

## **INSTRUCTIONS FOR CHECKING THE STATUS OF YOUR DEPARTMENT AGREEMENT**

### ONBASE WEB VERSION

Open web browser and go to <https://onbase.louisville.edu/onbase/Login.aspx>. Login when the screen below appears.



	AD.LOUISVILLE.EDU
	<input type="text" value="AMHORN03"/>
	<input type="password" value="....."/>

Login

Once logged in you should see a screen like the one below. Click on the 3 parallel bars at the left side.

**Document Retrieval**

### Document Types

ATH - ATHLETICS

- ATH - Payroll Deduction

CTL - AP VOUCHER AND GENERAL LEDGER

- CTL - Department General Ledger
- CTL - General Ledger Cover Sheet
- CTL - JV Approval Docs
- CTL - JV Backup Docs
- CTL - JV Spreadsheet

FI - PROCARD

- FI - Procard Additional Items

0 SELECTED

### Document Date

\_\_\_\_\_ - \_\_\_\_\_ <

### Search Type

KEYWORDS TEXT NOTES

You should see the screen below after you click on the blue bars. Click on Gallery located under Reporting Dashboards.

**✖ Reporting Dashboards**

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**DOCUMENT**

- Document Retrieval
- Custom Queries
- New Form
- Import Document
- Batch Indexing
- Documents Checked Out

**WORKFLOW**

- Open Workflow

**STATUSVIEW**

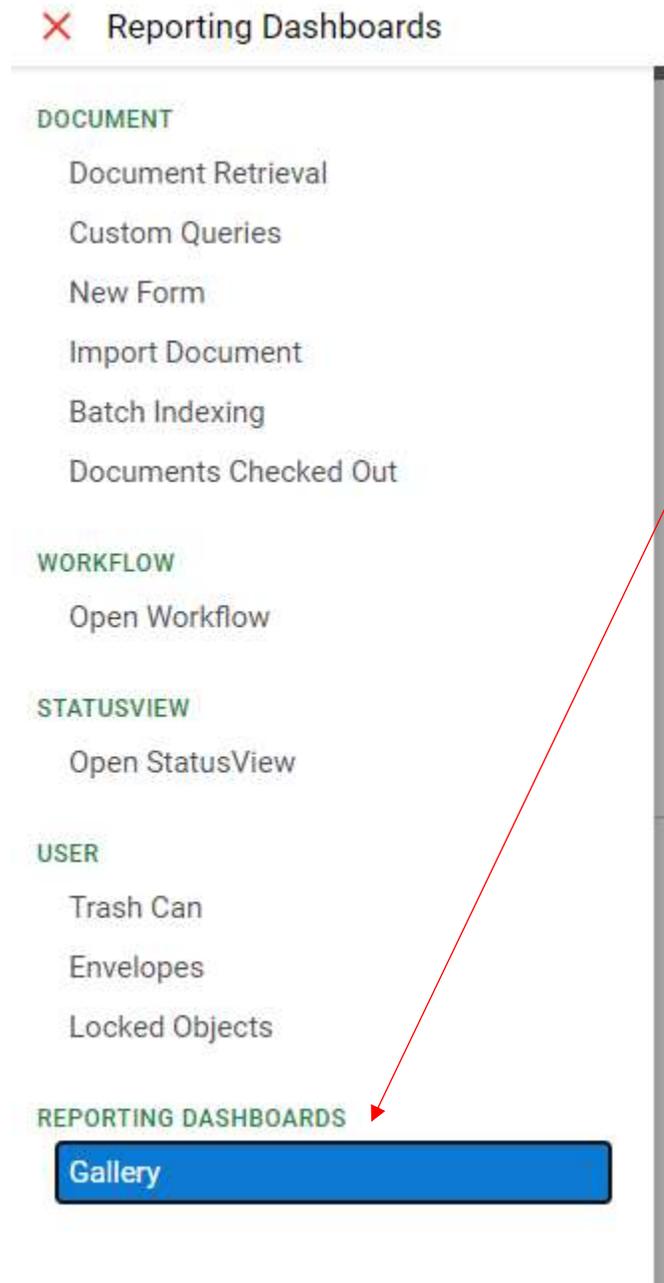
- Open StatusView

**USER**

- Trash Can
- Envelopes
- Locked Objects

**REPORTING DASHBOARDS**

- Gallery**



Once you have clicked on Gallery you should see the screen below. The Shared With Me section will be collapsed. Click on the carrot to expand. Then you can click on **Purchasing Department Request Status**.

Reporting Dashboards

Gallery

Public Items

Shared With Me

- CTL - Department Request Search
- HR - Actions - XPAY - Workflow Status by Request or
- HSC Auth to Hire
- PROCARD - Work Queues
- PUR - Contract Data
- PUR - Dept Agreement Purchasing Work Queue
- PUR - Sole Source Documents
- Purchasing - Department Agreement Details
- Purchasing - Leave Hours (Horn)
- Purchasing Department Request Status**
- Sponsored Account Renewal

After you click on the Department Request Status you should see the screen below. You can click on the right corner of each cell to sort.

You can click here to export the report to a file.

Request Date (Date/Time)	Request Number	Department	DeptID	Status
1/4/2021 3:00 PM	DA-1710-21	CARDIOVASCULAR INNOVATION INST	4217000123	ZERO G- SENT TO VENDOR 2/9. DO NOT FINALIZE UNTIL DEPARTMENT CONFIRMS FUNDS
1/28/2021 4:00 PM	DA-1763-21	OTOLARINGOLOGY & COMM DISORDER	4216500123	WRITE - EMAILED DK RE GOV'T ENT ADDENDUM 2/18
2/12/2021 10:00 AM	DA-1833-21	VP STUDENT AFFAIRS	2210000059	WHAS11 - 2/17 - SENT TO LEGAL
11/10/2020 2:00 PM	DA-1602-21	FACILITIES-PHYS PLANT OPS	1552000001	VERTV - 2/17 - SS SENT BACK TO DEPT. FOR DIRECTOR SIG
2/10/2021 10:00 PM	DA-1825-21	OPERATIONS SUPPORT SERVICES	1531000001	VENDOR TO UPDATE TERMS - 02/18
1/21/2021 4:00 PM	DA-1752-21	CANCER CENTER	4212100123	VELDS - F/U SENT TO DEPT RE ISO QS 2/9; F/U SENT 2/19
2/15/2021 4:00 PM	DA-1870-21	A&S MATHEMATICS	2618000102	TOPTIKA- SENT TO VENDOR 2/23
2/17/2021 8:00 AM	DA-1840-21	AUXILIARY SERVICES-PARKING	1543200001	T2 - 2/17 UNDER REVIEW