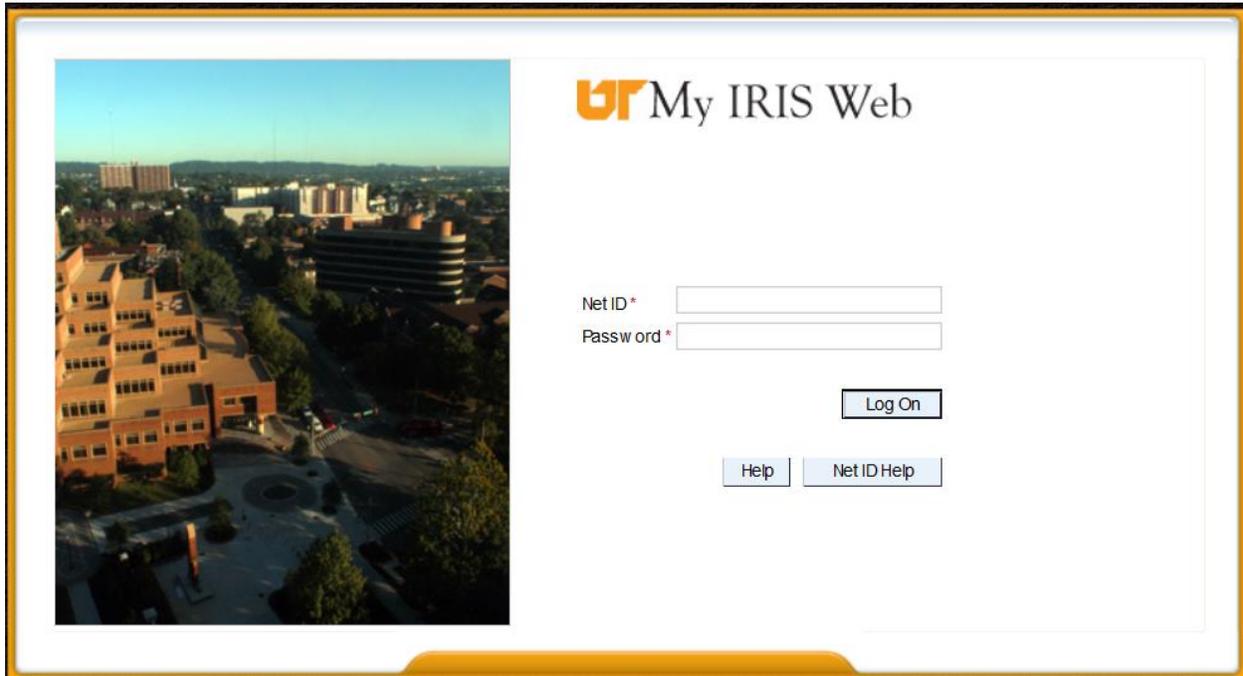


My IRIS Web Inbox

Approving the Electronic Ledger Reconciliation

Steps to approve the electronic ledger reconciliation:

