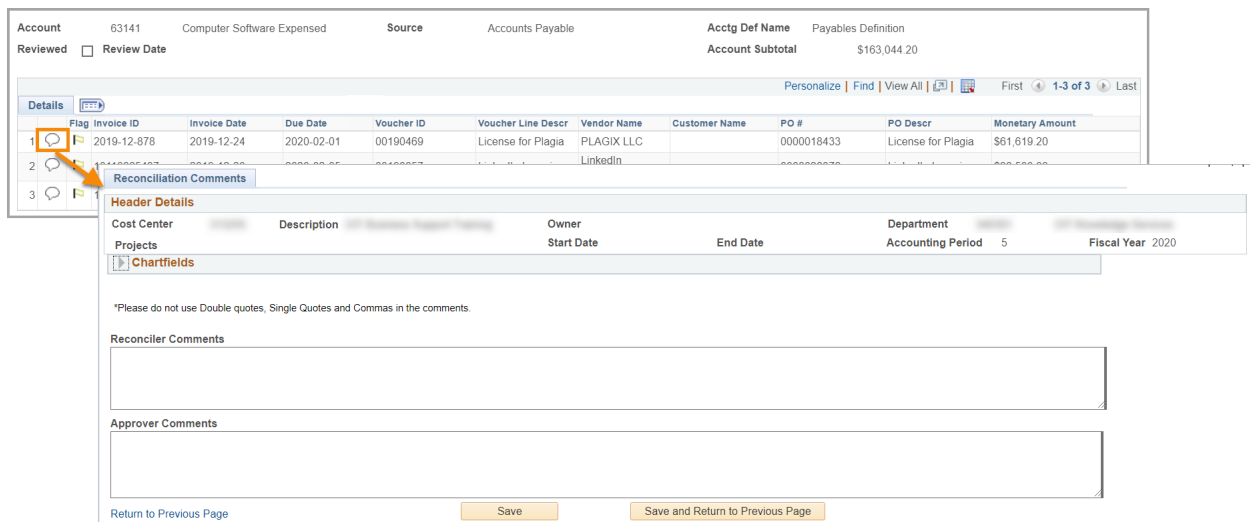


SAHARA - Additional Reconciliation Actions Job Aid

The purpose of this job aid is to explain how to flag or add comments to a transaction on a SAHARA ARA Account Reconciliation. Both the reconciler and owner can leave comments and flag transactions. These actions take place inside the SAHARA ARA Account Reconciliation.

Add a Comment to a Transaction

To create a comment for a specific reconciling transaction, click the Comment bubble to add a comment. Comments can be added to transactions on the Budget Information, Actuals Reconciliation, and Encumbrance Information pages of the ARA Account Reconciliation.



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

Reviewed Review Date

Personalize | Find | View All | First 1-3 of 3 Last

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	2019-12-878	2019-12-24	2020-02-01	00190469	License for Plagia	PLAGIX LLC		0000018433	License for Plagia	\$61,619.20
2						LinkedIn				
3										

