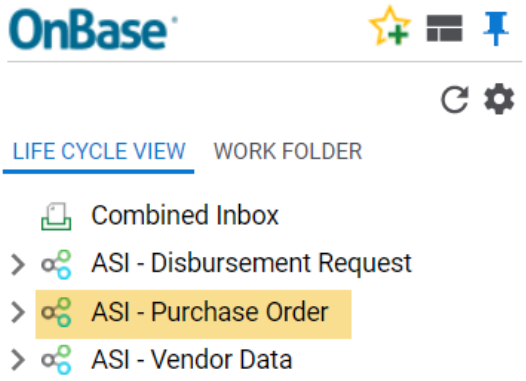


Workflow – Pre-Approvals Queue

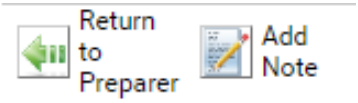
1. Select the document retrieval dropdown and select **Open Workflow**.



2. Select ASI – Purchase Order

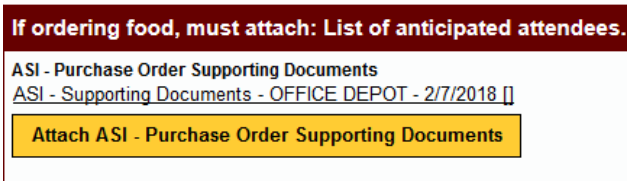


3. You can select a Purchase Order form to view. Notice that you have Tasks:



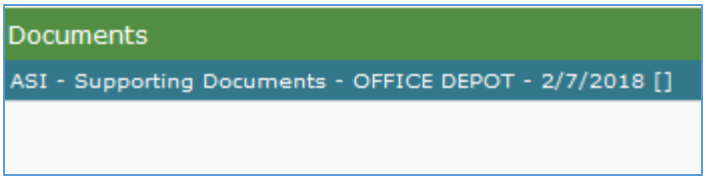
Notice: Pre-Approvers are notified daily that there are Purchase Order forms in their queue.

- To view an attached Supporting Document(s), select a Purchase Order form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



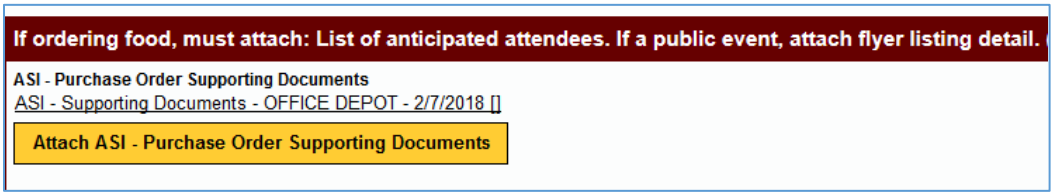
Or you can right click anywhere on the form and select Cross References.

A dialog box should appear with any supporting documents. Select one to view.



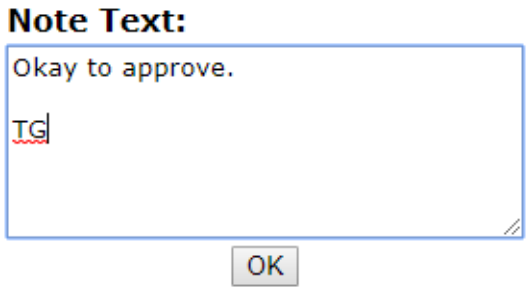
- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

- To attach any supporting documents, select a Purchase Order form and scroll down to the Supporting Documents section. Select **Attach ASI - Purchase Order Supporting Documents.** A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.



- **Return to Preparer:** Selecting this allows you to send the Purchase Order form to the preparer queue if it needs updating. You will have to add a reason(s) for returning the form to the preparer in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). The preparer should then update the form and return it to the approver queue.

- **Add Note**: Add a note for the approver. For example, you can add "Okay to approve."



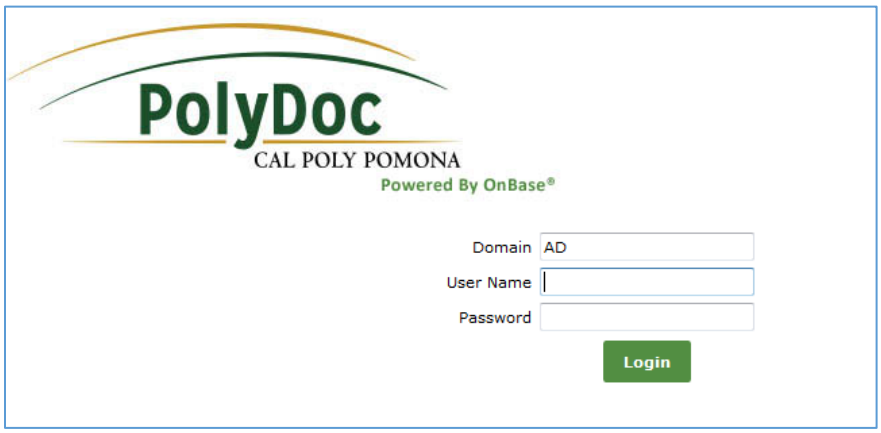
- **Notice:** The preparer has the option to delete the form in the preparer queue.

