# Capital Project Authorization (CPA) OnBase Form and Approval Workflow

Project Manager

As the project manager, your primary responsibility is to initiate the form. You should fill out and submit the form once you have finalized the budget and have determined the requestors that you will add to the form as approvers. Below is the basic process for submitting the form as well as completing your workflow tasks:
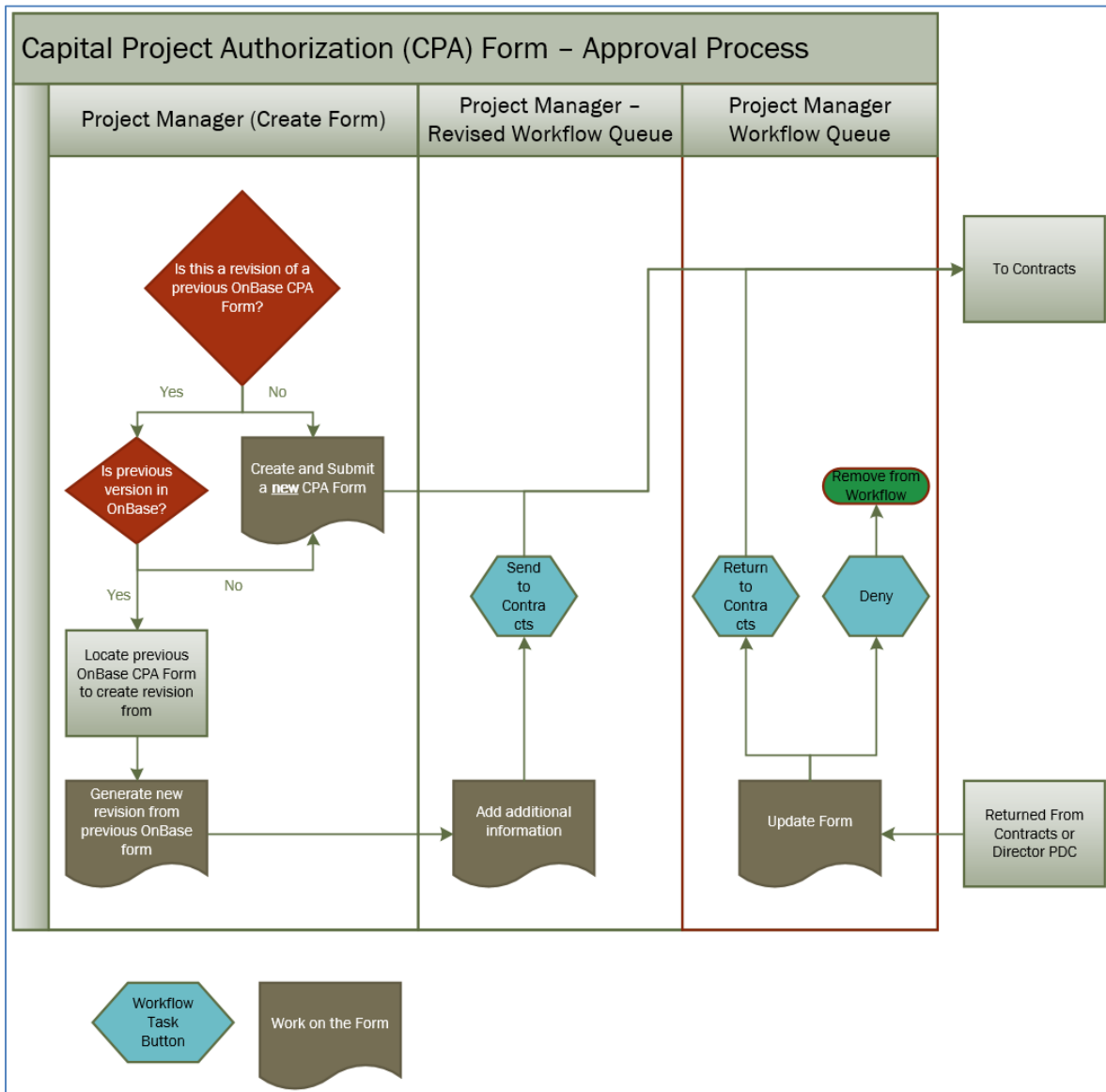
Form Creation

