

To: Business Affairs and Campus Planning and Operations  
From: Jennifer LaPierre, Executive Director, Accounting & Administration  
Date: April 23, 2019  
Subject: 76 PO Processing with OnBase

If you have any questions about how an invoice should be handled, any questions with OnBase, or anything else relating to payment processing, please reach out to Annemarie Kougias ([akougias@bu.edu](mailto:akougias@bu.edu)) or myself ([jhoover@bu.edu](mailto:jhoover@bu.edu)) so we can assist you. You should not contact the OnBase team in IT directly, but work with our team to resolve any issues or questions that come up.

### **PO's beginning with 76:**

When you have an invoice on a 75 PO in your worklist, the account information defaults to what was entered on the PO. This is because a 75 PO is intended for a particular purchase that we know the account information for and can input upfront. When you have an invoice on a 76 PO, you are required to input additional information when it comes into your OnBase worklist. Below is a summary of the different account types and what information you need to input based on your selection. It may be helpful to think of these the same way you would the stamp that was used under the old shopping cart numbering – you just need to enter that information into OnBase instead of on the invoice itself.

### **Direct:**

This should be selected for any invoice charging an FSR (906) that is charging a building. To approve a 76 invoice as Direct, click approve, then select Direct from the drop down for "Pick a Cost Type". "Account Type" is a required field. Select "Event/ Incident" if you have a specific 906 for the job the invoice needs to be charged against. Select "Standing (under \$5k only)" if the invoice is supposed to be charged to the Standing Order for that building. "PM (Preventative Maintenance)" should only be checked if it was Preventative Maintenance. Type in part of the building address and then hit tab to select the correct address. Then click on "Lookup Building Code from Address" to fill in the required "Building Code" field. For an "Event/ Incident", enter the 10-digit 906 account in the "Enter Cost Object (FSR) Here" field. Then hit "Set Cost Object". If it is a Standing account type, you will not have to enter the 10-digit account, you can select "Lookup Cost Object for a Standing Order" to select the correct one for that building. Enter a description if needed, then click submit.

Event/ Incident screen:

### AP FMP Approver Questions

**Pick a Cost Type:**  
DIRECT

**Account Type**  
 Event/Incident  
 Standing (under \$5K only)

PM (Preventative Maintenance)?