How to Pre-Approve a Disbursement Request

Starting PolyDoc

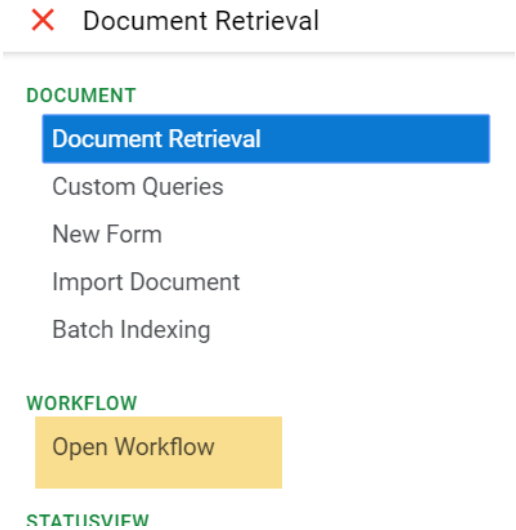
1. Go to the PolyDoc Workflow Pre-Approvals Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=159&QueueID=437

2. Please use your regular credentials to log in.

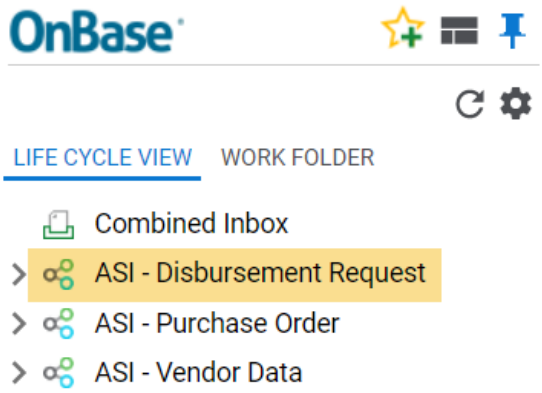


Workflow – Pre-Approvals Queue

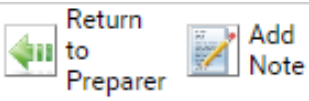
1. Select the document retrieval dropdown and select **Open Workflow**.



2. Select ASI – Disbursement Request

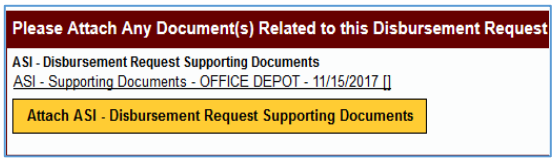


3. You can select a Disbursement Request form to view. Notice that you have Tasks:



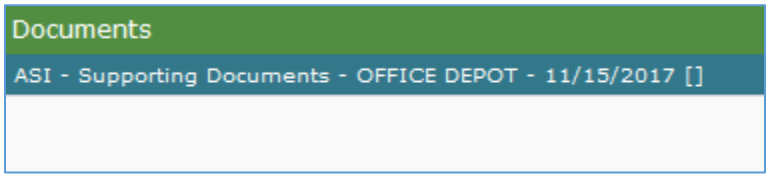
Notice: Pre-Approvers are notified daily that there are disbursement request forms in their queue.

- To view an attached Supporting Document(s), select a disbursement request form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



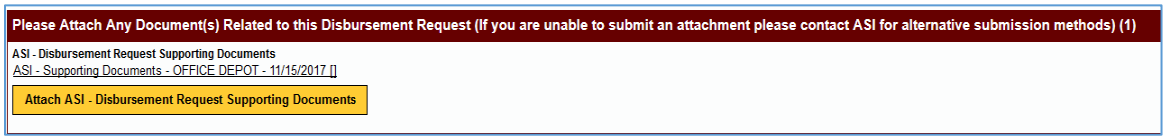
Or you can right click anywhere on the form and select Cross References.

A dialog box should appear with any supporting documents. Select one to view.



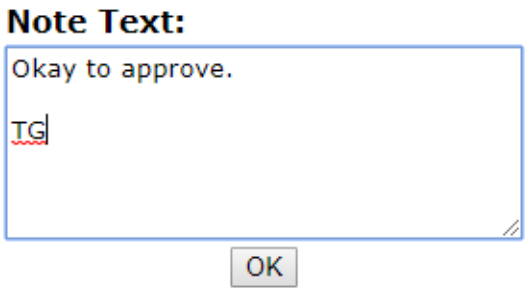
- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

- To attach any supporting documents, select a disbursement request form and scroll down to the Supporting Documents section. Select **Attach ASI – Disbursement Request Supporting Documents.** A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.



- **Return to Preparer:** Selecting this allows you to send the disbursement request form to the preparer queue if the disbursement request needs updating. You will have to add a reason(s) for returning the form to the preparer in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). The preparer should then update the form and return it to the approver queue.

- **Add Note**: Add a note for the approver. For example, you can add "Okay to approve."



- **Notice:** The preparer has the option to delete the form in the preparer queue.

