TUC Electronic Check Request Form
Approver's Guide

Have you received an email from OnBase that a check request has been assigned to you for approval?

Reimbursement requests submitted via TUC Electronic Check Request form are approved via OnBase. It is quick, easy, and convenient!

Please use Chrome or Firefox as your browser when accessing the OnBase website.

1		Log in using your portal log credentials: https://onbase.csun.edu/AppNet22.1.20/login.aspx
2		Click the Hamburger menu in the upper left corner of the page.
3		Click 'Open Workflow'. The workflow layout will open a new window.
4		On the left, find the 'TUC Check Request Processing' lifecycle and click the arrow to the left to expand it.
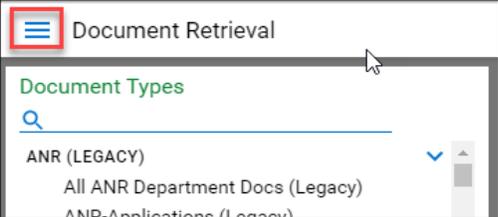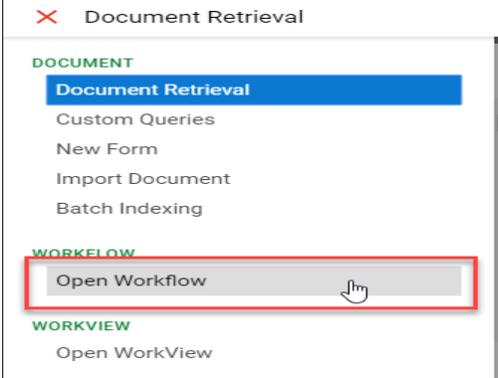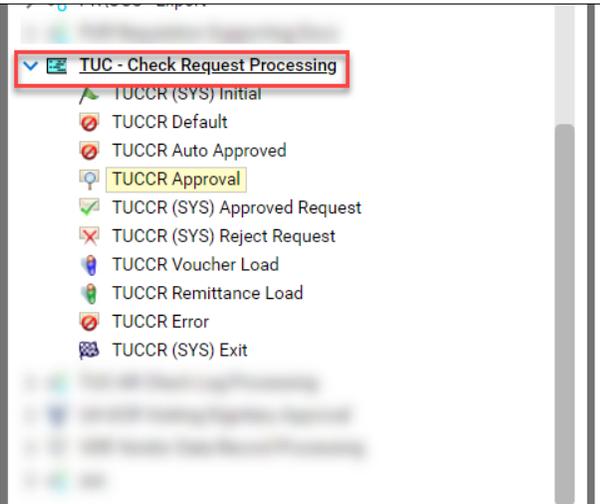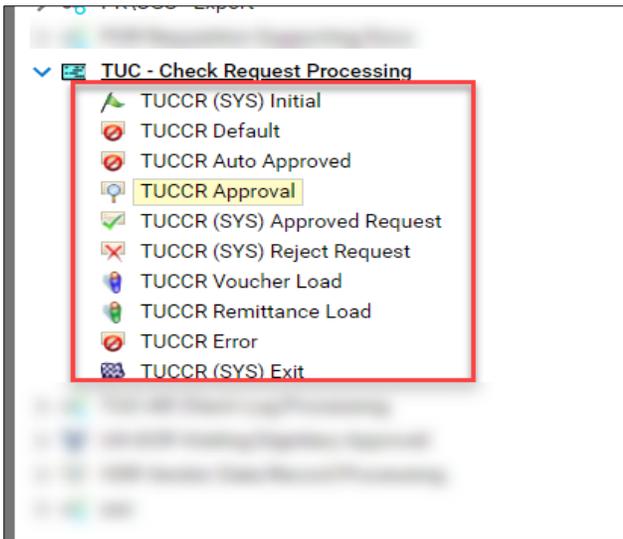
5		Here you will see all the workflow queues you have access to in the lifecycle (it will not be as many as you see in the screen shot). Click on 'TUCCR Approval' to see the request in your queue.
6		Select the document you want to review. It will show the electronic form as submitted in the system. Go to the attachments section on the form to view supporting documents for the request. At the bottom, you will see the workflow tasks: • TUCCR Approve – Request is approved for processing. • TUCCR Reject – Request is not approved for payment. Approver must enter a rejection reason and click 'Submit'. An email notification will be sent to the submitter of the request. • TUCCR Resent Through Approval – This is used when any of the assigned approver in the queue require the request to be reapproved again due to change in approver (ex. change in PI).
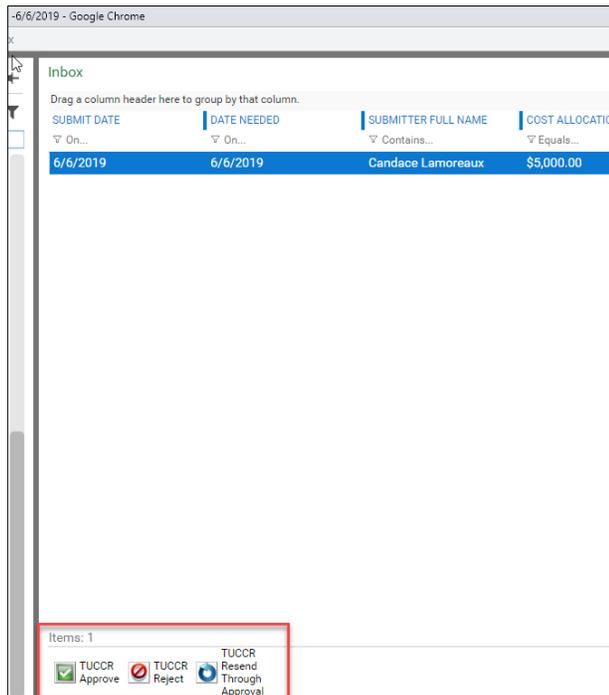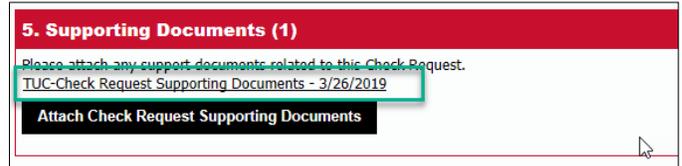
Questions? Please contact The University Corporation at 818-677-5298.