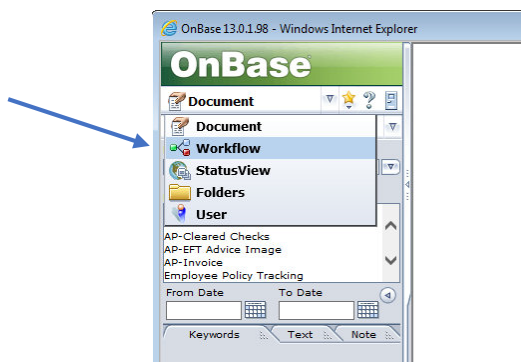


# OnBase Instructions with A360

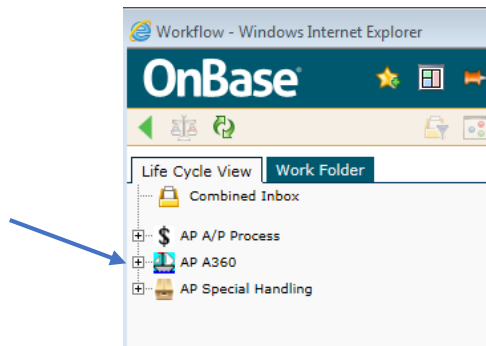
OnBase is used for document storage and referencing the payment of a vendor invoice through the use of the GAX or PRC documents in A360.

## Coding Invoices

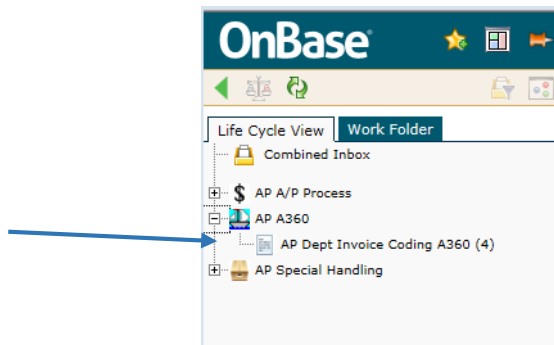
1. Click OnBase Login at <http://kcintranet.kc.gov/onbase/index.asp>
2. Login
3. In the Document section, choose Workflow



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.

The screenshot displays the OnBase software interface. The top window shows a list of documents with the following entries:

Documents (4)	Entry Date
adv_fin_doc_in - DSG ACQUISITION LLC - Inv#: 01-5071 - I...	3/8/2016 1:35:17 PM
adv_fin_doc_in - PYATT & ASSOCIATES, LLC - Inv#: 1946 - ...	3/8/2016 1:56:59 PM
adv_fin_doc_in - MED-1 LEONARD - Inv#: LE-1170990-114...	3/8/2016 1:57:10 PM
adv_fin_doc_in - VISION SERVICE PLAN, INC - Inv#: VISION...	3/8/2016 1:57:24 PM

The bottom window shows a document viewer with a 'Keywords' window overlaid. The keywords are:

Vendor Number	VC013509
Vendor Name	PYATT & ASSOCIATES, LLC
Invoice Number	1946
adv_doc_actu_am	\$600.00
Invoice Date	07/23/2015
Routing Status	INVOICE CODING INTO CGI

7. At this point you will open the **A360** program [**Keep OnBase open!**]
8. You will need to determine if you are:
- Paying an invoice against a PO
  - Paying an invoice against a Master Agreement (MA) *formerly known as term contracts*
  - Paying an invoice directly (GAX)