



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

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KNOWLEDGE  
SERVICES

**SAHARA**  
**Account**  
**Reconciliation**  
**Application**

# Training Agenda



Account Reconciliation Overview

Accessing the Account Reconciliation

The Account Reconciliation Process

Account Corrections

Head of Unit Responsibilities

Resources

# Account Reconciliation Overview

# Account Reconciliation Overview

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## What is an Account Reconciliation?

The Account Reconciliation is an official listing of all financial activity that has posted to a Cost Center or Project in each accounting period.

Departments must complete and approve a reconciliation for each cost center and project in their department once the accounting period is closed.

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## How do I access the Account Reconciliation?

Departments are responsible for reviewing Account Reconciliations in UTShare. The information is available through the **SAHARA Account Reconciliation Application (ARA)**. You must have the appropriate UTShare Security Role (Level III or Level V) and ARA security assignment to access the information.

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## How will I know if an Accounting Period is closed?

The Accounting Period closing date will be communicated through the Business Affairs ListServ.

The Business Affairs Listserv is used to distribute Accounting, Budget, Human Resources and Payroll related information. To join or leave this listserv, visit Business Affairs Training and Development web page at: <https://www.uta.edu/business-affairs/training/>.

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# Account Reconciliation Roles

## Security is maintained at the cost center or project level.

To update the reconciler or owner of an account, send an email to Accounting Services ([acctservices@uta.edu](mailto:acctservices@uta.edu)) including:

- approval from Department Head
- the cost center or project number
- employee's name
- employee's Empl ID
- The role to which they should be assigned

# Reconciler Access in SAHARA

## Step 1

Request UTShare  
Elevated Access

## Step 2

Attend SAHARA Training  
with Knowledge  
Services

## Step 3

Contact Accounting Services to add  
relevant cost centers/ projects to your  
SAHARA view

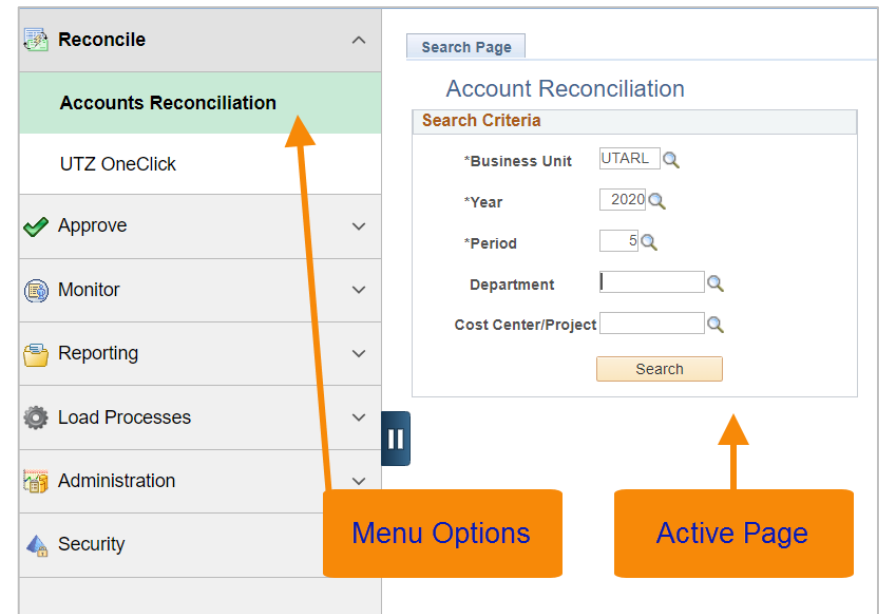
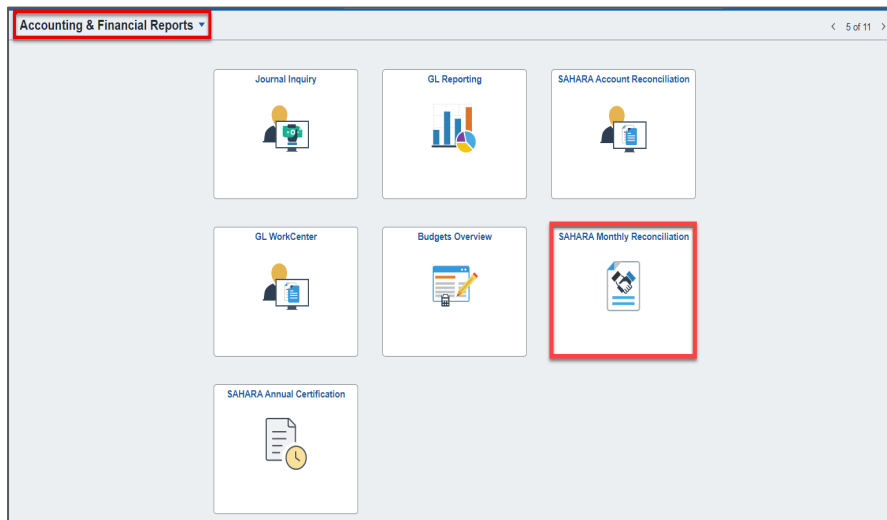
# Accessing the Account Reconciliation Application (ARA)

