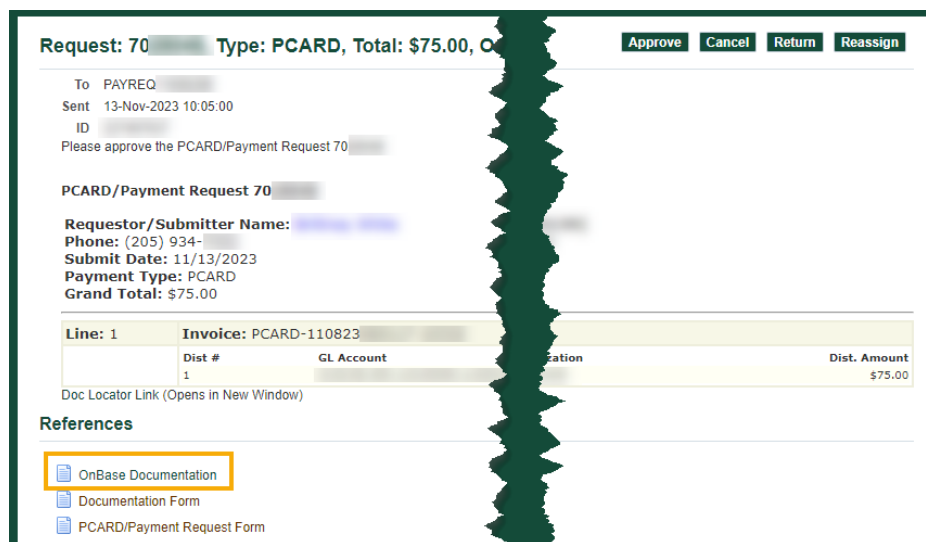


As an Approver, you can view supporting documentation for Payment Requests, Purchase Order Requisitions, Journal Entries, and P-Card transactions in OnBase directly from your Oracle Worklist Notification.

With the **Oracle Worklist Notification** open,

- Click the **OnBase Documentation** link in the References section of the notification



Request: 70 Type: **PCARD**, Total: **\$75.00**, O

Approve **Cancel** **Return** **Reassign**

To: PAYREQ
Sent: 13-Nov-2023 10:05:00
ID:
Please approve the PCARD/Payment Request 70

PCARD/Payment Request 70

Requestor/Submitter Name:
Phone: (205) 934-
Submit Date: 11/13/2023
Payment Type: PCARD
Grand Total: \$75.00

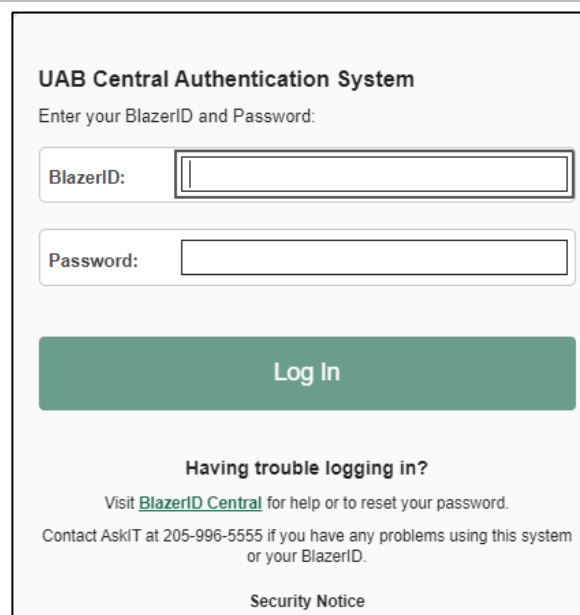
Line: 1	Invoice: PCARD-110823	Dist #	GL Account	ation	Dist. Amount
		1			\$75.00

Doc Locator Link (Opens in New Window)

References

- [OnBase Documentation](#)
- [Documentation Form](#)
- [PCARD/Payment Request Form](#)

If prompted, enter your **BlazerID** and **strong password**.



UAB Central Authentication System

Enter your BlazerID and Password:

BlazerID:

Password:

Log In

Having trouble logging in?

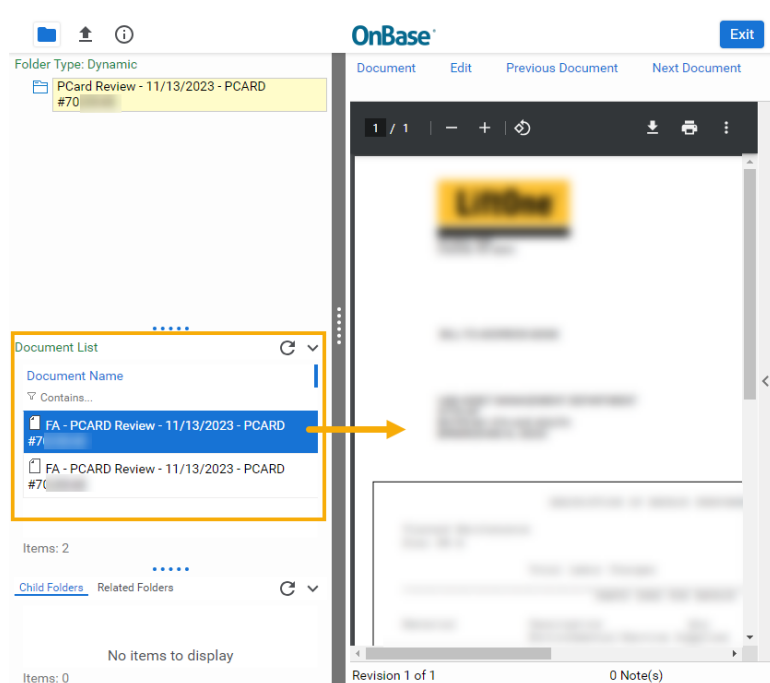
Visit [BlazerID Central](#) for help or to reset your password.

