

## **Accessing Account Reconciliation**

The purpose of this job aid is to explain how to access an account reconciliation.

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

- 1. Navigate to the ARA Accounts Reconciliation page.
  - a. Reconcile > Accounts Reconciliation option on SAHARA Work Center

Accounting & Financial Re		SAHARA Monthly Reconciliation	n ⊂ 💭 ≥ Ø
浸 Reconcile	^	Search Page	New Window   Help   Personalize Page
Accounts Reconciliation		Account Reconciliation Search Criteria	1
UTZ OneClick		*Business Unit UTARL	
Approve	~	*Year 2020 Q *Period 3 Q	Multiple Cost Center/Project Approval Page
Monitor	~	Department	
Reporting	~	Cost Center/Project	

b. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile

Accounting & Financial Reports 🔻			
	Journal Inquiry	GL Reporting	SAHARA Account Reconciliation
	GL WorkCenter	Budgets Overview	SAHARA Monthly Reconciliation
	SAHARA Annual Certification		

c. NavBar > Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation



## 2. Enter the search criteria.

Search Page					
Account Reconciliation Search Criteria	Enter the Business Unit, Fiscal Year, Accounting Period, And Department, Cost Center, and or Project to be reconciled.				
*Business Unit UTARL Q *Year 2022Q *Period 8Q Department Q Cost Center/Project Q Vot Reconciled Reconcilied Not Appro Complete Reconciliation Not Re Budget Activity Only Encumbrance Activity Only Search	ARA - Multiple CC /PRJ 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.
- If you want to search by reconciliation status, you can check the following reconciliation status boxes: Not Reconciled, Complete, Reconciled Not Approved, and/or Reconciliation Not Required.
- 3. To perform or review reconciliation details click on the Cost Center or Project or any of the amounts.

Department													
Cost Center/F	Project												
	Search												
								F	Personalize   F	Find   View All	2	First 🕢 1-	6 of 6 🕟 La
Cost Center/Project	Description	Owner	Туре	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
			Costcenter	2020	3	Not Reconciled			-22,726.54	0.00	0.00	0.00	0.00
-	Terraria and		Costcenter	2020	3	Not Reconciled			-70,697.00	39,690.45	-70,697.00	79,612.70	-23,591.85
-	The second second		Costcenter	2020	3	Not Reconciled			0.00	657.11	0.00	662.63	-177.72
17000			Costcenter	2020	3	Not Reconciled			-26,164.09	173,668.59	0.00	-62,434.46	-60,249.59
	States and and		Costcenter	2020	3	Not Reconciled			-2,792.01	33,151.80	0.00	-17,954.16	17,227.7

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

Search Page	Approval Page	Budget Information	Actuals Reconciliation	Encumbrance Information	Download Actuals
Header Det	ails				
Cost Center				Owner	
Projects				Start Date	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.