**PO Number**  
760000465

**Building Address** **Shop Name**  
CRC-TRUCKING

**Lookup Building Code from Address** **Lookup Shop Code from Name**

**Building Code** **Shop Code**  
08

**Building Name**

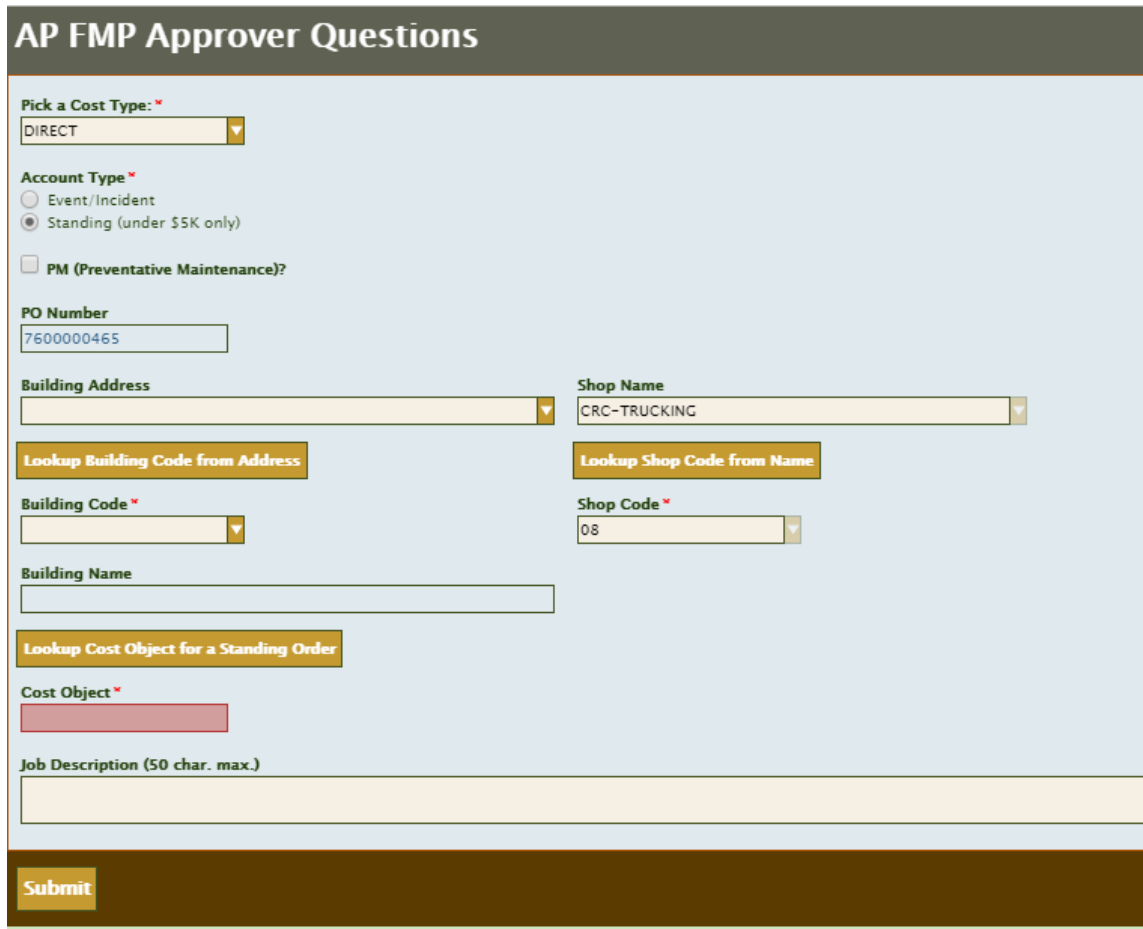
**Enter Cost Object (FSR) Here (906XXXXXX):** **Set Cost Object**

**Cost Object**

**Job Description (50 char. max.)**

**Submit**

Standing (under \$5k only) screen:



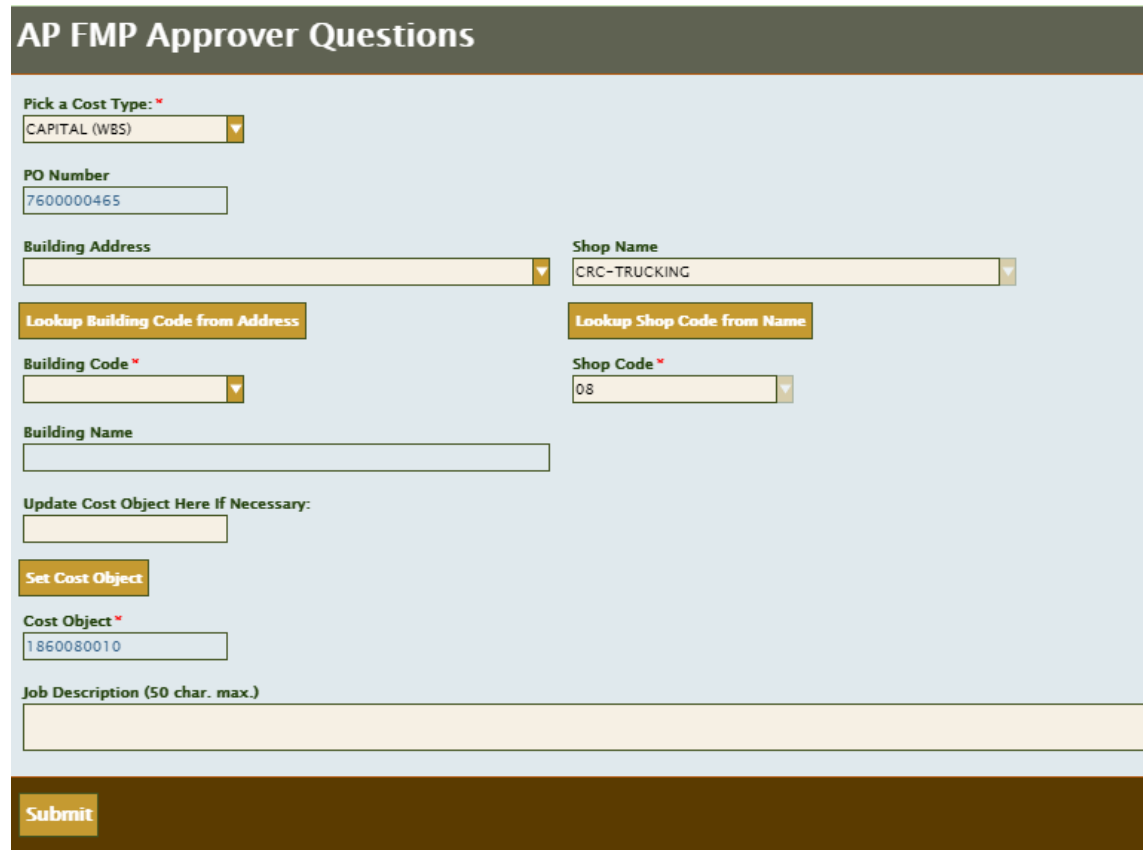
The screenshot shows a web form titled "AP FMP Approver Questions". The form includes several sections: "Pick a Cost Type:" with a dropdown menu set to "DIRECT"; "Account Type:" with radio buttons for "Event/Incident", "Standing (under \$5K only)" (which is selected), and "PM (Preventative Maintenance)?" (unchecked); "PO Number" with a text box containing "760000465"; "Building Address" and "Shop Name" dropdown menus; "Lookup Building Code from Address" and "Lookup Shop Code from Name" buttons; "Building Code" and "Shop Code" dropdown menus; "Building Name" text box; "Lookup Cost Object for a Standing Order" button; "Cost Object" dropdown menu; and "Job Description (50 char. max.)" text box. A "Submit" button is located at the bottom left of the form area.



If you made a mistake and need to start over, click on Discard and Cancel and then start again. This will be necessary if you select a Cost Type and then realize you selected the wrong one.

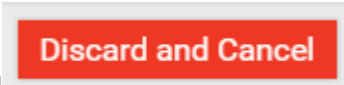
**WBS Element:**

This should be selected for any invoice charging a capital project. The default on this is to pull the WBS Element from the shopping cart. You do have the option to overwrite this with another account if needed. To approve a 76 invoice as capital, click approve, then select WBS Element from the drop down for "Pick a Cost Type". Type in part of the building address and then hit tab to select the correct address. Then click on "Lookup Building Code from Address" to fill in the required "Building Code" field. If needed, you can update the cost object with a 10 digit cost object other than what is shown in the "Update Cost Object if Necessary" field, otherwise it will default to the one shown. Enter a description if needed, then click submit.



The screenshot shows a web form titled "AP FMP Approver Questions". The form contains several fields and buttons:

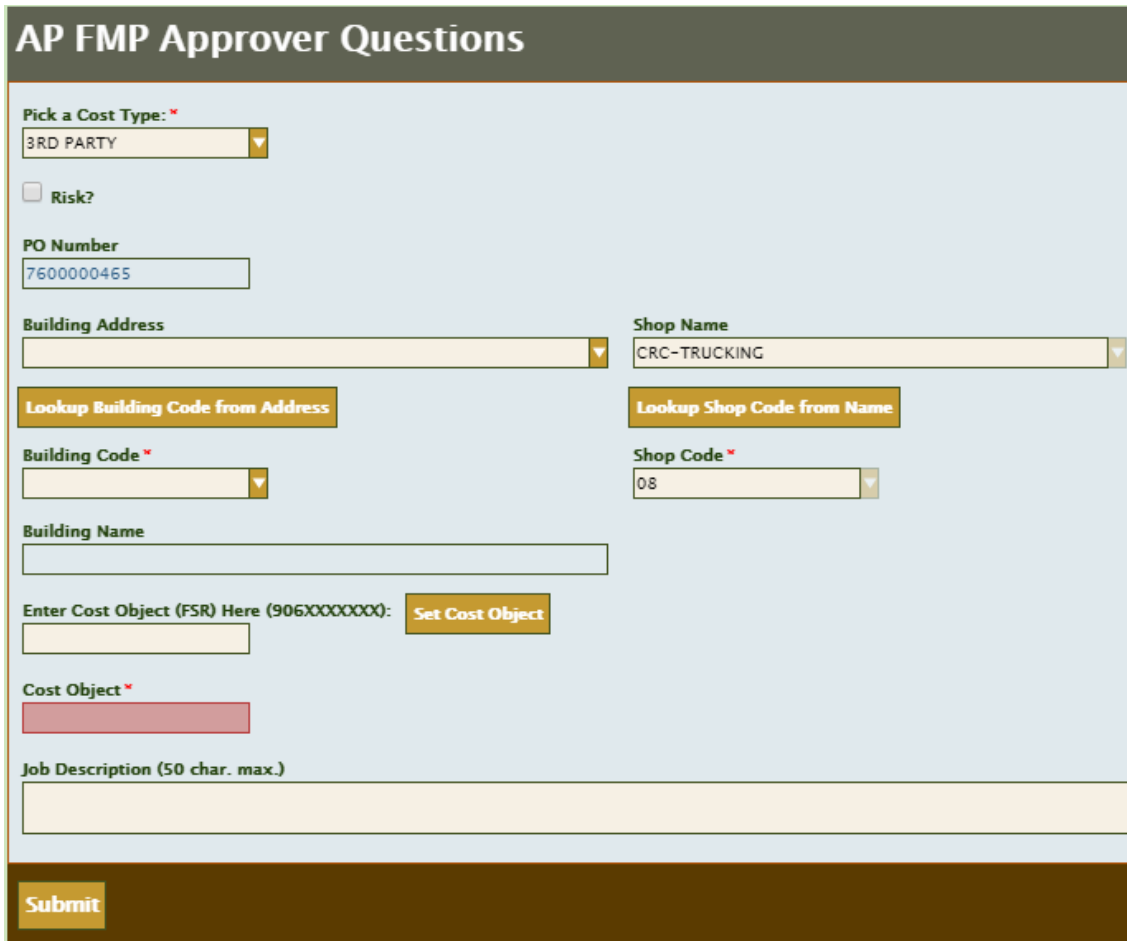
- Pick a Cost Type:** A dropdown menu with "CAPITAL (WBS)" selected.
- PO Number:** A text input field containing "760000465".
- Building Address:** A dropdown menu.
- Shop Name:** A dropdown menu with "CRC-TRUCKING" selected.
- Lookup Building Code from Address:** A button.
- Lookup Shop Code from Name:** A button.
- Building Code:** A dropdown menu.
- Shop Code:** A dropdown menu with "08" selected.
- Building Name:** A text input field.
- Update Cost Object Here If Necessary:** A text input field.
- Set Cost Object:** A button.
- Cost Object:** A text input field containing "1860080010".
- Job Description (50 char. max.):** A large text input field.
- Submit:** A button at the bottom left.



If you made a mistake and need to start over, click on Discard and Cancel and then start again. This will be necessary if you select a Cost Type and then realize you selected the wrong one.

**3<sup>rd</sup> Party:**

This should be selected for any invoice charging an FSR (906) that is charging another department. To approve a 76 invoice as 3<sup>rd</sup> Party, click approve, then select 3<sup>rd</sup> Party from the drop down for “Pick a Cost Type”. The “Risk?” field is optional and should only be checked if it Risk Management was involved. Type in part of the building address and then hit tab to select the correct address. Then click on “Lookup Building Code from Address” to fill in the required “Building Code” field. Enter the 10-digit 906 account in the “Enter Cost Object (FSR) Here” field. Then hit “Set Cost Object”. Enter a description if needed, then click submit.