Contact AskIT at 205-996-5555 if you have any problems using this system or your BlazerID.

Security Notice

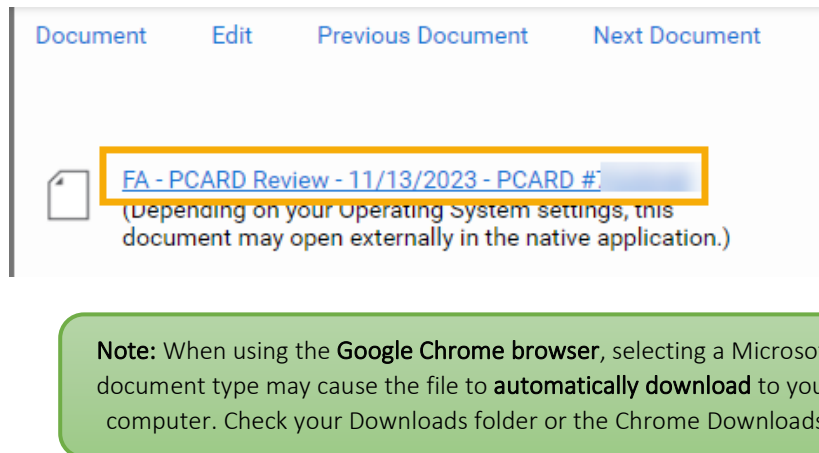
OnBase will default to the **View Documents** screen, showing the list of submitted documents

- If there is more than one document submitted, click on the file name in the **Document Name list**
- The contents of the document will appear in the **view pane** on the right



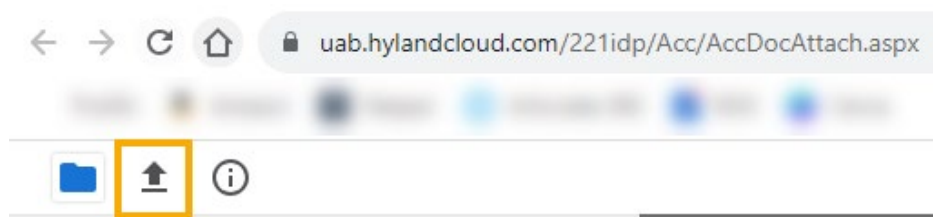
If the attached documentation is a **Microsoft Office** document type,

- Click the **file name** from the view pane to begin download and open



If you wish to import any **additional documentation** for this request,

- Click the **Upload File icon** in the top left of the screen



On the Import screen,

- All Keywords fields will auto populate with the required information
- Click **Choose File** to browse and find the file(s) that you want to upload or **drag and drop** your file(s) into the view pane.

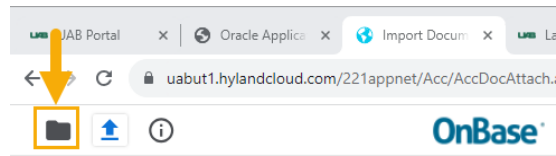
The screenshot shows the OnBase Import screen. At the top right is an 'Exit' button. Below it is a 'Select File' section with a 'Choose File' button and the text 'No file chosen'. To the right of this is a large grey area with a circular information icon and the text 'Select File or Drag & Drop Files'. Below the 'Select File' section is the 'Import Settings' section, which includes dropdowns for 'Document Types' (set to 'FA - PCARD Review') and 'File Type' (set to 'Image File Format (.???)'), and a 'Document Date' field (set to '11/15/2023'). Below this is the 'Keywords' section, which contains several fields: 'PCARD Review Number' (70000000), 'Invoice Date' (11/8/2023), 'Posted Date' (11/9/2023), 'Dollar Amount' (75.00), 'Merchant Name' (BANK OF AMERICA), and 'Name On Card' (JIMMYE L. BRYANT). At the bottom left are icons for file operations, and at the bottom right is a blue 'Import' button.

For file(s) in the document queue **Pending Import**,

- Click the blue **Import** button in the bottom left of the screen

The screenshot shows the OnBase Import screen with a 'Document Queue (1)' window open. The 'Document Queue' window shows a single entry: '21 Invoice.pdf' with a status of 'Pending Import'. The 'Import Settings' section is now populated with the details of the selected document: '21 Invoice.pdf', 'Show Preview' is checked, 'Document Types' is 'FA - PCARD Review', 'File Type' is 'PDF (.pdf)', and 'Document Date' is '11/15/2023'. The 'Keywords' section is also populated with the same data as in the first screenshot. The 'Import' button at the bottom right is highlighted with a yellow border.

Click **View Documents** (file folder) to confirm the document(s) were successfully imported.



To exit OnBase, click **the X** to close the OnBase tab.

