



THE UNIVERSITY *of* TEXAS SYSTEM  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

## SAHARA Training Guide

---

## Contents

<b>Overview.....</b>	<b>2</b>
<b>About the SAHARA Account Reconciliation Application.....</b>	<b>2</b>
<b>SAHARA Monthly Reconciliation Work Center.....</b>	<b>3</b>
<b>Accessing an Account Reconciliation .....</b>	<b>4</b>
<b>Navigating to the Sahara Accounts Reconciliation Tool .....</b>	<b>4</b>
<b>Understanding Account Reconciliation Screens.....</b>	<b>6</b>
Actuals Reconciliation .....	6
Search Page .....	9
Approval Page .....	9
Budget Information .....	10
Encumbrance Information.....	10
Download Actuals.....	11
<b>The Reconciliation Process .....</b>	<b>11</b>
<b>Responsibilities of the Department .....</b>	<b>11</b>
Reconciling Agent (Reconciler) .....	11
Account Owner (Approver) .....	12
<b>Track Flagged Items.....</b>	<b>12</b>
<b>Approve Range of Cost Centers .....</b>	<b>13</b>
<b>Evidence of Review and Completion.....</b>	<b>16</b>
<b>Support Documentation .....</b>	<b>17</b>
<b>Records and Information Management .....</b>	<b>18</b>
<b>Additional Resources.....</b>	<b>18</b>
<b>Reconciliation Checklist.....</b>	<b>18</b>
<b>More Information.....</b>	<b>18</b>

## **Overview**

This training guide explains the purpose of the Account Reconciliation Application and the reconciliation process.

The following topics are discussed in this training guide:

- General information about the Account Reconciliation Application
- Accessing Account Reconciliation Application
- Understanding Account Reconciliation Application
- Reconciliation Process
- Additional Resources (e.g. how to view the source document in PeopleSoft)

## **About the SAHARA Account Reconciliation Application (ARA)**

### **What is the Account Reconciliation Application?**

The monthly Account Reconciliation is an official listing of all financial activity that has posted to a Cost Center or Project. The Account Reconciliation Application (ARA) is the module inside of PeopleSoft that houses the Account Reconciliation screens.

### **How will I access the Account Reconciliation?**

Departments will have the ability to access account reconciliations any time during the month. However, reconciliation and approval should not be submitted until the accounting period has been closed.

### **Can anyone access the Account Reconciliations?**

No, you must have the appropriate PeopleSoft Security Role.

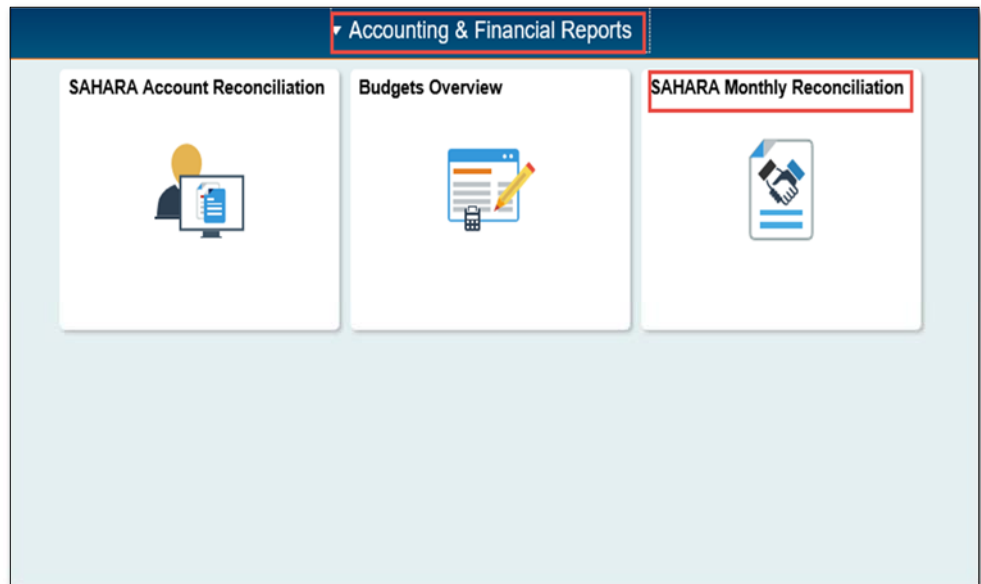
### **How will I know if an Accounting Period is closed?**

A month is closed on the following month's 5<sup>th</sup> business day. An email will be sent to the reconcilers after the month is closed.

