

## ADD DOCUMENTATION TO EXPENSE REPORTS USING ONBASE

### NAVIGATION

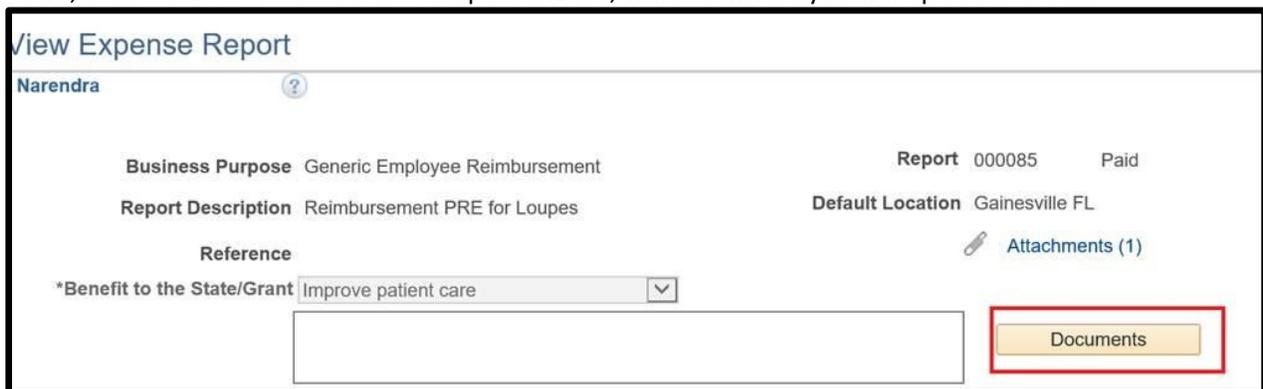
Login into myUFL and navigate to:

**Nav Bar > Main Menu > My Self Service > Travel and Expense > Expense Reports > View > Report ID: "Enter the ER#"**

1. Once on the View Expense Report page, click on **Expense Details**.

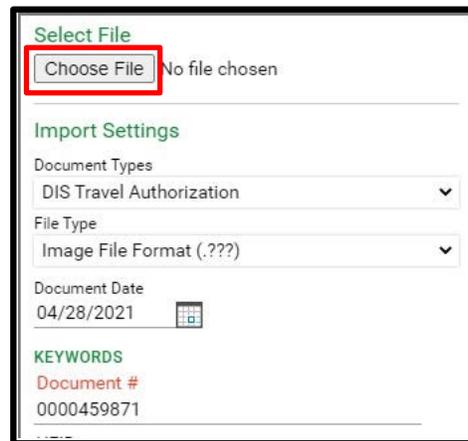


2. Next, click the **Documents** button to open OnBase, which is where you will upload the files.

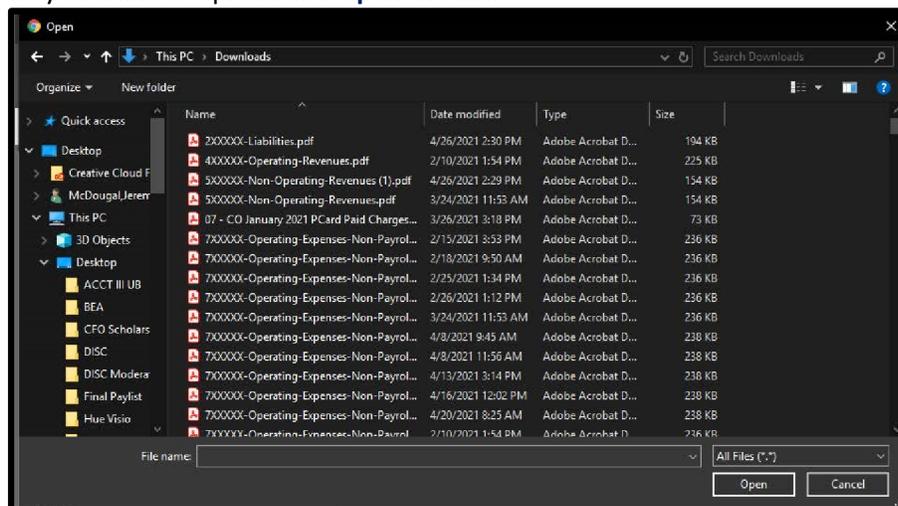


3. Once in OnBase, click on the **Upload** icon.
4. Next, click the **Choose File** button.

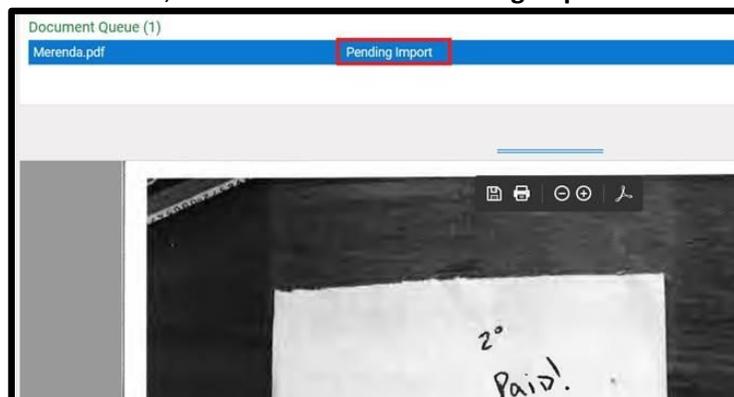




5. Navigate to the file you'd like to upload and **Open** the file.



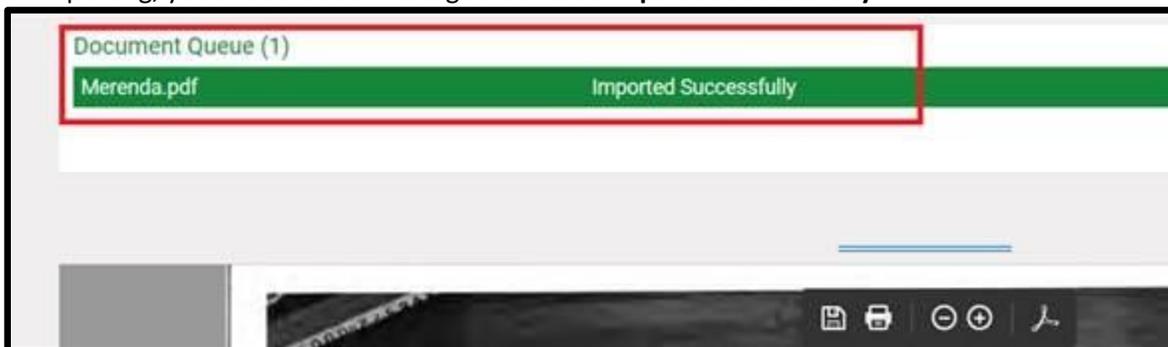
6. Once you have chosen the file to upload, you should be able to see a preview of it in the OnBase window. You will be able to see the file selected, and its status will be **Pending Import**. Please see figure below.



7. Next, import the file by clicking the **Import** button.

**KEYWORDS**  
Document #  
00008  
UFID  
6C  
Business Unit  
UFLOR  
Scan User  
Batch Name  
TRAVEL EXPENSE UPLOAD  
Fiscal Year  
Import

8. After importing, you should see a message that reads **Imported Successfully**.



9. You have successfully imported your files, and you should be able to see them in your Documents. To verify, click the **Folder** icon and you will be able to see the Document in your **Document List**.

