Accessing PeopleSoft Procurement Card Reports

If you have problems accessing your report, please contact Susan Gibson at x75078 or via e-mail at Susan.Gibson@tufts.edu. Please supply Susan with the following information:

Your Userid (Id used to log into the PCard system):
The school and folder you are trying to access:
The error message you are getting:
Your UTLN (ID used to log into Tufts Network):

PCard Reports
You access the PCard reports from the Tufts Network through the Start Menu.

Click your Start Button

- Click Tufts Services
- Click PeopleSoft
Cick on PCard Reports
Click on Current FY
Click on your School
Double click on the folder that has the first 4 characters as your home department.
Double click on the Month folder for the reports that you want to see

Double click the name of the person’s report that you want to look at/print

The reports will open in Adobe Acrobat Reader format.

If you don’t have Adobe Acrobat Reader installed on your PC, please contact your FSP.