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## General Knowledge and Cautions

### Distribute Transactions First then Upload Documents

Prior to uploading Transaction Supporting Documents, you need to distribute your charges in Banner. PCard Online was designed with the expectation that transactions would be distributed in Banner first, and then documentation would be uploaded to OnBase.

### Limitations after a Budget Authority has Approved

After the Budget Authority has approved an activity log and visa statement cannot be uploaded for that card and billing cycle. If UFS requests additional transaction support documentation, those documents can be uploaded.

### Microsoft Office Conflict when using OnBase(PC Users Only)

There is a known issue that prevents a person from viewing/working with MS Office documents in OnBase while also viewing/working with MS Office documents in their associated application (Word, Excel, PowerPoint, etc.).

An example of the situation is the following:

1. You're using MS Excel to create one or more budget documents
2. You need to reference an Excel document that is stored in OnBase
3. You open the Excel document in OnBase
4. You then try to continue editing the budget documents you were working on in step 1, but you're not able to because the Excel program itself appears "locked" or unresponsive.

Unfortunately, the only resolution to this problem is to close the OnBase document(s) that are using the Microsoft Application, Excel in the above example, and then return to the work you were doing in the Microsoft Application

## Card Custodian or Business Manager - How to Use PCard Online

### Step 1 - Upload Your Transaction Support Documents and Visa Statement

#### Uploading Transaction Supporting Documents


##### Required Information when uploading a Transaction Support Document

1. Transaction Supporting documents are any of the following types of documents. Please follow the order listed below when uploading the documents.
  - a. Itemized Receipt(Invoice)
  - b. Email(s)
  - c. Gift Card Log
  - d. Hosting Documentation(attendee list, agenda, etc.)
  - e. Order Confirmation
  - f. Packaging Slip
  - g. Other (if no other option applies)
2. An IV number must be entered. Tab to make sure all Banner data entered in OnBase.

#### Upload using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop
2. Should see "Home" icon. **The "Home" Icon is critical.**



3. Then choose (Select the "Import" option, , from the ribbon) F8 is a keyboard shortcut to get to the Import screen.
4. In the import menu, select the following options from the "Import Settings" section

- a. From the “Document Type Groups” list choose “UFS Accounts Payable Documents”
  - b. From the “Document Types” list choose “UFS PCard Transaction Support Documents”
  - c. Ignore the “File Type” and “Document Date” fields. OnBase will automatically populate these for you, no action is required.
5. Your screen should now look like the image below

Document Type Group  
UFS Accounts Payable Documents

Document Type  
UFS PCard Transaction Supporting Documents

File Type  
Image File Format

Document Date  
06/07/2021

⤴ **Keywords** ✕

UFS PCard Document Description

Card User Odin

⤴ **UFS PCard IV Transactions**

UFS PCard IV Number  
IV

Total Amount

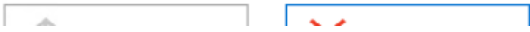
Transaction Date

Vendor Name



UFS Commodity Description

UFS FOATEXT


⤵ **Options**

- a. 
6. Choose an option from the “UFS PCard Document Description” list, you must choose an option from the list to successfully upload a document
7. If you want OnBase to generate your activity log enter the “Card User Odin”, this field is intended to capture the odin of the person who actually made the purchase.
8. Enter the “UFS PCard IV Number” then **hit the tab key and wait** for up to 30 seconds

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

- a. If you see an error or accidentally entered the wrong IV Number, use the  symbol to clear all keyword information you’ve entered and start over. This symbol is located directly to the right of the green “Keywords” heading, it is not related to a button on the computer keyboard.
10. 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
11. Click the “Import” button at the bottom left of the screen to finish importing the document
12. If you are uploading additional Transaction Support Documents. Use the  symbol to clear all keyword information and repeat the above steps for each Transaction Supporting Document being uploaded.

Upload using the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for “Import Document”
5. In the import menu, select the following options from the “Import Settings” section
  - a. From the “Document Type Groups” list choose “UFS Accounts Payable Documents”
  - b. From the “Document Types” list choose “UFS PCard Transaction Support Documents
  - c. Ignore the “File Type” and “Document Date” fields. OnBase will automatically populate these for you, no action is required.
6. Your screen should now look like the image below,

## ☰ Import Document

### Select File

No file selected.

---

### Import Settings

Document Type Groups

Document Types

File Type

Document Date  
07/29/2021

### KEYWORDS

UFS PCard Document Descripti...

