











RECON@ INSTRUCTIONS FOR APPROVERS

Please follow the below directions so that you can access and approve your reconciliations.

1. Access recon@ - <http://www.virginia.edu/recon/>



2. Hit the Launch button on the top right corner
3. Check the button to accept terms and policies.
4. You will be directed to the Welcome screen
5. In the little spreadsheet looking box, click on the number under "Not Approved" (you are ONLY responsible for this column).
6. This is the SUMMARY screen, you will see a list of your PTAO's that have activity (only).
7. Hit the folder button  under the Actions column.
8. You will see a list of details by the budget categories. If you click on the little arrow  beside budget category, it will open all budget categories and show each item in detail. If you click on the little arrow  beside each budget name it will only show detail for that category.
9. Once you have reviewed, click on the SUMMARY tab in order to get back to the PTAO list.
10. If you see an issue, click on the flag  and it will bring up a text box so that you may note the issue. Save issue and use the red back arrow  to send back to us for correction/clarification.
11. If you have just a comment you would like to place with the recon, click on the pencil  and it will bring up a text box to make your comment. Save.
12. You can click on the construction worker  to view any labor distribution.
13. You can click on the printer  to print a Budget Balance Available (BBA) Summary with associated comments. You can print or just hit the X button  and it will close the BBA report.
14. Once you are ready to approve click the Stamp button .

If you have any questions or would like us to walk you through it, please let us know and we can sit with you on a one on one basis. Remember, you are only going to see Recons with activity or outstanding commitments.