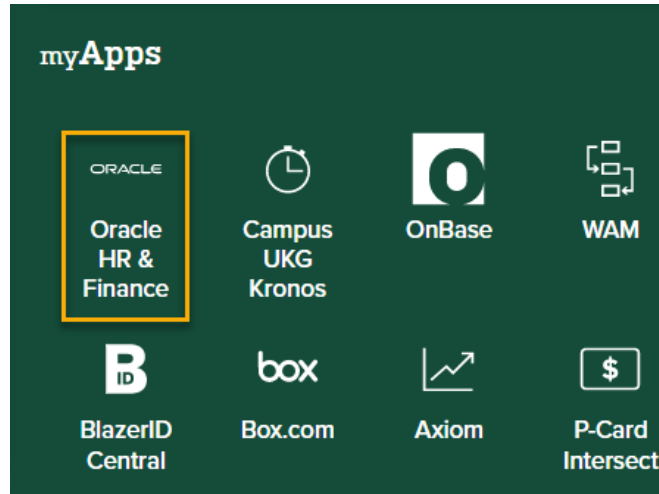


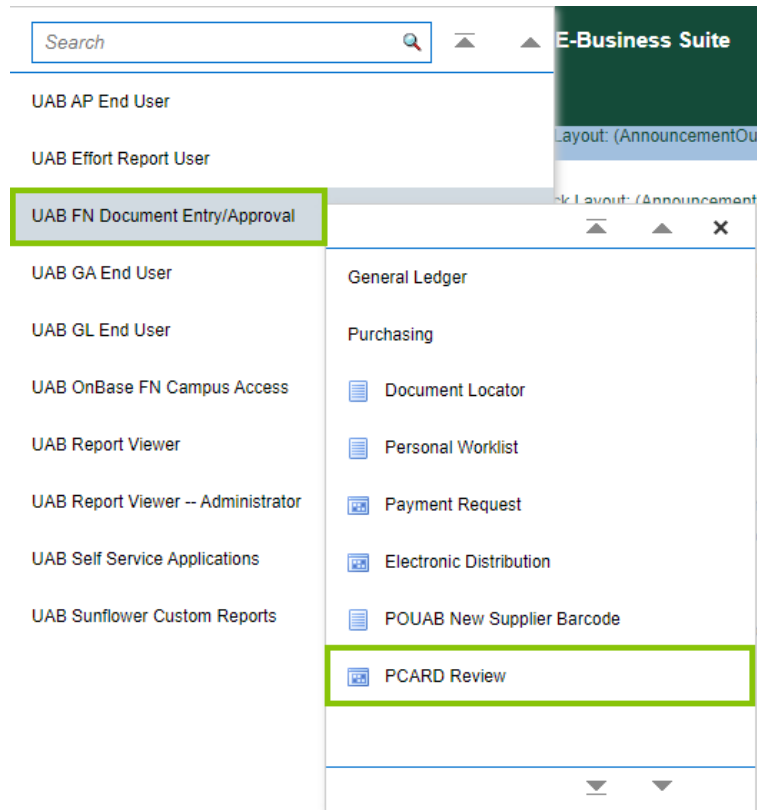
Log in to **Oracle HR & Finance**

- Navigate to [myUAB Portal](#)
- Locate and click **Oracle HR & Finance**



Navigate to **PCARD Review**

- Click the **3-lined navigation button** in the top left of the Oracle homepage
- From **UAB FN Document Entry/Approval**, choose **PCARD Review**



When the Java form launches:

- Select the transaction you want to review
- Click **Open**

PCARD Review Number	Creation Date	Statement Date	Card Last 4 Digit	Card Holder Name	Merchant	Amount	Status	Proxy
6900518	10-JAN-2023	04-JAN-2023			AMAZON.COM AMZN.COM/BILL	-3.82	INCOMPLETE	<input checked="" type="checkbox"/>
6900516	06-JAN-2023	29-DEC-2022			STAPL S0205456045000001	39.60	INCOMPLETE	<input checked="" type="checkbox"/>
6900514	06-JAN-2023	30-DEC-2022			STAPL S0205467884000001	21.26	INCOMPLETE	<input checked="" type="checkbox"/>

Open

The **PCARD Review Form** will load

- All fields in the form are locked for editing, except **Payment Type**

PCARD Review Form

PCARD Review Number: 6900554
 Card Holder Name: [REDACTED]
 Payment Type: **PCARD**
 Submitted By: [REDACTED]
 Supplier Number: 855033
 Status: **INCOMPLETE**
 Supplier Name: US BANK PCARD
 Submit Date: [REDACTED]
 Supplier Site: A-MINNEAPOLIS
 Documentation:
 Total Amount: 21.26

Name On Card: ADMIN,UAB FA
 Last 4 Card Num: 1234
 Customer Code: 0205467884
 Statement Date: 30-DEC-2022
 Purchase Identifier: 52064
 Merchant Name: STAPLS0205467884000001
 VCF Tax Amount: 0
 Purchase Reference: 24164072363105270368029-1-12302022
 User Tax Amount: [REDACTED]

Buttons: Submit, Add Documentation, Log, Review List

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	PCARD-122922-4164	29-DEC-2022	21.26	21.26

Buttons: Distribution, View All Distributions

Select the appropriate **Payment Type**

- Payment Type defaults to **PCARD**
- If this is a Travel-related payment, select **PCARD TRAVEL**

PCARD Review Form

PCARD Review Number: 6900554
 Card Holder Name: [REDACTED]
 Payment Type: **PCARD**
 Submitted By: [REDACTED]
 Supplier Number: [REDACTED]
 Supplier Name: [REDACTED]
 Supplier Site: [REDACTED]

