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

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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 so that 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**.

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**.

**NOTE:** The Billing Cycle or Reporting Cycle is the month that the cycle **ENDS**, for example, the June 2015 reporting cycle ends on 6/3/15 and the July 2015 reporting cycle ends on 7/3/15.
The document is now uploaded. Click on [verify button] to verify that the document is properly uploaded and that each page is oriented so that it can be easily read.

If you have documents to upload for other cardholders, click [return to search button]. That will take you back to the beginning screen.