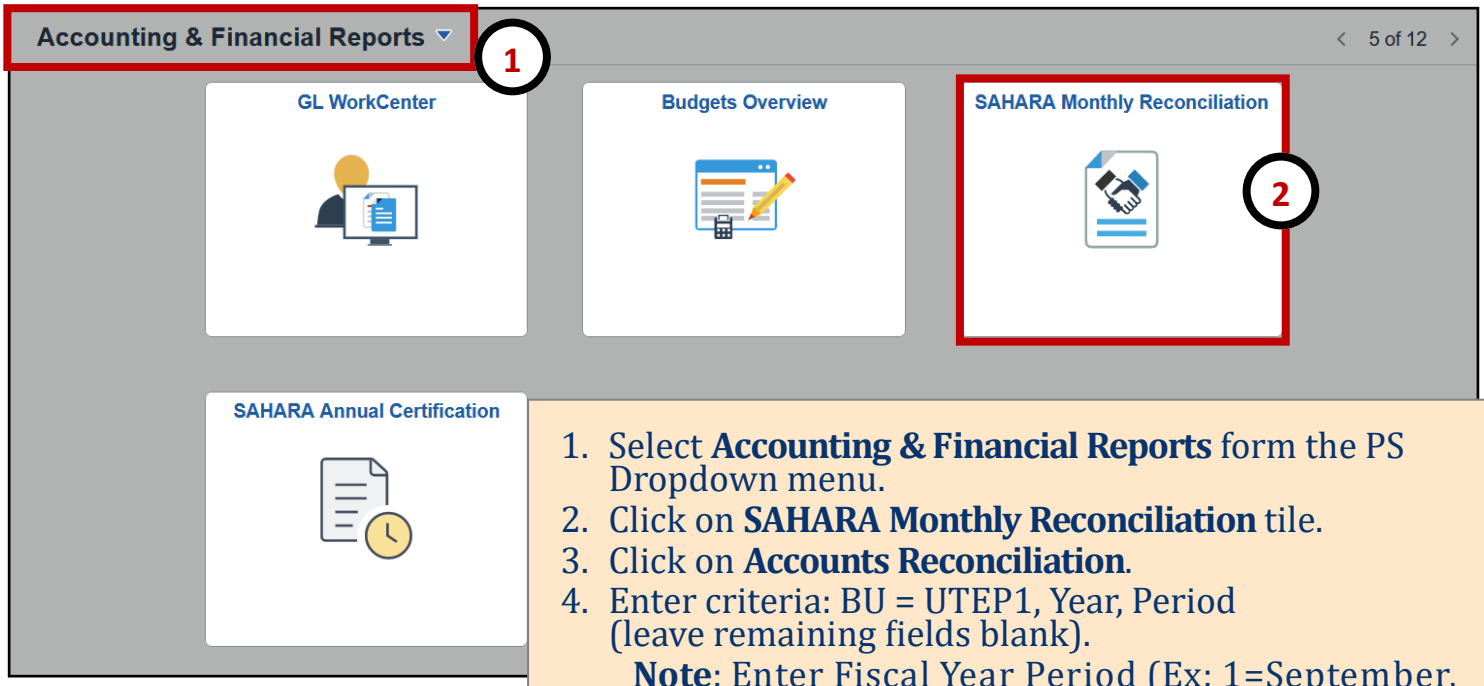
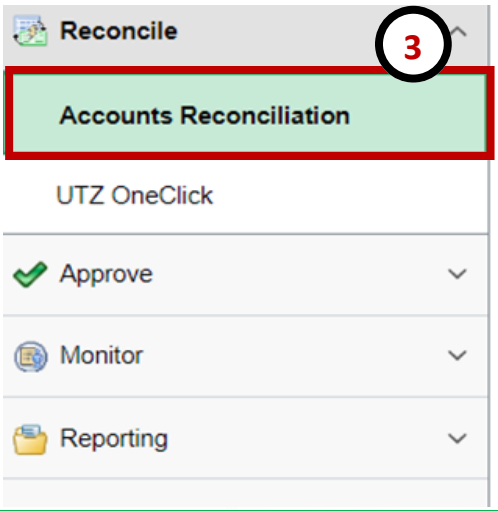
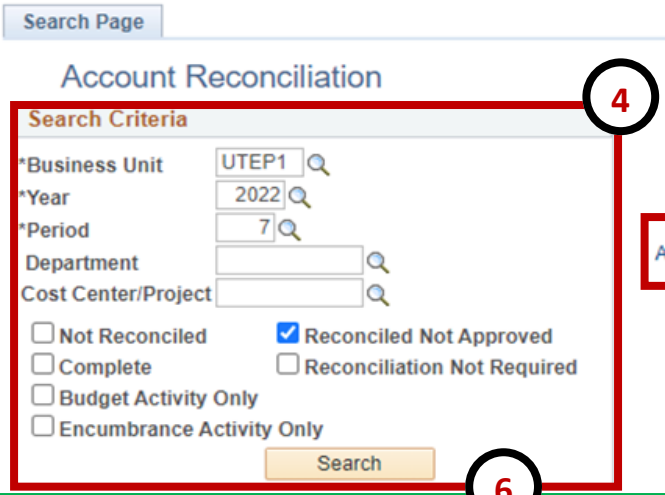
Approvers

