

Accounts Payable & Travel OnBase Document Retrieval

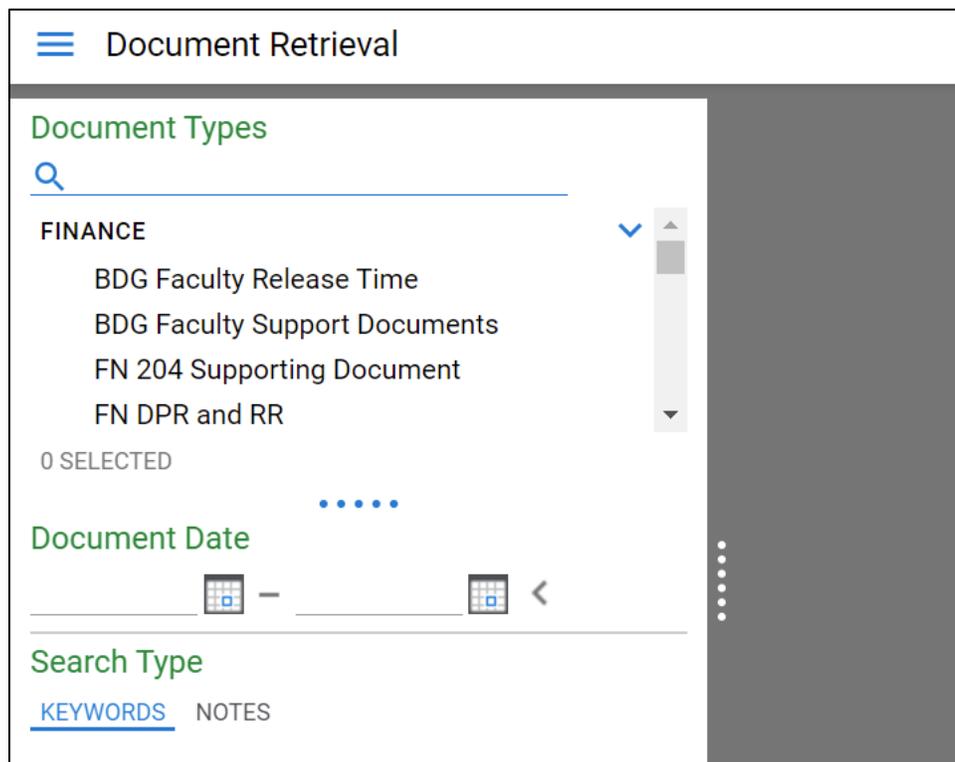
Effective July 1, 2021 all AP&T documents are being stored on OnBase and can be retrieved by campus for review. OnBase Web Client can be accessed from My Sac State under Faculty/Staff Related Links.

Faculty/Staff Related Links

Onbase Web Client

OnBase will open to Document Retrieval. AP&T document types can be found under the following:

- FN DPR and RR (Direct Payment Requests and Reimbursement Requests)
- FN Invoice
- UFSS Check Request
- UFSS Invoice
- UFSS Travel Expense Claims



Documents can be searched by any of the Keywords. Use the asterisk (*) as a wildcard for searching partial keywords.

- Invoice Number
- Purchase Order (Invoices & Travel only)
- Supplier ID
- Supplier Name
- Voucher Number

The screenshot displays a search interface with the following sections:

- Document Types:** A list of document types with a search icon at the top. The items are: BDG Faculty Support Documents, FN 204 Supporting Document, FN DPR and RR, FN Expenditure Transfer Request Form, and FN Invoice. A status indicator shows "1 SELECTED".
- Document Date:** A date selection area with two calendar icons and a minus sign between them, followed by a left-pointing arrow.
- Search Type:** Two tabs, "KEYWORDS" (which is selected) and "NOTES".
- Search Criteria:** Four input fields with equals signs to their right: Invoice Number, Supplier ID, Supplier Name, and Voucher Number.
- Footer:** A blue "Search" button is located at the bottom right. To its left are three icons: a clock, a key, and a list with an 'x'.