

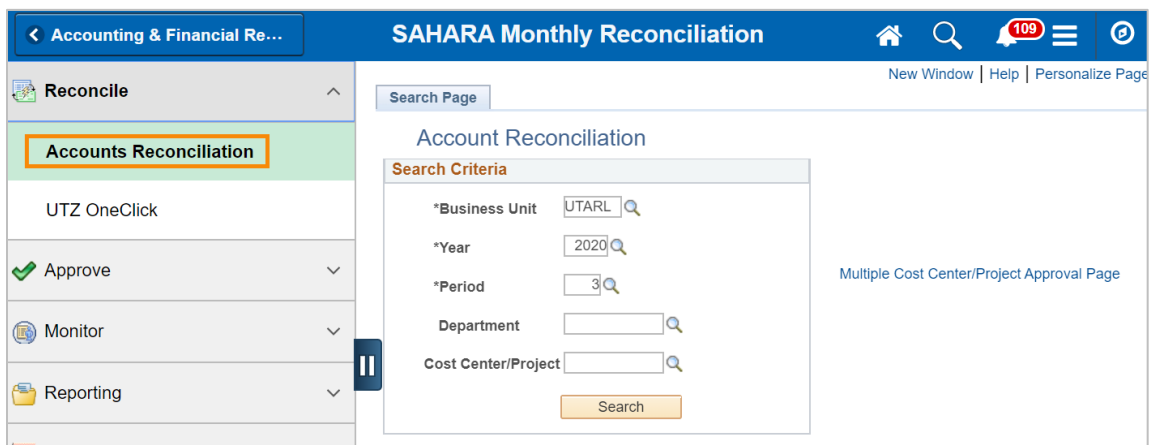
Submitting A Reconciliation Approval

The purpose of this job aid is to explain how to submit a reconciliation approval.

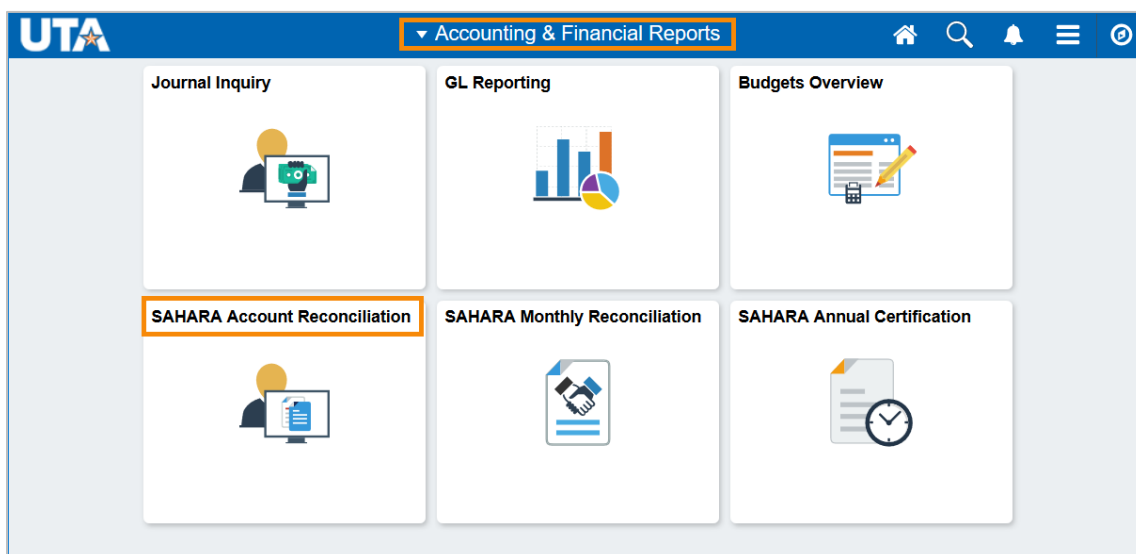
An Account Owner can approve reconciliation either by using the Approval checkbox on the Approval tab on the Account Reconciliation Application or the Approve Range of Cost Center page.

Approve Reconciliation on the Account Reconciliation Page

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. Or, 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 access the reconciliation details, click on the Cost Center or Project or any of the blue amount hyperlinks.

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. To submit approval once all transaction information has been reviewed, click on the Approval Page tab.
5. The Approval Page displays Net Monthly Activity summaries, Account summaries, and a listing of comments that have been entered on Budget, Actual, and Encumbrance transactions.

To submit approval of the account reconciliation, click the Approved checkbox, then click the Save button at the bottom of the page.

Search Page **Approval Page** Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

Cost Center	Description	Owner	Department
Projects		Start Date	End Date
		Accounting Period	3
			Fiscal Year 2020

Approval Info

* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.

Approved Approved By Approval Date Approver NetID

Reconciliation Info

Reconciler Sam Maverick Reconciliation Date 03/26/20 9:06:12AM Reconciler NetID 1234567890

Net Monthly Activity

Revenue Budget	\$0.00	Revenue Actuals	\$-1.70	Encumbrances	\$10,363.39
Expense Budget	\$448.42	Expense Actuals	\$5,137.44		

Account Summaries

Total Budgets \$448.42 Total Actuals \$5,135.74 Total Encumbrances \$10,363.39

Budget Accounts	Actuals Accounts	Encumbrance Accounts																		
<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 A4000</td> <td>Operating Expenses</td> <td>\$448.42</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 A4000	Operating Expenses	\$448.42	<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 60372</td> <td>Cleaning Services</td> <td>\$41.60</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 60372	Cleaning Services	\$41.60	<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 63003</td> <td>Office/Computer Supplies</td> <td>\$-145.34</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 63003	Office/Computer Supplies	\$-145.34
Account	Description	Monetary Amount																		
1 A4000	Operating Expenses	\$448.42																		
Account	Description	Monetary Amount																		
1 60372	Cleaning Services	\$41.60																		
Account	Description	Monetary Amount																		
1 63003	Office/Computer Supplies	\$-145.34																		