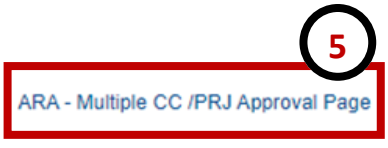
Reconciler will continue to review expenses and provide supporting documentation; the same account reconciliation policies & procedures apply. Approvers should follow the following steps to review/approve account reconciliations. Approvers will only be able to take action on accounts that have been already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

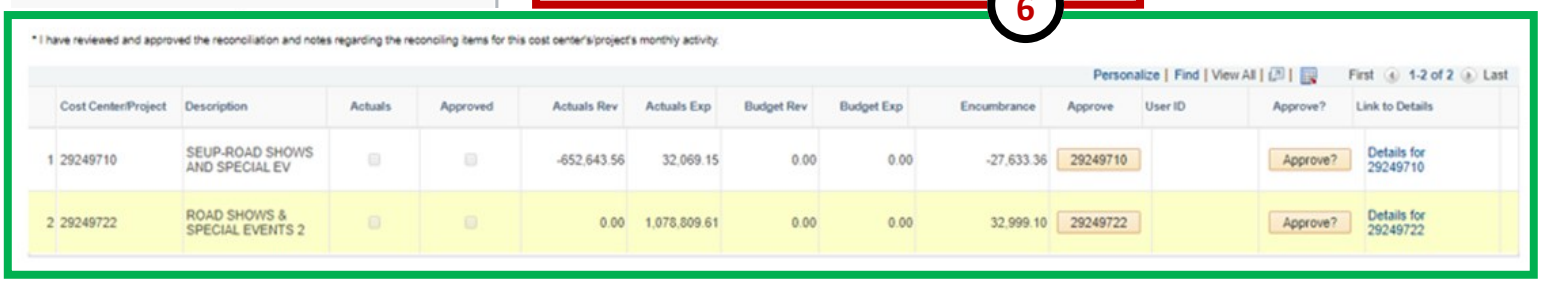


1. Select **Accounting & Financial Reports** form the PS Dropdown menu.
2. Click on **SAHARA Monthly Reconciliation** tile.
3. Click on **Accounts Reconciliation**.
4. Enter criteria: BU = UTEP1, Year, Period (leave remaining fields blank).
   Note: Enter Fiscal Year Period (Ex: 1=September, 2=October).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



