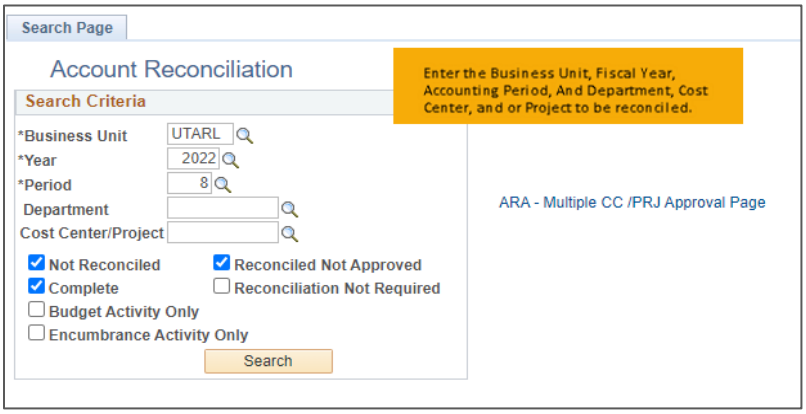
Submit a Reconciliation

The purpose of this job aid is to explain how to submit a reconciliation in the SAHARA Account Reconciliation Application.

1. Navigate to the ARA – Accounts Reconciliation screen.
    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 Business Unit “UTARL”.
3. Enter the four-digit Fiscal Year in the “Year” field.
4. Enter the Accounting period in the “Period” field.
5. Enter the Department number, Cost Center ID, or Project ID for the account to be reconciled.

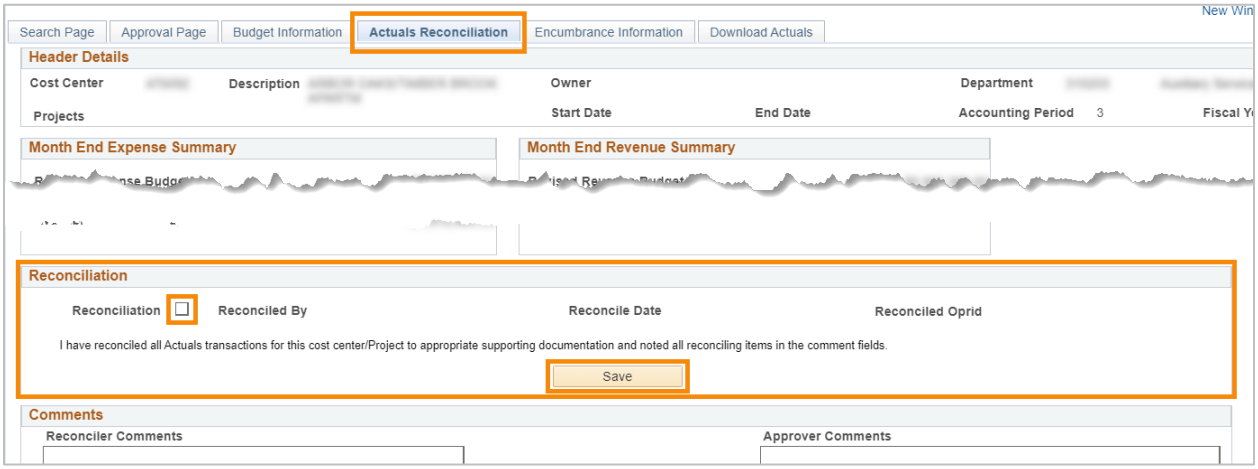
    NOTE: *Leaving the Department and or Cost Center/Project fields blank will return all accounts to which reconciliation access has been granted.*
6. Click “Search”.



    The search results will populate.
7. Click on the Cost Center ID, Project ID, or any of the blue amount hyperlinks to access the Account Reconciliation.
8. The reconciliation opens on the Actuals Reconciliation page, which contains the detail for all revenue and expense transactions posted to the cost center or project during the period and has the Reconciliation Checkbox used to indicate that the account review has been fully completed. Reconcilers should review the transactions on the Budget Information, Actuals Reconciliation, and Encumbrance Information pages, and leave comments, flag reconciling transactions, and initiate corrections when necessary.
9. Once all Actual Accounts, Budget Information transactions, and Encumbrance

transactions have been reconciled and any issues resolved, go to the "Actuals Reconciliation" tab to record the completion of the Reconciliation.

10. Click on the "Reconciliation" check box and click the "Save" button. The reconciliation is now recorded as completed.



11. Click on the "Search Page" tab if it is necessary to populate the reconcilation for another cost center or project.