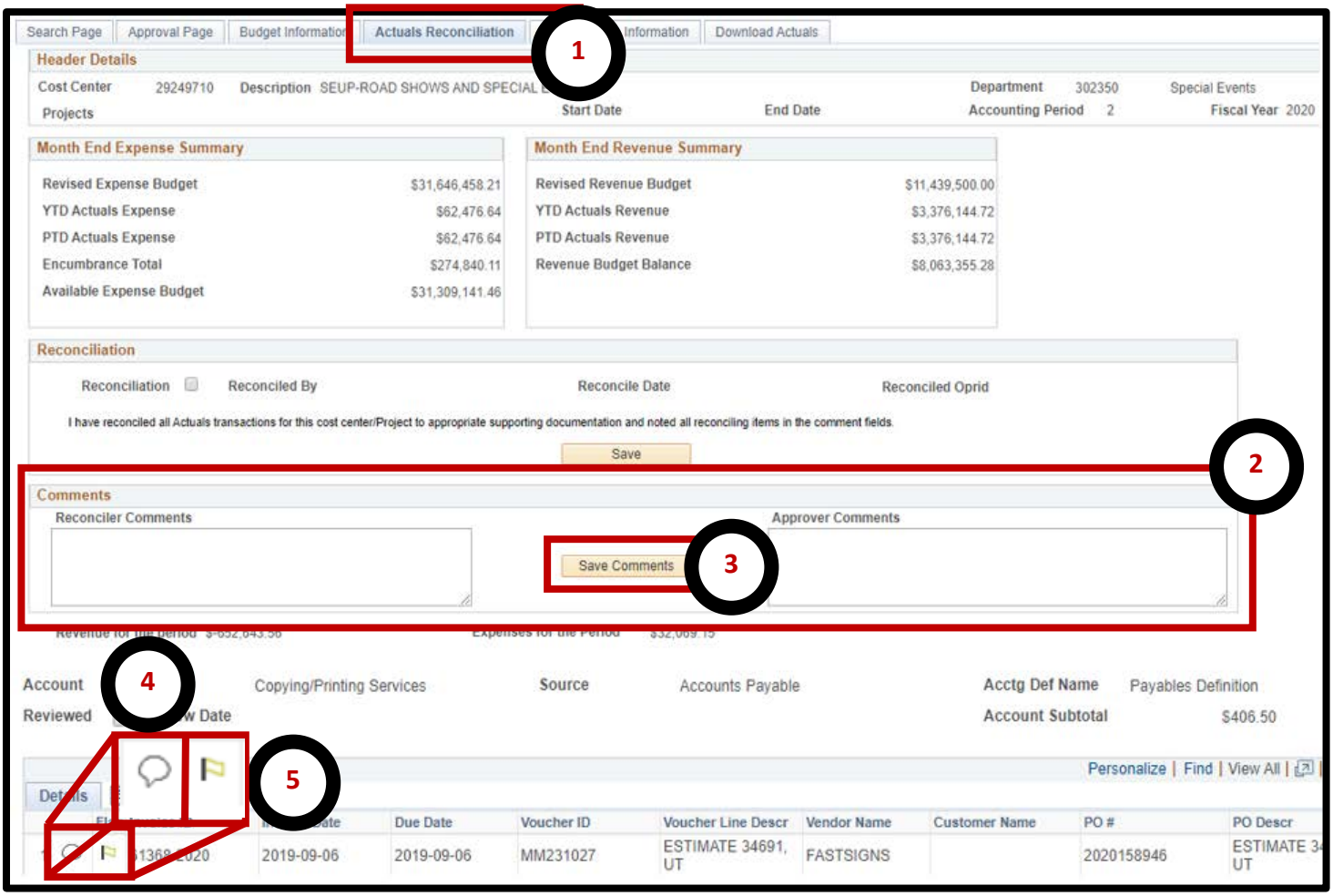
Reviewing Flags and Comments on Reconciliations

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.**

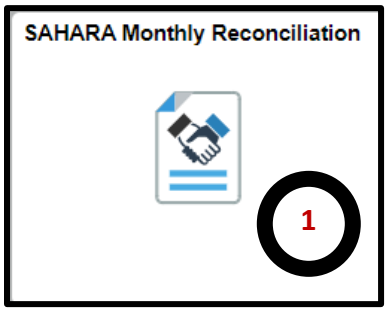


4. **This area allows users to enter comment to a specific expense.**
5. **If you want a comment to stand out, you can flag those specific transactions by first adding a comment and then clicking on the flag. Once selected, flag will turn red.**