---

Card User Odin (or name)

---

▼ UFS PCard IV Transactions

UFS PCard IV Number

---

(IV999999)

Total Amount


---

7. Choose an option from the “UFS PCard Document Description” list, you must choose an option from the list to successfully upload a document
8. If you want OnBase to generate your activity log enter the “Card User Odin”, this field is intended to capture the odin of the person who actually made the purchase.
9. Enter the “UFS PCard IV Number” then **hit the tab key and wait** for up to 30 seconds
  - a. 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
    - i. 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

- b. If no information is automatically populated
    - i. Verify the IV number is correct AND the IV document has been distributed in BAnner.
    - ii. Contact [pcard@pdx.edu](mailto:pcard@pdx.edu) to report a problem
10. (Optional) Review the information that was populated for accuracy.



- a. If you see an error or accidentally entered the wrong IV Number, use the symbol to clear all keyword information you’ve entered and start over. This symbol is located directly to the left of the blue “Import” button at the bottom of the menu, it is not related to a button on the computer keyboard.
11. 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
12. Click the “Import” button at the bottom left of the screen to finish importing the document
13. If you are uploading additional Transaction Support Documents. Use the  symbol to clear all keyword information and repeat the above steps for each Transaction Supporting Document being uploaded.

## Uploading the Visa Statement


### 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

### Upload using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut. Make sure you can see HOME Icon.



2. Select the “Import” option, , from the ribbon. F8 is a keyboard shortcut to get to the Import screen.
3. In the import menu, select the following options from the “Import Settings” section
  - a. From the “Document Type Groups” list choose “UFS Accounts Payable Documents”
  - b. From the “Document Types” list choose
    - i. “UFS PCard Visa Statement”
  - c. Ignore the “File Type” and “Document Date” fields. OnBase will automatically populate these for you, no action is required.

4. Your screen should now look similar to the image below

The image shows a software interface for importing documents. At the top, there is a toolbar with icons for 'Browse', 'Acquire', 'Import', 'Cancel', 'Move Up', 'Move Down', and 'Ren'. Below this is a dialog box titled 'Import'. The dialog contains several dropdown menus: 'Document Type Group' (UFS Accounts Payable Documents), 'Document Type' (UFS PCARD Visa Statement), 'File Type' (Image File Format), and 'Document Date' (07/29/2021). There is a 'Keywords' section with a search icon and a list of fields: 'UFS PCard Statement Date', 'UFS PCard Number (Last 6 Digits)', 'UFS PCard Budget Authority Email', 'UFS PCard Budget Authority Name', 'UFS PCard Budget Authority Odin', 'UFS PCard Budget Authority PSU ID', and 'UFS PCard Business Manager Email'. At the bottom, there are 'Import' and 'Cancel' buttons.

a.

5. Enter the "UFS PCard Number (Last 6 Digits)" then **hit the tab key and wait** for up to 30 seconds


- a. The card number you enter is being used to draw information from Banner.
- b. If Budget Authority, Card Custodian, and Business Manager(if applicable) information is not automatically populated then
  - i. Verify the card number is correct
  - ii. Contact [pcard@pdx.edu](mailto:pcard@pdx.edu) to report a problem

6. (Optional) Review the information that was populated for accuracy.



7. Enter the "UFS PCard Statement Date". This date must match the date on your Visa Statement.
8. 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
9. Click the "Import" button at the bottom left of the screen to finish importing the document

Upload with the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for "Import Document"
5. In the import menu, select the following options from the "Import Settings" section
  - a. From the "Document Type Groups" list choose "UFS Accounts Payable Documents"
  - b. From the "Document Types" list choose
    - i. "UFS PCard Visa Statement"
  - c. Ignore the "File Type" and "Document Date" fields. OnBase will automatically populate these for you, no action is required.
6. Your screen will now look like the image below,

## ☰ Import Document

### Select File

No file selected.

### Import Settings

Document Type Groups

UFS Accounts Payable Documents

Document Types

UFS PCard Visa Statement

File Type

Image File Format (.???)

Document Date

07/29/2021



### KEYWORDS

UFS PCard Statement Date



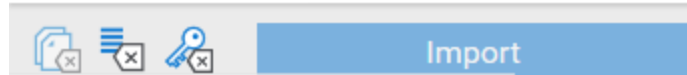
MM/dd/yyyy

UFS PCard Number (Last 6 Digi...

(999999)

UFS PCard Budget Authority E...

UFS PCard Budget Authority Na...



