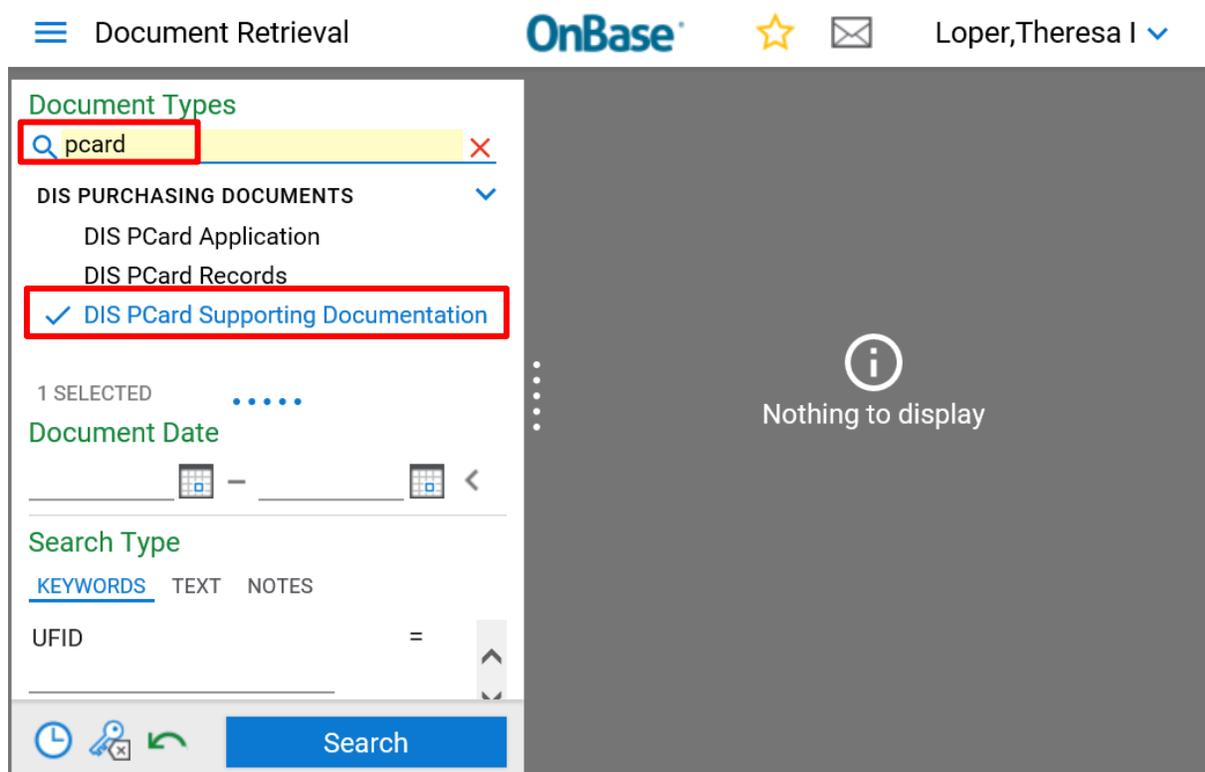


## RETRIEVING PCard DOCUMENTS VIA ONBASE

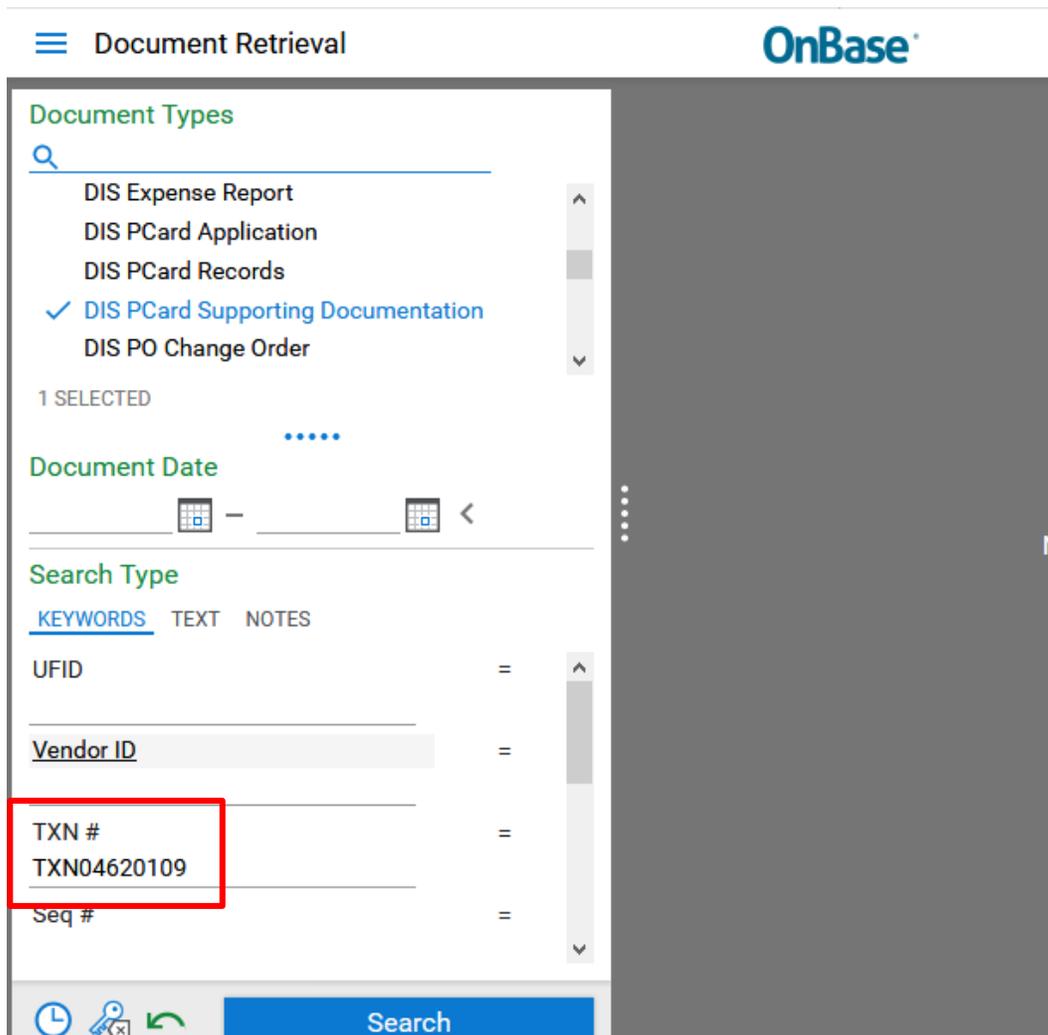
Supporting documentation which has been “attached” to PCard transactions can be viewed via OnBase.

### NAVIGATION

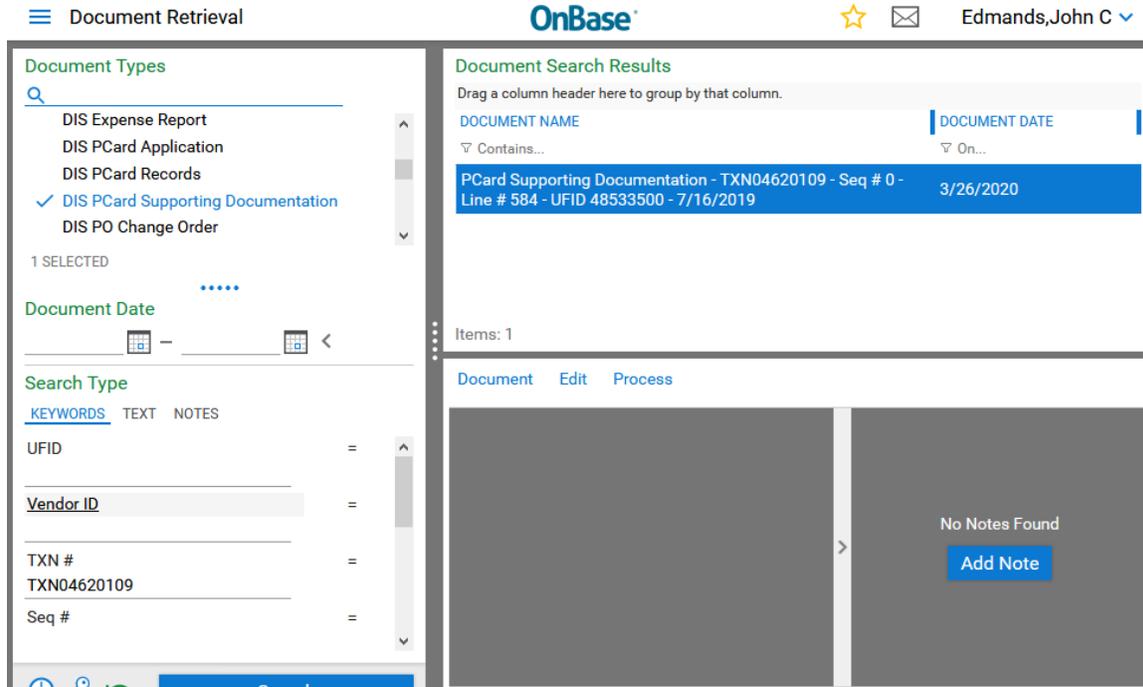
1. Logon to OnBase by typing the following into your browser - <https://docs.erp.ufl.edu>. (You may be asked to verify your Gatorlink credentials.)
2. In the “Document Types” search field type “PCard” to locate “DIS PCard Supporting Documentation”



