



SAHARA

Account Reconciliation Application



Agenda



- SAHARA Overview
- Business Process
- Roles & Responsibilities
- Reconciler Overview
- Demo- Reconciliation Process
- Approver Overview
- Demo- Approver Process
- Questions

SAHARA Overview



What's New?

- Online feature to reconcile accounts.
- Capability of online comments and flagging transactions.
- Reconcile GL Account rather than by KK-Document ID.
- Electronic acknowledgement for reconcilers and approvers.

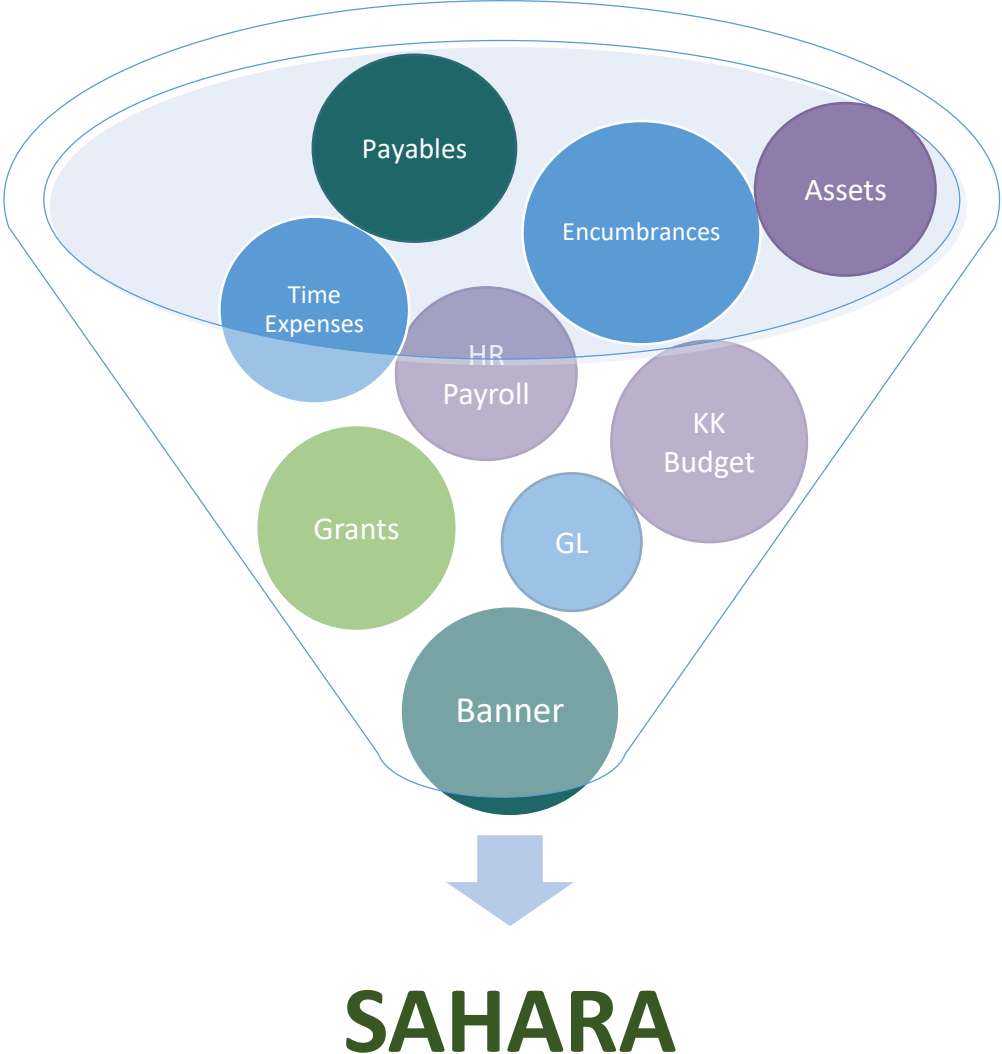
SAHARA Overview



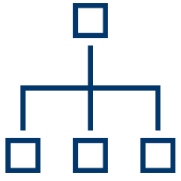
What Hasn't Changed?