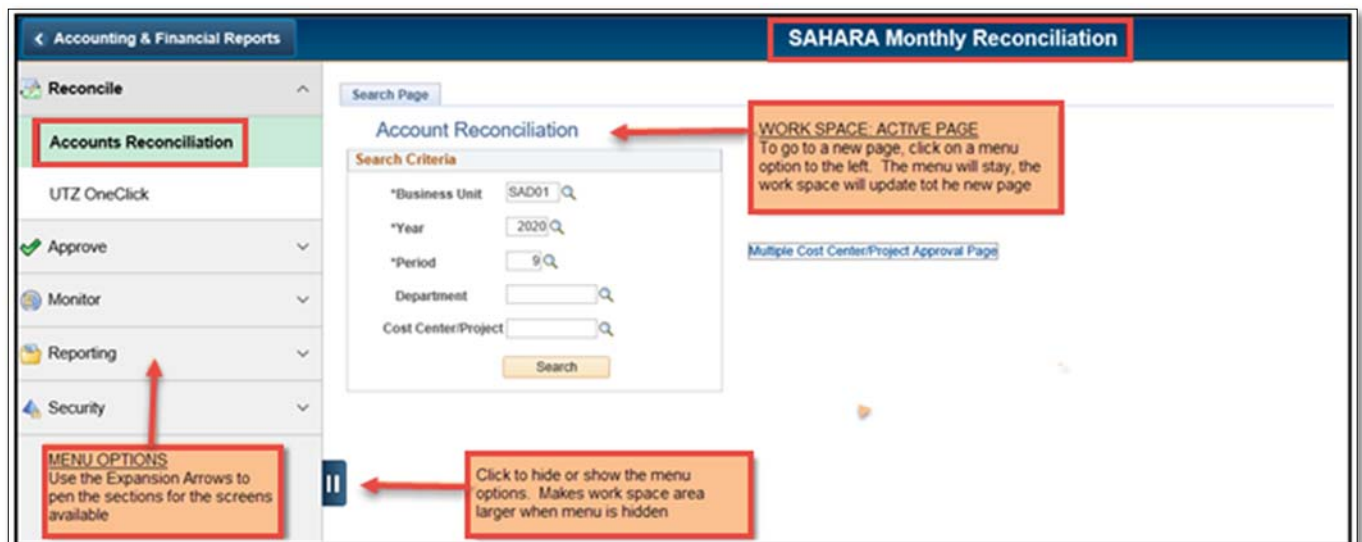
The SAHARA tool will also be used for the annual financial certification that is required to be completed for each cost center and project. More information will be provided on this process before the certification is requested.

## SAHARA Monthly Reconciliation Work Center

The SAHARA Monthly Reconciliation Work Center provides a one-stop page for accessing the most used SAHARA pages. The Work Center tile, titled **SAHARA Monthly Reconciliation**, can be found on the Accounting and Financial Reports homepage.



On the Work Center, a menu of page options is listed to the left (as available per a user's security settings) and the workspace, or active page, is available to the right. Users can navigate to different pages using the menu options on the left all from this same page.



## Accessing an Account Reconciliation

### Navigating to the Sahara Accounts Reconciliation Tool

The **Sahara Account Reconciliation** Application is used to access and reconcile the monthly Account Reconciliations.

1. Navigate to the **ARA Accounts Reconciliation** page.
  - a. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile



- b. Reconcile > Accounts Reconciliation option on SAHARA Work Center.



2. Or Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation

3. Enter the **search criteria**.

**Search Page**

### Account Reconciliation

**Search Criteria**

\*Business Unit:

\*Year:

\*Period:

Department:

Cost Center/Project:

[Multiple Cost Center/Project Approval Page](#)

**Notes:**

- The search page will automatically default to the most recent closed period in the current fiscal year. You can search previous periods and/or fiscal years, or the current open fiscal period.
  - If you click search without entering a cost center number, the search will return a list of all cost centers you have access to and that were open and active for that period. The search results display details on the Cost Centers and/or Projects. The results display the Cost Center or Project Owner, reconciliation status, approval status, and the totals or summary amounts for the period.
4. To perform or review reconciliation details, **click on the Cost Center or Project or any of the amounts**.

