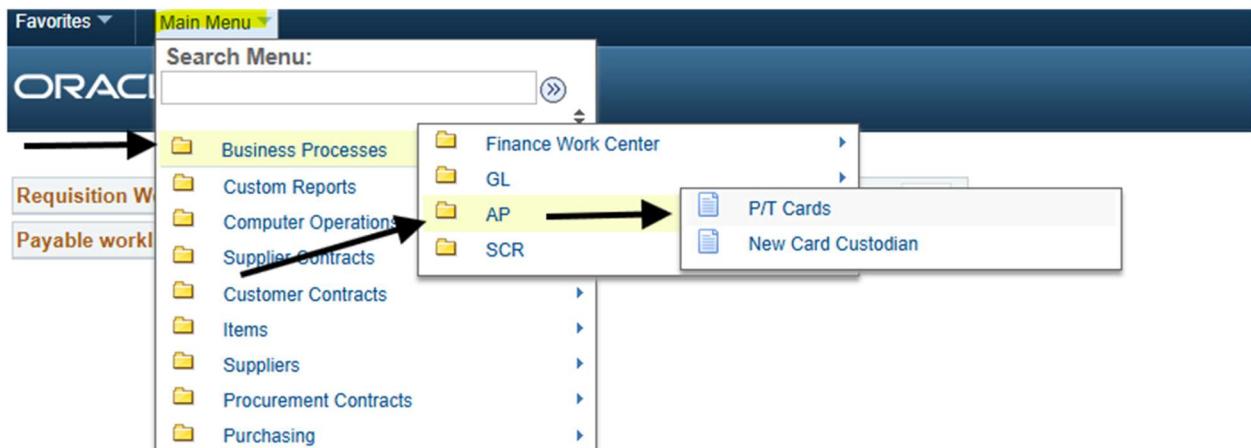


Uploading a P-Card Backup in Peoplesoft

Login to Peoplesoft Finance. Once logged in, follow this path: Main Menu → Business Processes → AP → P/T Cards



Once in the Pcard / Travel Documents screen, enter the **Business Unit (00784)**, the **Last 4 Digits of Card**, and then click **Search**

The screenshot shows the 'Pcard / Travel Card Documents' search screen. At the top, there is a 'Find an Existing Value' section with a 'Search Criteria' dropdown. Below it, a note says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface includes 'Recent Searches' and 'Saved Searches' dropdowns. The search criteria section contains fields for 'Business Unit' (set to '00784'), 'Last 4 Digits of Card' (highlighted with a yellow box), and other fields like 'Department', 'Empl ID', 'Source', 'Card Issuer', 'Card Type', and 'Card Status'. There is a link to 'Show fewer options' and a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, with a black arrow pointing to the 'Search' button.

Enter the **Cycle Year** (enter the current year and not the fiscal year), **Cycle Month**, and then click **Add New Document**

Please Note: Billing Cycle Month and Year will be included with the Monthly Procurement Card Statement Email

Documents

Group Box

Business Unit	00784	Card Type	P Card	Name:
Department	Last 4 Digits of Card		Card Status	Active

P Card Document Images

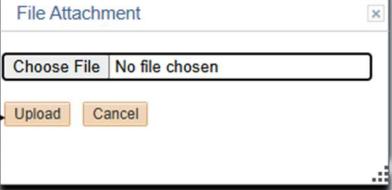
Active Status Card 784LP
Issuer

Cycle Cycle Month 

Choose your file and then click **Upload**

Cycle Cycle Month

 
Choose File
