Uploading P-Card
Backup Documentation to PeopleSoft

Every month, documentation must be uploaded for **every** cardholder. This uploaded documentation must be one of three document sets:

1. An Account Status Report and a "No Transactions" Transaction Log
2. An Expense Report, a Transaction Log, and the invoices/receipts for each transaction
3. A Journal Entry Detail sheet, an Expense Report, a Transaction Log, and the invoices/receipts for each transaction

Navigation: Business Processes > AP > P/T Cards

Before you begin to upload, you should:

➢ Scan each cardholder's documentation into a separate file <u>in the same order as the transactions</u> *are listed on the Expense Report*.

➢ Check to make sure that each page of the scanned documents are oriented correctly so they can be easily read.

Enter the last 4 digits of the card and then click **Search**.
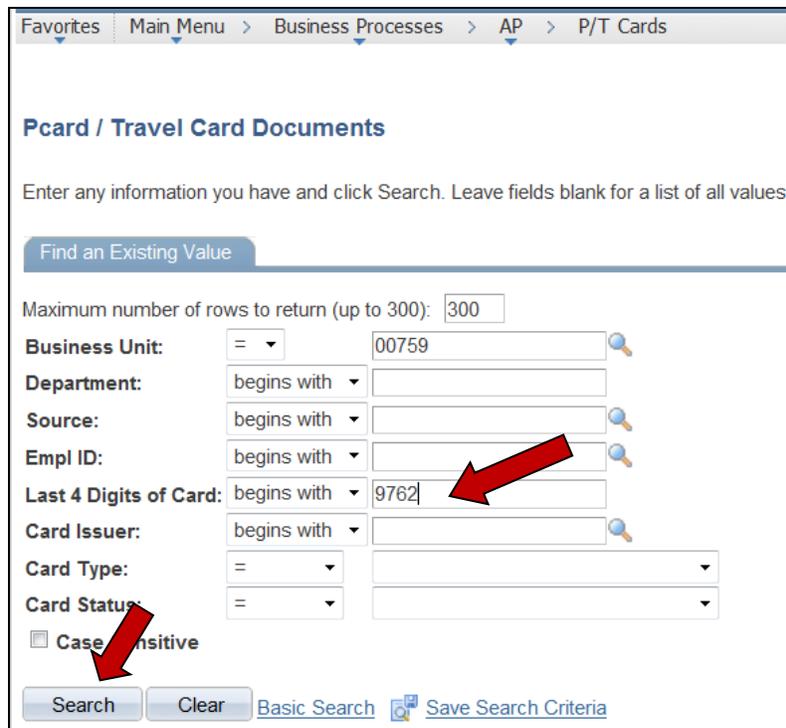
Verify that you have the correct cardholder. Click **Add New Document**.

Documents

Group Box

Business Unit 00759   **Card Type** P Card   **Name:** Sonier,Lydia R

Department C0013   **Last 4 Digits of Card** 9762   **Card Status** Active

T Card Document Images

☑ **Active Status**   **Credit Card Vendor** 759LP   Add New Document

💾 Save   🔍 Return to Search   ↻ Refresh

Click the **Browse...** button and navigate to select the document that you want to upload.
Select the Billing Cycle Month and Year and click **Upload Image**.

Uhs Ebpi Tcardupld

Instructions:
1. Select an image file for this transaction by clicking the **browse button** below.
2. Upload the selected file by clicking the **upload image button.**

Business Unit: 00759
DeptID C0013
Card Number: 9762
cardtype: PRCR
Vendor: 759LP

Select an Image

C:\Users\bozemanpa\Desktop\Citi Uploaded to PS\9762   Browse...

Billing Cycle Month: July   ▾   Year: 2011 ▾

Upload Image   Cancel

NOTE: The Billing Cycle or Reporting Cycle is the month that the cycle <u>ENDS</u>, for example, the June 2017 reporting cycle ends on 6/3/17 and the July 2017 reporting cycle ends on 7/3/17.

The document is now uploaded. Click on to verify that the document is properly uploaded and that each page is oriented so that it can be easily read.

Documents

Group Box

Business Unit 00759	**Card Type** P Card	**Name:** Sonier,Lydia R
Department C0013	**Last 4 Digits of Card** 9762	**Card Status** Active

T Card Document Images

☑ **Active Status**   **Credit Card Vendor** 759LP   Add New Document

Find | View All   First ◄ 1 of 1 ► Last

☐ **Security Flag**   Details

Expense Sequence Number   2

Description UHCL CITI Local P-Card

Cycle Month July

Cycle Year 2011

Created By 0005868   Bozeman,Patti D

Date/Time the Image was create 07/26/2011 10:05:20AM

Rendition Type   **Active Status** Active ▼

APPLICATION/PDF

Save   Return to Search   Refresh

If you have documents to upload for other cardholders, click Return to Search. That will take you back to the beginning screen.