- Reconciliations done on a monthly basis. Required in order for Annual Certification to take place.
- Maintain supporting documentation.
- Signature acknowledgement (online).
 - Reconcilers
 - Account Owners
- The University of Texas System
 - UTS 142.1 Policy on the Annual Financial Report: “Certification of Financial Responsibility”
 - Link: <https://www.utsystem.edu/sites/policy-library/policies/uts-1421-policy-annual-financial-report>
- The University of Texas at El Paso
 - Handbook of Operating Procedures (HOP);
 - Section VII, Financial Services, Chapter 5
 - Link: <https://www.utep.edu/hoop/section-7/ch-5.html>
 - VPBA: Business Process Guidelines:
 - Budget and Financial Accounting> Account Review
 - Link: <https://admin.utep.edu/Default.aspx?tabid=73981>

SAHARA Overview



Business Process



Monthly



SAHARA Roles & Responsibilities

	Cost Center	Capital Project	Grant
Reviews transactions (Reconciler)	●	●	
Gathers supporting documentation (Reconciler)	●	●	
Reconciles accounts (Reconciler)	●	●	
Account owners review and approve reconciliations (Approver)	●	●	

How to Reconcile (Salaries)

- Review SAHARA reconciliation reports for both current and prior periods.
- Compare Salary balances between the two months.
- If differences, identify transactions causing discrepancies and include supporting documentation (HRAC, SAR, Appointment Actions Request Form, Additional Pay Requests, Separation/Retirement forms, etc.).
- If no differences, include screen shots of prior month and current month Salaries showing no change between periods.

How to Reconcile (Wages)

- Provide PeopleSoft timesheet to verify total hours. Calculate pay (Hours x Rate).
- Validate wages are correct for each employee in SAHARA.

How to Reconcile (Expenses)

- Review transactions in SAHARA and gather documentation that support the transactions.
- Types of documents to include are Expense Reports (travel and non-travel), Vouchers (PO and Non-PO invoices), Pro Card (Citibank) summary page and Journal Entries (SC028, Banner-UTZ). Additional queries available for SC028 (UTE_DEPT_RECON_IDT_COSTCTR) and Banner (UTE_DEPT_RECON_BANNER_COSTCTR).
- Once transactions are validated, complete reconciliation process by clicking on Reviewed check box in SAHARA.

How to Review and Approve

Reviewer should consider the following:

- Do the transactions appear appropriate for department/University business?
- Are there any suspicious looking transactions?
- Does it appear the accounts have been reviewed (i.e. the reviewer has noted transactions)?
- Has the reviewer explained any unrecognized transactions?
- When the approver feels assured all transactions are logged, accurate, appropriate and authorized, then he/she will check the “Approved” check box in SAHARA, indicating their approval of the reconciliation and notes regarding any reconciling items for the month’s activity.

