SAHARA

Approving Reconciliations

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.

SAHARA Account Reconciliation

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. This will direct you to the approval page.
6. Multiple cost centers/project will appear.

▼ Accounting & Financial Reports

Journal Inquiry

GL Reporting

Budgets Overview

SAHARA Monthly Reconciliation

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

Search Page

Account Reconciliation
Search Criteria

*Business Unit UTEP1
*Year 2020
*Period 2
Department
Cost Center/Project

Search

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.

Personalize | Find | View All | 🔲 | 📊   First 1-2 of 2 Last

	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

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

Account Recon Summary Approval

Business (7) 1   Fiscal Year   2020   Accounting Period   2   Department (8)

*Filter Cost Centers/Projects: All Projects ▼   [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.

	Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Bud (8a)
1	226351459A	Defeating the Dark Triad in Cy	☐	☐	0.00	0.00	0.00
					0.00	2,231.42	0.00
3	226900309A		☐	☐	0.00	0.00	0.00

7. Click on *Filter CC/Project drop down to select 1 of 3 categories: *All Cost Centers, All Projects or Ready for Approval*
8. Click "Update Results" to display information.
   - 8a. Desired information will be displayed under the dropdown menu
   - 8b. 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.
9. Click on cost center button to approve.
10. 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.

| | | | (9) | | | | | (10) | | Find | View All | | | Last |

	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-R(8b) AND SPE	☐	☐	-652,643.56	32,069.15	0.00	0.00	-27,633.36	29249710		Approve?	Details for 29249710 (11)
2	29249722	ROAD SHOW 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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11. 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.
12. Actuals Reconciliation tab allows you to review transactions as well as comments and flags.
13. Approval Page tab allows you to approve reconciliation, if not already approved.

(13)   (12)

| Search Page | **Approval Page** | Budget Information | **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** |