

# Reviewing Flags and Comments on Reconciliations

Approvers will be able to input comments and/or review comments from reconcilers. The comments are not a communication medium between approver and reconcilers; however, it is good to use this for comments related to each cost center or a specific account.

To add/review a comment, access the Actuals Reconciliation page within SAHARA.

1. Access the Actual Reconciliation Page (this page provides a general overview of all the specific cost center transactions).
2. The area displays general comments for the cost center.
  - i. The left comment area is intended for reconciler comments while the right comment area is designed for approvers.
3. Make sure to click the Save Comments button to save/update your comment.

The screenshot shows the 'Actuals Reconciliation' page in SAHARA. The page is divided into several sections:

- Header Details:** Includes fields for Cost Center (29249710), Description (SEUP-ROAD SHOWS AND SPECIAL), Department (302350), Accounting Period (2), and Fiscal Year (2020).
- Month End Expense Summary:** A table with columns for Expense Type and Amount. Values include Revised Expense Budget (\$31,646,458.21), YTD Actuals Expense (\$62,476.64), PTD Actuals Expense (\$62,476.64), Encumbrance Total (\$274,840.11), and Available Expense Budget (\$31,309,141.46).
- Month End Revenue Summary:** A table with columns for Revenue Type and Amount. Values include Revised Revenue Budget (\$11,439,500.00), YTD Actuals Revenue (\$3,376,144.72), PTD Actuals Revenue (\$3,376,144.72), and Revenue Budget Balance (\$8,063,355.28).
- Reconciliation:** A section with a 'Reconciliation' checkbox, 'Reconciled By', 'Reconcile Date', and 'Reconciled Oprid' fields. A text box contains the statement: 'I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.' Below this is a 'Save' button.
- Comments:** A section with two text input areas: 'Reconciler Comments' and 'Approver Comments'. A 'Save Comments' button is located between these two areas.
- Account Summary:** A table showing 'Account' (Copying/Printing Services), 'Source' (Accounts Payable), 'Acctg Def Name' (Payables Definition), and 'Account Subtotal' (\$406.50).
- Transaction List:** A table with columns for Date, Due Date, Voucher ID, Voucher Line Descr, Vendor Name, Customer Name, PO #, and PO Descr. A transaction is listed with Date 2019-09-06, Due Date 2019-09-06, Voucher ID MM231027, Voucher Line Descr ESTIMATE 34691, UT, Vendor Name FASTSIGNS, Customer Name, PO # 2020158946, and PO Descr ESTIMATE 3-UT.

Numbered callouts in the image point to the following elements:

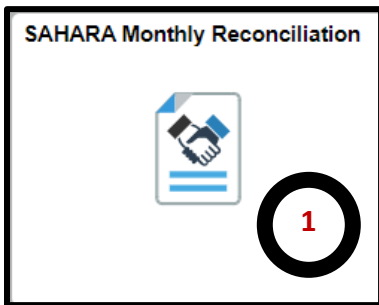
- 1:** The 'Actuals Reconciliation' tab in the top navigation bar.
- 2:** The 'Save' button in the Reconciliation section.
- 3:** The 'Save Comments' button in the Comments section.
- 4:** The 'Account' field in the Account Summary table.
- 5:** The 'Flag' icon in the Transaction List table.

4. This area allows users to enter comment to a specific expense.
5. If you want a comment to stand out, you can flag those specific transactions by first adding a comment and then clicking on the flag. Once selected, flag will turn red.

### Things to note:

1. Notifications are not enabled by the system. Neither reconcilers nor approvers will receive a notification for any update and or change made to any comment and/or flag.
2. Comments and Flags can be modified at any time during the reconciliation process.
3. Comments and Flags will not stop the reconciliation process from moving forward.

## Approver – Track Flagged Items



1. Access the SAHARA Monthly Reconciliation tile (approvers tile)
2. In this new page, locate the “Monitor” drop-down menu and click on it
3. From the new options, select “Track Flagged Items.”
4. For the Business unit select “UTEPI.”
5. Enter current “Fiscal Year,” in this case, you will use 2020 (leave remaining fields blank).

Accounting & Financial Reports

SAHARA Monthly Reconciliation

Reconcile

Approve

Monitor

Reconciliation Summary

Track Flagged Items

Reporting

Administration

Security

Flagged Items

Field Reference

Business Unit: UTEPI

Fiscal Year: 2020

Department From: [ ] Department To: [ ]

Cost Center/Project From: [ ] Cost Center/Project To: [ ]

Flagged by Net ID: [ ]

Search

Actuals

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/E
1	2020		19508696	60302	303000	Accounts Payable	2019158566	2019-09-06	JCPDS-
2	2020		18257000	54401	303010	Accounts Payable		2019-09-03	CITIBAN
3	2020		18257000		303010	HR Payroll	2100385698	2019-09-30	Gomez P
4	2020		18257000		303010	HR Payroll	2100386523	2019-09-30	Esparza,
5	2020		19608800	63101	303010	Accounts Payable		2019-09-03	CITIBAN
6	2020		19608800	54403	303010	HR Payroll	2100385704	2019-09-30	Hernand
7	2020		19608800	54407	303010	HR Payroll	2100386547	2019-09-30	Quinones

6. Click the “Search” button to see cost centers with flags.
7. Click on any of the links under the “Cost Center/Project” column to review flags. That link will take you to the “Actuals Reconciliation” page for you to review.