1. Access My IRIS Web: <https://irisweb.tennessee.edu>



2. Authenticate with your NetID and password. If you need assistance with your NetID, click

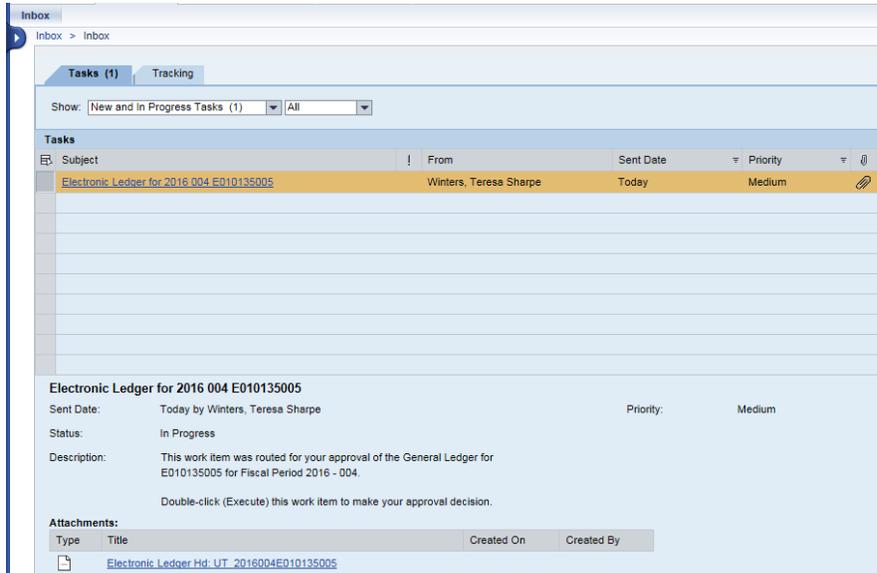


- **NOTE:** Make sure your browser settings are set to allow pop-ups from the address.

3. After authenticating, click on the Inbox tab:

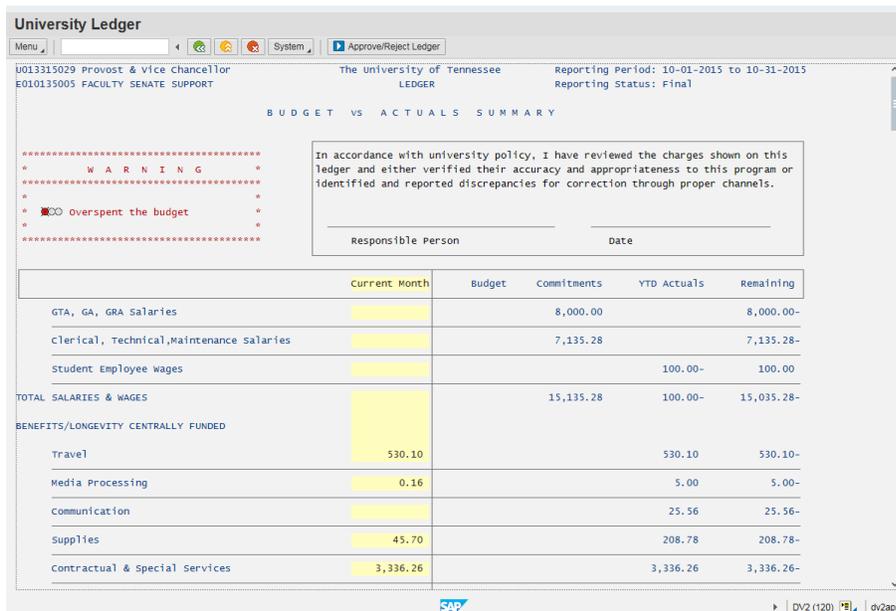


- If there is an Electronic Ledger Record to be approved, it will appear in the inbox. It is possible for other types of work items to be in the inbox as well. If you are already an IRIS approver, all of your IRIS work items will show in this inbox. In the example below, there is an electronic ledger record in the inbox.
- Sometimes it takes a few seconds for the inbox display to refresh and show all items for approval, so if you don't see a work item immediately, give it a minute and check again.



4. To launch the work item for approval, simply click on the underlined portion of the line – in this example, Electronic Ledger for 2016 004 E010135005 or double click on the line with the work item.

- The traditional view of the ledger will be displayed, and you will see any special messages for the ledger such as an indication that the fund is overspent, as in the example shown below. You can also browse through this view to see all commitments as well as actuals, if desired.





- Click **Approve/Reject Ledger** to display the Ledger Reconciliation and either approve or reject.

Electronic Ledger Reconciliation

Menu | System |  Approve |  Reject |  Return

Payroll Reconciliation | No Activity Funds | Outstanding Items | Submit

FMA	Fund	Fund name	Funds Center	Year	Prd	Posting Date	T...	Description	FI doc.no.	Item	# Pymt B...	TCurr	RefDocNo	Cmmt I...	Commitment Item	
UT	E010135005	FACULTY SENATE	U013315029	2016	4	10/01/2015	SA	G/L account docu	100005229	58	17.00	USD	DRBILLAF15	431100	Travel In State	
UT		FACULTY SENATE	U013315029	2016	4	10/01/2015	SA	G/L account docu	100005229	59	513.10	USD	DRBILLAF15	431100	Travel In State	
														• 530.10	431100	
UT		FACULTY SENATE	U013315029	2016	4	10/21/2015	ZD	Inter dept transfer	900010233	1	0.16	USD	SEE EXTRAS	433100	Printing	
														• 0.16	433100	
UT		FACULTY SENATE	U013315029	2016	4	10/25/2015	ZC	Procurement Can	800006731	1	18.92	USD	U013315132	439100	Operating Supplie	
UT		FACULTY SENATE	U013315029	2016	4	10/25/2015	ZC	Procurement Can	800006731	3	26.78	USD	U013315132	439100	Operating Supplie	
														• 45.70	439100	
UT		FACULTY SENATE	U013315029	2016	4	10/01/2015	ZD	Inter dept transfer	900008542	1	3,336.26	USD	INV CS1077	446200	GroupArranged E	
														• 3,336.26	446200	
														• 3,912.		
														• • • 3,912.		

- Note that on the Ledger Reconciliation view that only the actual expenditures are shown.
- If necessary, scroll over to the right to view the reconciliation status of the line items.

Electronic Ledger Reconciliation

Menu | System |  Approve |  Reject |  Return

Payroll Reconciliation | No Activity Funds | Outstanding Items | Submit

Year	Prd	Posting Date	T...	Description	FI doc.no.	Item	# Pymt B...	TCurr	RefDocNo	Cmmt I...	Commitment item name	Order	Add Attachment	Att...	Edit...	Status
2016	4	10/01/2015	SA	G/L account docu	100005229	58	17.00	USD	DRBILLAF15	431100	Travel In State					
2016	4	10/01/2015	SA	G/L account docu	100005229	59	513.10	USD	DRBILLAF15	431100	Travel In State					
														• 530.10	431100	
2016	4	10/21/2015	ZD	Inter dept transfer	900010233	1	0.16	USD	SEE EXTRAS	433100	Printing					
														• 0.16	433100	
2016	4	10/25/2015	ZC	Procurement Can	800006731	1	18.92	USD	U013315132	439100	Operating Supplies					
2016	4	10/25/2015	ZC	Procurement Can	800006731	3	26.78	USD	U013315132	439100	Operating Supplies					
														• 45.70	439100	
2016	4	10/01/2015	ZD	Inter dept transfer	900008542	1	3,336.26	USD	INV CS1077	446200	GroupArranged Events					
														• 3,336.26	446200	
														• • • 3,912.		

- Note these columns:

Att Exists	EditCommen	Status
		

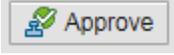
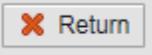
- The *Status* column at the far right will show you the reconciliation status of the line item.
 -  indicates that the item was reconciled.
 -  indicates that the item is under review. There is further action or review needed on the line item, to be taken in the subsequent accounting period. This status requires a comment be made for the line item.
- If there is an attachment on a line item, an image of eyeglasses will show in the *Att Exists* Column. You can click on the column to review the attachment. If only one

attachment exists, it will be displayed. If there is more than one attachment, you will be presented with a list of attachments.

