

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

Menu

- Search: []
- My Favorites
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 - GL
 - AP
 - P/T Cards**
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 - SCR
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 - Asset Management
 - Commitment Control
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 - Set Up Financials/Supply Chain
 - Tree Manager
 - Reporting Tools
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- Change My Password
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Pcard / Travel Card Documents

Enter 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):

Business Unit: begins with

Department: begins with

Source: begins with

Empl ID: begins with

Last 4 Digits of Card: begins with

Credit Card Vendor: begins with

Card Type: =

Card Status: =

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Next, Add New Document

UHS Finance

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Documents

Group Box

Business Unit 00784 **Card Type** P Card **Name:** Flores, Maria Teresa

Department D00 **Last 4 Digits of Card** **Card Status** Active

T Card Document Images

Active Status **Credit Card Vendor** 784LP **Add New Document**

Save **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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Instructions:

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**.

Business Unit: 00784
DeptID D00
Card Number:
cardtype: PRCR
Vendor: 784LP

Select an Image

Billing Cycle Month: Year: