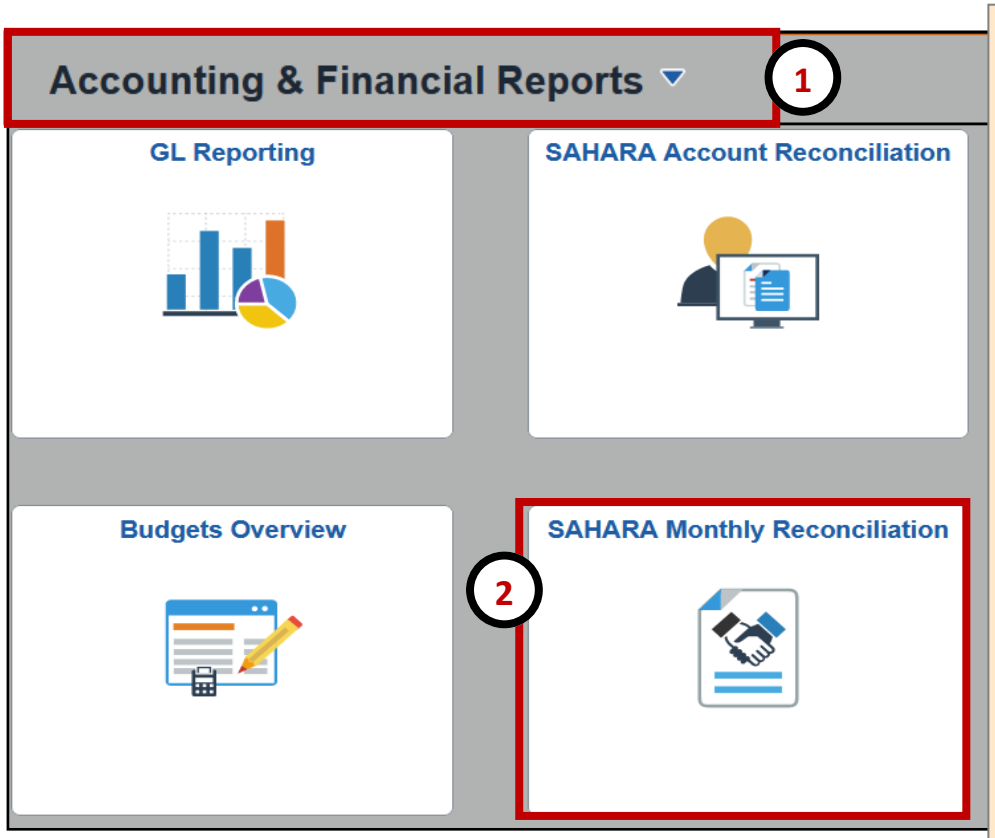
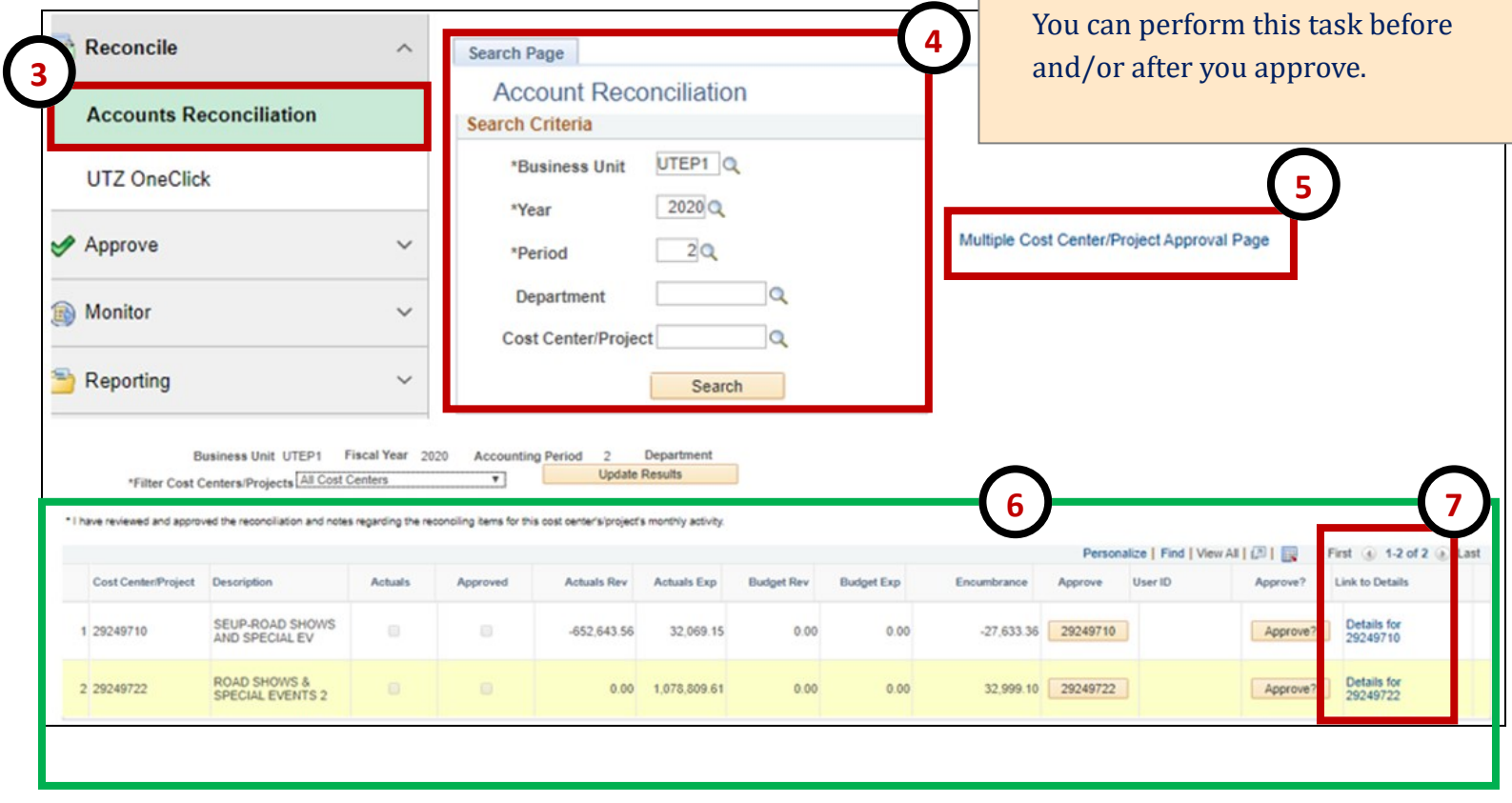
Read Actuals