Recon Supporting Documentation

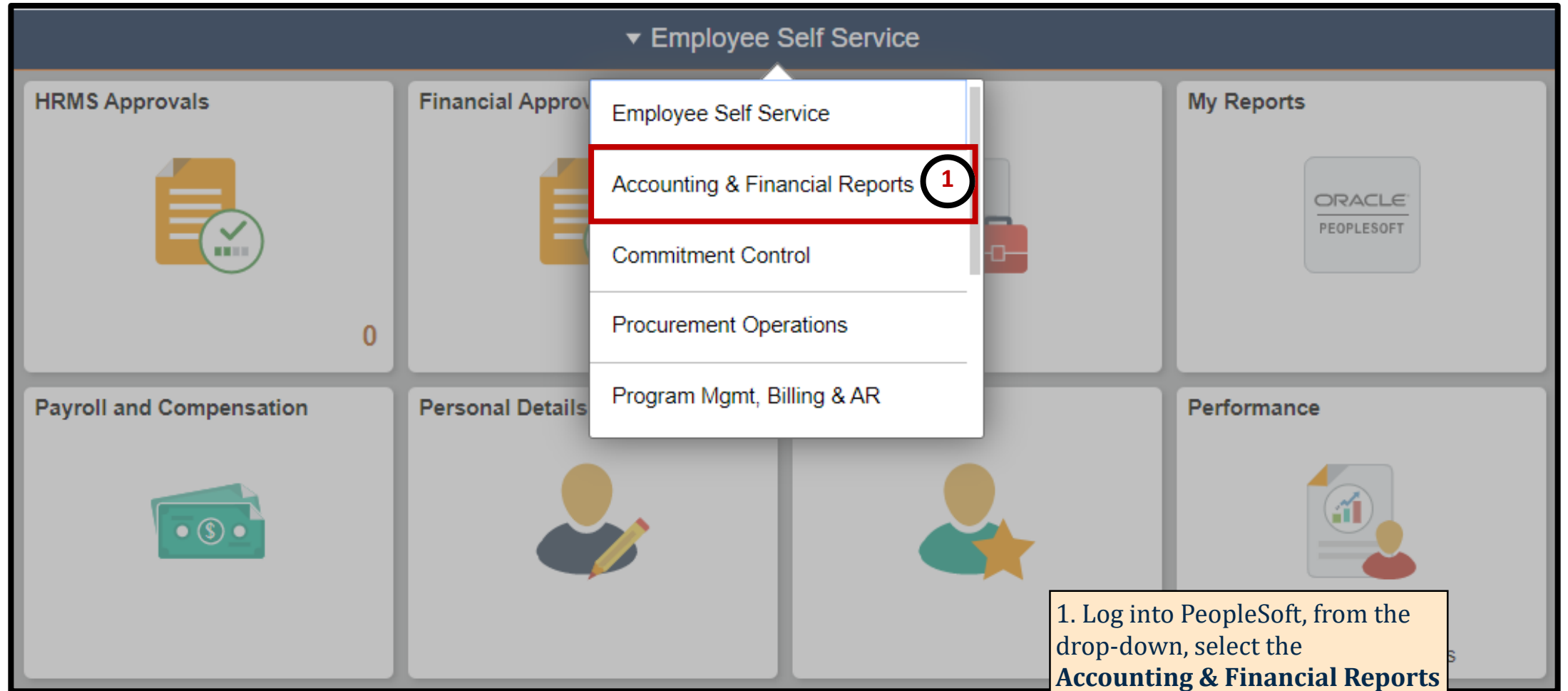
Review Type	Supporting Documentation
Salaries	<ul style="list-style-type: none">- Appointment Actions Request Form- HR Separation / Retirement Form- HRAC form with supporting documentation- Additional Pay Request- Supplemental Authorization Request (SAR)
Wages	<ul style="list-style-type: none">- PeopleSoft Time Sheet (hours entered)- Calculate pay amount (Hours x Rate)- Validate wages amount for each employee
Fringe Benefits	<ul style="list-style-type: none">- No supporting documents required- Verify there is little fluctuation between months- Notify Budget Office of any discrepancies
Operating Expenses	<ul style="list-style-type: none">- Copies of Purchase Orders- Invoices for both PO and Non-PO Vouchers- IDT Journals with supporting documentation- Pro Card Transaction Logs (note: keep receipts separate)- Expense Reports with attachments and supporting documentation

Retaining Documentation

- Documents may be retained in any manner deemed most efficient by each department so long as the documentation may be easily accessed and produced at request.
- If retaining Hardcopy documents, create a monthly packet (by month) and include all supporting documentation. *Note: Accessing an external system to view supporting documents is not acceptable.*
- If retaining Electronic documents, create a monthly PDF packet and save to departmental shared drive (create monthly folders). Include all supporting documentation. *Note: Accessing an external system to retrieve supporting documents is not acceptable.*

Demo

Reconciling in SAHARA








The screenshot shows the 'Employee Self Service' dropdown menu. The menu items are: Employee Self Service, Accounting & Financial Reports (highlighted with a red box and a circled '1'), Commitment Control, Procurement Operations, and Program Mgmt, Billing & AR. The background shows a grid of application tiles including HRMS Approvals, Financial Approvals, My Reports, Payroll and Compensation, Personal Details, and Performance.

1. Log into PeopleSoft, from the drop-down, select the **Accounting & Financial Reports**

Reconciling in SAHARA

▼ Accounting & Financial Reports

<p>Journal Inquiry</p> 	<p>GL Reporting</p> 	<p>SAHARA Account Reconciliation</p> 
<p>Budgets Overview</p> 	<p>SAHARA Monthly Reconciliation</p> 	

2. Select **SAHARA Account Reconciliation** tile.
This will open up the **Accounts Reconciliation Search Page**

Reconciling in SAHARA

The Account Reconciliation Search Page will be displayed.

3. Enter details in the **Search Criteria**.
4. Click **Search**.
5. Click on the **Cost Center**.

Search Page

Account Reconciliation

Search Criteria

*Business Unit UTEP1

*Year 2020

*Period 2

Department

Cost Center/Project 19080028

Search

Multiple Cost Center/Project Approval Page

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
19080028	TECH FEE MULTIMED TEACH & LR		Costcenter	2020	2	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	93,415.57	0.00	0.00	-50,434.33

PeopleSoft Tips

- Reconciliation Status indicates whether period has been reconciled/approved.