- a.
7. Enter the “UFS PCard Number (Last 6 Digits)” then **hit the tab key and wait** for up to 30 seconds
  - a. The card number you enter is being used to draw information from Banner.
  - b. If Budget Authority, Card Custodian, and Business Manager(if applicable) information is not automatically populated then
    - i. Verify the card number is correct
    - ii. Contact [pcard@pdx.edu](mailto:pcard@pdx.edu) to report a problem
8. (Optional) Review the information that was populated for accuracy.
9. Enter the “UFS PCard Statement Date”. This date must match the date on your Visa Statement.
10. 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
11. Click the “Import” button at the bottom left of the screen to finish importing the document

## Step 2 - Upload or Generate Your Activity Log

### Generating the Activity Log

#### Using the Unity Client

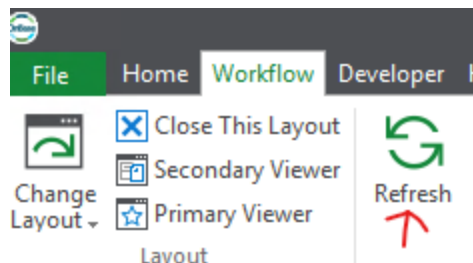
1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut



2. Select the "Workflow" option, *Workflow*, from the ribbon.
3. On the left hand side of the window, locate the item labeled "UFS PCard2 - Monthly Reconciliation", *UFS PCard2 - Monthly Reconciliation*
4. Click the ">" symbol to see a list of available folders, select the folder called "Card Custodian Action Required"
5. After selecting "Card Custodian Action Required", the top right pane will display a list of all card numbers that may be ready for approval.
6. Use the ">" to the left of each card number to expand the list of documents below
  - a. 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)
7. Select any document within a card and click the "Create Activity Log" button,





8. You may or may not see several progress bars flash across the screen, but once the activity log has been generated a message of "The Activity Log was generated successfully and should be visible in the list of documents".
9. Find the activity log in the list of document using the same steps as finding a Visa Statement or Transaction Support Document.
  - a. It may be necessary to refresh the list if you don't see the Activity Log. To refresh the list
    - i. Make sure the "Workflow" tab is active on the application ribbon and select the "Refresh" option/button,



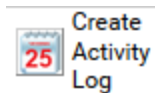
1.

Using the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for "Open Workflow"
5. A new window will open that displays three different panes, look in the top left pane to find the option for "UFS PCard2 - Monthly Reconciliation",

>  UFS PCard2 - Monthly Reconciliation

6. Click the ">" symbol to see a list of available folders, select the folder called "Card Custodian Action Required"
7. After selecting "Card Custodian Action Required", the top right pane will display a list of all card numbers that may be ready for approval.
8. Use the ">" to the left of each card number to expand the list of documents below
  - a. 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)
9. When you've finished reviewing all documents, select any document within a card and



- click the "Create Activity Log" button, found in the middle of the screen,
10. You may or may not see several progress bars flash across the screen, but once the activity log has been generated a message of "The Activity Log was generated successfully and should be visible in the list of documents".
  11. You must click the "Card Custodian Action Required" folder again to refresh the list before the Activity Log is visible in your list of documents.
  12. After clicking the "Card Custodian Action Required" folder, Use the ">" to the left of each card number to expand the list of documents below
    - a. There will be additional ">" symbols next to the type of each document, click on the ">" symbol to the left of the Activity Log to expand the list and see an entry for the Activity Log.
    - b. Select the Activity Log entry to view the log

## Uploading the Activity Log


Required Information when uploading an Activity Log

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

## Upload using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut. Make sure you can see HOME Icon.




2. Select the “Import” option, , from the ribbon. F8 is a keyboard shortcut to get to the Import screen.
3. In the import menu, select the following options from the “Import Settings” section
  - a. From the “Document Type Groups” list choose “UFS Accounts Payable Documents”
  - b. From the “Document Types” list choose either
    - i. “UFS PCard Activity Log”
4. Your screen should now look similar to the image below

The screenshot shows a web-based 'Import' form. At the top, there is a toolbar with icons for 'Browse', 'Acquire', 'Import', 'Cancel', 'Move Up', 'Move Down', and 'Reimport'. Below the toolbar, the form is titled 'Import' and contains several dropdown menus: 'Document Type Group' (UFS Accounts Payable Documents), 'Document Type' (UFS PCard Activity Log), 'File Type' (Image File Format), and 'Document Date' (05/04/2021). A 'Keywords' section is expanded, showing a list of input fields for various UFS PCard details. At the bottom of the form, there are two buttons: 'Import' and 'Cancel'.

