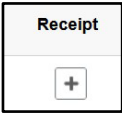

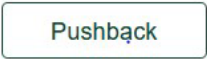


Approving a One Card Statement – Quick Guide

How to Approve a One Card Statement

| Step | Action |
|------|---|
| 1. | You will receive an email when there are transactions to approve. |
| 2. | In your approvals tile in Gemini Financials, find the One Card Reconciliation subset. |
| 3. | Click on the name/reconciliation you would like to approve. |
| 4. | Note at the bottom, there is a workflow so you can see who updated the One Card activity and submitted it to you. |
| 5. | A list of transactions ready to be approved will appear. Note the posting period, the cardholder and total at the top. |
| 6. | Review the transactions by cost center, account number and business justification.  Use  key to view the receipts. |
| 7. | If you would like the reconciler to make a correction, use the  button and add comments so the reconciler understands what to do. You can use the comment box to add any comments even if you approve the transaction. |
| 8. | When appropriate, select the approve button. |