**Search Page**

### Account Reconciliation

**Search Criteria**

\*Business Unit:

\*Year:

\*Period:

Department:

Cost Center/Project:

[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
		Neidhart, Sandra G	Costcenter	2020	11	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	36,567.67	0.00	0.00	0.00
		Neidhart, Sandra G	Costcenter	2020	11	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
		Neidhart, Sandra G	Costcenter	2020	11	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
		Neidhart, Sandra G	Costcenter	2020	11	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
		Neidhart, Sandra G	Costcenter	2020	11	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	2,527,396.96	0.00
		Neidhart, Sandra G	Costcenter	2020	11	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00

5. There are **six tabs** in the SAHARA Accounts Reconciliation screen:

The screenshot shows the top of the SAHARA Accounts Reconciliation screen. At the top, there are six tabs: Search Page, Approval Page, Budget Information, **Actuals Reconciliation** (highlighted with a red box), Encumbrance Information, and Download Actuals. Below the tabs is a section titled "Header Details" which contains several input fields: Cost Center, Description, Owner, Projects, Start Date, and End Date.

- a. Search Page tab – to return to the search page.
- b. Approval Page – to review the approval or approve the reconciliation.
- c. Budget Information – to review budget information.
- d. Actuals Reconciliation – to review or perform reconciliation for the period.
- e. Encumbrance Information – to review encumbrance details.
- f. Download Actuals – to create an excel spreadsheet of the reconciliation transactions.

## Understanding Account Reconciliation Screens

### Actuals Reconciliation

This tab is the page on which the Account Reconciliation opens. The Actuals Reconciliation tab contains the detail for all revenue and expense transactions posted to the cost center or project during the period and has the Reconciliation Checkbox used to indicate that the account review has been fully completed. You can also leave comments, flag reconciling transactions, and initiate corrections.

The Actuals Reconciliation tab has various sections and functionality:

- Month End Summary Section – provides Project-to-Date or Year-to-Date and other totals.

The screenshot shows the "Actuals Reconciliation" tab selected. Below the "Header Details" section, there are two summary tables highlighted with red boxes. The first table is the "Month End Expense Summary" and the second is the "Month End Revenue Summary".

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$601,927.00	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$556,432.71	YTD Actuals Revenue	\$0.00
PTD Actuals Expense	\$556,432.71	PTD Actuals Revenue	\$0.00
Encumbrance Total	\$0.00	Revenue Budget Balance	\$0.00
Available Expense Budget	\$45,494.29		

- Reconciliation Section and Save Button – to save any changes to the page or to reconcile the Cost Center or Project using a check box.

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

**Header Details**

Cost Center: [ ] Description: [ ] Owner: Neidhart, Sandra G Department: CON100  
 Projects: [ ] Start Date: [ ] End Date: [ ] Accounting Period: 11

Available Expense Budget: \$45,494.29

**Reconciliation**

Reconciliation ☒ Reconciled By: Amy Jo Mitchell Reconcile Date: 08/12/2020 12:20:23PM Reconciled Oprid: 6001030114

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 Section – the reconciler and owner can enter comments for the Cost Center or Project.

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

**Header Details**

Cost Center: [ ] Description: [ ] Owner: Neidhart, Sandra G Department: CON100 Controller: [ ]  
 Projects: [ ] Start Date: [ ] End Date: [ ] Accounting Period: 11 Fiscal Year: [ ]

**Month End Expense Summary** **Month End Revenue Summary**

**Comments**

Reconciler Comments: [ ] Approver Comments: [ ]

**Save Comments**

- Account Section – provides details for all revenue and expense transactions that have been posted to the cost center.

