

SAHARA- Drill Down

Follow the steps below for instructions on how to drill down to access source documents such as expense reimbursements (travel & non-travel) and Non-Po vouchers.



1. From the Employee Self -Service dropdown menu, select **Accounting & Financial Reports**.
2. Select the **SAHARA Account Reconciliation** tile.
3. Enter details in the **Search Criteria**.
4. Click **Search**.
5. Click on the **Cost Center**.

A screenshot of the 'Account Reconciliation' search page. The 'Search Criteria' section is highlighted with a red box and circled with a '3'. It contains the following fields: *Business Unit (UTEP1), *Year (2020), *Period (2), Department, and Cost Center/Project (19080028). A 'Search' button is circled with a '4'. Below the search criteria, the text 'Multiple Cost Center/Project Approval Page' is visible. At the bottom, a table of results is shown, with the first row circled by a red box and a '5'.

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 MULTIMEDIA & LR		Costcenter	2020	2	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	93,415.57	0.00	0.00	-50,434.33

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6. To drill down on the source document for Expense Reimbursements, refer to the Expense Document ID and click on the respective **Monetary Amount**.

Account	62102	Trvl In St Mileage	Source	Expenses						Account Subtotal	5468.42	
Reviewed	<input type="checkbox"/>	Review Date									Account Subtotal	5468.42
Personalize Find View All First 1-5 of 5 Last												
Details	Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant	Line Descr	Monetary Amount		
1		0000222222	6002222222	John Smith	06/07/2021	Business mileage	TR00130		Reim. business mil	\$53.94		

7. To drill down on the source document for Non-PO Vouchers, refer to the Voucher ID and click on the respective **Monetary Amount**.

Account	62105	Trvl In St Incidental	Source	Accounts Payable						Account Subtotal	\$20.00	
Reviewed	<input type="checkbox"/>	Review Date									Account Subtotal	\$20.00
Personalize Find View All First 1-3 of 3 Last												
Details	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount	
1		111111111111	06/10/2021	06/15/2021	00333333	Book Purchase	Books Inc.				\$20.00	