Approval Process for Cost Center Reconciliations

1. Log in to Galaxy
2. Click on Gemini Financials

3. This will take you to the main page of Financials.
4. Use the Screenshot below to access Account Reconciliation.
   Main Menu ➔ General ledger Custom ➔ Account Reconciliation
5. Once you are in the Account Reconciliation, make sure to add this to your Favorites for ease of access the next time.

Click on Add to Favorites and a pop up will appear to name this page. Call it Account reconciliation or whatever description you would like to give.

6. Now enter the Period and the cost center number to approve the reconciliations. We began online reconciliations in Feb 11. So begin with Period 6 and your cost center number. I’m using 37155018 in my example. The screen defaults to the current reconciliation period, Period 11, so you will need to change this to 6 for February. Enter your cost center number and press Search.
Once you press Search, the cost center information will show up below the Account Reconciliation Box.

7. Click on the cost center to access the reconciliation information.

8. Click on the “Approval Page”.
9. Check the Approved Box, type in your name in the Approved By: box, click on **Save** and the approval is complete.

10. If you would like to see the details of the transactions of that month, they are available under the Actuals Reconciliation tab. Here you will see all transactions reconciled by me. You can go through these and verify the transactions if you wish.
Note: There is a comment box for each transaction in the Actuals Reconciliation page and, if you wish, you can add a comment to any transaction on which you may have some question/issues. See screenshot below:

11. To get back to the main page and continue approving your other cost centers, click on the Search page tab at the top.