To begin, you must be in Hyland OnBase Unity Client

Mac users go to apps.oit.pdx.edu

To access the UNITY CLIENT, go to the Windows icon on bottom left of screen, and scroll down until you find Hyland. Click on that icon. Then click Unity Client. Or, go to Self Service Software.

Practice Opportunities

Anytime after Training through July 12

OIT will “clear out” all documents in PCard OnBase the following times each day:

- 8:30 AM
- 10:30 AM
- 12:00 NOON

We advise you plan your practice times to not have your documents cleared out before you are finished with a particular practice time.
2 Main Functions for PCard Online

UPLOAD DOCUMENTS

• Transaction Supporting Documentation (IV documents)
• Bank Statement (UFS Visa Statement)
• Activity Log (OnBase can create for you)

APPROVAL WORKFLOW

• Card Custodian or Business Manager to complete the Monthly Reconciliation and send to Budget Authority
• Budget Authority to review, approve, or send back to CC
Step by Step Instructions

Transaction Supporting Documents

Required Information when uploading a Transaction Support Document

Transaction Supporting documents are any of the following types of documents. Please follow the order listed below when uploading the documents.

- Itemized Receipt (Invoice)
- Email(s)
- Gift Card Log
- Hosting Documentation (attendee list, agenda, etc.)
- Order Confirmation
- Packaging Slip
- Foundation Check Requests
- Other (If no other option applies)

Open OnBase Unity Client software from the Windows Start Menu or Desktop. Should see the word “Home” AND the “House icon”.

Then Select the “Import” option, Import, from the ribbon.

Use the “Browse” button in the top left of the screen to open a file upload menu and select the file you want to upload.

Important: Must wait until the day after distributing the IV transactions in Banner for OnBase to import transaction information!
Select from the following options from the “Import Settings” section. These options will be at the top left of the screen.

From the “Document Type Groups” list choose “UFS Accounts Payable Documents”

From the “Document Types” list choose “UFS PCard Transaction Supporting Documents”

Your screen should now look like the image below

You must click “down arrow” and choose a PCard Document Description!

ODIN, OR NAME, OR INITIAL OF CARD USER. This information doesn’t drive Approval Workflow, just information for Audit purposes

Choose an option from the “UFS PCard Document Description” list, you **must** choose an option from the list to successfully upload a document.

If you want OnBase to generate your activity log during the monthly reconciliation step, enter the “Card User Odin or Name or Initial”, this field is intended to capture the information of the person who actually made the purchase.
Enter the "UFS PCard IV Number" then hit the tab key once and wait for up to 30 seconds. *(The IV number you enter is being used to draw information from Banner. If the IV is tied to multiple FOAPAL strings it could take extra time for the information to be returned)*

Remember to not try to import an IV transaction in OnBase until the day after you distributed in Banner!

Multiple FOAPAL strings will result in all keywords under the heading of “UFS PCard IV Transactions” being repeated for each FOAPAL tied to that IV. For example, if you have three FOAPAL strings associated with a given IV Number there will be three headings of “UFS PCard IV Transactions” and the keywords will reflect the information for each individual FOAPAL string.

*If no information is automatically populated*
Verify the IV number is correct AND the IV document has been distributed in Banner.  
Contact pcard@pdx.edu to report a problem  
(Optional) Review the information that was populated for accuracy.

If you see an error or accidentally entered the wrong IV Number, use the button to clear all keyword information you’ve entered and start over.

Now…Click the “Import” button at the bottom left of the screen to finish importing the document. You then “x” out of the document uploaded to continue uploading more documents. Repeat these steps for each Transaction Supporting Document being uploaded. You must clear the screen. To do this, click on the arrow to the right of “Keywords” to clear “Keywords”.

Make sure you can still see the “Browse” icon. If not, click “Home”, HOUSE icon, Import.

Enter all IV docs for the Billing Period after they have been distributed in Banner.
Required Information when uploading an Activity Log or Visa Statement

1. The last 6 digits of the PCard number must be entered
2. A statement date must be entered

Select the “Import” option, from the ribbon. In the import menu, select the following options from the “Import Settings” section, top left of the screen.

Use the “Browse” button in the top left of the screen to open a file upload menu and select the file you want to upload

From the “Document Type Groups” list choose “UFS Accounts Payable Documents”
From the “Document Types” list choose either “UFS PCard Visa Statement (2021)”
Your screen should now look similar to the image below (an Activity Log was used for this image)
Enter the “UFS PCard Number (Last 6 Digits)” then hit the tab key once. and wait for up to 30 seconds
The card number you enter is being used to draw information from Banner.
If Budget Authority, Card Custodian, and Business Manager (if applicable) information is not automatically populated then]
Verify the card number is correct
Contact pcard@pdx.edu to report a problem
(Optional) Review the information that was populated for accuracy.

Now Click the “Import” button at the bottom left of the screen to finish importing the document
You can then “x” out of that document (far right “x”)
If you have kept the Activity Log during the month, please follow steps above (Visa Statement upload) to upload the Activity Log.

IF you choose OnBase to create an Activity Log for you, OnBase will recognize it doesn’t “see” an Activity Log uploaded so it will prompt you to let OnBase create it for you.

APPROVAL WORKFLOW

For Card Custodian

If you do not see the “Workflow” icon, click “Home”.

Select the “Workflow” option, from the ribbon.

On the left side of the window, locate the item labeled “UFS PCard2 - Monthly Reconciliation”,

Click the “>” symbol to see a list of available folders, select the folder called “Card Custodian Action Required”.

After selecting “Card Custodian Action Required”, the top right pane will display a list of all card numbers that may be ready for approval. If you own several cards, you may filter to find the one you need.

Use the “>” to the left of each card number to expand the list of documents below. Just clicking on the bolded document will not open the items. USE THE “>” ARROW TO THE LEFT OF EACH ITEM NAME.

There will be additional “>” symbols next to the type of each document, click on these “>” symbols to see the individual document(s) within each type of document (Activity Log, Transaction Supporting Document, or Visa Statement).

When you’ve finished reviewing all documents, in order to activate the Monthly Reconciliation Checklist, select any individual document within a card, click the “Monthly Reconciliation Complete” button on ribbon up top.
The list of documents will be replaced with the Monthly Reconciliation Checklist for that card number and billing cycle
Fill out the Checklist and click the “Submit” button
Repeat these steps for all cards you need to initiate a monthly reconciliation

For Budget Authority

Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut
Select the “Workflow” option, Workflow , from the ribbon.
On the left side of the window, locate the item labeled “UFS PCard2 - Monthly Reconciliation”, UFS PCard2 - Monthly Reconciliation
Click the “>” symbol to see a list of available folders, select the folder called “Awaiting Budget Authority Approval”
After selecting “Awaiting Budget Authority Approval”, the top right pane will display a list of all card numbers that may be ready for approval.
Use the “>” to the left of each card number to expand the list of documents below
There will be additional “>” symbols next to the type of each document, click on these “>” symbols to see the individual document(s) within each type of document (Activity Log, Transaction Supporting Document, or Visa Statement)
Use the “Thumbnail” option to see Activity Log and all invoices on the same screen. Also review Log to Statement. The “Thumbnail” option is helpful here as well.
After review, complete the Monthly Checklist by checking boxes. You will also see the Card Custodian’s checklist answers. If ready to approve…

Click the “Approve” button,
If further action is needed before you can approve the reconciliation, Click the “Return to Card Custodian” You must leave a note for the CC.

Repeat these steps for all cards you need to initiate a monthly reconciliation

Congratulations! You have successfully uploaded, reviewed, and approved a Monthly PCard Package in PCard Online!