

One Card Process Outline

1. Cardholder makes an authorized business-related purchase by charging it on their US Bank MasterCard.
2. The transaction posts in the US Bank system.
3. The bank pays the merchant when merchant submits the transaction.
4. The payment cards team pays US Bank for all card activity.
5. Approximately three days after the transaction posts at US Bank it feeds into Oracle into the cardholder's Expenses page.
6. Cardholder reviews their transactions daily/weekly in Oracle to ensure all transactions are valid and appropriate.
7. Cardholder uploads their receipts and supporting documentation and attaches them to the transaction in their Oracle expense report.
8. Cardholder or their assigned delegate creates an expense report in Oracle. This includes completing all applicable fields within the report, allocating to the correct COA funding source(s), itemizing as needed, adding any attendees, providing a complete business purpose/comments and attaching all receipts and required supporting documentation.
9. Once the report is completed and reviewed for accuracy it is submitted to the Financial Unit Manager (FUM) by the cardholder.
10. The FUM reviews and approves the expense report to complete the One Card expensing process.