

How To: OneCard Transaction Reconciliation

*(only applies if you are **assigned** a university credit card)*

Every Tuesday, you will receive an email from [UM MU Shared Services](#) with an excel file that lists pending transactions charged to your university credit card that have not been reconciled.

To reconcile your card, follow the steps below.

1. Gather itemized receipts for all transactions listed on the one card transaction sheet
 - a. If the receipt is unavailable, please **remove** the transaction from the one card transaction sheet
 - b. It is the cardholder's responsibility to obtain any missing receipts
2. Enter a brief business purpose for each purchase – i.e., why the purchase was made
3. Enter the correct MoCode and PS account for the transaction
 - a. There are tabs of commonly used PS accounts for each campus on the one card transaction sheet
4. Email the completed excel spreadsheet and all applicable receipts to MUSharedServices@missouri.edu

To avoid card suspension, please provide all required information within 30 days of transaction date (not date of the email).

The following highlighted fields need to be completed to reconcile a transaction.

Department:	Employee ID:	Cardholder:	Email:			
Biomedical Sciences	xxxxxx	Last, First	xxxxx@missouri.edu			
EXAMPLES:						
7708-1	2/15/2021	\$135.99	Amazon	Flash drive for working off-site-IT approval attached	DKH64	739000
7708-2	2/18/2021	\$85.00	UPS	Split \$45 on DJK53, \$40 on DJK64. Postage for research.	Split	723000
Last 4 of CC & PeopleSoft Seq #2	Date	Amount	Merchant	Provide Detailed Business Purpose / Justification of Expense (Who, What, When, Where, Why)	MoCode	PS Acct
2745	4/23/2024	\$ 370.00	AMERICAN VETERINARY ME			
2745	4/25/2024	\$ 431.40	BLACKWELLS LTD			

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