

From: [financesupport@news.umsystem.edu](mailto:financesupport@news.umsystem.edu) on behalf of the UM System Office of Finance

## 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.

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### 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](mailto:umhsaccountingpcard@health.missouri.edu).  
For all other business units Email: [umprocimaging@umsystem.edu](mailto:umprocimaging@umsystem.edu) or Fax: 573-884-1293.
  - **Starting November 10, 2017** – PaymentNet access will be changed to view only by UM Supply Chain.
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### TRAINING OPPORTUNITIES

- Online sessions are now available in MyLearn – [access now](#) (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)
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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](mailto:financesupport@umsystem.edu).

Sincerely,

University of Missouri System Office of Finance