- a.
5. Enter the "UFS PCard Number (Last 6 Digits)" then **hit the tab key and wait** for up to 30 seconds
  - a. The card number you enter is being used to draw information from Banner.
  - b. If Budget Authority, Card Custodian, and Business Manager(if applicable) information is not automatically populated then]
    - i. Verify the card number is correct
    - ii. Contact [pcard@pdx.edu](mailto:pcard@pdx.edu) to report a problem
6. (Optional) Review the information that was populated for accuracy.
7. 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
8. Click the "Import" button at the bottom left of the screen to finish importing the document

Upload with the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for "Import Document"
5. In the import menu, select the following options from the "Import Settings" section
  - a. From the "Document Type Groups" list choose "UFS Accounts Payable Documents"
  - b. From the "Document Types" list choose
    - i. "UFS PCard Activity Log"
  - c. Ignore the "File Type" and "Document Date" fields. OnBase will automatically populate these for you, no action is required.
6. Your screen will now look like the image below,

## ☰ Import Document

### Select File

No file selected.

---

### Import Settings

Document Type Groups  
UFS Accounts Payable Documents

Document Types  
UFS PCard Activity Log

File Type  
Image File Format (.???)

Document Date  
07/29/2021

### KEYWORDS

UFS PCard Statement Date

MM/dd/yyyy

UFS PCard Number (Last 6 Digi...)

(999999)

UFS PCard Budget Authority E...

UFS PCard Budget Authority Na...

- a.
7. Enter the "UFS PCard Number (Last 6 Digits)" then **hit the tab key and wait** for up to 30 seconds
  - a. The card number you enter is being used to draw information from Banner.
  - b. If Budget Authority, Card Custodian, and Business Manager(if applicable) information is not automatically populated then]
    - i. Verify the card number is correct
    - ii. Contact [pcard@pdx.edu](mailto:pcard@pdx.edu) to report a problem
8. (Optional) Review the information that was populated for accuracy.
9. Enter the "UFS PCard Statement Date". This date must match the date on your Visa Statement.
10. 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





11. Click the “Import” button at the bottom left of the screen to finish importing the document

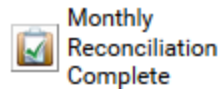
## Step 3 - Complete Your Monthly Reconciliation

### Using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut




2. Select the “Workflow” option,  , from the ribbon.
3. On the left hand side of the window, locate the item labeled “UFS PCard2 - Monthly Reconciliation”,  UFS PCard2 - Monthly Reconciliation
4. Click the “>” symbol to see a list of available folders, select the folder called “Card Custodian Action Required”
5. After selecting “Card Custodian Action Required”, the top right pane will display a list of all card numbers that may be ready for approval.
6. Use the “>” to the left of each card number to expand the list of documents below
  - a. 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)
7. When you’ve finished reviewing all documents, select any document within a card and

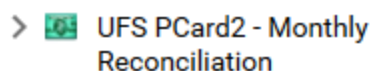


click the “Monthly Reconciliation Complete” button,

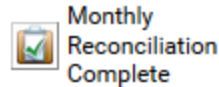
8. The list of document will be replaced with the reconciliation checklist for that card number and billing cycle
9. Fill out the Checklist and click the “Submit” button
10. Repeat these steps for all cards you need to initiate a monthly reconciliation

### Using the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for “Open Workflow”
5. A new window will open that displays three different panes, look in the top left pane to find the option for “UFS PCard2 - Monthly Reconciliation”,



6. Click the ">" symbol to see a list of available folders, select the folder called "Card Custodian Action Required"
7. After selecting "Card Custodian Action Required", the top right pane will display a list of all card numbers that may be ready for approval.
8. Use the ">" to the left of each card number to expand the list of documents below
  - a. 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)
9. When you've finished reviewing all documents, select any document within a card and



click the "Monthly Reconciliation Complete" button,

10. The list of document will be replaced with the reconciliation checklist for that card number and billing cycle

11. Fill out the Checklist and click the "Submit" button
12. Repeat these steps for all cards you need to initiate a monthly reconciliation


## Budget Authority - How to Use PCard Online

### Approving a Reconciliation

#### Using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut





2. Select the "Workflow" option, *Workflow*, from the ribbon.
3. On the left hand side of the window, locate the item labeled "UFS PCard2 - Monthly Reconciliation",  **UFS PCard2 - Monthly Reconciliation**
4. Click the ">" symbol to see a list of available folders, select the folder called "Awaiting Budget Authority Approval"
5. After selecting "Awaiting Budget Authority Approval", the top right pane will display a list of all card numbers that may be ready for approval.
6. Use the ">" to the left of each card number to expand the list of documents below
  - a. 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)
7. When you've finished reviewing all documents,
  - a. **If you're ready to approve the reconciliation**