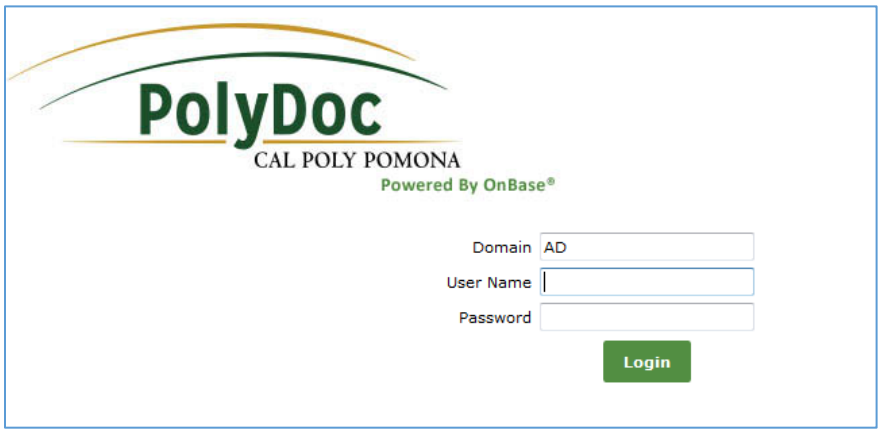
V. Approving a Form

How to Approve a Purchase Order

Starting PolyDoc

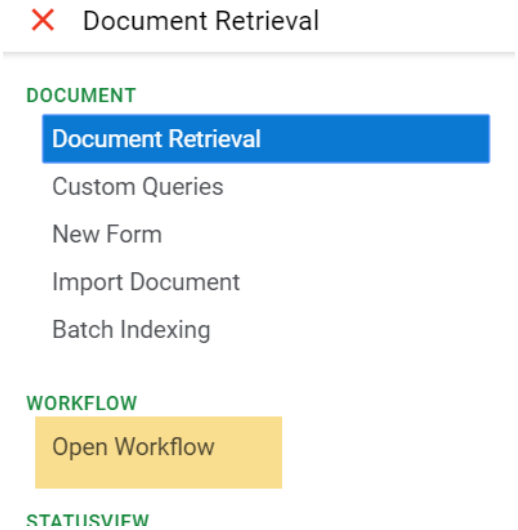
1. Go to the PolyDoc Workflow Approvals Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=173&QueueID=525

2. Please use your regular credentials to log in.

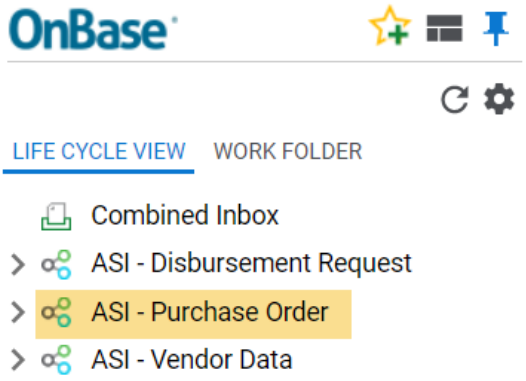


Workflow – Approvals Queue

1. Select the document retrieval dropdown and select **Open Workflow**.



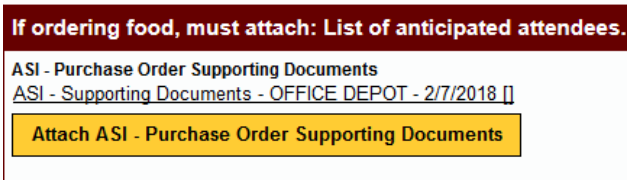
2. Select ASI – Purchase Order



3. You can select a Purchase Order form to view. Notice that you have Tasks:

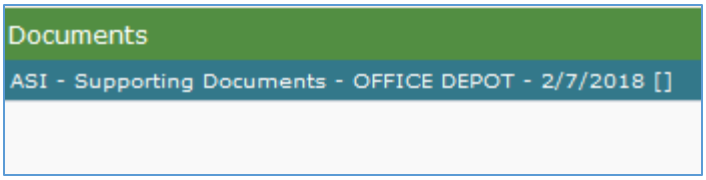
Notice: Approvers are notified daily that there are Purchase Order forms in their queue.

- To view an attached Supporting Document(s), select a Purchase Order form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



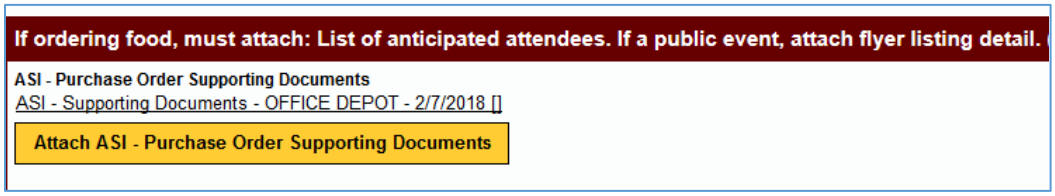
Or you can right click anywhere on the form and select Cross References.

A dialog box should appear with any supporting documents. Select one to view.



- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

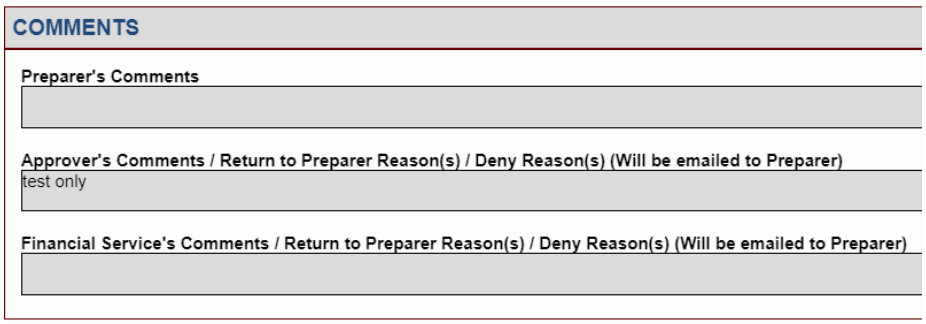
- To attach any supporting documents, select a Purchase Order form and scroll down to the Supporting Documents section. Select **Attach ASI - Purchase Order Supporting Documents.** A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.