The screenshot shows a web form titled "AP FMP Approver Questions". The form contains several fields and buttons:

- Pick a Cost Type:** A dropdown menu with "3RD PARTY" selected.
- Risk?:** An unchecked checkbox.
- PO Number:** A text field containing "7600000465".
- Building Address:** A text field.
- Shop Name:** A dropdown menu with "CRC-TRUCKING" selected.
- Lookup Building Code from Address:** A yellow button.
- Lookup Shop Code from Name:** A yellow button.
- Building Code:** A dropdown menu.
- Shop Code:** A dropdown menu with "08" selected.
- Building Name:** A text field.
- Enter Cost Object (FSR) Here (906XXXXXX):** A text field.
- Set Cost Object:** A yellow button.
- Cost Object:** A text field with a red border.
- Job Description (50 char. max.):** A large text area.
- Submit:** A yellow button at the bottom left.

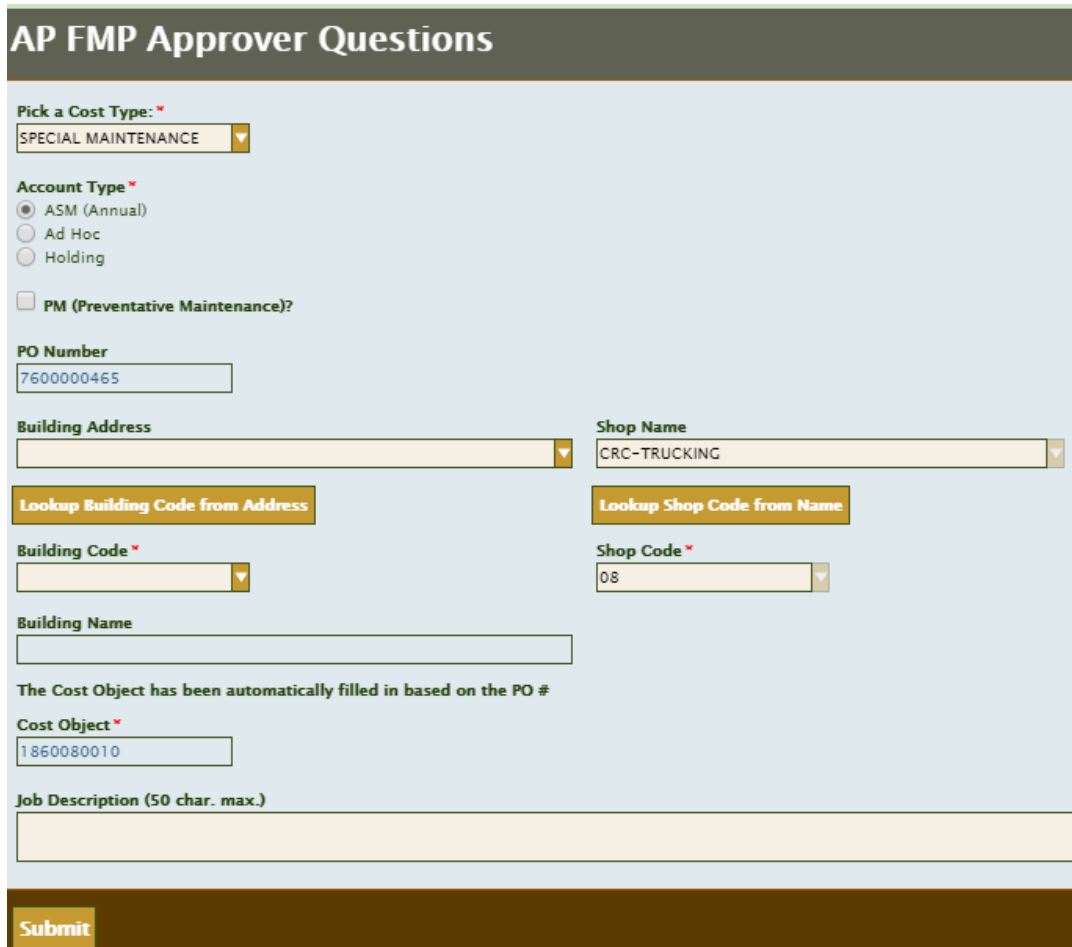


If you made a mistake and need to start over, click on Discard and Cancel and then start again. This will be necessary if you select a Cost Type and then realize you selected the wrong one.

