

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.
6. Multiple cost centers/project will appear.

* 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	<input type="checkbox"/>	<input type="checkbox"/>	-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	<input type="checkbox"/>	<input type="checkbox"/>	0.00	1,078,809.61	0.00	0.00	32,999.10	29249722		Approve?	Details for 29249722

Approvers

The new page will display multiple cost centers; you can approve and/or review from this page:

Account Recon Summary Approval

Business Unit UTEP1 Fiscal Year 2020 Accounting Period 3 Department

*Filter Cost Centers/Projects **7** All Projects **8** Update Results

All Cost Centers
All Projects
Ready for Approval

* I have reviewed and approved the reconciliation for this cost center's/project's monthly activity. **8a**

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev
1 226351450A	Defeating the Dark Triad	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00
					2,231.42	0.00
					0.00	0.00

- Click on ***Filter CC/Project drop down** to select 1 of 3 categories: All Cost Centers, All Projects or Ready for Approval
- Click **"Update Results"** to display information.
 - Desired information will be displayed under the dropdown menu
 - 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.
- Click on **cost center** button to approve.
- Click on **Approve** button to complete the approval process.

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	<input type="checkbox"/>	<input type="checkbox"/>	-652,643.56	32,069.15	0.00	0.00	-27,633.34	29249710		Approve?	Details for 29249710
2 29249722	ROAD SHOWS & SPECIAL EVENTS 2	<input type="checkbox"/>	<input type="checkbox"/>	0.00	1,078,809.61	0.00	0.00	32,999.10	29249722		Approve?	Details for 29249722

- 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.
- Actuals Reconciliation** tab allows you to review transactions as well as comments and flags.
- Approval Page** tab allows you to approve reconciliation, if not already approved.

Search Page **13** Approval Page Budget Information **12** Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

Cost Center	29249710	Description	SEUP-ROAD SHOWS AND SPECIAL EV	Owner	Vazquez, Jorge
Projects		Start Date		End Date	