

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.