- **Approve:** Selecting this allows you to approve the Purchase Order. The Purchase Order will exit this queue and move to the Finance queue. An Approved email is then sent to the preparer. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

- **Deny:** Selecting this allows you to deny the Purchase Order. You will have to add a reason(s) for denying the request in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). Your reason(s) will be recorded in the Comments section. The Purchase Order form will then exit this queue and move to the messaging queue where a denied email with the reason(s) specified will be included and sent to the preparer at 6:00 pm. From there, the form will exit workflow.

- **Return to Preparer:** Selecting this allows you to send the Purchase Order form to the preparer queue if it needs updating. You will have to add a reason(s) for returning the form to the preparer in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). The preparer should then update the form and return it to the approver queue. Your reason(s) will be recorded in the Comments section.



- **Move Up Approval (for Departments & Student Government only)**: Selecting this allows you to move the form up to the ASI Administration Office for approval, bypassing your approval. This option should only be used by ASI departments and Student Government, not by student clubs and organizations.

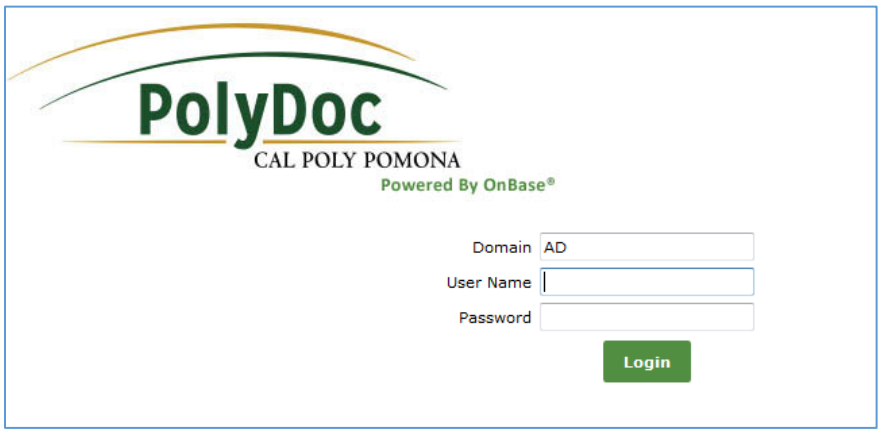
- **Notice:** The preparer has the option to delete the form in the preparer queue.

How to Approve a Disbursement Request

Starting PolyDoc

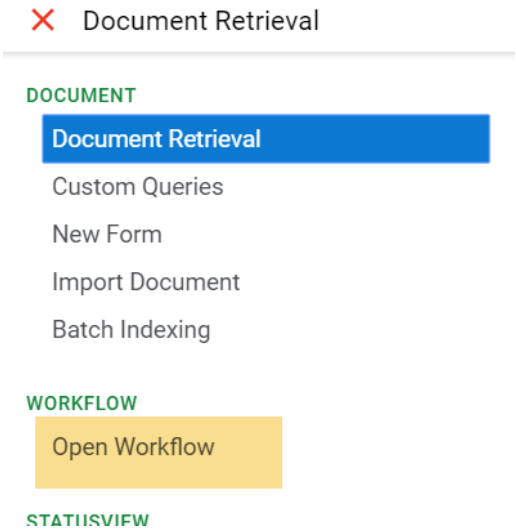
1. Go to the PolyDoc Workflow Approvals Queue: https://polydoc.cpp.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=159&QueueID=437

2. Please use your regular credentials to log in.

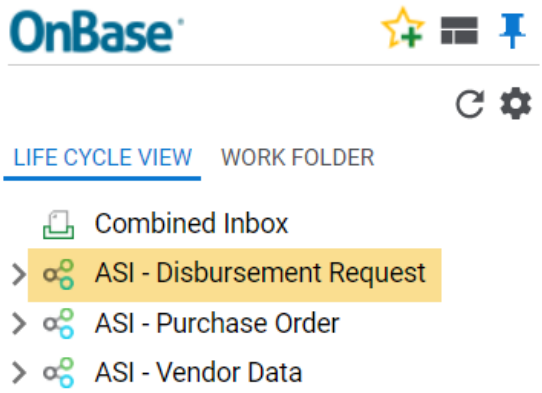


Workflow – Approvals Queue

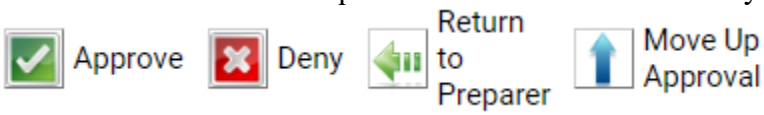
1. Select the document retrieval dropdown and select **Open Workflow**.



2. Select ASI – Disbursement Request

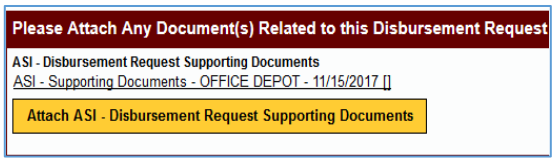


3. You can select a Disbursement Request form to view. Notice that you have Tasks:



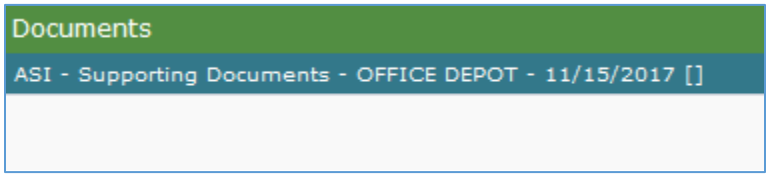
Notice: Approvers are notified daily that there are disbursement request forms in their queue.