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

**Header Details**

Cost Center: [ ] Description: [ ] Owner: Neidhart, Sandra G Department: CON100 Controller: [ ]  
 Projects: [ ] Start Date: [ ] End Date: [ ] Accounting Period: 11 Fiscal Year: 20

**Month End Expense Summary** **Month End Revenue Summary**

Revenue for the period: \$0.00 Expenses for the Period: \$36,567.67

**Account**

Account: 51101 SW Admin Prof Source: HR Payroll Acctg Def Name: HR Payroll Definition  
 Reviewed: ☐ Review Date: [ ] \$20,833.33

Click "View All" to see all GL accounts or transactions, or use the arrows and First/Last links to navigate to different accounts and transactions.

**Transaction Information**

Personalize | Find | View All | First | 1 of 4 | Last

Flag	Employee ID	Employee Name	Position	Job Code	Pay End Date	Trans Type	Trans Code	Paycheck Number	Monetary Amount
1					07/31/2020				\$



- Comments on Reconciling Transactions – to create a comment for a specific reconciling transaction.

Account 63141 Computer Software Expensed Source Accounts Payable Acctg Def Name Payables Definition  
Reviewed ☐ Review Date Account Subtotal \$163,044.20

Personalize Find View All 1-3 of 3 First Last

**Details**

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
	2019-12-878	2019-12-24	2020-02-01	00190469	License for Plagia	PLAGIX LLC		0000018433	License for Plagia	\$61,619.20

Reconciliation Comments

**Header Details**

Cost Center Description Owner Start Date End Date Department Accounting Period 5 Fiscal Year 2020

**Chartfields**

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

Reconciler Comments

Approver Comments

Return to Previous Page Save Save and Return to Previous Page

- Flag a Reconciling Transaction – to flag a reconciling transaction for a reconciliation concern or need for further review. A comment must be entered when flagging a transaction. To unflag a transaction, enter an additional comment and click the flag icon again.

Account 62206 Trvl Out St Meals-Lodg PerDiem Source Expenses Acctg  
Reviewed ☐ Review Date Account

Personalize

**Details**

Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant
	0000247448	1000153780	Pierce Grover L	01/14/2020	Lean in HE	TR00136	Graduate

Account 62206 Trvl Out St Meals-Lodg PerDiem Source Expenses  
Reviewed ☐ Review Date

**Details**

Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type
	0000247448	1000153780	Pierce, Grover L	01/14/2020	Lean in HE Interna	TR00136

## Search Page

The first tab on the ARA Account Reconciliation screen will return to the search page where another account can be selected.

**Search Page**

**Account Reconciliation**

**Search Criteria**

\*Business Unit: SAD01

\*Year: 2020

\*Period: 11

Department:

Cost Center/Project:

Search

[Multiple Cost Center/Project Approval Page](#)

## Approval Page

This page contains the checkbox where the Account Owner can submit their approval. It shows reconciliation information, including the employee name and Empl ID, and the date and time their reconciliation was submitted.

Also included on this page are Net Monthly Summaries showing balances for the chosen accounting period, Account Summaries showing subtotals for budget and GL accounts, and any comments that were entered during the reconciliation process. On the Account Summaries and Comments sections, it may be necessary to use the “View All” or navigation buttons to see all accounts and or comments. Also, both sections allow users to download the information to Excel using the “Download to Excel” icon.



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

**Header Details**

Cost Center: Projects Description: Owner: Neidhart, Sandra G Department: Accounting Period: 9 Controller: Fiscal Year: 2020

**Approval Info** Checkbox where Owner submits approval

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.

Approved: ☐ Approved By: Approval Date: Approver NetID:

**Reconciliation Info**

Reconciler: Laura A Egmon Reconciliation Date: 06/16/20 2:19:55PM Reconciler NetID: 6001030720

**Net Monthly Activity**

Revenue Budget \$0.00 Revenue Actuals \$0.00 Encumbrances \$0.00

Expense Budget \$0.00 Expense Actuals \$30,195.00

**Account Summaries**

Total Budgets \$0.00 Total Actuals \$30,195.00 Total Encumbrances \$0.00

**Budget Accounts** Personalize | Find | View All | 1 of 1 | First | Last

Account	Description	Monetary Amount
1		

**Actuals Accounts** Personalize | Find | View All | 1 of 2 | First | Last

Account	Description	Monetary Amount
1 60107	Fin & Acct Services	\$29,845.00

**Encumbrance Accounts** Personalize | Find | View All | 1 of 1 | First | Last

Account	Description	Monetary Amount
1		

## Budget Information

This page contains budgetary information for the specified period. There is a section where reconcilers and approvers can submit comments, budgetary summaries, and a listing of all budgetary transactions for the period, including transaction specific information.