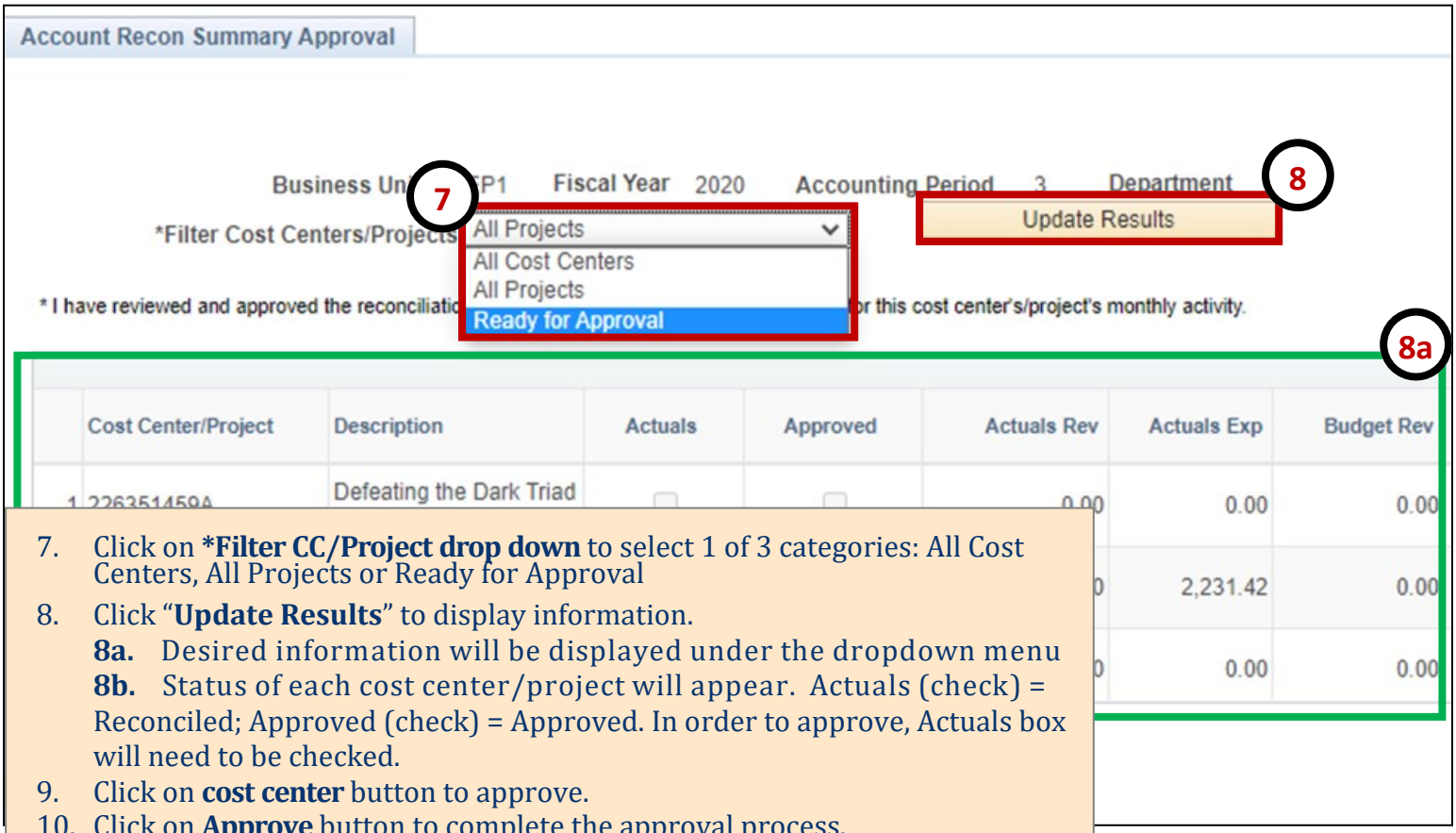




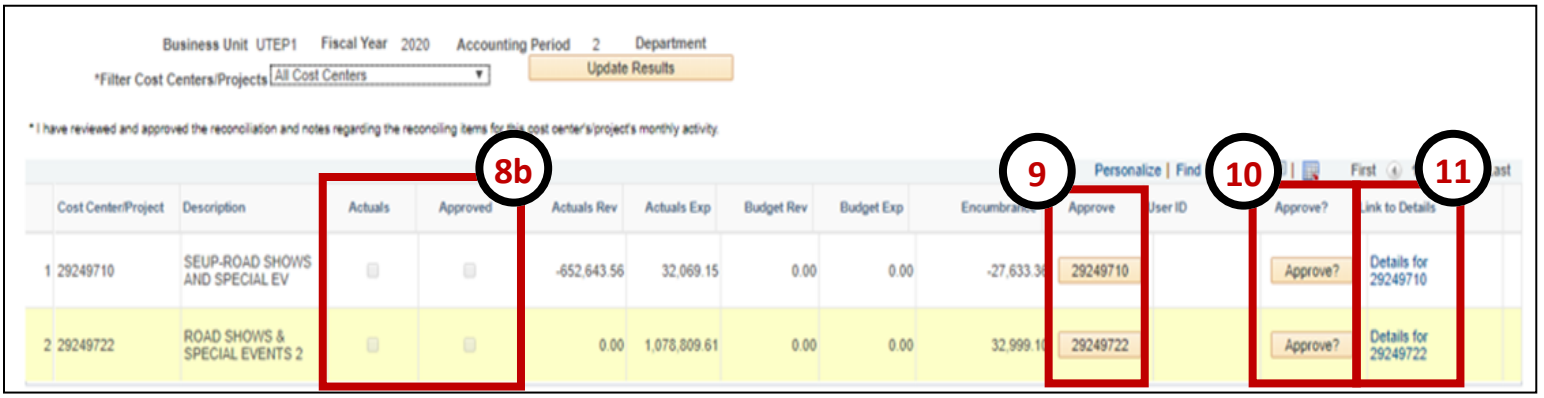
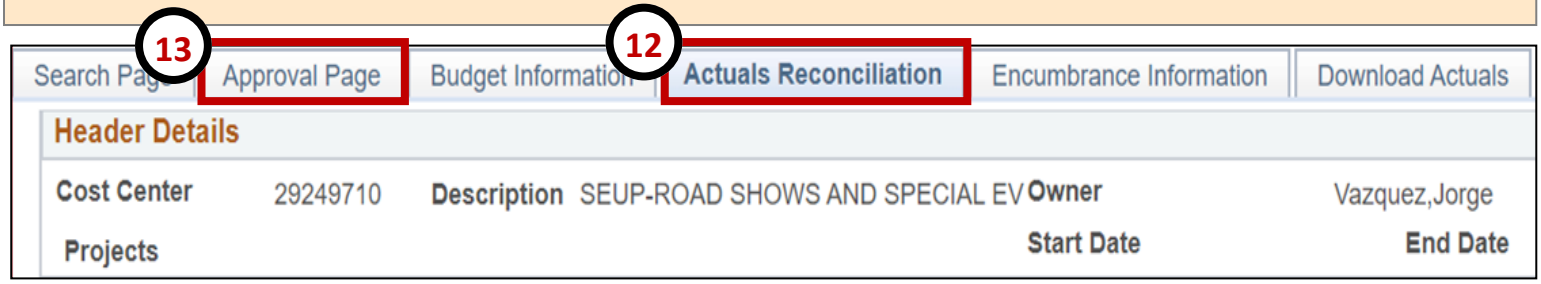


Approvers

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.