Reconciling in SAHARA

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

Header Details

Cost Center 19080028 Description TECH FEE MULTIMED TEACH & LR Owner Department 506000 Technology Support
 Projects Start Date End Date Accounting Period 2 Fiscal Year 2020

Month End Expense Summary			Month End Revenue Summary		
Revised Expense Budget	6	\$1,380,588.00	Revised Revenue Budget	7	\$1,372,196.00
YTD Actuals Expense		\$199,448.58	YTD Actuals Revenue		\$1,372,196.00
PTD Actuals Expense		\$199,448.58	PTD Actuals Revenue		\$1,372,196.00
Encumbrance Total		\$46,722.84	Revenue Budget Balance		\$0.00
Available Expense Budget		\$1,134,416.58			

Reconciliation

Reconciliation Reconciled By _____ Reconcile Date _____ Reconciled Oprid _____

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

Comments

Reconciler Comments

Approver Comments


Save Comments

8

Revenue for the period \$0.00 Expenses for the Period \$93,415.57

- 6. **Expense Summary:** YTD Actuals Expense (Fiscal YTD – 2020). PTD Actuals Expense (Project to Date – Inception)
- 7. **Revenue Summary:** YTD Actuals Revenue (Fiscal YTD – 2020). PTD Actuals Revenue (Project to Date – Inception).
- 8. **Revenue / Expenses for the Period:** Month to Date activity

Reconciling in SAHARA-Download

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | **Download Actuals** | Personalize | Find | View 100 |  **10**

Header Details

Cost Center	19080028	Description	TECH FEE MULTIMED TEACH & LR	Owner		Department	506000	Technology Support
Projects		Start Date		End Date		Accounting Period	2	Fiscal Year 2020

Month End Expense Summary

Revised Expense Budget	\$1,380,588.00
YTD Actuals Expense	\$199,448.58
PTD Actuals Expense	\$199,448.58
Encumbrance Total	\$46,722.84
Available Expense Budget	\$1,134,416.58

Month End Revenue Summary

Revised Revenue Budget	\$1,372,196.00
YTD Actuals Revenue	\$1,372,196.00
PTD Actuals Revenue	\$1,372,196.00
Revenue Budget Balance	\$0.00

9. Download Actuals.
10. Download to Excel.

Reconciliation

Reconciliation Reconciled By _____ Reconcile Date _____ Reconciled Opid _____

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

Comments

Reconciler Comments	Approver Comments
<input type="text"/>	<input type="text"/>
Save Comments	

Revenue for the period \$0.00 Expenses for the Period \$93,415.57

Reconciling in SAHARA-Download

Place filters on all Headers.
To see all documents, sort (A-Z) by:

11. **User Char 3** (Vouchers).
12. **Exp Doc ID** (Expense Reports).
13. **Journal ID** (Journals)

11

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3
2020	2	19080028	63633	AP	506000	694.44	00098585
2020	2	19080028	63003	AP	506000	1,304.74	00099867
2020	2	19080028	67645	AP	506000	400.00	00099867
2020	2	19080028	67645	AP	506000	400.00	00099867
2020	2	19080028	63633	AP	506000	708.10	00100171
2020	2	19080028	86115	AP	506000	259.00	MM229676

12

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID
2020	2	19080028	67645	EX	506000	300.00		232718
2020	2	19080028	63004	EX	506000	81.42		234483
2020	2	19080028	62102	EX	506000	11.60		235743

13

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID	Journal ID
2020	2	19080028	63801	IDT	506000	13.20			SC028FS001
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001
2020	2	19080028	67106	IDT	506000	806.25			SC028SOD01
		19080028	63632	IDT	506000	0.06			SC028TI135

Note: Once all documents identified, gather all supporting documentation that supports transactions.

Reconciling in SAHARA-Download

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14. Cross check by filtering on **Account** column.
15. Verify total to SAHARA reconciliation GL Account #.