- To view an attached Supporting Document(s), select a disbursement request form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.



Or you can right click anywhere on the form and select Cross References.

- A dialog box should appear with any supporting documents. Select one to view.



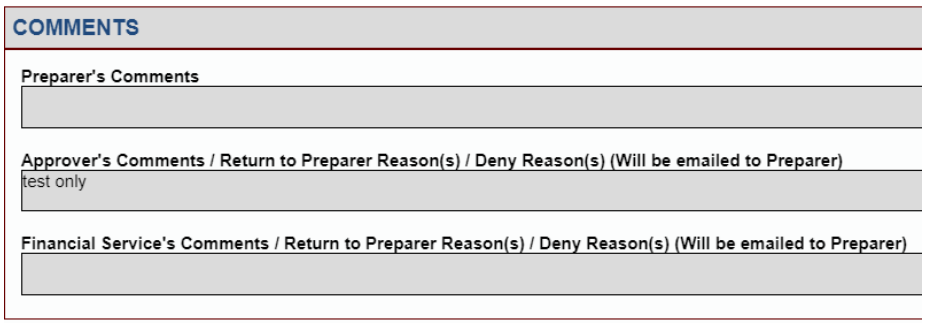
- You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

- To attach any supporting documents, select a disbursement request form and scroll down to the Supporting Documents section. Select **Attach ASI – Disbursement Request Supporting Documents.** A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.

- **Approve:** Selecting this allows you to approve the Disbursement Request. The Disbursement Request will exit this queue and move to the Finance queue. An Approved email is then sent to the preparer. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.

- **Deny:** Selecting this allows you to deny the disbursement request. You will have to add a reason(s) for denying the request in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). Your reason(s) will be recorded in the Comments section. The disbursement request form will then exit this queue and move to the messaging queue where a denied email with the reason(s) specified will be included and sent to the preparer at 6:00 pm. From there, the form will exit workflow.

- **Return to Preparer:** Selecting this allows you to send the disbursement request form to the preparer queue if the disbursement request needs updating. You will have to add a reason(s) for returning the form to the preparer in the Approver's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). The preparer should then update the form and return it to the approver queue. Your reason(s) will be recorded in the Comments section.



- **Move Up Approval (for Departments & Student Government only)**: Selecting this allows you to move the form up to the ASI Administration Office for approval, bypassing your approval. This option should only be used by ASI departments and Student Government, not by student clubs and organizations.

- **Notice:** The preparer has the option to delete the form in the preparer queue.

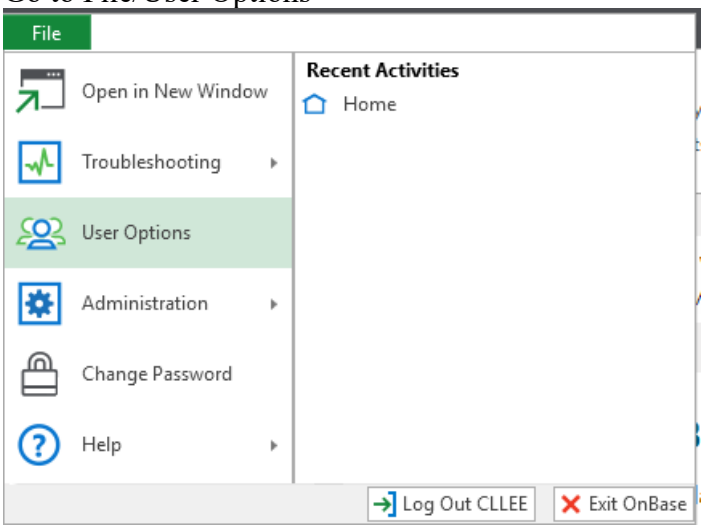
How to Designate an Administrator in Charge (AIC)

Note: This feature is only available on the OnBase client application, not OnBase Cloud. To download OnBase client, use Internet Explorer to install it using the following link: https://polydoc.cpp.edu/Unity/CPP-STD/UnityClientCPP-STD.application

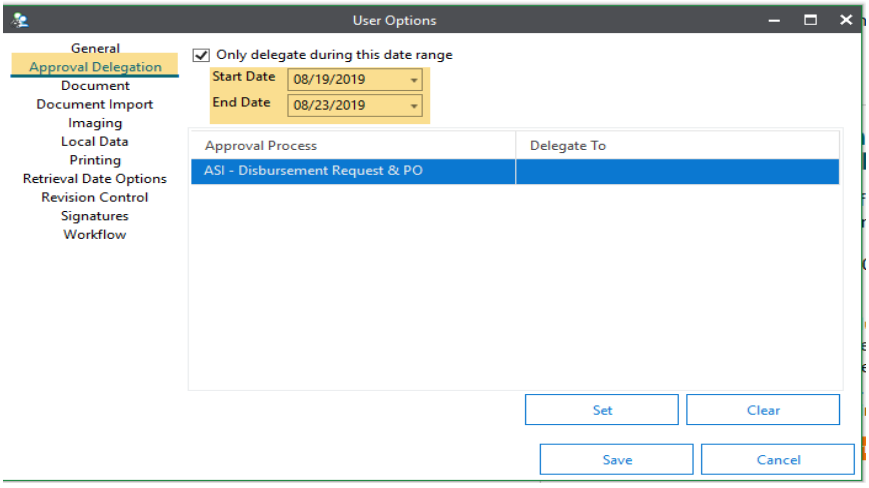
Delegating an AIC

1. Open the OnBase application (Hyland Unity Client)

2. Go to File/User Options



3. Go to "Approval Delegation." Enter the start date and end date of the delegation. Double-click the space below "Delegate To" and choose by Bronco ID. Only existing OnBase users can be OnBase approval delegate (AIC).