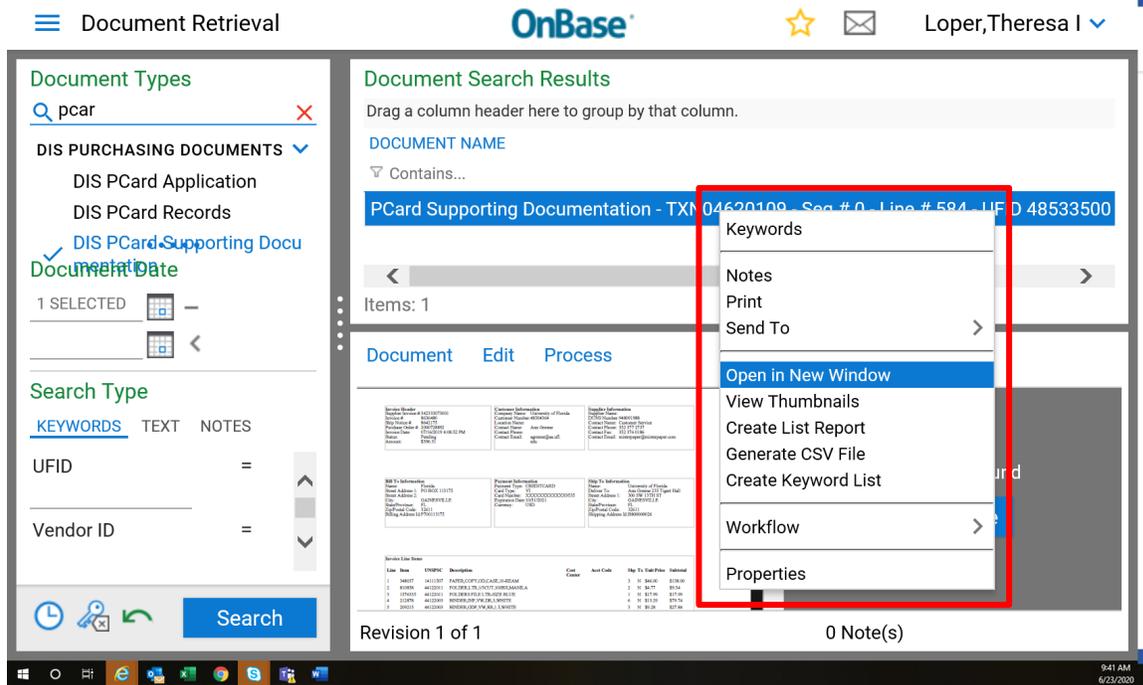
3. Enter a TXN number and then click “Search”: To locate TXN number see the “Finding TXN Numbers” Instruction Guide.



4. The documentation will appear in the Document Search panel:



5. If the document does not open automatically, right click over the document for action options:



## FOR ADDITIONAL ASSISTANCE

### **Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### **Policies and Directives**

Procurement Services: Pcard Services  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)  
[procurement.ufl.edu/uf-departments/procurement-cards-pcard](http://procurement.ufl.edu/uf-departments/procurement-cards-pcard)