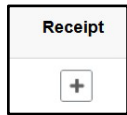


Updating a One Card Statement – Quick Guide

How to Update a One Card Statement

Step	Action
1.	You will receive a weekly email when there are transactions to update.
2.	Click on the “ Financial Compliance ” tile under “ Gemini for Departments ”.
3.	Click on “ One Card Reconciliation ” and “ One Card Reconciliation ” again.
4.	Your employee id will automatically populate. Make sure your employee id is on the “ Reconciliation ID ” line. If it is not, select and paste it there. This will allow you to view all One Card holders that you are updating
5.	On the “ Approved ” field, select “ New ”. These have not been submitted for posting to the General Ledger or approval by your supervisor. Select Search .
6.	Select the Card Holder, whose transactions, you wish to update.
7.	A list of transactions ready to be updated will appear. Note the posting period, the cardholder, total and approver is listed at the top.
8.	Review the transactions by cost center and account number. If you would like to split a transaction by cost center or expense account, use the “split” key. If you use a cost center in another department you must have an email of approval to use that cost center before submitting it.
9.	Ensure that your receipt amounts equal the amounts on each line. A receipt must be attached to each line. Using the receipt key  . If you split a line, you do not have to put a receipt on the split line.
10.	Fill out a clear business justification.
11.	Click “ Save ” at the bottom left of the page.
12.	Click “ Submit for Approval ” near the top right of the page.