## Scanning backup into PeopleSoft: Login in to Finance

Business Process, AP and P/T Cards

Enter in Business Unit: 00784 and Last 4 Digits of Card then Search

UHS Finance	
Wenu       ■         Search:       (>)         > My Favorites       (>)         > Business Processes       >         > GL       (>)         > AP       -         - P/T Cards       (>)         > USAS       > SCR         > Custom Reports       (>)         > Vendors       (>)         > Purchasing       >         > Accounts Payable       >         > Asset Management       >         > Commitment Control       >         > General Ledger       >         > St Up Financials/Supply       Chain         > Tree Manager       >         > Reporting Tools       >         > Change My Password       -         My System Profile       -         - My System Profile       -         - Return to Portal Hub       -	Pcard / Travel Card Documents   Inter any information you have and click Search. Leave fields blank for a list of all values.   Find an Existing Value   Maximum number of rows to return (up to 300): 300   Business Unit:   begins with 00784   Oppartment:   begins with 00784   Credit Card Vendor:   begins with 0   Card Type:   =   -   Card Status:   =   -   Card Status:   =   -   Card Status:   =   -   Card Status:     -     Search     Clear     Pasic Search     Save Search Criteria
PeopleTools     Change My Password     My Personalizations     My Personalizations     My System Profile     My Dictionary     Return to Portal Hub	Card Status: = v Case Sensitive Search Clear Basic Search Save Search Criteria

## Next, Add New Document

UHS	
Finance	
Menu =	
())	Documents
▷ My Favorites	
Business Processes     Cl	Group Box
✓ AP	Business Unit 00784 Card Type P Card Name: Flores, Maria Teresa
- P/T Cards	Department D00 🔶 Last 4 Digits of Card 🚽 👉 Card Status Active
D SCR	
D Custom Reports	T Card Document Images
D Vendors	Active Status Credit Card Vendor, 7841 P Add New Document
D Purchasing	
D Asset Management	
Commitment Control	
Set Up Financials/Supply	
Chain D Tree Manager	
Reporting Tools	
PeopleTools – Change My Password	
- <u>My Personalizations</u>	
- <u>My System Profile</u> - My Dictionary	
- Return to Portal Hub	
	Save Q Return to Search & Refresh

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

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

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	Menu Search: > My Favorites > Business Proce > GL > GL > AP - <u>P/T Cards</u> > USAS > USAS > Custom Reports > Custom Reports > Vendors > Vendors > Accounts Payab > Acset Managem > Commitment Cc	sses Sees	Uhs Ebpi Tcardupld	Instructions: 1. Select an image file for this transaction by clicking the browse buttor 2. Upload the selected file by clicking the upload image button. Business Unit: 00784 DeptID D00 Card Number: cardtype: PRCR	on below.
<ul> <li>Set Up Fil</li> <li>Chain</li> <li>Tree Man</li> <li>Reporting</li> <li>PeopleTo</li> <li><u>Change I</u></li> <li><u>My Perso</u></li> <li><u>My Diction</u></li> <li><u>Return to</u></li> </ul>	<ul> <li>Set Up Financia Chain</li> <li>&gt; Tree Manager</li> <li>&gt; Reporting Tools</li> <li>&gt; PeopleTools</li> <li>- Change My Pass</li> <li>- My Personalizati</li> <li>- My Dictionary</li> <li>- Return to Portal</li> </ul>	Is/Supply sword ons le Hub	-	Select an Image Browse Billing Cycle Month: Year: Y	