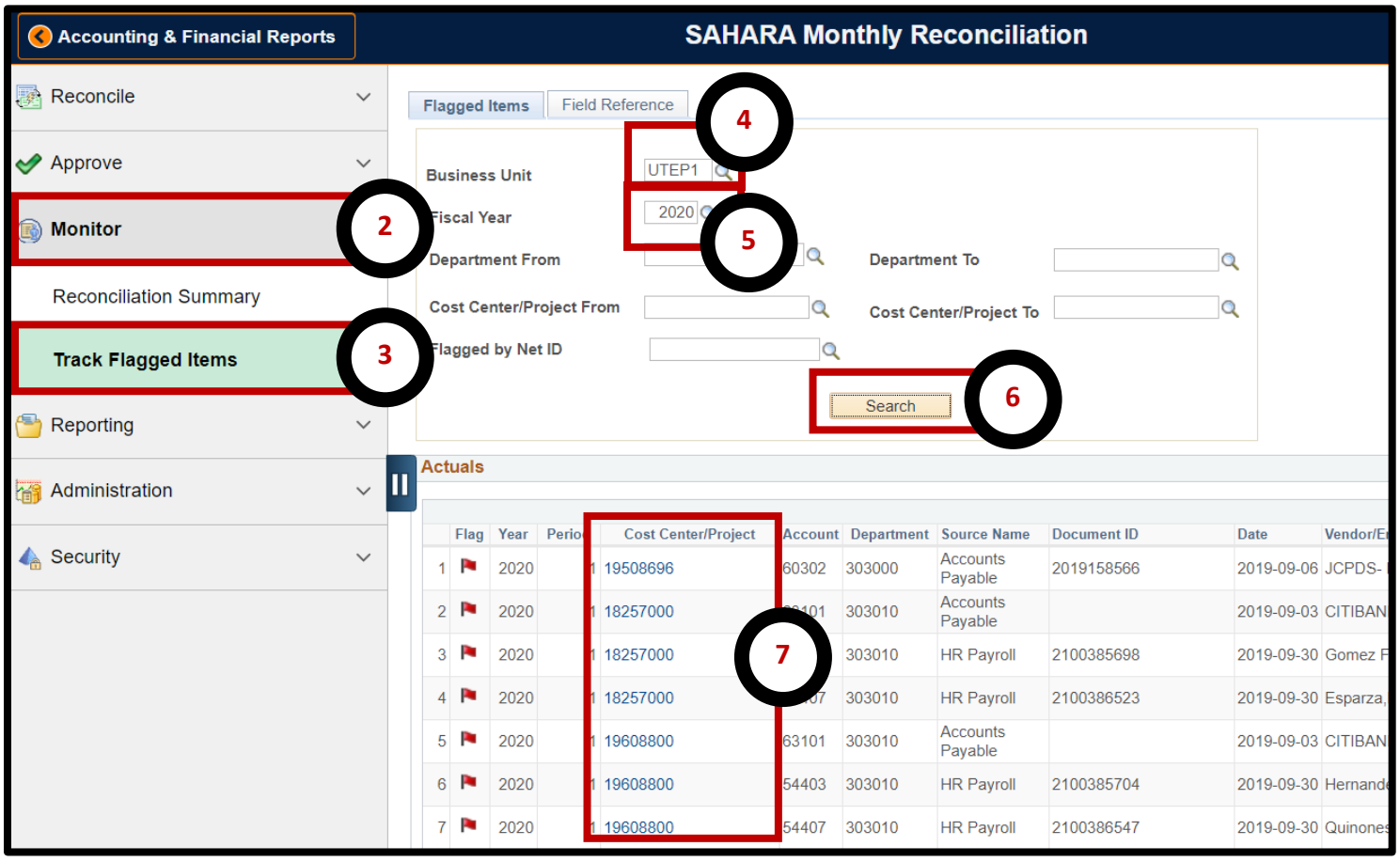
Thins to note:

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 "UTEP1."
5. Enter current "Fiscal Year," in this case, you will use 2020 (leave remaining fields blank).



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.