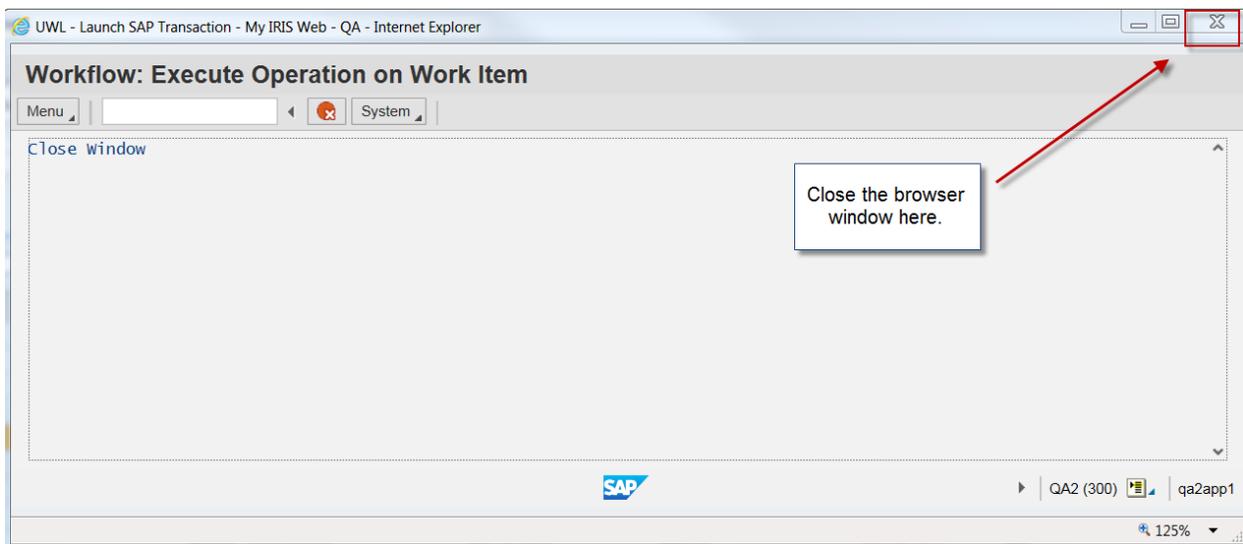
- ❖ The *EditComment* can be used to see if there are any comments or to add your own comments. If there are already comments there, be sure that you do not overlay the comments that are already there.

- Note this header icon that allows approvers to add comments, if desired:



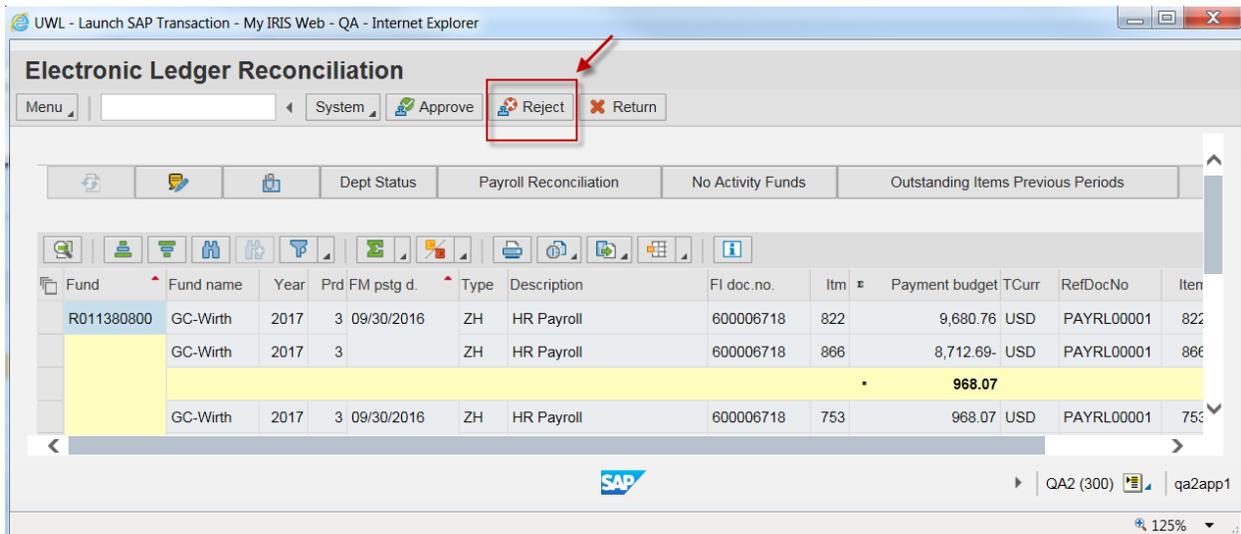
6. After viewing the Ledger Reconciliation, click  . If there is something that you would like to follow up on and do not wish to approve or reject at this time, click  to return to the inbox without processing the work item.

