## RETRIEVING PCARD DOCUMENTS VIA ONBASE

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

NAVIGATION

1. Log on 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."
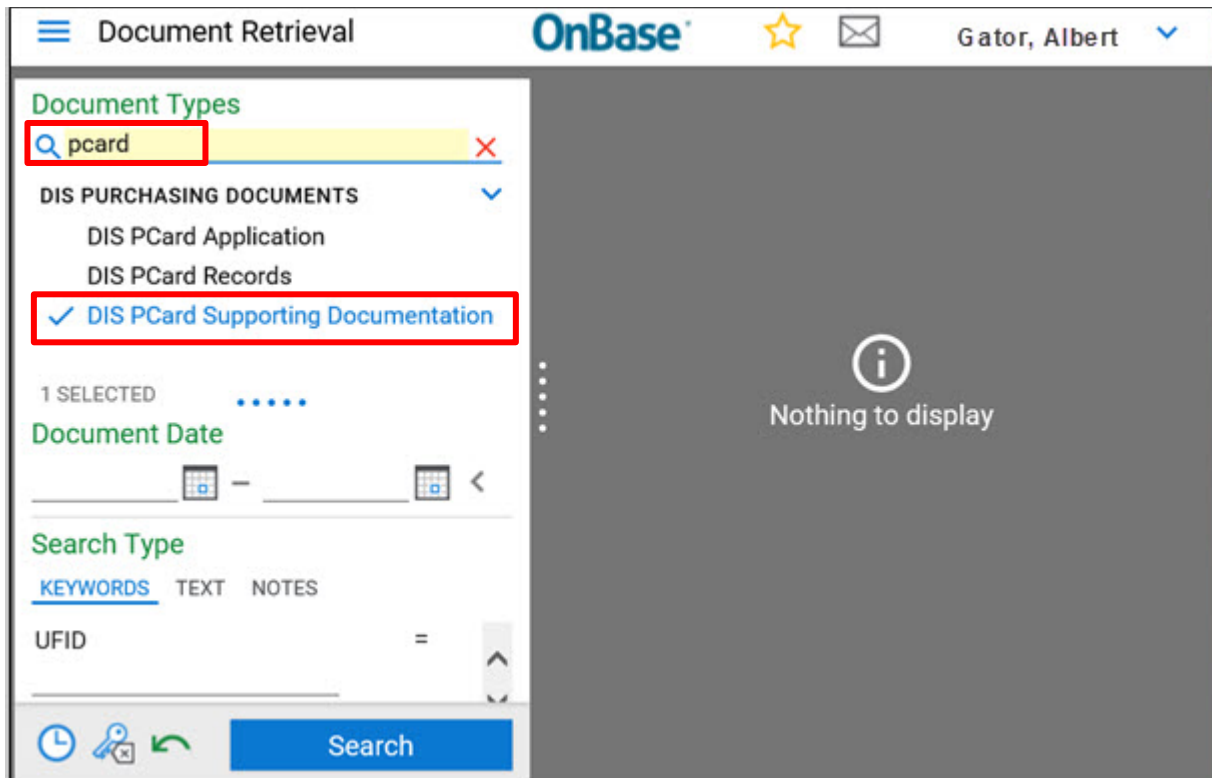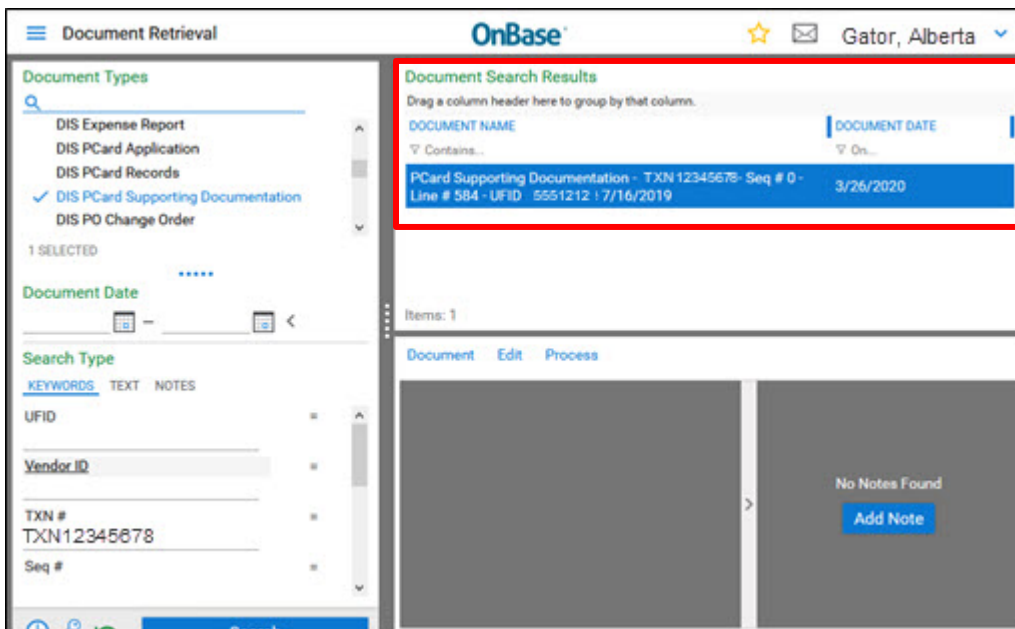
3. Enter a **TXN number** and then click **Search**. To locate TXN number see the Finding TXN Numbers Instruction Guide.

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.
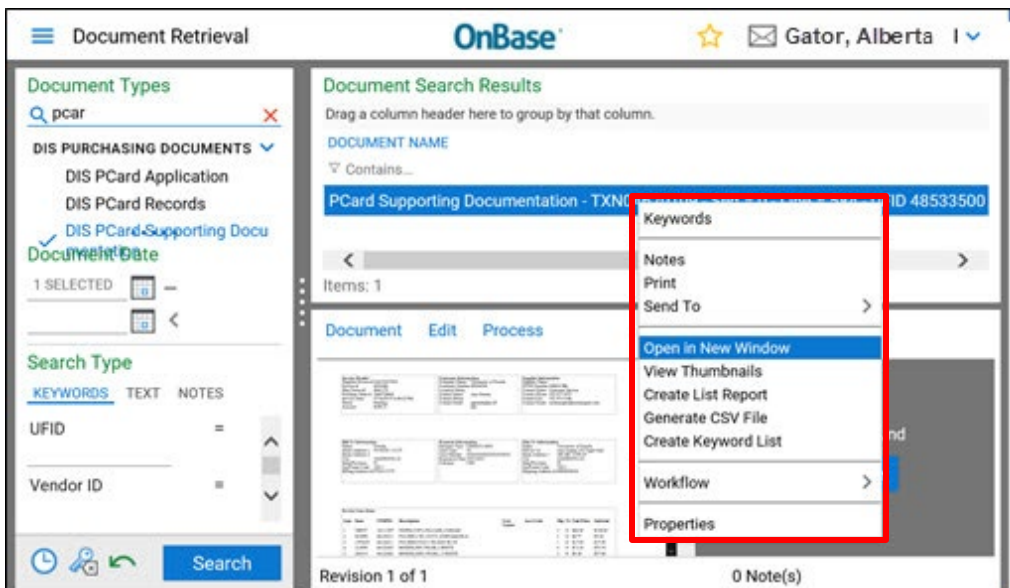
FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Procurement Services: Pcard Services
352-392-1331
pcard@ufl.edu
procurement.ufl.edu/uf-departments/procurement-cards-pcard