There are 3 scenarios under which a Project Manager will generate a CPA Form in OnBase (additional detail on each scenario is provided further along in this guide):

1. **A new CPA form for a project where a CPA form has not yet been created**
2. **A revised CPA form for a project where the previous CPA version was in paper form** – This is for the transition period where we have projects that had CPA's in the old paper process and now all CPA's forms are being generated and approved in OnBase.
3. **A revised CPA form for a project where the previous CPA version was done in OnBase**

The link to fill out a **new** CPA form is located on the following NAU Facility Services page. Click on the **"Create a new CPA Form"** link at the bottom of the page.
http://nau.edu/Facility-Services/Planning/Design---Construction/

Workflow

Generally, the Project Manager's responsibility is to generate the form before it goes into workflow; however, there are 2 scenarios where the Project Manager will need to interact with the form in the workflow. Below is a brief description of each. Further detail on each scenario is provided further along in this guide.

- **A CPA form returned by Contracts or Director PDC** – If a form that you've sent on to Contracts needs to be revised (requested either by Contracts or by the Director of PDC) it will be returned to your **FS – CPA – Project Manager** workflow queue.
- **Completing a revised form that you created from a previous OnBase CPA form** – When you've created a new version from a previous OnBase CPA form, it will copy most fields for you. However, you will need to add some items to the form before it can go to Contracts and beyond. When you create a form this way, it will be sent to your **FS – CPA – Project Manager – Revised** workflow queue for you to complete the setup of the form.

FORM CREATION – 3 OPTIONS

1. How to Complete and Submit the New Electronic CPA Form

After you have clicked on the link to open a new CPA Form, you will need to login with your NAU CAS credentials (just like if you were logging into PeopleSoft). At that point, the new form will be displayed.

You do not need to fill out each field as some will be inferred from what you input in other fields (shown by the field being greyed out). Here is a listing of the fields you are able to complete on the form when you are originally filling it out (required fields are in red):

- **Project Number** – Enter the Project Number in this field.
- **Procurement Type** – Enter the Procurement Type in this field.
- **CPA Version** – This field is only editable if you check the "Revised – Paper Previous Version" checkbox below. If it is a new form, it will say "NEW" which will be converted to "ORIGINAL" when it enters workflow.
- **Revised – Paper Previous Version** – Click this checkbox if you are creating a revised form for a project where the previous version was in paper form (not submitted through this new process). This will open up the CPA Version field where you will be able to select the revision number.
- **ABOR Project Type** – Select the type if you know it. This field is not required.

