Account Reconciliation using SAP – Cost Centers

Log into your myUK and click on IRIS
When SAP opens, in the text box in the top left, type: KSB1

Then click on the green circle with the white checkmark
The Cost Center and dates for the month of reconciliation will be needed.

Please note that the dates will go by calendar year.

For Example: to run November 2014 you will need the posting dates of 11/01/2014 and 11/30/2014.

After you have entered everything, click on the clock with the green check mark to run.
This is the report that will need to be printed for reconciliation.
To print, just click the print button at the top of the page.
A new window will pop up. Click on the green check mark to print.
Go through the report and collect all the items you have documentation for.

Items such as Payroll, Communications (CNS), Environmental, and copier rental you will not have, so do not worry about them.

But for all other items, please attach the documentation in the listed order.

Once everything has been accounted for, Fill out the Account Reconciliation Signature Form, and make a copy of everything.

Keep the original in your office and bring the copy over to the business office.

*If you find any mistakes or charges that are not yours, please let us know as soon as possible. Mistakes need to be corrected within 90 days if possible.*