Transaction Comments

Budget Comments

Account	Reconciler Comments	Approver Comments
1 A9000	investigate budget transfer requested during period	found that budget transfer posted to period 4

Actuals Comments

Account	Reconciler Comments	Approver Comments
1 67112	flagging for followup found transaction info	

Encumbrance Comments

Account	Reconciler Comments	Approver Comments
1 A4000	review ER	ER in question contained erroneous entries; correction submitted

Save

6. The Approval Page will show the Approver's details along with the date and time the reconciliation was approved.

Search Page **Approval Page** Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

Cost Center	Description	Owner	Department
Projects		Start Date	End Date
		Accounting Period	

Approval Info

* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.

Approved Approved By Jane Dolan Approval Date 06/16/20 11:16:41AM Approver NetID 9876543210

Reconciliation Info

Reconciler Sam Maverick Reconciliation Date 03/26/20 9:06:12AM Reconciler NetID 1234567890


Net Monthly Activity

7. If another account reconciliation needs to be approved, click on the "Search Page" tab to return to the Account Reconciliation search page.

Approve a Range of Accounts

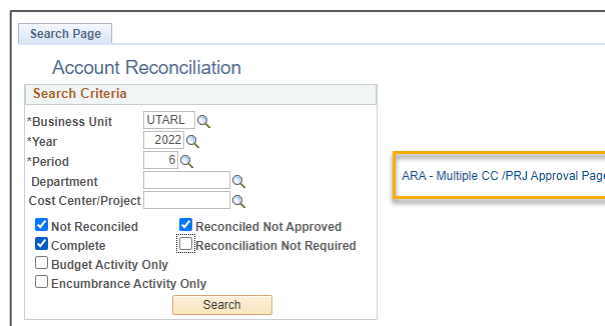
The Approve Range of Cost Centers page allows Account Owners to approve multiple reconciliations at one time.

1. Navigate to the ARA – Multiple CC Approval page.
 - a. Approve > Approve Range of Cost Centers on SAHARA Monthly Reconciliation Work Center



The screenshot shows the 'SAHARA Monthly Reconciliation' interface. On the left, a navigation menu includes 'Reconcile', 'Approve', 'Approve Range of CostCenters', 'Monitor', 'Reporting', 'Administration', and 'Security'. The 'Approve Range of CostCenters' option is highlighted. The main content area is titled 'ARA - Multiple CC Approval' and contains a search form with the following fields: Business Unit (dropdown: begins with), Fiscal Year (dropdown: =), Accounting Period (dropdown: =), and Department (dropdown: begins with). There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons at the bottom.

- b. NavBar > Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of Cost Centers
 - c. ARA Account Reconciliation Search page using the “ARA - Multiple CC/Prj Approval Page” link



The screenshot shows the 'Account Reconciliation' search page. The search criteria form includes the following fields and options:

- *Business Unit: UTARL
- *Year: 2022
- *Period: 6
- Department: [empty]
- Cost Center/Project: [empty]
- Not Reconciled (checked)
- Complete (checked)
- Budget Activity Only (unchecked)
- Encumbrance Activity Only (unchecked)
- Reconciled Not Approved (checked)
- Reconciliation Not Required (unchecked)

 A 'Search' button is located at the bottom of the form. A link labeled 'ARA - Multiple CC /PRJ Approval Page' is highlighted in a box on the right side of the page.

2. Enter the Business Unit, Fiscal Year, Accounting Period, and Department for the cost centers and projects to be approved. Click Search.

ARA - Multiple CC Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit

Fiscal Year

Accounting Period

Department

3. The Account Recon Summary Approval screen with an Approval Statement will populate, showing all cost centers and projects in the department.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTARL Fiscal Year 2022 Accounting Period 6 Department

*Filter Cost Centers/Projects

I have reviewed all of the selected reconciled financial statements as well as any reconciler comments and approve all of the selected cost centers/projects.

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance
1.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	165,913.37	0.00	0.00	-137,006.58
2.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	250.30	0.00	0.00	-250.00
3.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	1,063.45	0.00	0.00	-84.30

Note: Only cost centers and projects missing approval will be displayed.

If necessary, use the drop-down to select the type of account. Then click the **“Update Results”** button to repopulate the accounts list.

Business Unit UTARL Fiscal Year 2022 Accounting Period 6 Department

*Filter Cost Centers/Projects

I have reviewed all of the selected reconciled financial statements as well as any reconciler comments and approve all of the selected cost centers/projects.

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multi
1.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	250.30	0.00	0.00	-250.00	

The **“Reconciled”** column will display a checkmark for all cost centers and projects for which the Actuals Reconciliation has been recorded as completed. The hyperlinks in the **“Link to Details”** column will populate the Actuals Reconciliation tab for that cost center or project.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit: UTARL Fiscal Year: 2022 Accounting Period: 6 Department: _____

*Filter Cost Centers/Projects: All Cost Centers Update Results

I have reviewed all of the selected reconciled financial statements as well as any reconciler comments and approve all of the selected cost centers/projects.

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve	User ID	Approve?	Link to Details
1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	165,913.37	0.00	0.00	-137,006.58	<input type="checkbox"/>	200079		Approve?	Details for [1]
2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	250.30	0.00	0.00	-250.00	<input type="checkbox"/>	270985		Approve?	Details for [2]

4. To record approval of an Account Reconciliation, click the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.
5. Click the Approve button.
6. Click Save.
7. To see the changes made, click the “Update Results” button at the top of the page. The Approve buttons will be grayed-out and the Approved checkbox will be checked.