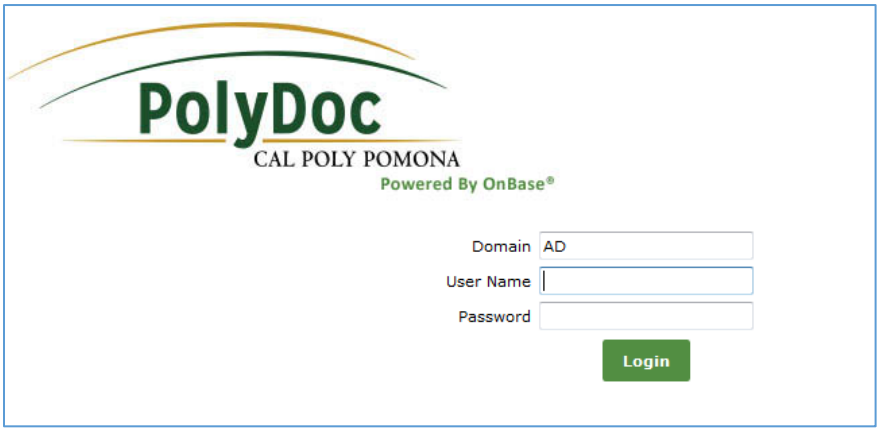
VI. Retrieving a Form

How to Retrieve a Form

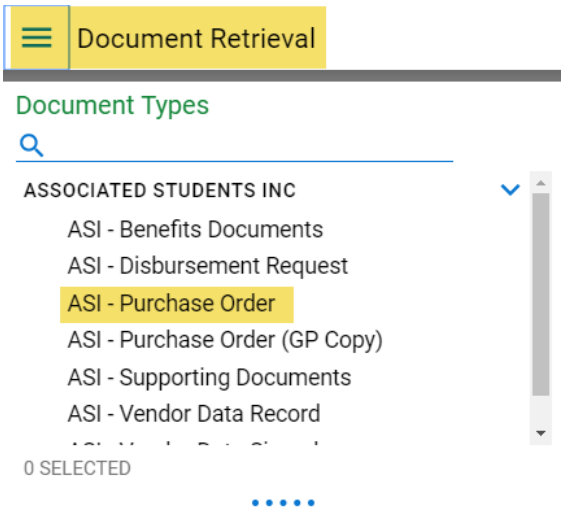
Notice: Preparers can only retrieve the forms they have submitted. Retrievers and approvers can retrieve all forms for their authorized account.

1. Go to the PolyDoc site https://polydoc.cpp.edu/AppNet/Login.aspx

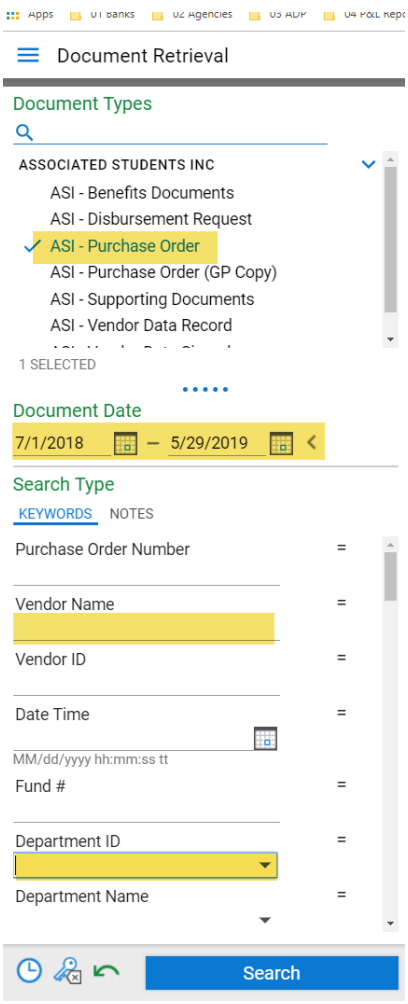
2. Please use your regular credentials to log in.



3. Select the document retrieval dropdown and select **ASI - Purchase Order,** or **ASI Disbursement Request.** To select more than one document type, you can select **Ctrl** on your keyboard and click on more than document type.



4. Next, select a **Date Range.** Type in the Name. You can use any of the additional keywords such as Department ID and Vendor Name to find the Purchase Order form. The Department ID is the 6-digit account number for the department or student clubs and organizations.



