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

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