- **Project Name** – Enter the Project Name in this field
- **Scope of Work** – Enter a complete Scope of Work in this field. The section will expand to accommodate the text entered as necessary.
- **Buildings Affected**:
  - **Add Button** – Click this button to open the section and see the building field below. You can add as many buildings as needed.
  - **Building # - Name** – Select the appropriate building from the dropdown
- **Budget Documentation** – Click the "Attach Budget Spreadsheet" to attach the budget for the project. You can upload it in its native Excel format or in PDF.
- **Supporting Documentation** – If you have any other supporting documentation to upload, click the "Attach" button in this section.
- **Funding Source**:
  - **Add Button** – Click "Add" in this section to add a new funding row. You can add as many as needed but must have at least one row.
  - **Funding Source Description** – If you have the Funding Source Name for this funding row, you can enter it in this field.
  - **Speedchart** – If you know the Speedchart for this funding row, you can enter it in this field.
  - **Fund Source Line Amount** – Enter the Amount that will be funded by this funding source. You can add as many lines as needed to accommodate the different funding sources that will be funding the project. The Total Project Budget field is calculated based on the funding rows that you've entered in this section.
  - **Funding User ID** – If you don't have the exact funding source information (Description and Speedchart) for the row, you can enter a requestor's user id (in format of abc123) on the row and this will require them to complete the Description and Speedchart fields on that row.
- **Local Deferred Maintenance** – If this project is for local deferred maintenance, check this box. This will copy the Associate Vice President for Facility Services information into the Requestor 1 line. If other approvers are not needed you will need to check the "N/A" checkbox next to their approval row.
- **Project Manager Comments** – If you would like to add comments separate from what you entered above, you can do so in this field.
- **N/A Fields** – Below is a list of the different approvers that you can mark as "N/A." If you mark them as "N/A," their approval row is hidden on the form and the form will not be routed to them for approval. When you mark them as "N/A" their row is hidden. You can view it again by clicking the "Show N/A Checkboxes" below.
  - **Director OPS**
  - **Requestor 2**
  - **Requestor 3**
  - **Requestor 4**
  - **Requestor 5**
  - **Requestor 6**
  - **Vice President – Finance & Admin**
  - **Vice President – Budget**
  - **President**
- **Requestor User ID 1** – Enter the first requestor's User ID here (in the format of abc123). When you enter their User ID, the rest of their information will be filled automatically. You must have at least one requestor.
- **Requestor User ID 2-6** – If you have more than one requestor, you can add additional requestors on these rows and the form will be sent to them for approval. When you enter their User ID, the rest of their information will be filled automatically.
- **Show N/A Checkboxes** – If you need to correct which rows you have hidden by checking the "N/A" checkbox, click this button to show all rows that have been hidden. The "N/A" checkboxes will still be checked. You can go remove whichever checkboxes you need to. To rehide a row, you must uncheck the box for that row and then recheck it.

Once the Form is completely filled out, click on the "Submit" button to finalize and submit the form. If there is an error on the form, the form will not be submitted and the field with the error will be highlighted in red. Go back and correct the field and then resubmit it.

When the form is successfully submitted, you will be directed to a confirmation page indicating that the form was submitted. You will also receive a confirmation email. The form will then enter the OnBase workflow and will be routed to Facility Services Contracts before being sent on to the approvers. If you have another CPA to create, a link to fill out a new form is on the Confirmation page.

2. How to Complete and Submit a Revised Electronic CPA Form – Paper Previous Version

To create a revision if the previous version of the CPA was done in the paper process, you will create the form in OnBase using the same process that you will use to create a new CPA form, see above. The only difference is that you will:

- Check the **Revised – Paper Previous Version** checkbox
- Change the **CPA Version** in the drop-drown to whichever revision number you will be creating.
- Select the **Previously Authorized** checkbox in the Funding Section for any funding sources that were previously approved. Do not check this box for new funding sources that are going to be approved on this new version of the form. The Previously Authorized checkbox only appears when the CPA Version is a revision.

The form will then be routed in workflow as normal; first, to Contracts for their review and then on to the approvers.

3. How to Complete and Submit a Revised Electronic CPA Form – OnBase Previous Version

To create a revision of a CPA form that was previously submitted as an OnBase form, please follow these instructions:

1. Open the OnBase web client by clicking on this link: https://onbase.nau.edu/AppNet/ and login through the NAU CAS page. This will take you to the Document Retrieval page.
2. On this page, search for the previous revision of the CPA form.
   a. Select **"Facility Services"** from the **Document Type Group** drop-down.
   b. Select **"FS – CPA (Capital Project Authorization)"** from the **Document Type** list.
   c. In the **Project Number** keyword field, enter the Project Number of the CPA that you are looking for. Note that you can use an asterisk* to search using partial information. For example, searching for "08.*" will find all CPA's that start with "08."
   d. Then click the binoculars to search. This will then return a list of documents that match your search.
3. Locate the CPA form that you need to create a revision of and click on it to select it.
   a. Be careful to select the appropriate version of the form as the newly created form will take on whichever is the next version based on the form you have selected. For example, if there are Original and Revision 1 versions of the form and you click on the Original form and create the revision, the new revision will be Revision 1 and you will have two with the same version. Instead, click on Revision 1 and create the new version and it will be Revision 2.
4. Then **Right-Click it** and then select **Workflow -> System Tasks** from the menu that appears.
5. This will open a pop-up within the window and you will see the list of System Tasks you have access to. Select **"FS – Create CPA Revision"** (most likely the only one you have access to) and click **"OK."**
   a. You will receive a message that indicates "System Task 'FS – Create CPA Revision' was executed on 1 items."

