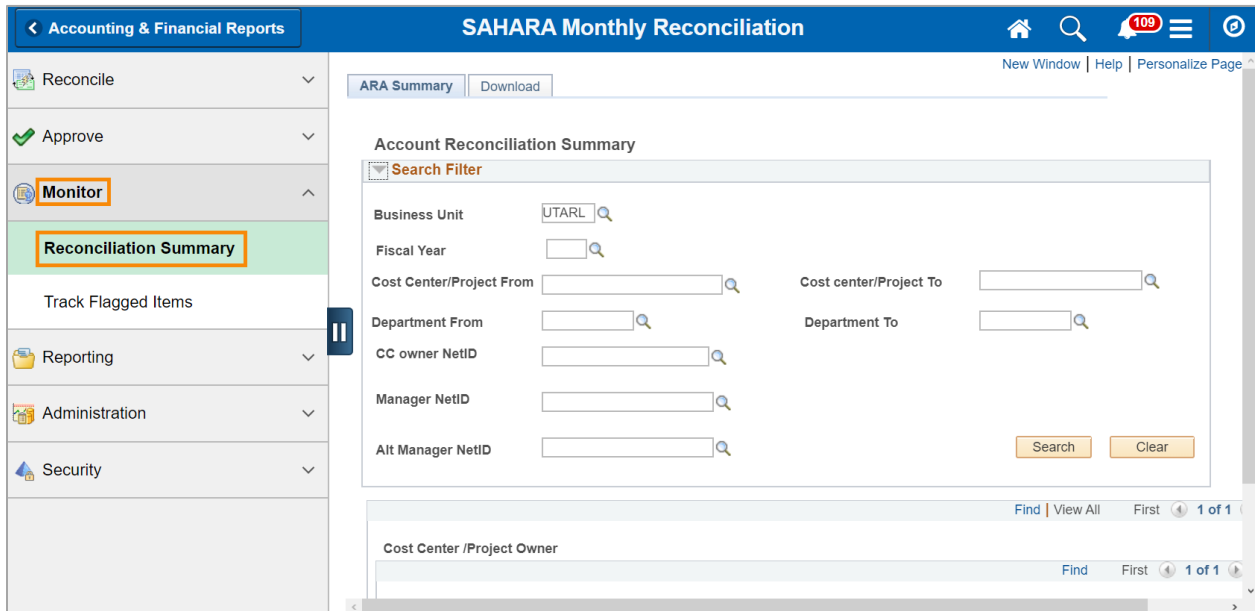


## Review Status of Account Reconciliation

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.

**Account Recon Summary Approval**

Business Unit UTARL    Fiscal Year 2020    Accounting Period 3    Department

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

\* I have reviewed and approved the reconciliations for this cost center's/project's monthly activity.

Cost Center/Project	Description	Approved	Actuals Rev	Actuals Exp
1		<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

Status -- Reconciled Periods												Status -- Approved Periods											
01	02	03	04	05	06	07	08	09	10	11	12	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"/>	<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"/>
<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"/>	<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 checkbox.