- i. Select any document and click the "Approve" button,

- b. If further action is needed before you can approve the reconciliation
  - i. Click the “Return to Card Custodian” button (you are not required to return the reconciliation to the card custodian, the reconciliation will wait in the “Awaiting Budget Authority Approval” folder until it is approved)
- 8. The list of documents will be replaced with the reconciliation checklist for that card number and billing cycle
- 9. Fill out the Checklist and click the “Submit” button
- 10. Repeat these steps for all cards you need to initiate a monthly reconciliation

### Using the Web Client (Required for Mac Users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for “Open Workflow”
5. A new window will open that displays three different panes, look in the top left pane to find the option for “UFS PCard2 - Monthly Reconciliation”,
  - >  UFS PCard2 - Monthly Reconciliation
6. Click the “>” symbol to see a list of available folders, select the folder called “Awaiting Budget Authority Approval”
7. After selecting “Awaiting Budget Authority Approval”, the top right pane will display a list of all card numbers that may be ready for approval.
8. Use the “>” to the left of each card number to expand the list of documents below
  - a. 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)
9. When you’ve finished reviewing all documents,
  - a. **If you’re ready to approve the reconciliation**



- i. Select any document and click the “Approve” button, 
- b. If further action is needed before you can approve the reconciliation
  - i. Click the “Return to Card Custodian” button (you are not required to return the reconciliation to the card custodian, the reconciliation will wait in the “Awaiting Budget Authority Approval” folder until it is approved)
- 10. The list of documents will be replaced with the reconciliation checklist for that card number and billing cycle
- 11. Fill out the Checklist and click the “Submit” button
- 12. Repeat these steps for all cards you need to initiate a monthly reconciliation

# Returning a Reconciliation to Your Card Custodian

## Using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut




2. Select the "Workflow" option,  , from the ribbon.
3. On the left hand side of the window, locate the item labeled "UFS PCard2 - Monthly Reconciliation",  UFS PCard2 - Monthly Reconciliation
4. Click the ">" symbol to see a list of available folders, select the folder called "Awaiting Budget Authority Approval"
5. After selecting "Awaiting Budget Authority Approval", the top right pane will display a list of all card numbers that may be ready for approval.
6. Use the ">" to the left of each card number to expand the list of documents below
  - a. 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)
7. Select a document within the Card you want to return to the Card Custodian and click




Return to  
Card Custodian

8. OnBase will ask if you want to add any notes to the checklist before sending the reconciliation back to the Card Custodian
  - a. If you choose yes, the Checklist will be displayed.
    - i. Enter your notes at the bottom of the form
    - ii. Click the "Add Notes" button
    - iii. Click the "Submit" button
  - b. If you choose no, step 9 will happen
9. The reconciliation will move back to the "Card Custodian Action Required" folder.


## Using the Web Client (Required for Mac Users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for "Open Workflow"

5. A new window will open that displays three different panes, look in the top left pane to find the option for “UFS PCard2 - Monthly Reconciliation”,

>  UFS PCard2 - Monthly Reconciliation

6. Click the “>” symbol to see a list of available folders, select the folder called “Awaiting Budget Authority Approval”
7. After selecting “Awaiting Budget Authority Approval”, the top right pane will display a list of all card numbers that may be ready for approval.
8. Use the “>” to the left of each card number to expand the list of documents below
  - a. 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)
9. Select a document within the Card you want to return to the Card Custodian and click the “Return to Card Custodian” button, located in the middle of the screen,

  
Return to Card Custodian

10. OnBase will ask if you want to add any notes to the checklist before sending the reconciliation back to the Card Custodian
  - a. If you choose yes, the Checklist will be displayed.
    - i. Enter your notes at the bottom of the form
    - ii. Click the “Add Notes” button
    - iii. Click the “Submit” button
  - b. If you choose no, step 9 will happen
11. The reconciliation will move back to the “Card Custodian Action Required” folder.

## Card Custodian - How to Delete a Document

### Limitations on Deleting Documents



Document can only be deleted by the Card Custodian or Business Manager when they are in a folder of “Card Custodian Action Required” or “Awaiting Budget Authority Approval”. If a document needs to be deleted at any other time you must contact UFS.