Fiscal Year	Accounting Period	Cost Center	Account	Department	Monetary Amount	Exp Line Descr	Exp Doc ID	
2020	2	19080028	62106	506000	145.00	Lodging	23581	
2020	2	19080028	62106	506000	61.00	Meals	23581	
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	145.00	Lodging	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	135.50	Lodg	235818	Lugo Nevarez,Hecto
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher,Michael T
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher,Michael T
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher,Michael T
2020	2	19080028	62106	609000	135.50	Lodging Over Per D	236010	Pitcher,Michael T
2020	2	19080028	62106	506000	145.00	Lodging	236010	Pitcher,Michael T
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher,Michael T
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher,Michael T
2020	2	19080028	62106	609000	145.00	Lodging	236010	Pitcher,Michael T
					1,400.00			

15

Reconciling in SAHARA

16. Review by GL Account number.

17. Review Subtotal.

18. Review Amounts

19. Once Reviewed, click "Reviewed" box

Account 62106 Trvl In St Meals_Lodging

Reviewed Review Date

Acctg Def Name Expenses Definition

Account Subtotal \$1,400.00

19

Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant	Line Descr	Monetary Amount
1	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
2	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
3	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Over Per Diem Lodg	\$135.50
4	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
5	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
6	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
7	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
8	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
9	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
10	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
11	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
12	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
13	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
14	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
15	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
16	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging Over Per D	\$135.50

Reconciling in SAHARA – Adding Comments

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 Department 302350 Special Events
Projects Start Date End Date Accounting Period 2 Fiscal Year 2020

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,646,458.21	Revised Revenue Budget	\$11,439,500.00
YTD Actuals Expense	\$62,476.64	YTD Actuals Revenue	\$3,376,144.72
PTD Actuals Expense	\$62,476.64	PTD Actuals Revenue	\$3,376,144.72
Encumbrance Total	\$274,840.11	Revenue Budget Balance	\$8,063,355.28
Available Expense Budget	\$31,309,141.46		

Reconciliation

Reconciliation Reconciled By _____ Reconcile Date _____ Reconciled Oprid _____

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

Comments

Reconciler Comments 20

Approver Comments

Save Comments 21

Revenue for the period \$-652,643.56 Expenses for the Period \$32,069.15

Account 64101 Copying/Printing Services Source Accounts Payable Acctg Def Name Payables Definition
Reviewed Review Date Account Subtotal \$406.50

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

Details

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	61368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

20. Enter general comments under **Reconciler Comments** section (optional).

21. **Save Comments**

22. To leave specific comments on individual accounts, **click** on the **text box icon**.

22

Reconciling in SAHARA – Adding Flag

Reconciliation Comments

Header Details

Cost Center	29249710	Description	SEUP-ROAD SHOWS AND SPECIAL EV Owner	Department	302350	Special Events
Projects		Start Date		Accounting Period	2	Fiscal Year 2020

▶ **Chartfields**

*Please do not use Double quotes, Single Quotes and Commas in the comments.

Reconciler Comments
Pending receipt

23a

23b Save Save and Return to Previous Page

23a. **Enter** specific comment under Reconciler Comments.
 23b. **Save** and **Return**.
 24. **Click** on the flag - This allows the account to be "Flagged."

Account	64101	Copying/Printing Services	Source	Accounts Payable	Acctg Def Name	Payables Definition
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$406.50

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

24

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1		61368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

Reconciling in SAHARA – Removing Flag

The screenshot displays the SAHARA software interface for reconciling a transaction. The main table shows a transaction with a red flag icon next to it, circled with a red '25'. Below this, a confirmation dialog box is shown, circled with a red '26', asking 'Are you sure you want to remove this item from your Flagged Items list?' with 'Yes' and 'No' buttons. Below the dialog, a message box is shown, circled with a red '27', stating 'Please update the comment before un-flagging this transaction.' with an 'OK' button. Below the message box, a text area for 'Reconciler Comments' is shown, circled with a red '28', containing the text 'Received receipt.'. At the bottom, there are two buttons: 'Save' and 'Save and Return to Previous Page', with the latter circled with a red '29'.

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	1368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

Account 64101 Copying/Printing Services Source Accounts Payable Acctg Def Name Payables Definition
Reviewed Review Date Account Subtotal \$406.50

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

Details

Message

Are you sure you want to remove this item from your Flagged Items list?

Yes No

Customer Name PO # PO Descr Monetary Amount
2020158946 ESTIMATE 34691, UT \$387.50

Message

Please update the comment before un-flagging this transaction.

OK

Reconciler Comments

Received receipt.