The screenshot shows the 'Budget Information' tab selected in the top navigation bar. The interface includes a 'Header Details' section with fields for Cost Center, Description, Owner (Neidhart, Sandra G), Start Date, End Date, Department, and Accounting Period. Below this is a 'Comments' section with two text areas: 'Reconciler Comments' and 'Approver Comments', separated by a 'Save Comments' button. At the bottom is a 'Summary' section.

## Encumbrance Information

This tab displays information regarding financial transactions that have placed an encumbrance or pre-encumbrance on the account. It may be necessary to use the navigation options to view all the transactions.

The screenshot shows the 'Encumbrance Information' tab selected in the top navigation bar. The interface includes a 'Header Details' section with fields for Cost Center, Description, Owner (Neidhart, Sandra G), Start Date, End Date, Department (CON100), and Accounting Period (8). Below this is a 'Comments' section with two text areas: 'Reconciler Comments' and 'Approver Comments', separated by a 'Save Comments' button. The 'Encumbrance Summary' section displays the following data:


Beginning Balance	\$-322.34	Net of Transactions	\$333.63	Ending Balance	\$11.29
-------------------	-----------	---------------------	----------	----------------	---------

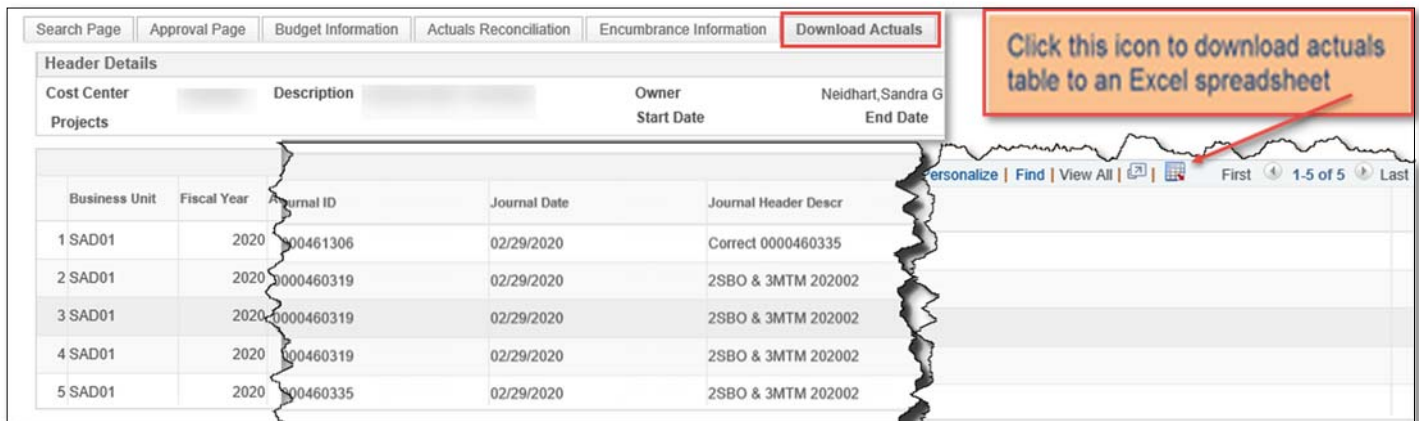
Below the summary is a 'PO Encumbrances' table with columns: Comments, Flag, PO Number, Purchase Order Date, Line, Requisition Description, Requisition Line Number, Account, Description, PO Qty, and Monetary Amount. The table contains one row of data:

Comments	Flag	PO Number	Purchase Order Date	Line	Requisition Description	Requisition Line Number	Account	Description	PO Qty	Monetary Amount
1		0000003420	11/05/2019				A4000	Operating Expenses	1.0000	\$25.19

Navigation options at the bottom right include 'Personalize', 'Find', 'View All', 'First', '1 of 12', and 'Last'.

## Download Actuals

The Download Actuals page provides a table of all Actuals transactions that can be downloaded into Excel for further data analysis. The “Download to Excel” icon at the top, far-right of the table can be used to download the information into an Excel spreadsheet. 