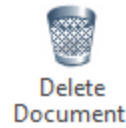
### Using the Unity Client

1. Open the OnBase Unity Client software from the Windows Start Menu or a desktop shortcut



Workflow


2. Select the “Workflow” option,  , from the ribbon.
3. On the left hand side of the window, locate the item labeled “UFS PCard2 - Monthly Reconciliation”,  UFS PCard2 - Monthly Reconciliation
4. Click the “>” symbol to see a list of available folders, select either the folder called “Card Custodian Action Required” or “Awaiting Budget Authority Approval”
5. After selecting the folder, the top right pane will display a list of all card numbers that may be ready for approval.
6. Use the “>” to the left of each card number to expand the list of documents below
  - a. 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)
7. Find and select the document you want to delete, it will be highlighted blue when




selected, and click the “Delete Document” button,

8. The document will be deleted immediately

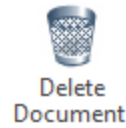
## Using the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for “Open Workflow”
5. A new window will open that displays three different panes, look in the top left pane to find the option for “UFS PCard2 - Monthly Reconciliation”,

>  UFS PCard2 - Monthly Reconciliation

6. Click the “>” symbol to see a list of available folders, select either the folder called “Card Custodian Action Required” or “Awaiting Budget Authority Approval”
7. After selecting the folder, the top right pane will display a list of all card numbers that may be ready for approval.
8. Use the “>” to the left of each card number to expand the list of documents below
  - a. 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)

9. Find and select the document you want to delete, it will be highlighted blue when



- selected, and click the "Delete Document" button,
10. The document will be deleted immediately

## Everyone - Notes on Documents

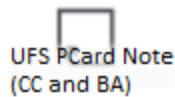
An OnBase note is similar to attaching a Post-It note to a paper document. This can be done at any time and used to provide additional information. However, it is not a communication tool. Notes will not automatically send a message to anyone.

### Adding a Notes

#### Using the Unity Client

*Attention:* Note text is limited to 250 characters only

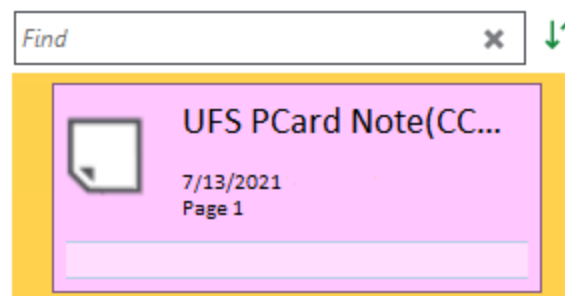
1. Start by finding the document you want to apply a note in one of the "UFS PCard2 - Monthly Reconciliation" folders or using the [retrieving documents in OnBase steps](#)
2. Select the file you want to apply the note to. It should be highlighted in blue when you select it.
3. Look at the application ribbon, make sure the "Document" tab is selected
4. On the "Document" ribbon, find the "UFS PCard Note (CC and BA)" option



5. Select the "UFS PCard Note (CC and BA)" option and a pink display will open on the right side of the application window

#### Document

UFS PCard Activity Log Card Ending: ,  
Statement Date: 5/20/2021



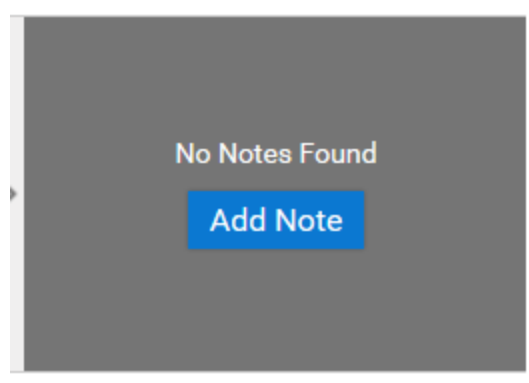
6. The focus will automatically shift to the field at the bottom of the pink box, you can start typing your note immediately

7. When you're done entering your note, click anywhere outside the pink box to save your note
8. Repeat the above steps to save multiple notes

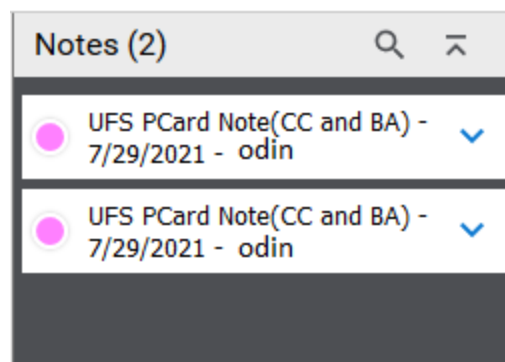
#### Using the Web Client (Required for Mac users)