Save Save and Return to Previous Page

- 25. Click on Flag.
- 26. Click "Yes" to remove flag.
- 27. Click "OK"
- 28. Update or remove comment.
- 29. Save and Return to Previous Page

Reconciling in SAHARA – Tracking Flagged Items

The screenshot shows the 'Accounting & Financial Reports' menu in SAHARA. The menu is divided into two main sections. The left section contains 'Journal Inquiry' and 'GL Reporting'. The right section contains 'Reconcile', 'Accounts Reconciliation', 'UTZ OneClick', 'Monitor', 'Reconciliation Summary', and 'Track Flagged Items'. A legend box on the left side of the image provides the following information:

- 30. Acctg & Financial Reports.
- 31. SAHARA Monthly Reconciliation.
- 32. Monitor
- 33. Track Flagged Items.

The 'Track Flagged Items' option is highlighted with a red box and a callout number 33. The 'Monitor' option is also highlighted with a red box and a callout number 32. The 'SAHARA Monthly Reconciliation' option is highlighted with a red box and a callout number 31. The 'Accounting & Financial Reports' header is highlighted with a red box and a callout number 30.

Reconciling in SAHARA – Tracking Flagged Items

Flagged Items | Field Reference

Business Unit 34

Fiscal Year

Department From Department To

Cost Center/Project From Cost Center/Project To

Flagged by Net ID

35

34. Enter search criteria.
35. Click Search.
36. Flagged items appear.

Actuals 36

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description	Amount	Reconciler Comments
🚩	2020	2	29249710	67106	302350	Expenses	0000237818	10/23/2019	Edwards, Robert Art	6001290393 - Pizza reimbursemen	\$47.58	Pending receipt

Reconciling in SAHARA

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	Department	302350	Special Events	
Projects		Start Date		End Date		Accounting Period	2
						Fiscal Year	2020

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,646,458.21	Revised Revenue Budget	\$11,439,500.00
YTD Actuals Expense	\$62,476.64	YTD Actuals Revenue	\$3,376,144.72
PTD Actuals Expense	\$62,476.64	PTD Actuals Revenue	\$3,376,144.72
Encumbrance Total	\$274,840.11	Revenue Budget Balance	\$8,063,355.28
Available Expense Budget	\$31,309,141.46		

Reconciliation

Reconciliation Reconciled By Valerie Vanessa Sanchez Reconcile Date 04/17/2020 1:56:12PM Reconciled Opid 6001134673