Business Unit	Fiscal Year	Journal ID	Journal Date	Journal Header Descr
1 SAD01	2020	000461306	02/29/2020	Correct 0000460335
2 SAD01	2020	0000460319	02/29/2020	2SBO & 3MTM 202002
3 SAD01	2020	0000460319	02/29/2020	2SBO & 3MTM 202002
4 SAD01	2020	000460319	02/29/2020	2SBO & 3MTM 202002
5 SAD01	2020	000460335	02/29/2020	2SBO & 3MTM 202002

- There are two methods to downloading the backup documentation. You may choose the Download Actuals option, which runs a report of one cost center assigned to you at a time. Or you may choose the query option to run a report of all cost centers assigned to you in one document. You run this query outside of the reconciliation process. See the Backup Documentation job aid.

## The Reconciliation Process

The reconciliation process is a comparison of the financial transactions recorded in PeopleSoft to departmental records. Reconciliation should be performed monthly. This process is necessary to make sure that expenditures charged to, and revenues collected by, the department were properly approved and applied to the correct Cost Center or Project. Any differences revealed by the reconciliation process should be promptly pursued and resolved in a timely manner. The process of reconciliation ensures the accuracy and validity of financial information.

## Responsibilities of the Department

### Reconciling Agent (Reconciler)

- Maintain accurate records that support the financial activity for each Cost Center/Project.
- Compare each transaction on the Account Reconciliation against your department records to verify that all transactions have been recorded accurately for the month.
- If discrepancies between the Account Reconciliation and department records are found:
  - Flag the transaction(s) using the Flag icon, entering a comment regarding the discrepancy. The Flag icon is red when it has been flagged. To unflag the transaction once the discrepancy has been addressed, click the Flag icon again.

- Promptly notify the appropriate department of any errors, omissions, or questionable transactions.
4. Indicate when the reconciliation is complete by checking the Reviewed checkbox on the Actuals Reconciliation tab then clicking Save.

### Account Owner (Approver)

1. Review the Account Reconciliation and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Review flagged items.
3. Make sure accurate accounting records and supporting documentation are maintained.
4. Ensure that overspending does not occur when using a Cost Center or Project.
5. The Account Owner should consider the following questions:
  - Are the transactions on the reconciliation appropriate for departmental/University business?
  - Are there any suspicious-looking transactions?
  - Does it appear that the accounts have been reconciled?
  - Has the reconciler explained any unrecognized transactions?
6. Approve Reconciliation either by using the Approval checkbox on the Approval tab on the Account Reconciliation Application or the Approve Range of Cost Center page.

## Track Flagged Items

The Track Flagged Items page will display all transactions that have been flagged by a reconciler and/or approver.

1. Navigate to the **Track Flagged Items** page.
  - a. Monitor > Track Flagged Items on the SAHARA Monthly Reconciliation Work Center

The screenshot displays the SAHARA Monthly Reconciliation Work Center. On the left, a navigation pane includes 'Reconcile', 'Monitor' (highlighted with a red box), 'Reconciliation Summary', 'Track Flagged Items' (highlighted with a red box), 'Reporting', and 'Security'. The main area is titled 'SAHARA Monthly Reconciliation' and contains a 'Flagged Items' tab. Below the tab are search filters: Business Unit (SAD01), Fiscal Year, Department From, Department To, Cost Center/Project From, Cost Center/Project To, and Flagged by Net ID. A 'Search' button is located at the bottom right of the filter section.

- b. Or, Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > Track Flagged Items.

2. Enter **search criteria**. Search for flagged items by Department, Cost Center, or the employee who flagged the item.

**Note:** Although the page asks for the Employee's NetID, please enter the Employee ID number.

3. To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.

The screenshot shows the 'Flagged Items' search interface on the left and the resulting 'Actuals' table on the right.