7. **IMPORTANT TO NOTE: This window will then present and you will need to close it to get back to your inbox. Do not close with the red X icon , instead close the browser window.**

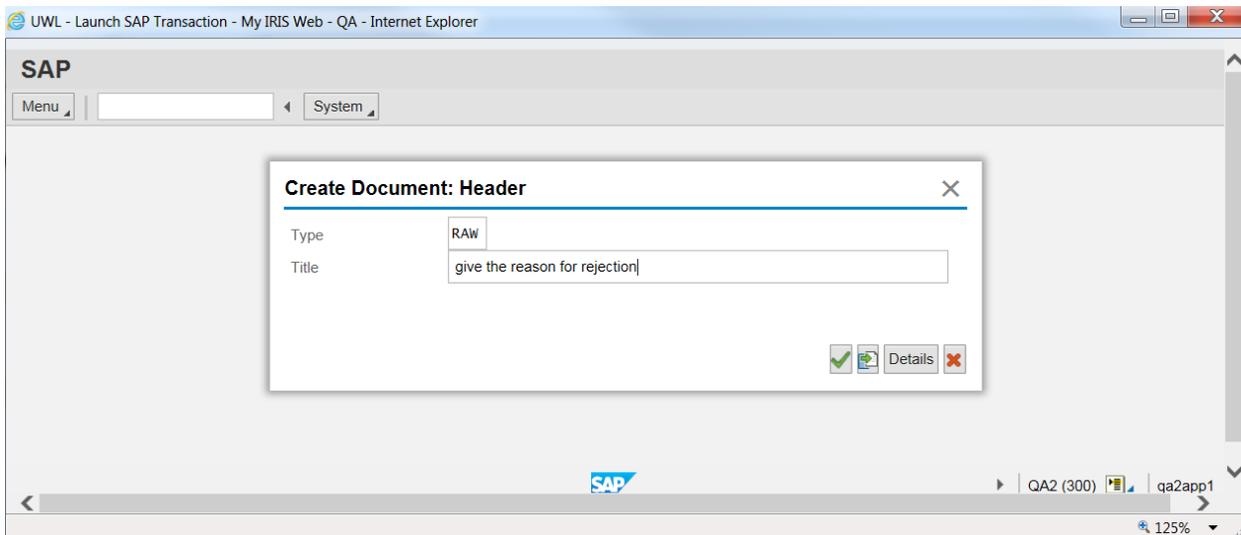


Steps to reject a work item back to the originator:

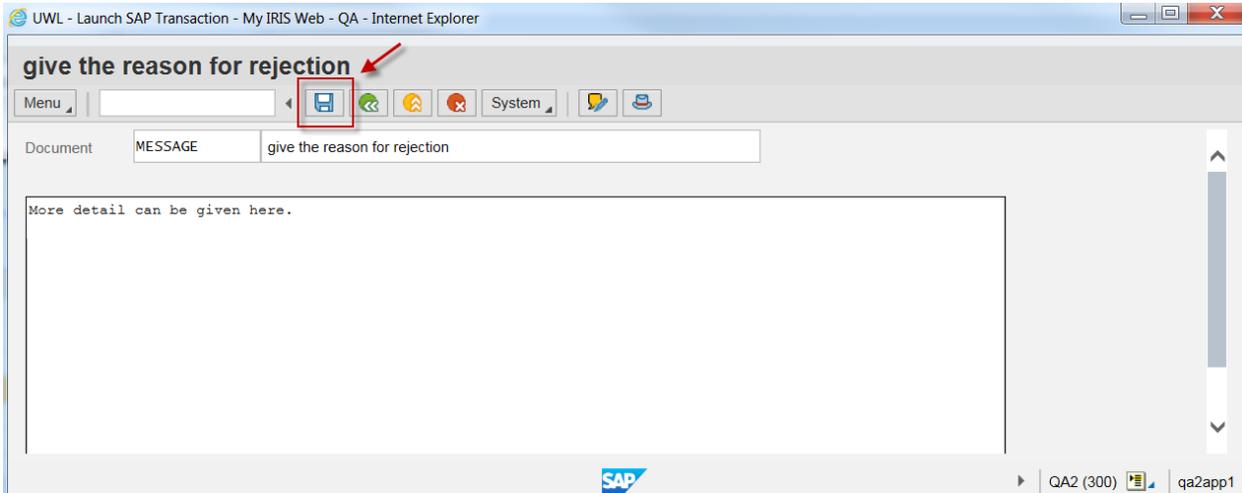
1. Same as above
2. Same as above
3. Same as above
4. Same as above
5. Same as above
6. After viewing the Ledger Reconciliation, click . If there is something that you would like to follow up on and do not wish to approve or reject at this time, click  to return to the inbox without processing the work item.