38 I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted reconciling items in the comment fields.

39 Save

37. Once transactions have been reviewed, scroll to top of page (**Reconciliation** section).

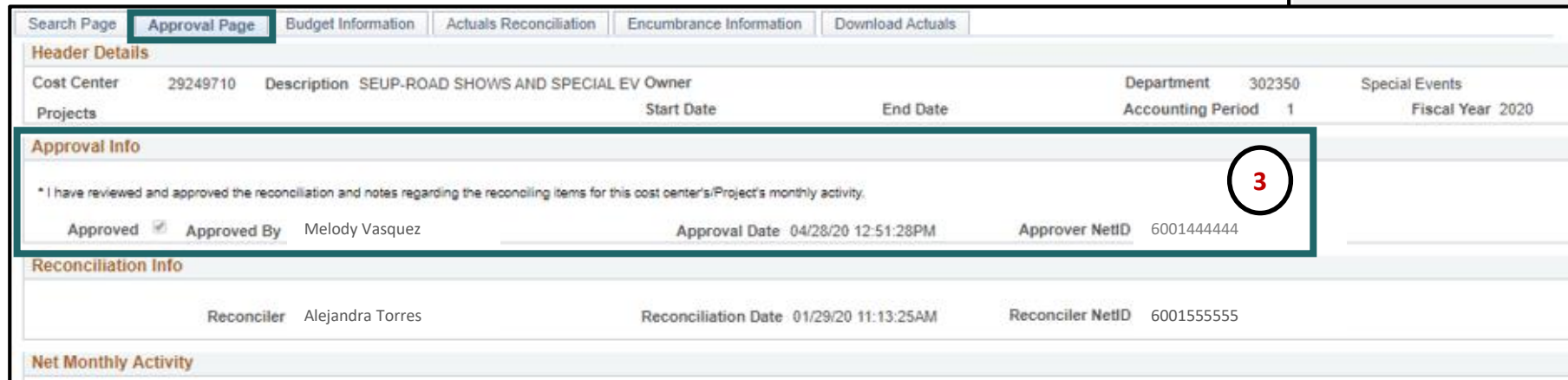
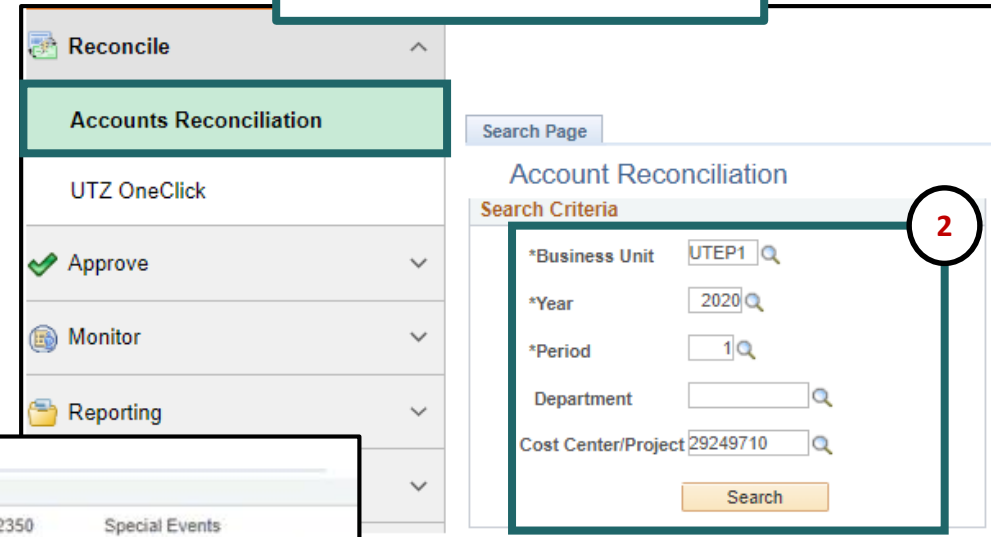
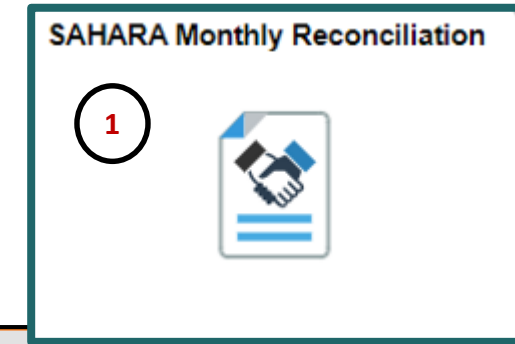
38. **Click** "Reconciliation" box.

39. **Save.**

Approver

Things to Know:

1. Reconciler will continue to review expenses and provide supporting documentation, the same account reconciliation policies & procedures apply.
2. To access the page, select the SAHARA Monthly Reconciliation tile and fill "Search Criteria."
3. The approval process will be completed and saved by checking the "Approved" box.





Approver

What's New?

- Reconciliation Status allows users to confirm if account has been fully reconciled.
- General comments can be reviewed and added.
- Specific comments can be reviewed and added for individual lines.
- Flags enabled by reconcilers highlight transactions.

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval
29249710	SEUP-ROAD SHOWS AND SPECIAL EV		Costcenter	2020	2	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

Header Details

Project 226351569A Description Data Provenance Assurance in C Owner Gates, Ann Department 720300 Computer Sci
Cost centers Start Date 08/06/2018 End Date 12/31/2019 Accounting Period 4 Fiscal

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$30,000.00	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$4,413.61	YTD Actuals Revenue	\$5,238.49
PTD Actuals Expense	\$52,260.98	PTD Actuals Revenue	\$69,246.22
Encumbrance Total	\$1,339.55	Revenue Budget Balance	\$-5,238.49
Pre-Encumbrance Total	\$0.00		
Available Expense Budget	\$24,246.84		

Reconciliation

Reconciliation Reconciled By Narc Alejandra Torres Reconcile Date 01/30/2020 3:16:33PM Reconciled Oprid 60010 6001555555

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

Comments

Reconciler Comments

Approver Comments

Save Comments

Revenue for the period \$-568.62 Expenses for the Period \$568.62

Account 63001 Consumable Non-Office Supplies Source Accounts Payable Acc

Reviewed Review Date

Details

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1	<input checked="" type="checkbox"/>	782490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

Questions?





THANK YOU!