Reconciliation Comments

Header Details

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

Chartfields

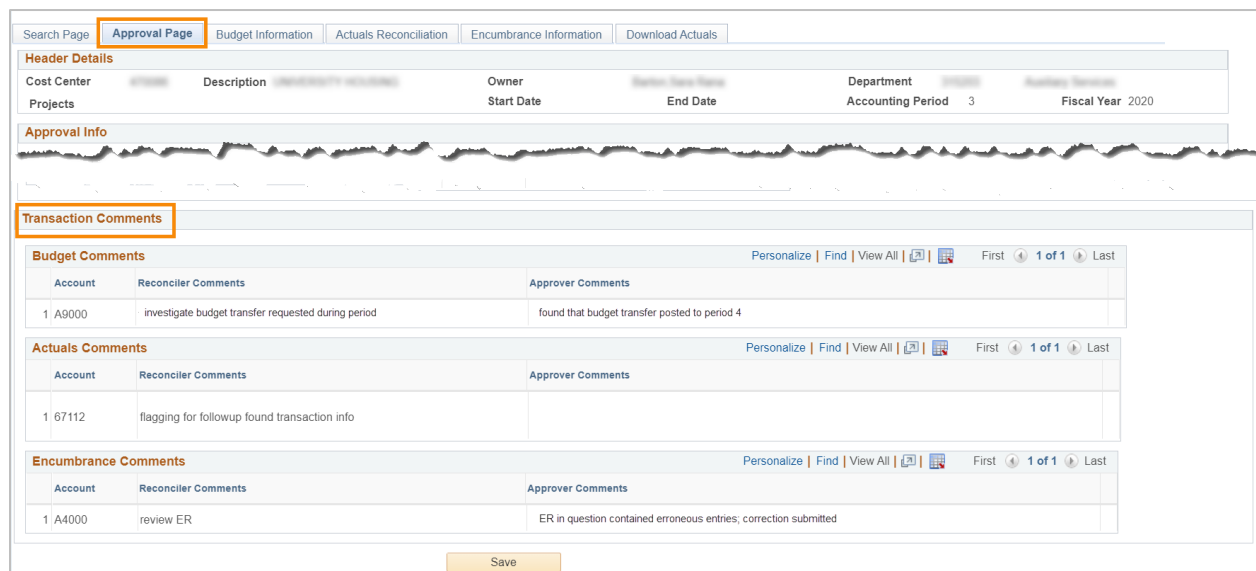
*Please do not use Double quotes, Single Quotes and Commas in the comments.

Reconciler Comments

Approver Comments

Return to Previous Page Save Save and Return to Previous Page

Enter comments in the “Reconciler Comments” area and click the “Save and Return to Previous Page” button. Comments entered during reconciliation will be displayed in the “Transaction Comments” section of the Approval Page.



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

Header Details

Cost Center	Description	Owner	Start Date	End Date	Department	Accounting Period	Fiscal Year
						3	2020

Approval Info

Transaction Comments

Budget Comments

Account	Reconciler Comments	Approver Comments
1 A9000	investigate budget transfer requested during period	found that budget transfer posted to period 4

Actuals Comments

Account	Reconciler Comments	Approver Comments
1 67112	flagging for followup found transaction info	

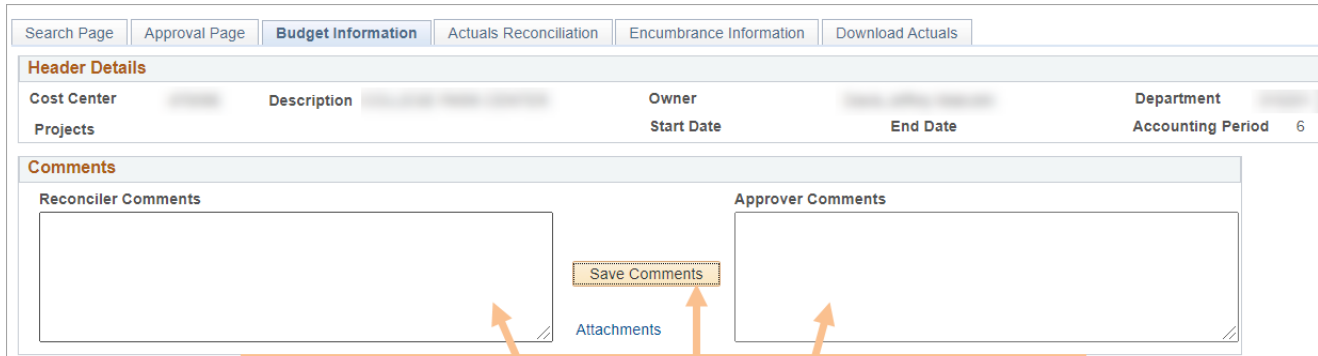
Encumbrance Comments

Account	Reconciler Comments	Approver Comments
1 A4000	review ER	ER in question contained erroneous entries; correction submitted

Save

Add Comments or Attachments to a Cost Center or Project

A Reconciler and or Approver can create comments and add supplemental attachments for the Cost Center or Project, not related to a specific transaction, in the Comments section of the Budget Information, Actuals Reconciliation, and Encumbrance Information pages. Reconcilers make comments in the Reconciler Comments box and Cost Center or Project Approvers make comments in the Approver box. Click on the Save Comments button in this section to save the comments.



