

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:

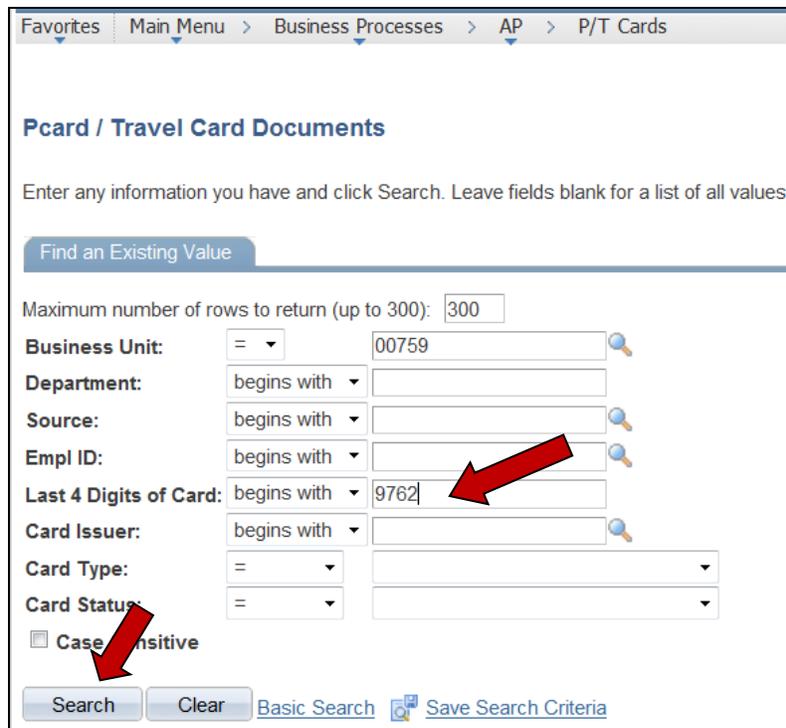
- 1. An Account Status Report and a “No Transactions” Transaction Log**
- 2. An Expense Report, a Transaction Log, and the invoices/receipts for each transaction**
- 3. A Journal Entry Detail sheet, an Expense Report, a Transaction Log, and the invoices/receipts for each transaction**

Navigation: Business Processes > AP > P/T Cards

Before you begin to upload, you should:

- Scan each cardholder's documentation into a separate file in the same order as the transactions 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 .



Verify that you have the correct cardholder. Click **Add New Document**.

The screenshot shows a web interface titled 'Documents'. At the top, there is a 'Group Box' containing cardholder details: Business Unit 00759, Card Type P Card, Name: Sonier, Lydia R, Department C0013, Last 4 Digits of Card 9762, and Card Status Active. Below this is a section for 'T Card Document Images' with a checked 'Active Status' and 'Credit Card Vendor 759LP'. A yellow 'Add New Document' button is located in the top right of this section, with a red arrow pointing to it. At the bottom of the page are buttons for 'Save', 'Return to Search', and '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**.

The screenshot shows a page titled 'Uhs Ebpi Tcardupld'. It contains 'Instructions:' with two steps: 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**. Below the instructions, the following information is displayed: Business Unit: 00759, DeptID C0013, Card Number: 9762, cardtype: PRCR, Vendor: 759LP. A 'Select an Image' dialog box is open, showing a file path 'C:\Users\bozemanpa\Desktop\Citi Uploaded to PS\976:' and a 'Browse...' button. The dialog also has 'Billing Cycle Month' set to 'July' and 'Year' set to '2011'. At the bottom of the dialog are 'Upload Image' and 'Cancel' buttons. Red arrows point to the 'Browse...' button, the 'Year' dropdown, and the 'Upload Image' button.

NOTE: The Billing Cycle or Reporting Cycle is the month that the cycle ENDS, 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 APPLICATION/PDF

Active Status Active

[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.