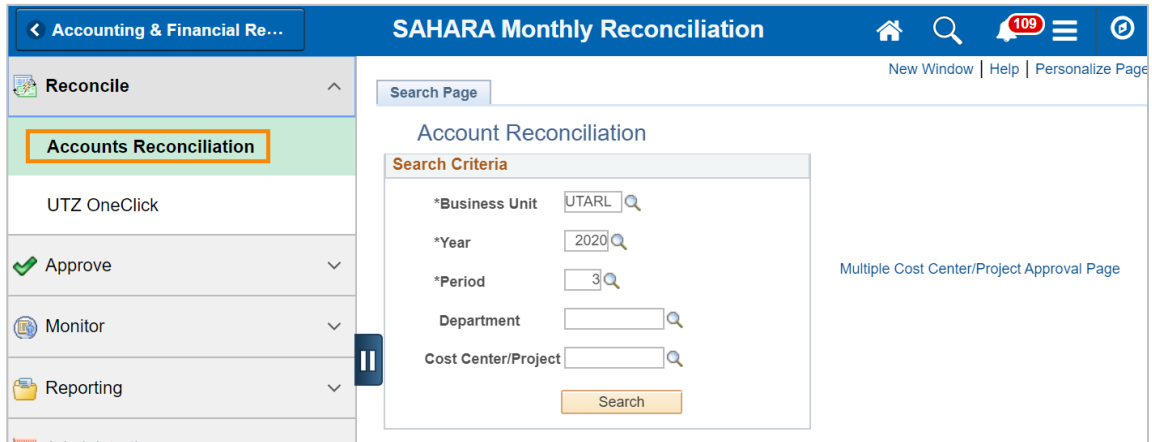


Accessing Account Reconciliation

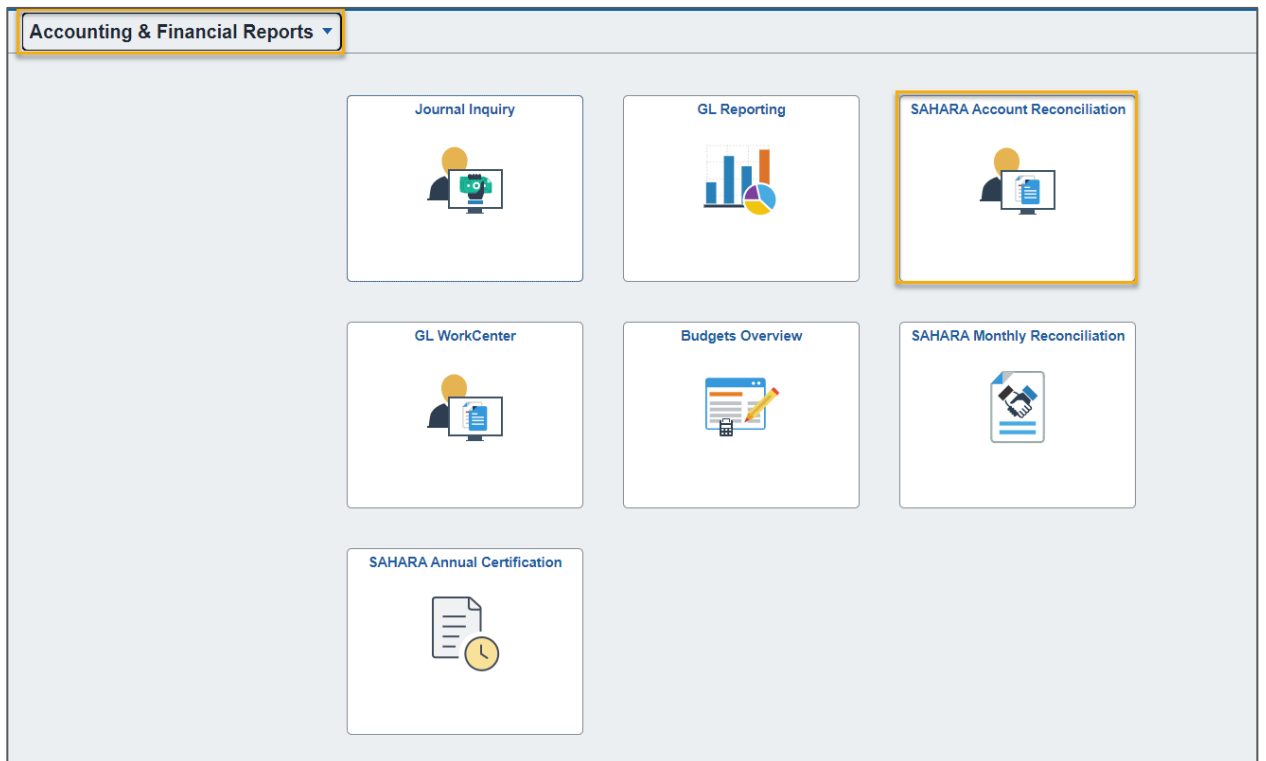
The purpose of this job aid is to explain how to access an account reconciliation.

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



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



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

2. Enter the search criteria.

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.

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-22,726.54	0.00	0.00	0.00	0.00
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-70,697.00	39,690.45	-70,697.00	79,612.70	-23,591.85
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	657.11	0.00	662.63	-177.72
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-26,164.09	173,668.59	0.00	-62,434.46	-60,249.59
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-2,792.01	33,151.80	0.00	-17,954.16	17,227.70
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	178,173.42	0.00	0.00	1,315.09	0.00

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

- 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.