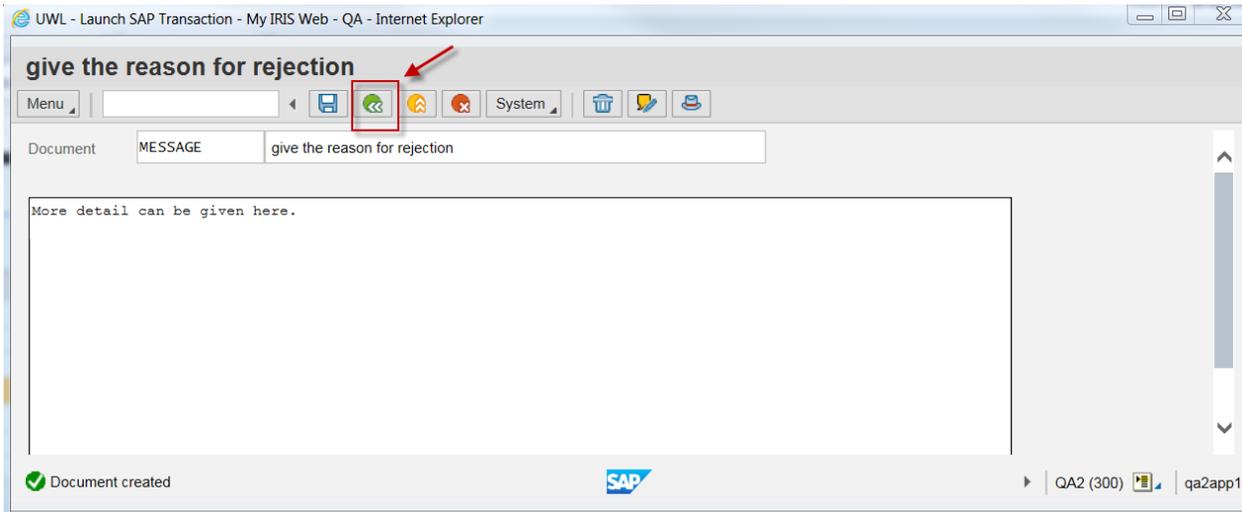
7. Give the rejection notice a title and hit the green check mark.



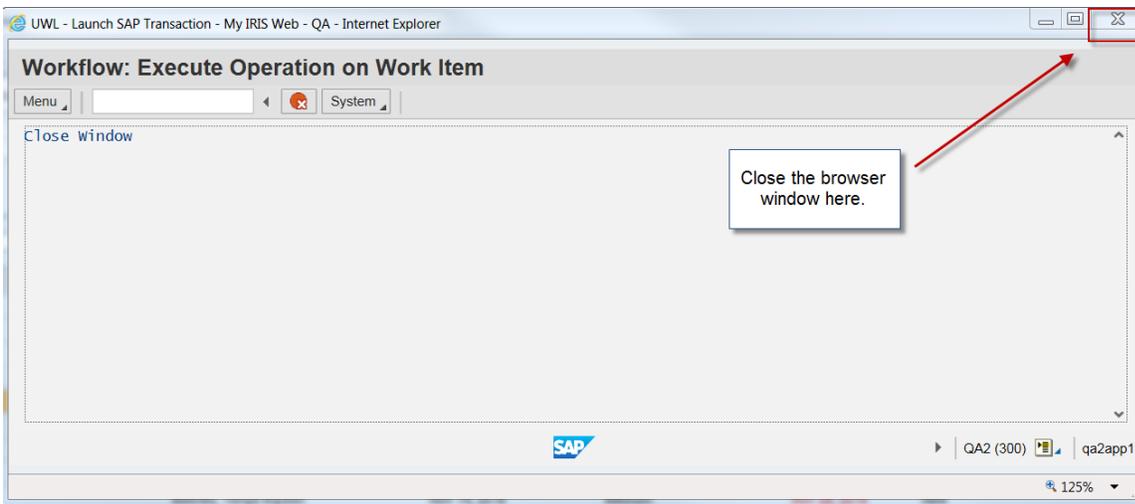
8. More details can be written here. Then select the save icon.