Name On Card: ADM
 Last 4 Card Num: 1234
 Statement Date: 30-D
 Merchant Name: STA
 Purchase Reference: 2416

Buttons: Submit

Invoice Line Number	Invoice Number
1	PCARD-122922-4164

Payment Type dropdown menu:

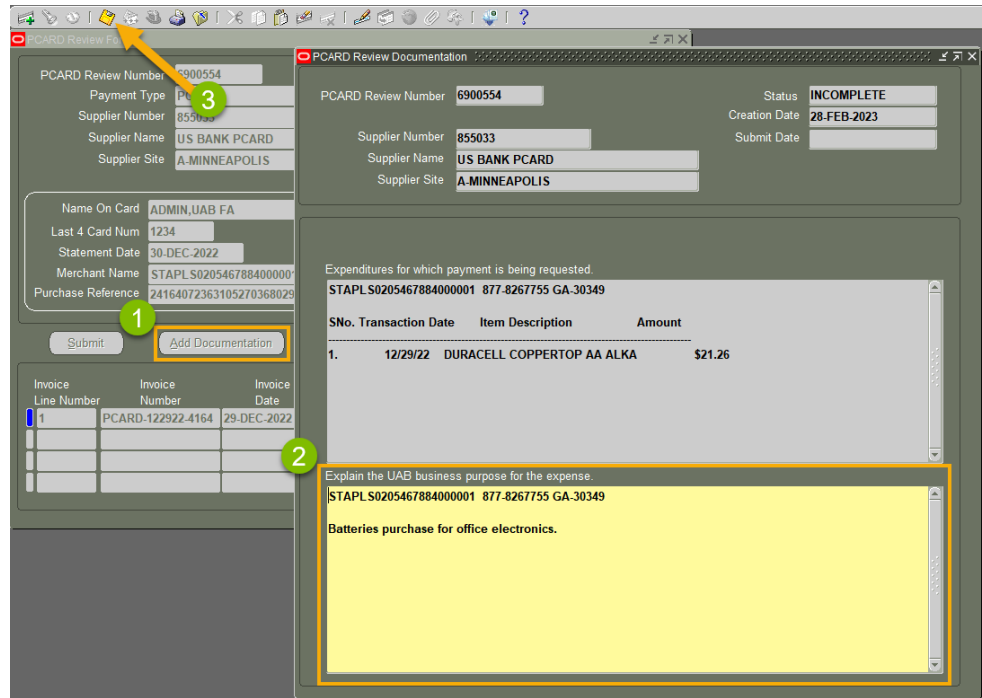
Find: PCARD%

Payment Type Code	Payment Type
PCARD	PCARD PAYMENTS
PCARD TRAVEL	PCARD TRAVEL

Buttons: Find, **OK**, Cancel

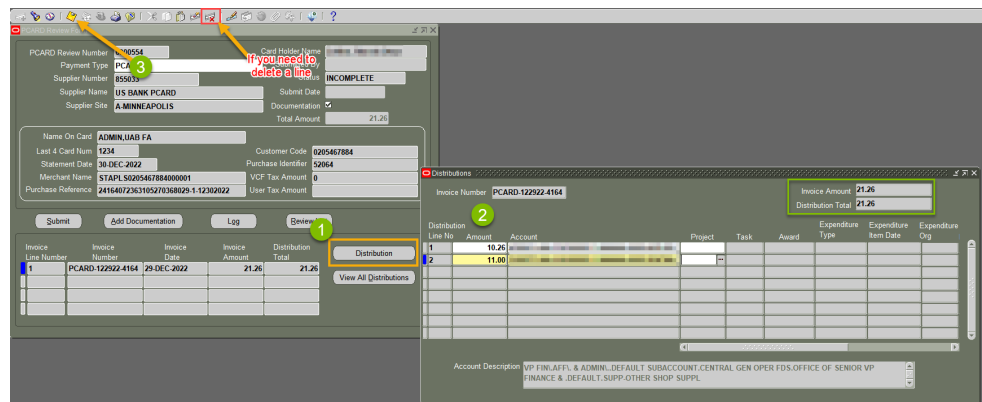
Enter the **Business Purpose** for the transaction

- Click **Add Documentation**
- Enter the **UAB business purpose** for the expense
- Click the **Save** button in the toolbar *before* closing the PCARD Review Documentation window
- **Close** the *PCARD Review Documentation window* to return to the PCARD Review Form



Enter **account distributions**

- Click **Distribution**
- On Line 1, select and **remove** the *default placeholder Account*
- Enter your **Account (General Ledger) or PTAOE**
- For **Split Distributions**, add line(s) and enter charge Amount per line until Distribution Total equals the Invoice Amount
- Click the **Save** button in the toolbar *before* closing the Distributions window
- **Close** the *Distributions window* to return to the PCARD Review Form



To delete an unneeded Distribution Line, with the line selected, click the Delete button on the toolbar. Note you cannot delete Line 1.

Upload receipts/invoices and supporting documents

- Click the **OnBase** button on the toolbar to pull transaction details into the OnBase client
- You may be required to **login** to OnBase with your BlazerID and Strong Password



Import your supporting documentation (receipts, invoices, etc.) into **OnBase**

See [PCARD Review: Importing Documentation to OnBase](#)

Once OnBase is closed, return to your Oracle window to submit the PCARD Review Form

- Click **Submit**
- Answer the **Decision prompt** if you are ready to submit
- The form has now been submitted to workflow for review and approval