**Special Maintenance:**

This should be selected for any invoice charging a Special Maintenance account (907). To approve a 76 invoice as Special Maintenance, click approve, then select Special Maintenance from the drop down for "Pick a Cost Type". "Account Type" is a required field. Select "ASM (Annual)" if it is an invoice for annual special maintenance. Select "Ad Hoc" if the invoice is supposed to be charged to a specific special maintenance account (907). Select "Holding" if it is a special maintenance job you are waiting for a 907 to be assigned to, but have a 906 that is being used temporarily. "PM (Preventative Maintenance)" should only be checked if it was Preventative Maintenance. Type in part of the building address and then hit tab to select the correct address. Then click on "Lookup Building Code from Address" to fill in the required "Building Code" field. For "ASM/ Annual", the cost object will be filled in based on the account in the PO. For Ad Hoc, enter the 10-digit 907 account in the "Enter Cost Object Here" field. Then hit "Set Cost Object". If it is a holding account type, enter the 10-digit 906 account in the "Enter Cost Object (FSR) Here" field. Then hit "Set Cost Object". Enter a description if needed, then click submit.

ASM (Annual) Screen:



The screenshot shows a web form titled "AP FMP Approver Questions". The form contains the following fields and controls:

- Pick a Cost Type:** A dropdown menu with "SPECIAL MAINTENANCE" selected.
- Account Type:** Radio buttons for "ASM (Annual)" (selected), "Ad Hoc", and "Holding".
- PM (Preventative Maintenance?):** A checkbox that is currently unchecked.
- PO Number:** A text input field containing "7600000465".
- Building Address:** A dropdown menu.
- Shop Name:** A dropdown menu with "CRC-TRUCKING" selected.
- Lookup Building Code from Address:** A button.
- Lookup Shop Code from Name:** A button.
- Building Code:** A dropdown menu.
- Shop Code:** A dropdown menu with "08" selected.
- Building Name:** A text input field.
- The Cost Object has been automatically filled in based on the PO #:** A message.
- Cost Object:** A text input field containing "1860080010".
- Job Description (50 char. max.):** A large text area.
- Submit:** A button at the bottom left.

Ad Hoc Screen:

## AP FMP Approver Questions

**Pick a Cost Type:** \*  
SPECIAL MAINTENANCE

**Account Type** \*  
 ASM (Annual)  
 Ad Hoc  
 Holding  
 PM (Preventative Maintenance)?

**PO Number**  
7600000465

**Building Address** **Shop Name**  
CRC-TRUCKING

**Lookup Building Code from Address** **Lookup Shop Code from Name**

**Building Code** \* **Shop Code** \*  
08

**Building Name**

Enter Cost Object Here (907XXXXXX): **Set Cost Object**

**Cost Object** \*

**Job Description (50 char. max.)**

**Submit**

Holding Screen:

### AP FMP Approver Questions

**Pick a Cost Type:**

**Account Type**

ASM (Annual)  
 Ad Hoc  
 Holding

PM (Preventative Maintenance)?