*Attention:* Note text is limited to 250 characters only

1. Start by finding the document you want to apply a note in one of the "UFS PCard2 - Monthly Reconciliation" folder or using the [retrieving documents in OnBase steps](#)
2. Select the file you want to apply the note to. It should be highlighted in blue when you select it.
3. In the bottom right corner of the window there will be a pane dedicated to Notes,
  - a. If no notes exist the pane will look like,



- i.
  - ii. To add a Note, click the "Add Note" button
  - iii. Proceed to step 4
- b. If notes do exist the pane will look like



- i.
  - ii. Select the blue down carrot, , to expand additional options
  - iii. From the expanded options, choose the "Edit" option, [Edit](#)
  - iv. Proceed to step 4



4. A new menu will open,

Notes

NOTE TYPE

UFS PCard Note(CC and BA) Add Show Document

NOTES

No items to display

Items: 0

Delete Note

NOTE TEXT 250

Disallow View  Disallow Update  Disallow Delete

Save Save and Close

Close

5. Under the “Note Type” heading, make sure “UFS PCard Note(CC and BA)” is selected and click the “Add” button
6. Information will automatically be added to the “Notes” section, but no action is needed in this section.
7. Under the “Note Text” heading, enter the text you want in the note

Notes

NOTE TYPE

UFS PCard Note(CC and BA) Add Show Document

NOTES

Drag a column header here to group by that column.

PAGE #	DATE	NOTE TYPE	TITLE	ADDED BY
▽ Equals...	▽ On...	▽ Contains...	▽ Contains...	▽ Contains...
1	7/29/2021 11:36:23 PM	UFS PCard Note(CC and BA)	UFS PCard Note(CC and BA) - 7/29/2021 - BFRANKL	BFRANKL

Items: 1

Delete Note

NOTE TEXT 250

Disallow View  Disallow Update  Disallow Delete

Save Save and Close

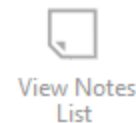
Close

- a.
8. When you're done with the note text, you have two options
  - a. If you want to add multiple notes, click the "Save" button and repeat steps 5 through 9
  - b. If you're done, click the "Save and Close" button

## Viewing Notes

### Using the Unity Client

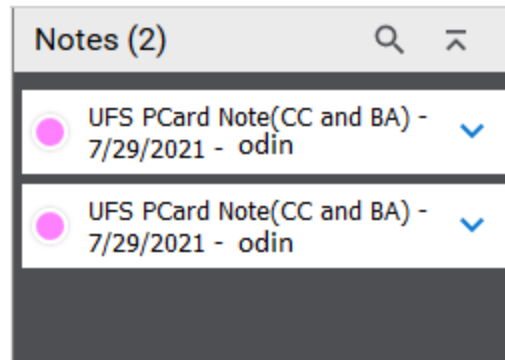
1. Start by finding the document you want to view notes in one of the "UFS PCard2 - Monthly Reconciliation" folders or using the [retrieving documents in OnBase steps](#)
2. Select the file you want to view. It should be highlighted in blue when you select it.
3. Look at the application ribbon, make sure the "Document" tab is selected



4. Within the "Document" tab, click the "View Notes List" button,
5. The notes list will display on the right hand side of the application

### Using the Web Client (Required for Mac users)

1. Start by finding the document you want to apply a note in one of the "UFS PCard2 - Monthly Reconciliation" folder or using the [retrieving documents in OnBase steps](#)
2. Select the file you want to view notes. It should be highlighted in blue when you select it.
3. In the bottom right corner of the window there will be a pane displaying notes, it should look similar to the image below

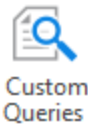


- i.
4. Click once on any part of the visible text to expand the note and view the full text

## Retrieving Documents in OnBase

### Using the Unity Client

1. Select the "Home" button or tab on the application ribbon.
2. The application Ribbon should change and an option called "Custom Queries" will be



visible,

3. Click on the "Custom Queries" option and a list of choices will display on the left hand side of the window.

4. Choose the option labeled “UFS PCard” to display the available search terms,

Custom Queries

Query

Find

UFS PCard

UFS Personal Reimbursements - Search All PR Forms

UFS Travel - Find Travel Form

UFS PCard

Search for: UFS PCard Activity Log, UFS PCard Monthly

Date Options

From To

UFS PCard IV Number

IV


UFS PCard Number (Last 6 Digits)