**Flagged Items Search Interface:**

- Business Unit: SAD01
- Fiscal Year: 2020
- Department From: [ ] Department To: [ ]
- Cost Center/Project From: [ ] Cost Center/Project To: [ ]
- Flagged by Net ID: [ ]
- Search button

**Actuals Table:**

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Ver
1	2020	8		67101	CON100	Accounts Payable		2020-04-03	
2	2020	8		51101	CON100	HR Payroll	9100054814	2020-04-30	

**Reconciliation Details Table:**

Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
\$2,100.00	Found in Navigator. Flagged item only to test Flag function.		6001030720	Laura A Egmon	05/20/20 4:24PM
\$204.23	testing the flag function		6001030720	Laura A Egmon	07/17/20 10:25AM

## Approve Range of Cost Centers

The Approve Range of Cost Centers page allows approver to approve multiple reconciliations at one time. There are two ways to approve multiple cost centers or projects.

1. Navigate to the **ARA – Multiple CC Approval** page:

- a. Approve > Approve Range of Cost Centers on SAHARA Monthly Reconciliation Work Center

The screenshot shows the 'SAHARA Monthly Reconciliation' interface. On the left sidebar, the 'Approve' option is highlighted with a red box, and the 'Approve Range of CostCenters' option is also highlighted with a red box. The main content area shows the 'ARA - Multiple CC Approval' page with search criteria fields.

**Search Criteria Fields:**

- Business Unit: begins with [ ]
- Fiscal Year: [ ]
- Accounting Period: [ ]
- Department: begins with [ ]

Buttons: Search, Clear, Basic Search, Save Search Criteria

- b. Or, Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of Cost Centers
- c. From the ARA Search page using the **“Multiple Cost Center/Project Approval Page”** link.

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit  🔍

\*Year  🔍

\*Period  🔍

Department  🔍

Cost Center/Project  🔍

**Multiple Cost Center/Project Approval Page**

2. **Enter the search parameters** (Business Unit, Fiscal Year, Accounting Period, Department) for the cost centers and projects to be approved. Click **Search**.

**ARA - Multiple CC Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Business Unit   🔍

Fiscal Year   🔍

Accounting Period   🔍

Department   🔍



- The **Account Recon Summary Approval** screen will populate. Use the “Filter Cost Centers/Projects” to indicate what types of accounts should display. If necessary, use the drop-down to select the type of account or choose “Ready for Approval” to populate all accounts that have been reconciled and are ready for approval. Then click the “Update Results” button to repopulate the accounts list.

Account Recon Summary Approval

Business Unit SAD01 Fiscal Year 2020 Accounting Period 10 Department CON100

\*Filter Cost Centers/Projects: **All Cost Centers**  
All Projects  
Ready for Approval

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/project's monthly activity.

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

The “Actuals” column will display a checkmark for all cost centers and projects for which the Actuals Reconciliation has been recorded as completed. The hyperlinks in the “Link to Details” column will populate the Actuals Reconciliation tab for that cost center or project.

Account Recon Summary Approval

Business Unit SAD01 Fiscal Year 2020 Accounting Period 1 Department

\*Filter Cost Centers/Projects: **All Cost Centers**

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/project's monthly activity.

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev
1		<input type="checkbox"/>	<input type="checkbox"/>	0.00	273,453.88	
2		<input type="checkbox"/>	<input type="checkbox"/>	0.00	1,566.59	

Personalize | Find | View All | First 1-8 of 8 Last

User ID	Approve?	Link to Details
	<input data-bbox="1203 1339 1279 1367" type="button" value="Approve?"/>	<a href="#">Link to Details</a>
	<input data-bbox="1203 1381 1279 1409" type="button" value="Approve?"/>	<a href="#">Link to Details</a>
	<input data-bbox="1203 1423 1279 1451" type="button" value="Approve?"/>	<a href="#">Link to Details</a>

- To record approval of an Account Reconciliation, **click the button with the Cost Center or Project ID number** in the Approve column. This will populate the name of the approver in the next column.
- Click the **Approve** button.
- Click **Save**.
- To see the changes made, click the “Update Results” button at the top of the page. The Approve buttons will be grayed-out and the Approved checkbox will be checked.



## Evidence of Review and Completion

To comply with internal control procedures, evidence that reconciliation was completed must be maintained by the department. The **Reconciler** and the **Owner** must reconcile and approve the account reconciliation for each Cost Center and/or Project.

The Account Reconciliation Summary screen can be used to view the status of the Account Reconciliation for a cost center, project, department, or for a reconciler or approver.

