One Card Reconciliation in PeopleSoft Travel & Expenses

You are receiving this communication because you have a role in the One Card process. The One Card reconciliation process will move from JP Morgan to PeopleSoft Travel & Expenses (T & E) on October 25, 2017. Important reminders about this transition are below.

UPCOMING DATES TO REMEMBER

- **October 18 –24, 2017** – One Card applications received will be held for processing until October 25, 2017.
- **Starting October 25, 2017** – Transactions must be reconciled in T & E. *Transactions will appear in PaymentNet, but will not feed to PeopleSoft after October 25, 2017.*
- **October 30, 2017** – Transactions will begin loading into T & E My Wallet. *Expense reports for One Card transactions can be created and submitted for approval.*
- **November 10, 2017** – To finalize October activity, send October statements with appropriate signatures to ImageNow. For Hospital statements e-mail: umhsaccountingpcard@health.missouri.edu. For all other business units Email: umprocimaging@umsystem.edu or Fax: 573-884-1293.
- **Starting November 10, 2017** – PaymentNet access will be changed to view only by UM Supply Chain.

TRAINING OPPORTUNITIES

- Online sessions are now available in MyLearn – [access now](https://www.umsystem.edu/ums/fa/procurement/card/one_card_training) (choose custom tab).
- Open Labs will occur in November & December at each campus. *Bring your work to an open lab and receive hands-on assistance.*
- Training information can be found at: [https://www.umsystem.edu/ums/fa/procurement/card/one_card_training](https://www.umsystem.edu/ums/fa/procurement/card/one_card_training)

For more information about this project, visit [https://www.umsystem.edu/ums/fa/procurement/card/one_card](https://www.umsystem.edu/ums/fa/procurement/card/one_card). For questions, contact UM Finance Support Center at 877-752-3334 or financesupport@umsystem.edu.

Sincerely,

University of Missouri System Office of Finance