

UMSL Accounting Business Center (ABC)

ONECARD RECONCILIATION PROCESSING

- Cardholders obtains Director's signature on the One Card Expense Report Authorization Form.
- Cardholder gathers all receipts and/other documentation. Receipts are needed for each OneCard Transaction.
- MOCODES; ACCOUNTS (if known); and Descriptions must be written on labels and/or the receipts.
- Cardholder creates an OneCard Expense Report in Travel and Expense (T&E).

- Cardholder pulls their transactions from My Wallet.
- Cardholder adds transaction details in the Description Box on the Expense Report.
- Cardholder checks the MOCODE and ACCOUNTS and makes the necessary adjustments.
- Cardholder attaches Authorization Form and all Receipts to Expense Report and submits.

- Expense Report electronically routes to ABC for final approval.
- If corrections and/or more information is needed, ABC will send it back and contact the cardholder.
- If the Expense Report is correct, ABC will approve it.

Questions? Please contact Accounting Business Center at 314-516-6685; sabusiness@umsl.edu