OnBase Accounts Payable Invoice Importing
Quick Guide

Prepare   Document the following items on the face of the invoice:
- ✓ Banner Invoice Number
- ✓ Index Code
- ✓ Account Code
- ✓ PSU Contract and Purchase Order Numbers, if applicable

Scan   Create your Invoice Import File by merging one Banner Invoice and any associated documentation into one-read only file (PDF or TIFF file type)

Upload   Navigate to the AP Invoice Campus Upload Form and follow the prompts to upload your Invoice Import File

Import   Complete upload for FAST-CAS processing of the invoice

Importing Requirements

- Document the following items on the face of the invoice:
  - o Banner Invoice Number
  - o Index Code(s)
  - o Account Code(s)
  - o PSU Contract and Purchase Order Numbers, if applicable

- One Invoice Import File per Upload
  - o Import Invoice File = One Banner Invoice + All Applicable Supporting Documentation
    - ▪ *One Banner Invoice includes each invoice from the same vendor entered under one Banner Document Number, i.e. invoices entered as a one Multiple Direct Pay Invoice.*

- Invoice and documentation must be legible and scanned at least 300dpi as a read-only file (PDF or TIFF)

- Rotate or adjust digital copy prior to uploading into the AP Invoice Campus Upload Form

- If you are uploading more than one Invoice Import File, each Invoice Import File must be separately uploaded via multiple OnBase AP Invoice Campus Upload Form submissions

What to Import

- Compatible Document Formats: Read-Only Files (PDFs or TIFFs.)
- Unpaid invoices entered into Banner with all appropriate backup documentation
- Approved Subcontract Awards
- Confidential Invoices: Cover Sheets Only
    o *Hard copy of Confidential Invoice should be delivered to Campus Accounting*
- PSI Forms
- Invoices where funds are split between PSU and Foundation
    o *Be sure to send a hard copy of the documentation and signed FOU Check Request to Foundation*

What Not to Import

- Non-Compatible Document Formats: Unlocked/Write-Enabled Files (Microsoft Word, Excel, JPEG, etc)
- Confidential Invoices
    o *Only the Confidential Invoice Cover Sheet should be uploaded.*
    o *Hard copy of Invoice and Confidential Invoice Cover Sheet to be delivered to Campus Accounting.*
- Invoices with Special Handling
    o *Hard copy of Invoice and Special Handling Request to be delivered to Campus Accounting.*
- Invoices that FAST-CAS has requested Re-Entry due to Lost Check/ Vendor Banking Issues
    o *Follow instructions on email that requests Re-Entry*
- Personal Reimbursements
- Spreadsheets with pages of Banner Invoice Numbers

Check Run

- Check Run Payment Deadline: Import invoices to OnBase by the day prior of check run
- Rush Payment Deadline: Contact Campus Accounting Services by 10am day of payment
    o Check run: Every Wednesday
    o ACH: Every business day

Monthly and Quarterly Closing

- Import invoices related to the closing period by the 3rd working day of the following month

Retention

- Retain a hard copy of the original invoices imported until retention deadline has passed
- Retention Deadline: Three calendar months from the date FAST-CAS approved the invoice in Banner

Resources

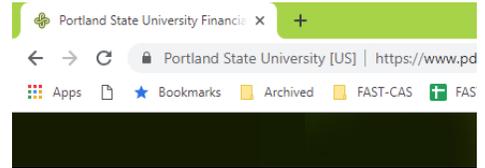|	
OnBase Invoice Upload Questions	invoice@pdx.edu
OnBase Invoice Upload Training	invoice@pdx.edu
Accounts Payable Questions	campusaccounting@pdx.edu
Banner Questions	fishelp@pdx.edu

OnBase AP Invoice Campus Upload Form Instructions

Open web browser to
https://www.pdx.edu/financial-services/accounts-payable
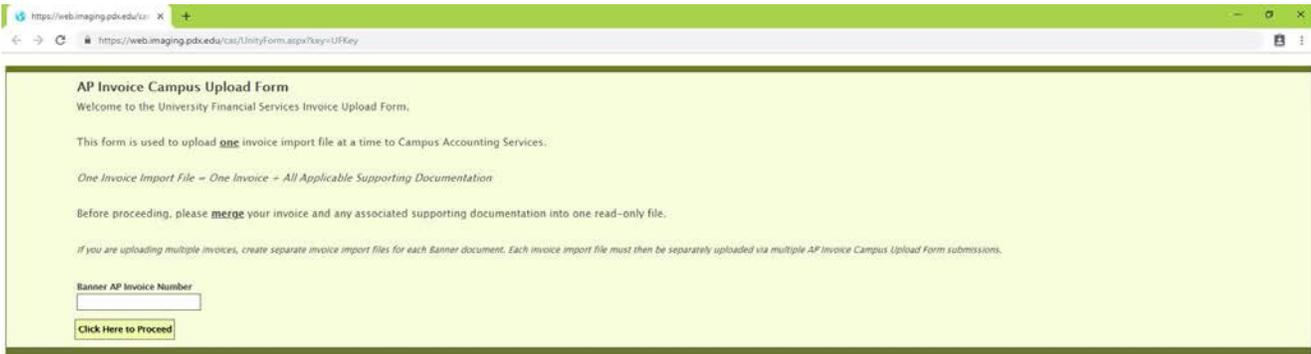
Import to OnBase   *Click on the **Import to OnBase** button*

The OnBase AP Invoice Campus Upload Unity Form will open.

* Be sure to read the disclaimers on the Unity Form before proceeding with the Invoice Upload process.*

AP Invoice Campus Upload Form
Welcome to the University Financial Services Invoice Upload Form.

This form is used to upload **one** invoice import file at a time to Campus Accounting Services.

One Invoice Import File = One Invoice + All Applicable Supporting Documentation

*Before proceeding, please **merge** your invoice and any associated supporting documentation into one read-only file.*

If you are uploading multiple invoices, create separate invoice import files for each Banner document. Each invoice import file must then be separately uploaded via multiple AP Invoice Campus Upload Form submissions.

Banner AP Invoice Number

Click Here to Proceed

*Once you have prepared and created your **one** Invoice Import File, type your Banner Document number into the **"Banner AP Invoice Number"** field. And then select **Click Here to Proceed**.*

Banner AP Invoice Number

Click Here to Proceed
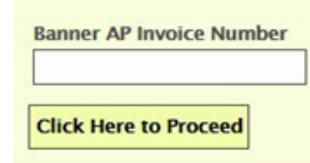
*Verify your invoice data in the **Validate Invoice Data** section.*

Validate Invoice Data

Vendor Invoice Number	ID	Grouping Indicator
101974784	890004624	M
Last Name	**First Name**	**Middle Name**
RICOH USA INC		
Account Code	**Index Code**	**Fund**
24201	ACP001	095014
Transaction Date	**Payment Due Date**	**Total Amount**
4/11/2019	4/17/2019	$14,690.54
Project Code	**Project Description**	

This data is pulled directly from Banner but, if it does not match please reach out to invoice@pdx.edu.

Attach Invoice Below

Attach Invoice Import File

*In the **Attach Invoice Below** section, select **Attach Invoice Import File**. Select the **one** Invoice Import File from the destination where you saved it and click **Open**. The file name of your Invoice Import File will then populate in the **Attach Invoice Below** section.*

*Once the file name of your Invoice Import File populates, click **Upload Invoice** to complete the upload process for this **one** Invoice Import File.*

Upload Invoice

Your import is now successfully uploaded to OnBase. Repeat the process for each Invoice Import File you need to upload via the OnBase AP Invoice Campus Upload Form.