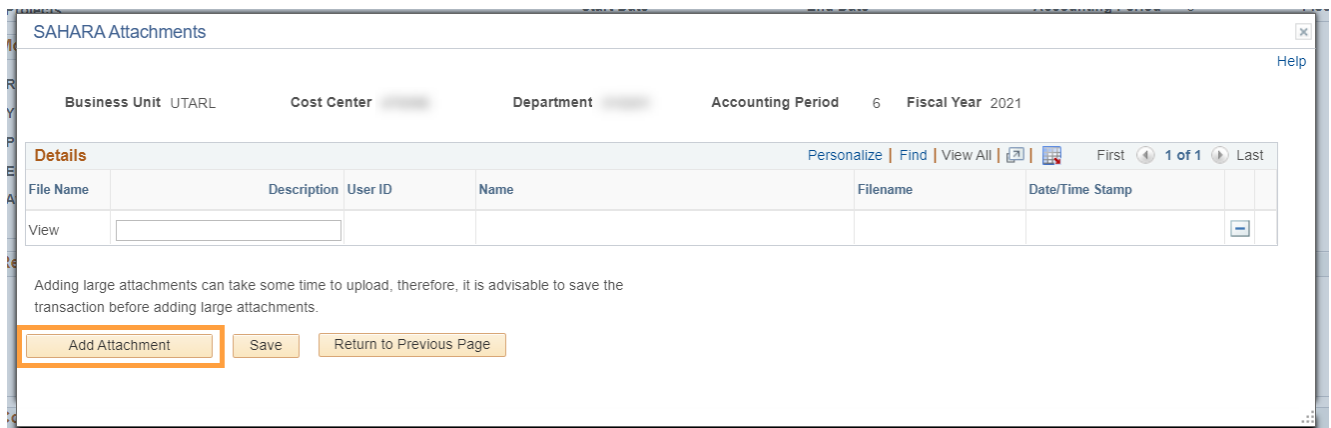
Enter comment in appropriate box, then click Save Comments button.

Supplemental attachments relevant to the reconciliation can be uploaded using the Attachment link.

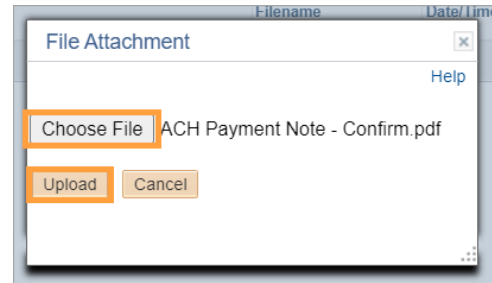
Note: This should not be used to attach items that are already attached to existing documents (receipts for reimbursements/invoices on vouchers).

To add an attachment:

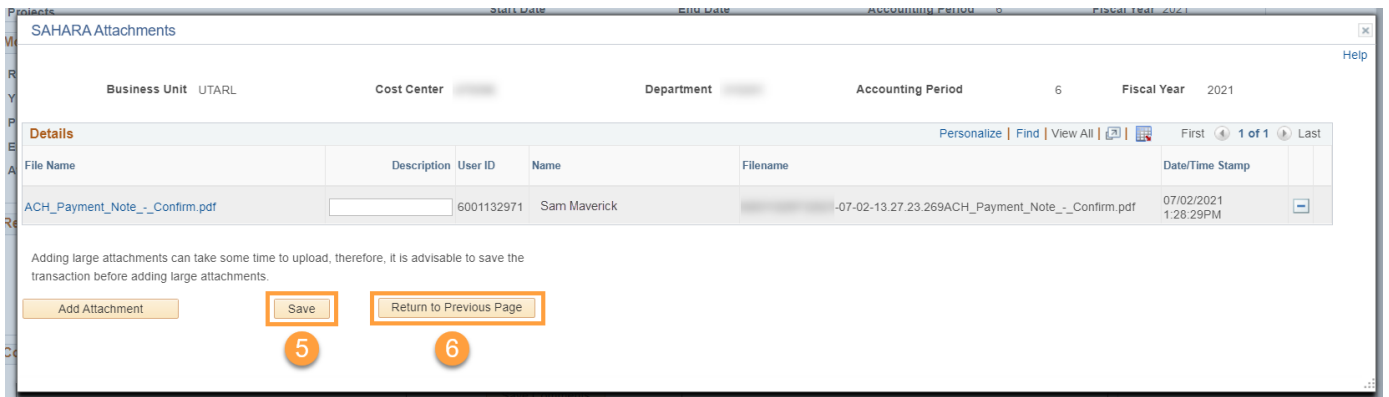
1. Click on the Attachments link on the Comments box.
2. Click the Add Attachment button.