**PO Number**

**Building Address**   
**Shop Name**

**Building Code**   
**Shop Code**

**Building Name**

**Enter Cost Object (FSR) Here (906XXXXXX):**

**Cost Object**

**Job Description (50 char. max.)**

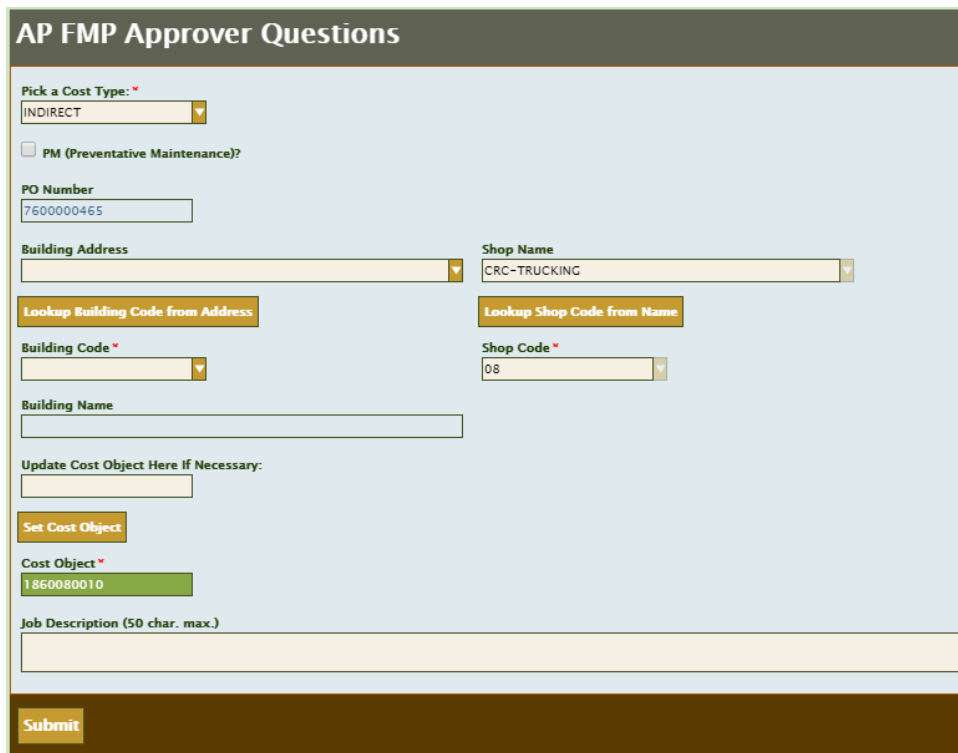
If you made a mistake and need to start over, click on Discard and Cancel and then start again. This will be necessary if you select a Cost Type and then realize you selected the wrong one.



**Indirect:**

These are invoices that will typically post to a 186/286 cost center so that they costs can be distributed with the other indirect costs for facilities. The default on this is to pull the 186/286 cost center from the shopping cart. You do have the option to overwrite this with a 900 series Internal Order or other account if needed.

To approve a 76 invoice as Indirect, click approve, then select indirect from the drop down for “Pick a Cost Type”. “PM (Preventative Maintenance)” should only be checked if it was Preventative Maintenance. Type in part of the building address and then hit tab to select the correct address. Then click on “Lookup Building Code from Address” to fill in the required “Building Code” field. If needed, you can update the cost object with a 10 digit cost object other than what is shown in the “Update Cost Object if Necessary” field, otherwise it will default to the one shown. If you do this, you will need to select “Set Cost Object” after inputting the updated Cost Object. Enter a description if needed, then click submit.



The screenshot shows a web form titled "AP FMP Approver Questions". The form contains several fields and buttons:

- Pick a Cost Type:** A dropdown menu with "INDIRECT" selected.
- PM (Preventative Maintenance)?**
- PO Number:** A text input field containing "7600000465".
- Building Address:** A text input field.
- Shop Name:** A dropdown menu with "CRC-TRUCKING" selected.
- Lookup Building Code from Address:** A button.
- Lookup Shop Code from Name:** A button.
- Building Code:** A dropdown menu.
- Shop Code:** A dropdown menu with "08" selected.
- Building Name:** A text input field.
- Update Cost Object Here If Necessary:** A text input field.
- Set Cost Object:** A button.
- Cost Object:** A dropdown menu with "1860080010" selected.
- Job Description (50 char. max.):** A text input field.
- Submit:** A button at the bottom left.



If you made a mistake and need to start over, click on Discard and Cancel and then start again. This will be necessary if you select a Cost Type and then realize you selected the wrong one.

**NEIDL/ TANGLWOOD/ OTHER:**

This will only apply to invoices for NEIDL, Tanglewood, and other areas not currently in OnBase workflow. These other areas are not currently set-up for this, so this option should not be selected for invoices. If it is used in the future, the cost object will default based on the PO.