Approvers can review transactions, comments and flags on the reconciliation page.
Once reviewed, approver can approve reconciliation.

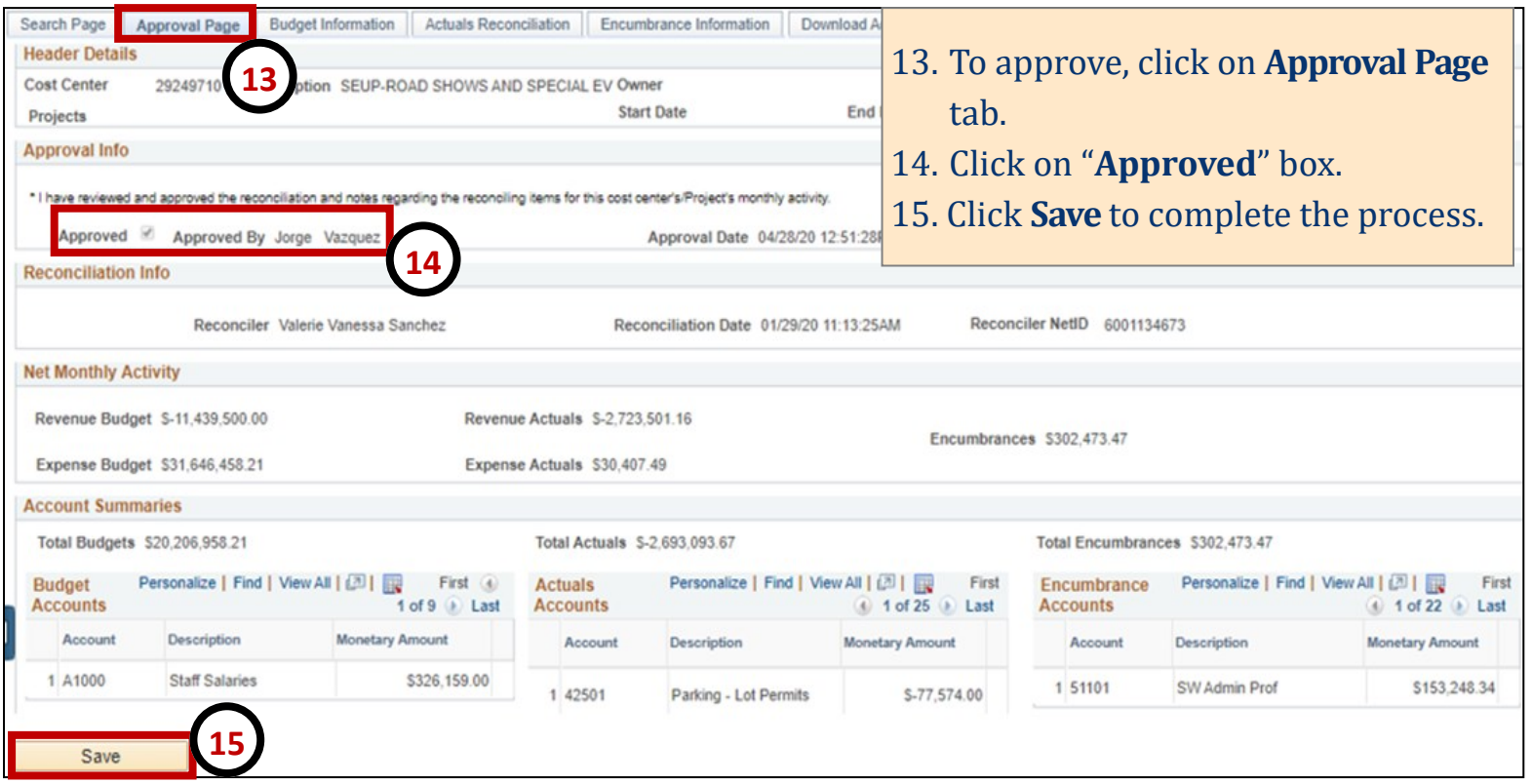


1. Select **Accounting & Financial Reports** form the PS Dropdown menu.
2. Click on **SAHARA Monthly Reconciliation** tile.
3. Click on **Accounts Reconciliation**. Enter criteria: BU = UTEP1, Year, Period (leave remaining fields blank).
   Note: Enter Fiscal Year Period (Ex: 1=September, 2=October).
5. Click on "**Multiple CC/Project Approval.**"
6. Multiple cost centers/project will appear.
7. 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.



Read Actuals

8. **Actuals Reconciliation** tab.
9. Reconciler name appears.
10. Add **comments** under Approver section (optional). **Save Comments.**
11. Click **View All** to see all GL Account #'s.
12. Review by GL Account #.
    a. Expenses will be in this area



13. To approve, click on **Approval Page** tab.
14. Click on "**Approved**" box.
15. Click **Save** to complete the process.