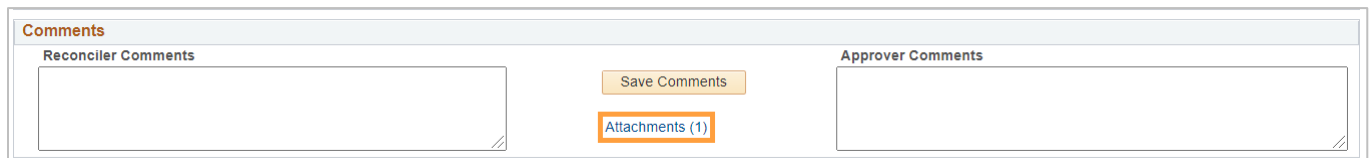
3. Click the Choose File button to select the file to be attached.
4. Click the Upload button to upload the attachment.



5. Once the attachment has been uploaded, click the Save button to save the attachment.
6. Click the Return to Previous Page button



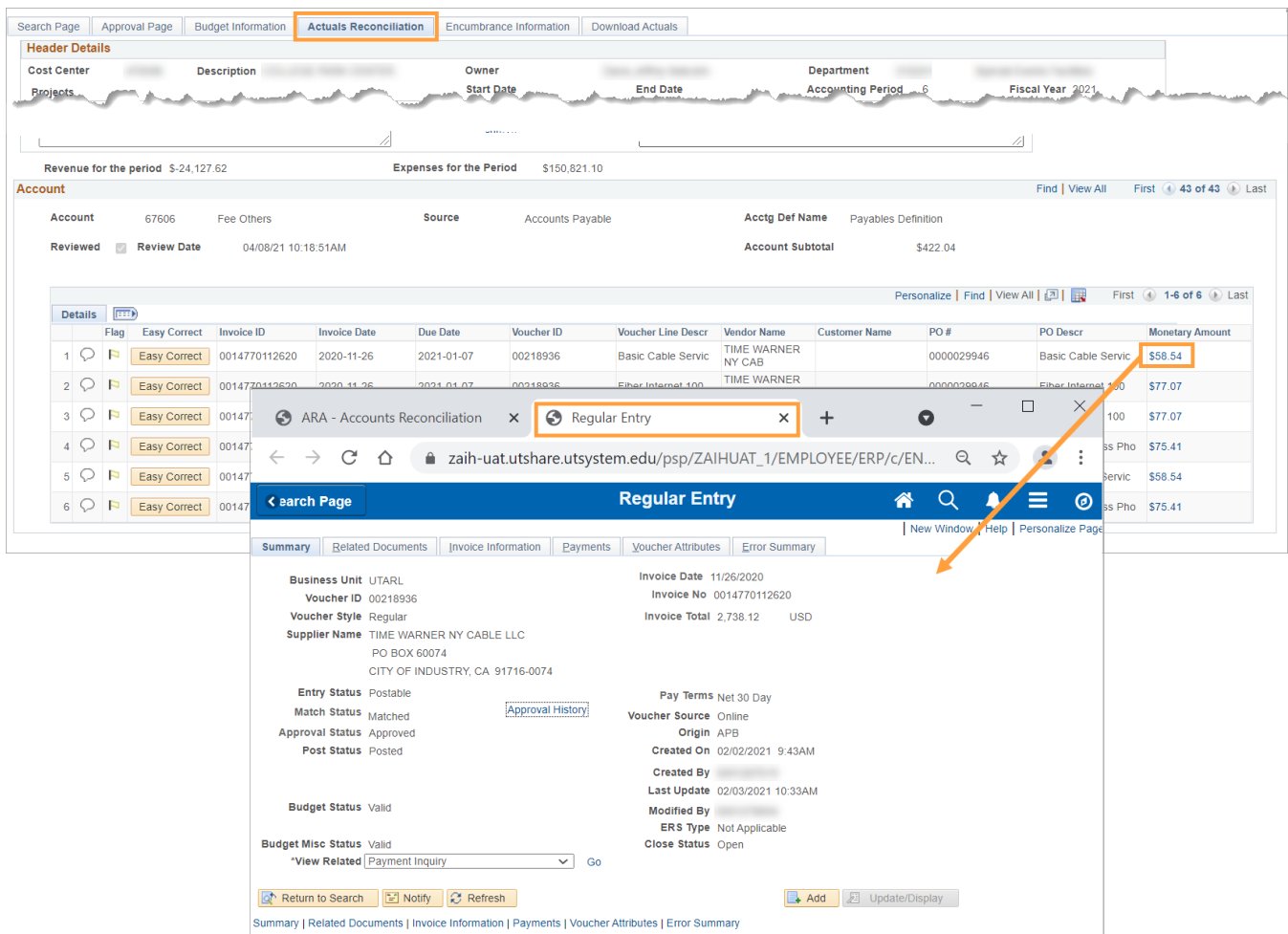
The Attachments link will now display the number of attachments that have been uploaded.



