

# **P-Card/Travel Card Imaging**

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3-8721

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## **Billing Cycle Checklist**

*The following must be completed by the 20th of each month for the most recently completed billing cycle:*

### **Both P-Card and Travel Card**

- Enter Account and Cost Center (if other than default cost center) for each transaction in SDOL
- Verify that items charged to contracts/grants are allowed by sponsor
- Document purpose/benefit on receipts or SDOL (or Travel Request)
- Verify that all transactions are supported with the itemized receipts or equivalent supporting documents
- Ensure that all purchases are made in compliance with the university policy
- Obtain additional approval/documentation if necessary (i.e., printing, advertisement, etc.)
- Print out the Expense Report and obtain signatures from the cardholder and certifying signatory

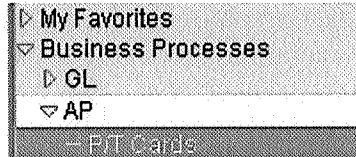
*The Expense Report, receipts/supporting documentation, and additional approval/documentation (if necessary) should be uploaded to the UHS Finance System no later than 30 days after the end of the billing cycle.*

### **Additional Requirements for Travel Card Only**

- Enter Travel information (i.e., traveler name, destination, and departure date) for each transaction in SDOL  
*Traveler name is not required for individual travel cards*
- Ensure that approved Travel Request is included if the traveler is employee, prospective employee, or student

## P-Card/Travel Card HOW TO UPLOAD BACKUP DOCUMENTS TO UHS FINANCE SYSTEM

Step 1: Go to the P-Card/Travel Card Document Page  
Navigation: Business Processes > AP > P/T Cards



Step 2: Enter the card information and click on **Search**  
If you know the last 8 digits of card, enter the numbers.  
If you enter EmplID, the system will list all cards that are issued to the particular employee.

**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**

|                        |             |                      |   |
|------------------------|-------------|----------------------|---|
| Business Unit:         | begins with | <input type="text"/> | Q |
| Department:            | begins with | <input type="text"/> |   |
| Source:                | begins with | <input type="text"/> | Q |
| EmplID:                | begins with | <input type="text"/> |   |
| Last 8 Digits of Card: | begins with | <input type="text"/> |   |
| Card Type:             | =           | <input type="text"/> |   |

Step 3: On the following page, click on **Add New Document** to upload new document.

**Uhs Empl Proccard**

|               |       |                       |          |       |            |
|---------------|-------|-----------------------|----------|-------|------------|
| Business Unit | 00730 | Card Type             | P Card   | Name: | Perez,Irma |
| Department    | H0172 | Last 8 Digits of Card | 05737446 |       |            |

Active Status

Step 4: Click on **Browse...** and select document that you want to upload. Then select billing cycle Month and Year. Click on **Upload Image**.

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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: 00730  
 DeptID: H0172  
 Card Number: 05737446

**Select an Image**

Z:\API\AP\_travel\APTRVL\_00725005\_20070515\_155502.c Browse...

Billing Cycle Month: May Year: 2007

Upload Image

Step 5: The document is now uploaded. Click on  to verify that the document is properly uploaded.

Uis Eipl Proccard

GROUP ID:

Business Unit 00730 Card Type P Card Name: Perez, Irma  
 Department H0172 Last 8 Digits of Card 05737446

Active Status [Add New Document](#)

[Home](#) | [View All](#) | [Print](#) | [New](#) | [List](#)

**Security Flag** [Details](#)

Active Status: Active

Expense Sequence Number: 1  
 Cycle Month: May  
 Cycle Year: 2007  
 Created By: YURUS8H  
 Date/Time the Image was create: 05/21/2007 8:08:17AM

Remittance Type: application/pdf  
 Last Update User ID:  
 Last Update Date/Time:

# Additional Information

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- Access to upload documents in the UHS Finance System should be available on June 11, 2007. AP will send out an e-mail confirming the date.
  
  - Starting the June 2007 billing cycle, the Expense Reports and backup documents should be uploaded to the UHS Finance System no later than 30 days after the end of the billing cycle. Departments are responsible for ensuring that all documents are properly uploaded.  
*Example for P-Card: The June 2007 billing cycle information should be uploaded by July 5<sup>th</sup>.*  
*Example for Travel Card: The June 2007 billing cycle information should be uploaded by July 10<sup>th</sup>.*
  
  - Departments should upload the Expense Reports and backup documents for the September 2006 billing cycle through the May 2007 billing cycle by August 31, 2007.
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# **AP Contact Information**

## **Travel Card**

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