UFS PCard Fiscal Year


UFS PCard Fiscal Year Period

5. Enter the search term or terms and select the “Search” button or click “Enter” on the keyboard
6. Search results will be organized by Card Number then Billing Cycle and Type of Document. Use the black “>” to the left of each heading to expand the list of documents below
  - a. There will be a specific black “>” symbol to expand each heading (Card Number, Billing Cycle, and Type of Document)

### Using the Web Client (Required for Mac users)

1. Using FireFox, Chrome, or Edge navigate to the website <https://web.imaging.pdx.edu>
2. Log into <https://web.imaging.pdx.edu> with your Odin username and password
3. In the web client, locate the three blue lines in the top left of window, 
4. Click on the three blue lines to display a drop down menu, from the menu select the option for “Custom Queries”

5. Choose the option labeled “UFS PCard” to display the available search fields,

 Custom Queries

### Query Types

  
  
 UFS PCard  
  
[SHOW INSTRUCTIONS](#)  
.....




### Document Date

 -  <  
  

### Search Type

KEYWORDS

UFS PCard IV Number	=	^
<input type="text"/>		
(IV999999)		
UFS PCard Number (Last 6 Digi...	=	
<input type="text"/>		
(999999)		
UFS PCard Fiscal Year	=	v
<input type="text"/>		

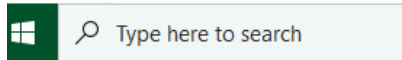
  

6. Under the “Search Type” heading, enter the keyword or keywords you want to use to search select the “Search” button
7. Search results will display in the right hand pane.
8. Search results are organized by Card Number then Billing Cycle and then Type of Document. Use the black “>” to the left of each heading to expand the list of documents below
  - a. There will be a specific black “>” symbol to expand each heading (Card Number, Billing Cycle, and Type of Document)

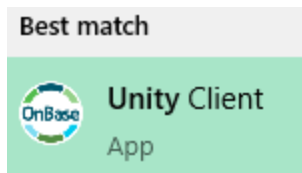
# How to Install or Access OnBase

## Installing OnBase(PC Users Only)

1. Before installing OnBase, type the words “Unity Client” in your Windows search bar,



. If you see an option for “Unity Client” listed, then you



don't need to take any further action,

2. If you don't get a search result in step 1, delete “Unity Client” and enter the text “Self-Service Software”, open the app that is listed
3. When the app opens, scroll through the list of available options until you find the entry for OnBase Unity Client. The exact text written on the app title will vary depending on the version, but you want to find the option labeled “OnBase Unity <insert a version label> (Production)”
4. After selecting the option labeled, “OnBase Unity <insert a version label> (Production)”, you'll see a new page that lists additional details about OnBase. You only need to

choose the Install button,



5. The installation will take 15-20 minutes and when it's complete the install button will

display the text “Uninstall”,



## Accessing the OnBase Web Client (PC or Mac Users)

Use of the Web Client is only recommended in Internet Explorer, FireFox, or Chrome browsers, other browsers may not provide full functionality or work properly.

To access the OnBase Web Client, navigate to the site <https://imaging.pdx.edu>. You will be prompted to log in with your odin username and password.

## Glossary of Terms

### Transaction Support Document

This document contains all receipts, emails, order confirmations, Foundation Check Requests, Hosting Documentation, or other type of document related to a PCard purchase. OnBase has a predefined list of options. If you have a document that doesn't fit those options an option of “other” is provided.

## Activity Log

The activity log is a summary document that lists all transactions, who made the transaction, and the funding sources used to pay for that transaction. You may choose to maintain your own activity log or have OnBase generate the activity log for you at the time of a monthly reconciliation.

## Visa Statement

The Visa Statement is provided by US Bank at the end of each billing cycle.

## Monthly Checklist

The monthly checklist contains questions related to the use and storage of the card as well as type of transactions made. The checklist will be generated by OnBase the first time you initiate a monthly reconciliation. Only one checklist will be generated for each monthly reconciliation.

## Billing Cycle

OnBase will automatically assign the billing cycle based on the transaction/feed date or statement date. The billing cycle will be displayed as the fiscal year followed by the period. For example, July 2021 is the first period of fiscal year 22 and the billing cycle will show as FY22-01.

## UPLOAD/IMPORT Documents at a Glance:

*Home (Make sure you see "HOME" and the "BROWSE" icon)*



Home

- Import Icon
- Document Types
- Keywords
- Browse
- Import

Monthly Reconciliation at a Glance:

*Workflow (Make sure you see "WORKFLOW")*

- CC duties
- Choose your last 6 card digits
- Click on a document

- Click on Monthly Recon button up top