Navigate to Source Document

The hyperlinked Monetary Amount on each transaction in the Account sections of the Actuals Reconciliation tab, will navigate to the financial document in UTShare that generated the transaction. It will open a new browser window, making it easy to return to the ARA Account Reconciliation by clicking on that browser window.

Note: For additional information regarding financial documents, please see the Tools for Reconciling Financial Statements guide posted on the Knowledge Services Training and Development Sahara webpage.



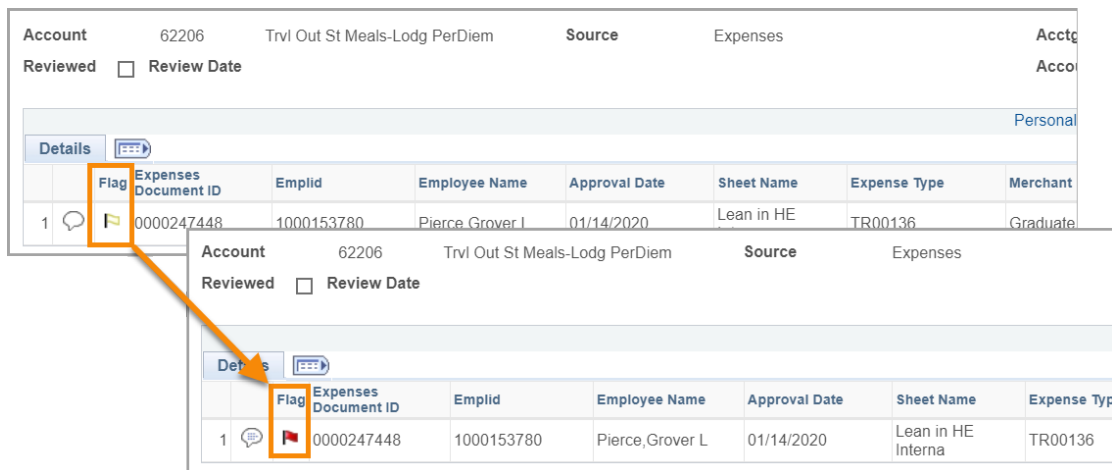
The screenshot displays the 'Actuals Reconciliation' interface in UTShare. At the top, the 'Actuals Reconciliation' tab is selected. Below the header details, a table lists transactions with columns for Invoice ID, Invoice Date, Due Date, Voucher ID, Voucher Line Descr, Vendor Name, Customer Name, PO #, PO Descr, and Monetary Amount. An orange box highlights the 'Monetary Amount' of \$58.54 for the first transaction. A browser window is open over the table, showing the URL 'zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT_1/EMPLOYEE/ERP/c/EN...' and the title 'Regular Entry'. An orange arrow points from the highlighted monetary amount to the browser window. Below the table, a detailed view of the 'Regular Entry' is shown, including fields for Business Unit, Voucher ID, Voucher Style, Supplier Name, Invoice Date, Invoice No, Invoice Total, Entry Status, Match Status, Approval Status, Post Status, Budget Status, Budget Misc Status, Pay Terms, Voucher Source, Origin, Created On, Created By, Last Update, Modified By, ERS Type, and Close Status.

Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Basic Cable Servic	TIME WARNER NY CAB		0000029946	Basic Cable Servic	\$58.54
2	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Fiber Internet 100	TIME WARNER		0000029946	Fiber Internet 100	\$77.07
3	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Fiber Internet 100	TIME WARNER		0000029946	Fiber Internet 100	\$77.07
4	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Fiber Internet 100	TIME WARNER		0000029946	Fiber Internet 100	\$75.41
5	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Fiber Internet 100	TIME WARNER		0000029946	Fiber Internet 100	\$58.54
6	Easy Correct	0014770112620	2020-11-26	2021-01-07	00218936	Fiber Internet 100	TIME WARNER		0000029946	Fiber Internet 100	\$75.41

Flag a Transaction

A reconciler can flag a reconciling transaction for a reconciliation concern or need for further review. A comment must be entered when flagging a transaction. To add a flag, click on the Flag icon. A red flag icon indicates that the transaction has been flagged.

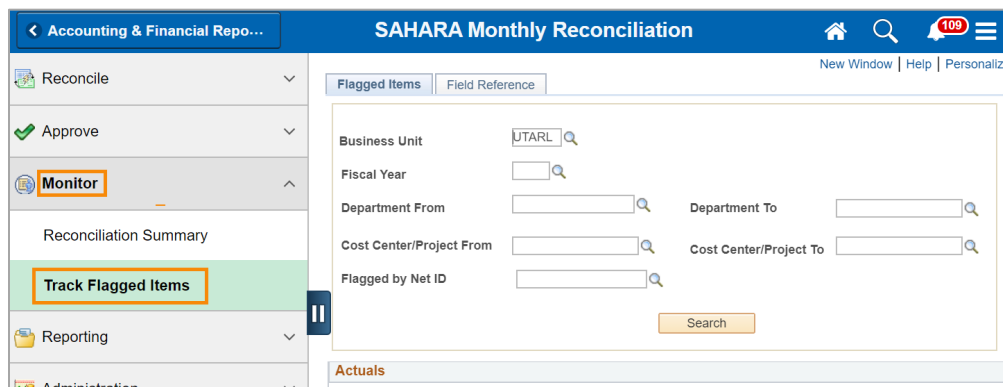
To unflag a transaction, enter an additional comment and click the flag icon again.



Track Flagged Items

The **Track Flagged Items** page that will display all transactions that have been flagged. Reconcilers and Owners can search for flagged items by department, cost center or project, or by the user who flagged the item.

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



- b. Or, NavBar > Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > Track Flagged Items.
2. Enter search criteria and click the "Search" button.

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

Flagged Items
Field Reference

Business Unit

Fiscal Year

Department From Department To

Cost Center/Project From Cost Center/Project To

Flagged by Net ID Sam Maverick

Actuals

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document	nt	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2020	3	310675	63632	315105	Interdepartmental Transfer	00004415	29	quest on trax		1234567890	Sam Maverick	01/31/20 11:53AM
2	2020	3	470096	51101	315201	HR Payroll	HPY04422	42	flagging for follow-up; clearing flag		1234567890	Sam Maverick	02/25/20 12:16PM

Budget

Flag	Year	Period	Cost Center/Project	Account	Department	Tran ID	nt	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2020	3	470092	A4000	315203	0005844281	479.23	budget transfer should have been posted to accounting period 4	because of timing of request, transaction actual posted in acct per 3	1234567890	Sam Maverick	06/15/20 4:24PM

Encumbrance

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	nt	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2020	3	470086	A4000	315203	TRAV - EXP	0000138088	09/11	150.00	review ER		1234567890	Sam Maverick	05/22/20 2:08PM

The search will return transaction information for all flagged transactions that meet the search criteria.

- To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.
- To unflag an item, click on the red flag. A confirmation message will populate; to proceed removing the flag, click the "Yes" button. A comment will need to be entered to process the flag removal.