Approvers

Reconciler will continue to review expenses and provide supporting documentation; the same account reconciliation policies & procedures apply. Approvers should follow the following steps to review/approve account reconciliations. Approvers will only be able to take action on accounts that have been already reconciled.

1. Select **Accounting & Financial Reports** from the PS Dropdown menu.
2. Click on **SAHARA Monthly Reconciliation** tile.
3. Click on **Accounts Reconciliation**.
4. Enter criteria: BU = UTEP1, Year, Period (leave remaining fields blank). **Note**: Enter Fiscal Year Period (Ex: 1=September, 2=October).
5. Click on “Multiple CC/Project Approval Page” link. This will direct you to the approval page.
6. Multiple cost centers/project will appear.
The new page will display multiple cost centers; you can approve and/or review from this page:

7. Click on *Filter CC/Project drop down* to select 1 of 3 categories: All Cost Centers, All Projects or Ready for Approval.
8. Click “Update Results” to display information.
   8a. Desired information will be displayed under the dropdown menu
   8b. Status of each cost center/project will appear. Actuals (check) = Reconciled; Approved (check) = Approved. In order to approve, Actuals box will need to be checked.
9. Click on cost center button to approve.
10. Click on Approve button to complete the approval process.
11. Clicking on “Details” link will direct you to the Reconciliation page to review/approve cost center/project. You can perform this task before and/or after you approve.
12. Actuals Reconciliation tab allows you to review transactions as well as comments and flags.
13. Approval Page tab allows you to approve reconciliation, if not already approved.