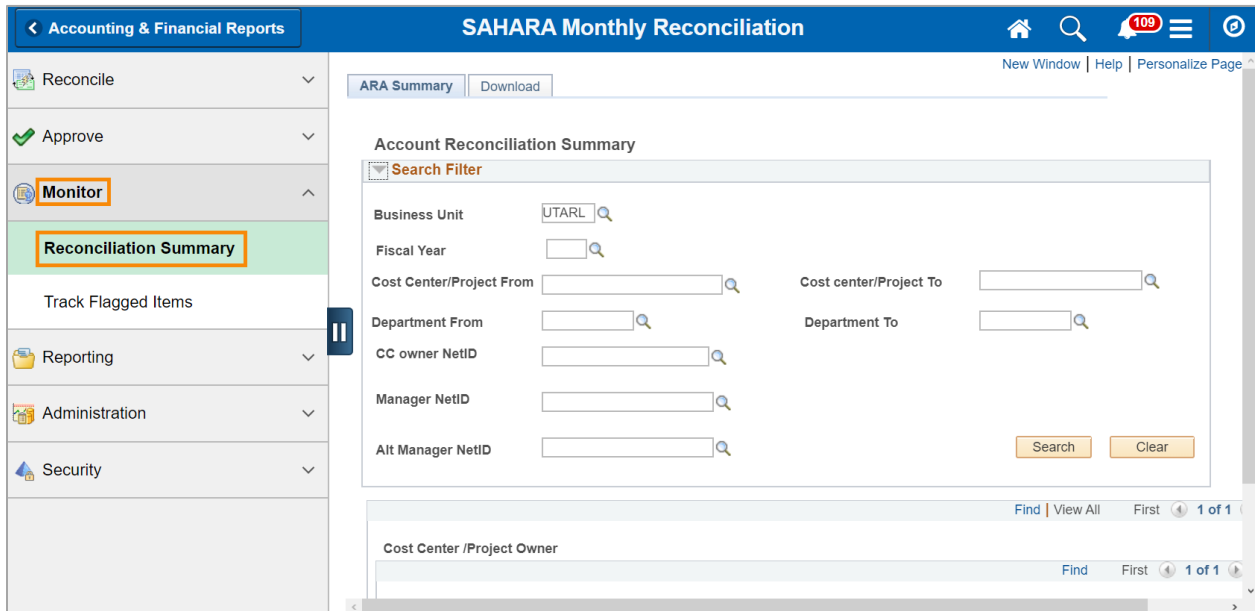# Review Status of Account Reconciliation

The purpose of this job aid is to explain how to review the status of account reconciliation.

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

    b. Or, NavBar > Menu> 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.

3. The Reconciliation and Approval status for all cost center 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.

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

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