1. Navigate to the **Reconciliation Summary** screen.
  - a. Monitor > Reconciliation Summary from the SAHARA Monthly Reconciliation Work Center

The screenshot displays the 'SAHARA Monthly Reconciliation' interface. On the left, a navigation menu includes 'Reconcile', 'Monitor' (highlighted with a red box), 'Reconciliation Summary' (highlighted with a red box), 'Track Flagged Items', 'Reporting', and 'Security'. The main area is titled 'Account Reconciliation Summary' and features a 'Search Filter' section. This section contains several input fields: 'Business Unit' (pre-filled with 'SAD01'), 'Fiscal Year' (pre-filled with '2020'), 'Cost Center/Project From', 'Cost center/Project To', 'Department From', 'Department To', 'CC owner NetID', 'Manager NetID', and 'Alt Manager NetID'. Each field has a magnifying glass icon for search. At the bottom right of the search filter section are 'Search' and 'Clear' buttons. The top of the interface shows 'Accounting & Financial Reports' and 'SAHARA Monthly Reconciliation' with navigation icons for home, search, and user profile.

- b. Or Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > ARA Reconciliation Summary
2. Enter the **Search filter** for the reconciliations to view. Search by Cost Center/Project, Department, or for all Cost Centers and or Projects to which a user has access. Click **Search**.
 

**Note:** The field appears to ask for the NetID; please enter the Employee ID number.

- The Reconciliation and Approval status for all cost centers and projects within the search parameters will be displayed. If necessary, adjust the option in the “Filter Cost Centers/Projects” drop down, and click the “Update Results” button.

**Account Recon Summary Approval**

Business Unit SAD01 Fiscal Year 2020 Accounting Period 10 Department CON100

\*Filter Cost Centers/Projects **All Cost Centers** **Update Results**

All Projects  
Ready for Approval

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/project's monthly activity.

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

A checkmark in the box for the Accounting Period indicates that the action has taken place.

Find | View All First 1 of 1 Last

Cost Center /Project Owner

Find First 1-2 of 2 Last

Description Dept

**Status -- Reconciled Periods** **Status -- Approved Periods**

01	02	03	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description Dept

**Status -- Reconciled Periods** **Status -- Approved Periods**

01	02	03	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To go to the Account Reconciliation for a cost center or project, click on the Account Period box.

## Support Documentation

Support documentation provides a financial record of each event or activity and therefore ensures the accuracy and completeness of a transaction. It must be maintained for each transaction line.

Supporting documentation may come in paper like invoices and receipts, etc. or electronic forms like invoices or receipts attached to an “Approved” Voucher or Expense Report in PeopleSoft.

It is not necessary to attach the support documentation to the account reconciliation but must be available for inspection when requested.

## Records and Information Management

Supporting documentation should be kept in accordance with record retention guidelines. Currently, support documentation for accounts must be kept in the department for the end of fiscal year plus three (FE + 3). [Records Management Sharepoint Site](#)

## Additional Resources

### Reconciliation Checklist

1. Access the Account Reconciliations for the closed month.
2. Review the account reconciliation and scan for any unusual entries like large dollar amounts or unknown payee.
3. Compare the entries on the account reconciliations to the supporting documentation maintained in the department. If an amount does not agree to the support documentation it must be resolved, and the action taken should be noted on or attached to the account reconciliation.

**Note:** For Account Reconciliations involving salary Budget Accounts, verify that (1) each employee listed on the account reconciliation is currently employed by the department; (2) appropriate salary amounts were paid; and (3) all salary payments are included on the account reconciliations.

4. The **Reconciler** and the **Account Owner** must reconcile and approve the account reconciliation for each Cost Center and or Project.
5. The support documentation should be kept in the department for the end of fiscal year plus three (FE+3). This rule applies to non-grants Cost Centers.

## More Information

- Account Reconciliation Questions: send an email to [Controller@utsystem.edu](mailto:Controller@utsystem.edu)
- PeopleSoft Support: SAHARA@utsystem.edu
- To join Reconcilers group email, email the Controller's Office at [controller@utystem.edu](mailto:controller@utystem.edu)
- Training Materials can be located on the [Financial Shared Services SharePoint site](#)
  - [Job Aids and Templates](#) on left menu
    - Reconciliation category