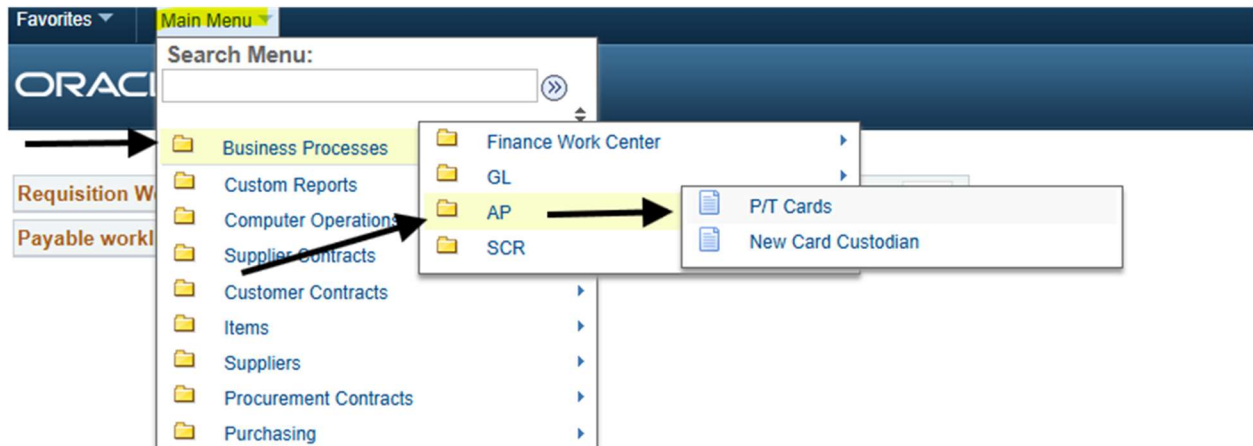


Uploading a P-Card Backup in Peoplesoft

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**

A screenshot of the 'Pcard / Travel Card Documents' search screen. The 'Find an Existing Value' section is active, showing search criteria. The 'Business Unit' field is set to '00784'. The 'Last 4 Digits of Card' field is highlighted. Other fields include Department, Empl ID, Source, Card Issuer, Card Type, and Card Status, each with a dropdown menu and a search icon. A 'Search' button is at the bottom, with an arrow pointing to it. A 'Clear' button is also present.

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 Issuer: 784LP Cycle Year: Cycle Month: **Add New Document**

Choose your file and then click **Upload**

Cycle Year: 2026 Cycle Month: February **Add New Document**

File Attachment

Choose File No file chosen

Upload **Cancel**