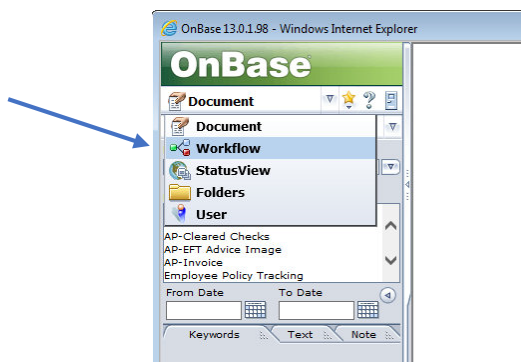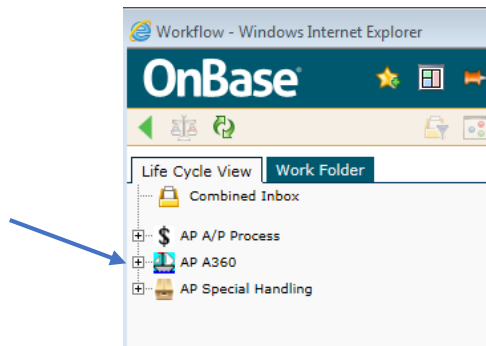# OnBase Instructions with A360

OnBase is used for document storage and referencing the payment of a vendor invoice through the use of the GAX or PRC documents in A360.
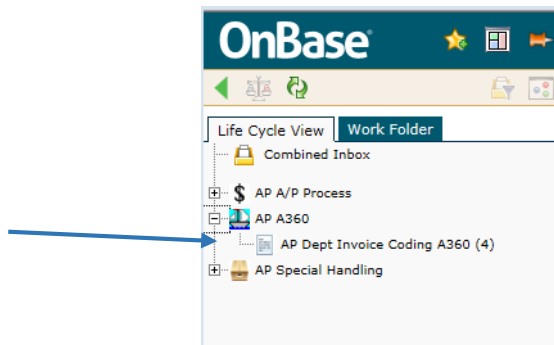
Coding Invoices

1. Click OnBase Login at http://kcintranet.kc.gov/onbase/index.asp
2. Login
3. In the Document section, choose Workflow

4. Choose **AP A360**

5. Choose **AP Dept Invoice Coding A360**

6. **Click on your invoice**. Note the additional keywords that appear in the yellow box. You will be using these keywords in A360.

7. At this point you will open the **A360** program [**Keep OnBase open**!]

8. You will need to determine if you are:

   a. Paying an invoice against a PO
   b. Paying an invoice against a Master Agreement (MA) *formerly known as term contracts*
   c. Paying an invoice directly (GAX)