

Read Actuals

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

1. Select **Accounting & Financial Reports** from 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.

Multiple Cost Center/Project Approval Page

Business Unit UTEP1 Fiscal Year 2020 Accounting Period 2 Department

*Filter Cost Centers/Projects [All Cost Centers] Update Results

* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/project's monthly activity.

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Approve	User ID	Approve?	Link to Details
1 29249710	SEUP-ROAD SHOWS AND SPECIAL EV			-652,643.56	32,069.15	0.00	0.00	-27,633.36	29249710		Approve?	Details for 29249710
2 29249722	ROAD SHOWS & SPECIAL EVENTS 2			0.00	1,078,809.61	0.00	0.00	32,999.10	29249722		Approve?	Details for 29249722

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- 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.