5. Next click on the Search button

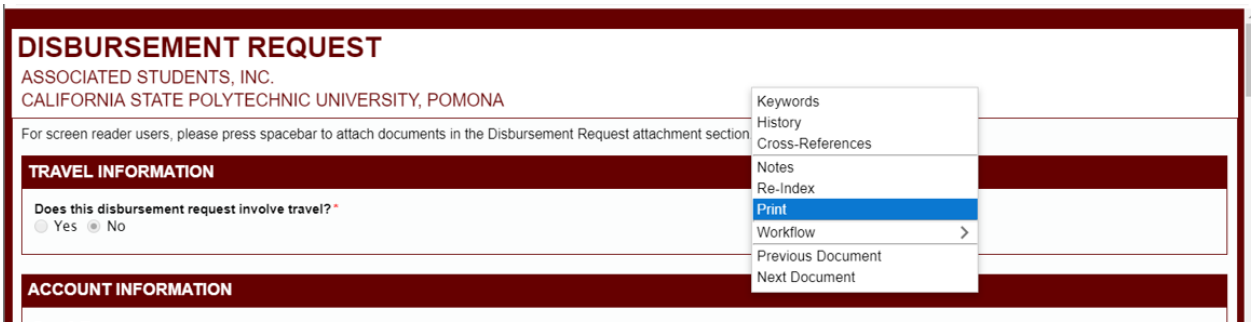
to search.

6. A list should appear based on the keywords that you used to search only for the forms that you submitted.

7. Select the form you would like to view.

How to Print a Form

1. To print a form, follow the steps above to retrieve the form, then right click anywhere on the form itself and select “Print”.



Workflow Lifecycle

Departments & Student Government

Lifecycle	Description
Preparer	The person initiating the form
Auth Signer	Persons(s) authorized to approve the form
Dept Head	Depart head, usually an associate director or a director, to approve the form
Director	Associate Executive Director to approve (Executive Assistant pre-approves)
AVP	Executive Director for final approval
Finance	Financial Services to review and process
Processed	Transaction processed by Financial Services

VII. Frequently Asked Questions

Q: Can you export reports from OnBase?
A: Yes, you can export CSV files.

Q: Are PO's automatically sent to preparer once AP Fund Specialist processes PO Request?
A: Yes, Financial Services will attach the PO to the confirmation email once it's processed.

Q: Can I attach a large file as a supporting documentation?
A: You can attach multiple files as long as the file is 10MB or under and the total is no more than 40MB.

Q: Can a preparer edit a submitted request?
A: No, because it will be in the approvers queue. Preparer will have to wait for approver to return to preparer.

Q: Why can't some approvers see attachments?
A: Approvers should be able to access attachments. Contact Financial Services if there is an issue.

Q: Can we assign group mailman communication email address to a preparer so that all the process flow communication with OnBase only goes to that email?
A: No, because if we tie a preparer's user name to a group email, then all their other communications such as financial aid will go to that email.

Q: Can we have a recurring form with the basic information pre-populated?
A: No, you cannot have a saved form with information pre-populated.

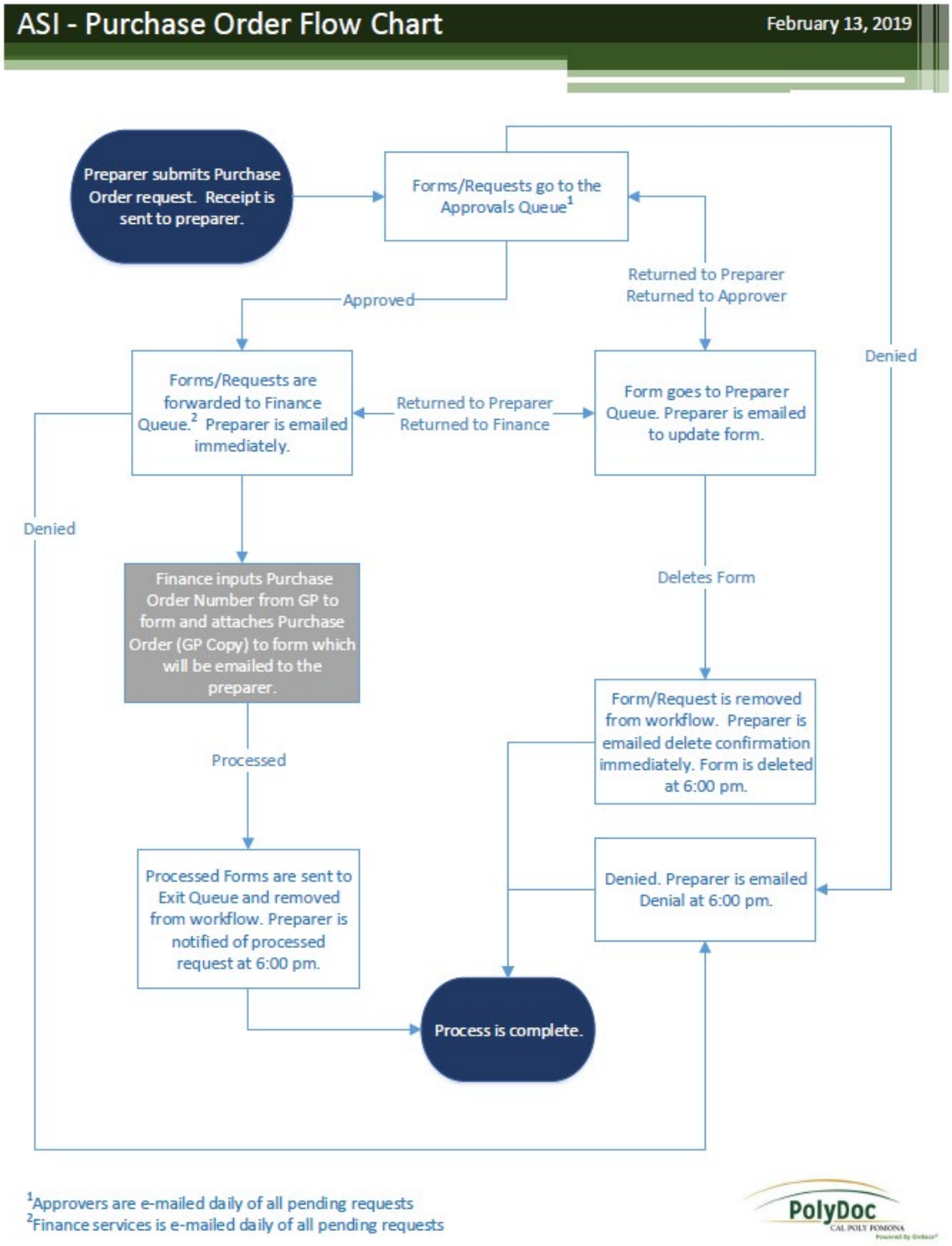
Q: Can multiple people submit forms at the same time?
A: Yes. OnBase allows multiple forms to be submitted simultaneously.