b. The document will automatically be added to the workflow and will be sent to your **"Project Manager – Revised"** queue.
6. See the section below titled "Workflow - How to Prepare a Revised Form For Approval" for details on how to finalize the revised form and send it on to Contracts.

WORKFLOW – 2 OPTIONS

Workflow - How to Prepare a Revised Form Created from an OnBase Form for Approval

This section is only for revised forms that have been created from a form that was previously created in OnBase.

1. Locate the document in workflow.
    a. To access workflow in the web client, click the **drop-down** next to **"Document"** in the upper left part of your screen and select **"Workflow."** This will open the Workflow interface in a new screen.
    b. You will see a list of lifecycles (workflows) that you have access to. Locate the **"FS – Capital Project Authorization (CPA) Approval"** lifecycle and click the **"+"** next to it. This will open the different queues (a step within the process) that you have access to.
    c. Find the **"FS – Project Manager – Revised"** queue and select it.
    d. Then locate the newly created revision of the CPA form in the list of documents in that queue.
2. Now you will need to prepare the newly created revision of the form to be sent through workflow for approval. Most information was copied from the previous version. However, you will need to complete the following:
    a. Attach the revised budget document
    b. Add additional funding lines as needed. Previously authorized funding lines remain on the form.
    c. Add approvers as you would if creating a new form. Approver information from the previous version has been cleared out.
    d. Submit the form to save your changes.
3. Once the form is ready, click the **"Send to Contracts"** workflow task button to send it to Contracts for final review before they send it on to the approvers. This will remove it from your queue and send it on to Contracts.

Workflow - How to Process a Form that was Returned to You

Forms may need changes to them before they can be sent on for approval. A form can be returned to you either by Contracts or the Director of Planning, Design, and Construction. If a form is returned to you, an email notification will be sent. Follow the instructions below to find the form in workflow, make changes, and return it back to contracts.

1. The email will contain a link which will take you to the form in workflow. If you click on the link, it will take you to the form in the **"FS – Project Manager"** queue. This is the queue that will contain all of the forms that are pending your changes.
2. Once you've located the form, make the requested changes and then click submit on the form to save the changes.
3. Once the form is ready, click the **"Return to Contracts"** workflow task button to send it to Contracts for final review before they send it on to the approvers. This will remove it from your queue and send it on to Contracts.
4. If the CPA needs to be cancelled, click the **"Deny by Project Manager"** workflow task button. This will remove the form from workflow. If the project will occur in the future, a new form will need to be generated.

EMAIL NOTIFICATIONS

As a form moves through the different stages from creation to approval, you will receive different email notifications. Here are the emails that a Project Manager will receive for their CPA's:

- **Confirmation Email**
    - o   Submission of a brand new form (no previous forms for the project)
    - o   Submission of a new revised form where the previous version was paper.
- **Revised Form to Finalize**
    - o   When you've created a new revision of the CPA from a previous CPA form that was created in OnBase this notification lets you know that you need to review and finalize the form before it can go on to Contracts.
- **Returned Form**
    - o   You will be notified when Contracts returns a form for you to review and adjust.
    - o   You will be notified when the Director of PDC returns a form for you to review and adjust.
- **Approvals Complete**
    - o   You will receive this email once the final approver has applied their approval and the form has moved to FS Accounting for project setup.
- **Form Denied**
    - o   If anyone during the process denies the form, you will be notified.