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

Accounting & Financial Reports		SAHARA Monthly Reconciliation	*	Q	(¹⁰⁹)	Ø
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Approve	~	Account Reconciliation Summary				.
Monitor	^	Business Unit UTARL Q				
Reconciliation Summary		Fiscal Year Q				
Track Flagged Items		Department From Q Department To		0	~	
皆 Reporting	~	CC owner NetID				
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			Find	View All	First 🕚 1	of 1 (
	4	Cost Center /Project Owner		Find	First 🕢 1 o	f1 🛞 >

- b. Or, NavBar > Menu> Financials > UTZ Customizations > General Ledger > Sahara
 > Process > ARA Monitoring > ARA Reconciliation Summary
- 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.



	Acco	unt Recon Summary	Approval									
		В	usiness Unit U	TARL Fiscal Ye	ar 2020	Account	ng Period	3 Dep	artment			
	*Filter Cost Centers/Projects			All Cost Centers		~		Update Resu	Results			
* I have reviewed and approved the reconciliation			All Cost Centers		or ti	or this cost center's/project's monthly activity.						
				All Projects								
		Cost Center/Project	Description	Ready for Approva	al	opro	oved	Actuals Rev	Actuals E	хр		
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A checkmark in the box for the Accounting Period indicates that the action has taken place.

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