9. Then green arrow back.

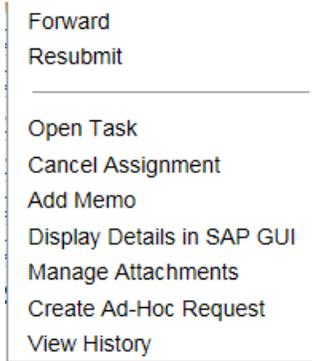


10. Then close the browser window. **Do not choose the red X icon** .

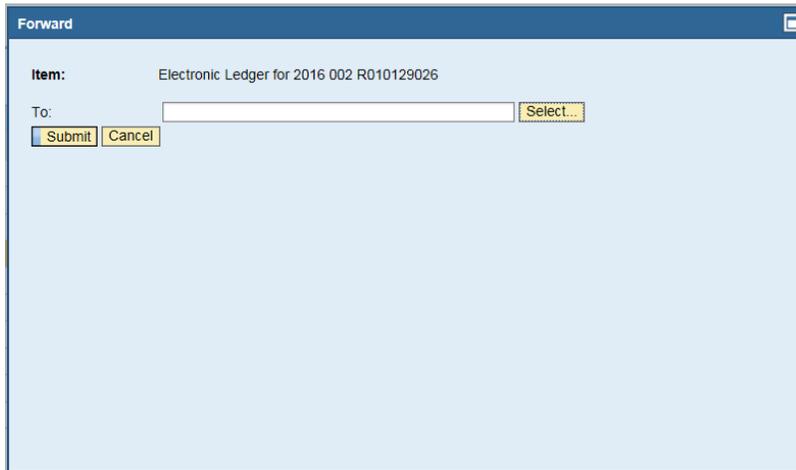


Forwarding a work item to another user. Note PIs do not have this ability, only department heads and their designees.

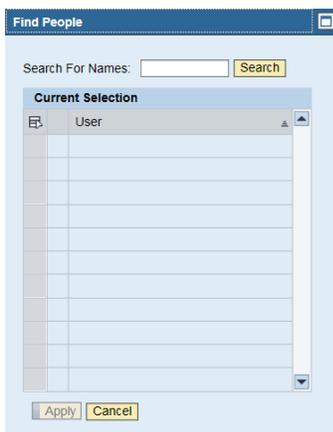
1. Highlight the work item by clicking once, then right click to get this dropdown box. Select “Forward”. *Mac users – to right click, while holding down the control key, click on the work item.*



2. Enter the user ID of the person you want to forward the item to.



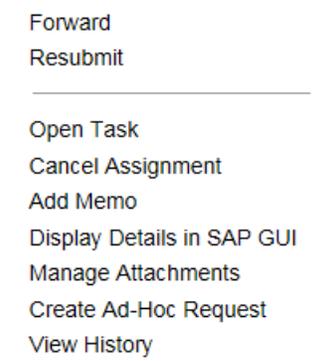
3. If you don't know the user ID, select the “Select” button to get a search help pop-up screen. Enter the user ID to search.



Un-reserving or replacing a work item:

By selecting a work item, IRIS “reserves” the work item in your inbox and removes it from other approvers’ inboxes. To replace that item back into all the approvers’ inboxes, follow these steps:

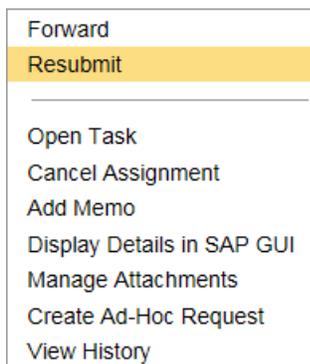
1. Highlight the work item by clicking once, then right click to get this dropdown box. Select “Cancel Assignment”. *Mac users – to right click, while holding down the control key, click on the work item.*



- The “Status” column should change from “In Progress” back to “New”. The screen may need to be refreshed.

Special instructions for Mac Users:

Forwarding and unreserving a work item through the IRIS Web portal requires right clicking the icon to get the options:



To right click on a Mac, while holding down the control key, click on the work item.