Q: If Financial Services returned a form back to the preparer and the preparer resubmits, does the form need to go to the approver again?
A: Yes, the approver will have to review and approve the form again.

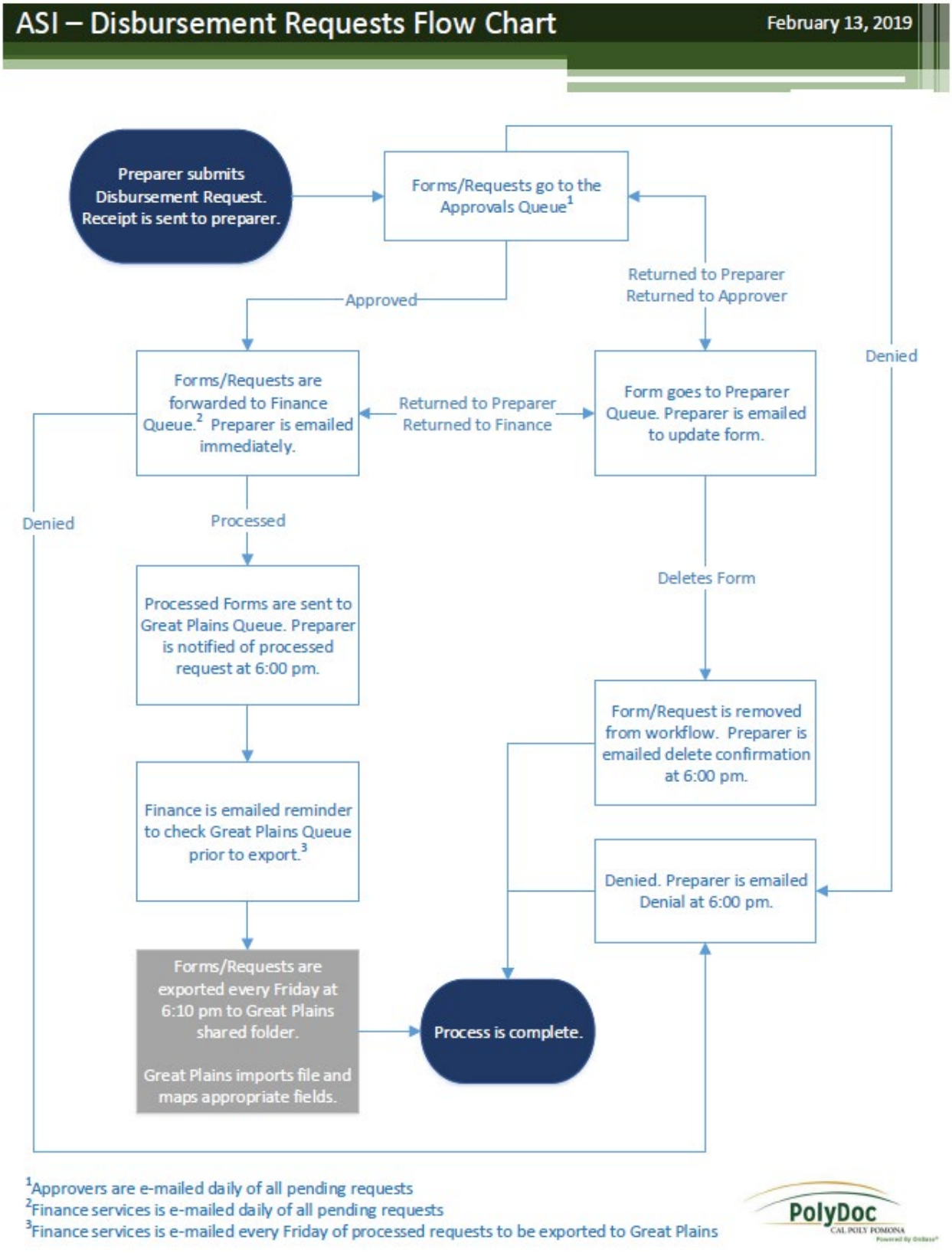
Q: If I would like to make a change to a P.O. after it's already been processed, can I do that?
A: Yes, you can submit a new P.O. and request to delete the first P.O.

VIII. Appendix

ASI – Purchase Order Flow Chart



ASI – Disbursement Requests Flow Chart



[1]Approvers are e-mailed daily of all pending requests
[2]Finance services is e-mailed daily of all pending requests
[3]Finance services is e-mailed every Friday of processed requests to be exported to Great Plains