# Accessing the ARA

There are multiple ways to get to the Account Reconciliation pages:

**1) Work Center** – Provides access to commonly used ARA pages

Accounting and Financial Reports Homepage > SAHARA Monthly Reconciliation

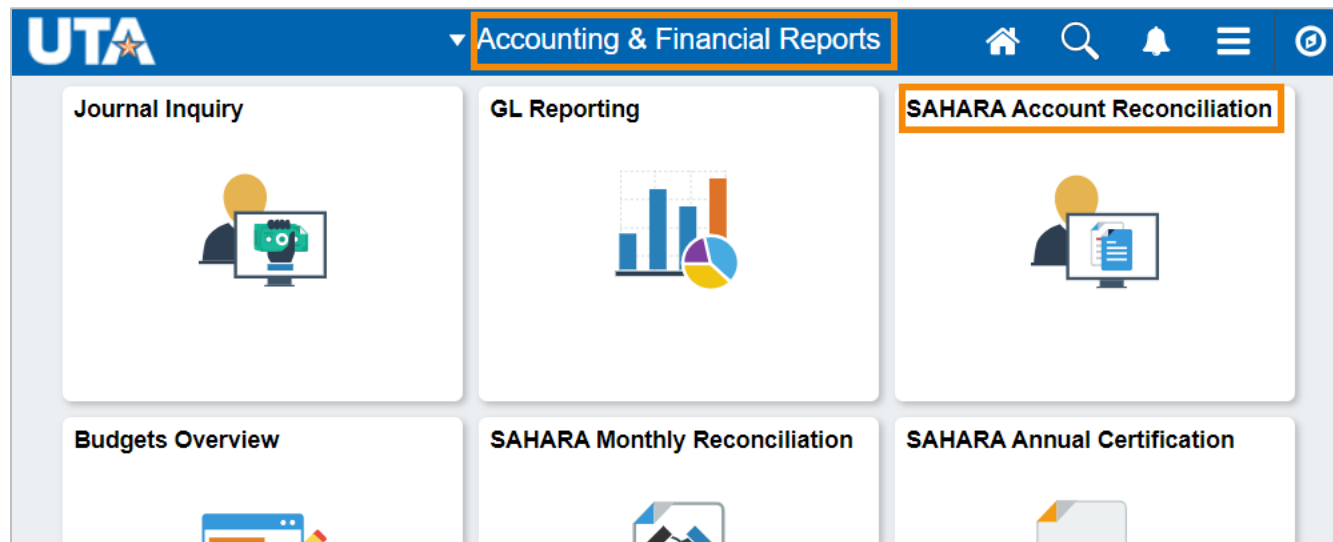




# Accessing the ARA

## 2) Tile to Account Reconciliation

Accounting & Financial Reporting Homepage > SAHARA Accounts Reconciliation Tile



## 3) Direct Navigation

Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation

# Accessing the ARA

Enter the Search Criteria with the account information and click “Search”.

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit

\*Year

\*Period

Department

Cost Center/Project

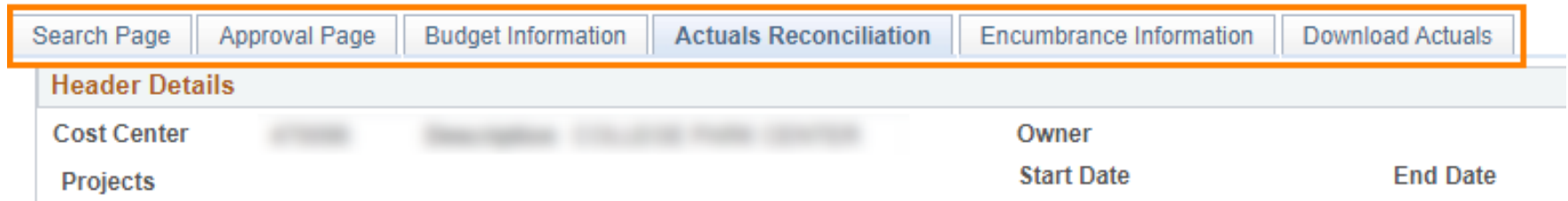
Not Reconciled       Reconciled Not Approved  
 Complete             Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

On the search results click on either the cost center/project ID number or on one of the blue amount links.

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
313	OIT IT Help Desk		Costcenter	2020	5	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	77,611	0.00	0.00	-44,663.43
313255	OIT Business Support Training		Costcenter	2020	5	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	240,706.43	0.00	0.00	-63,746.77
313256	OIT Business Analysis		Costcenter	2020	5	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	137,065.50	0.00	0.00	-58,612.73
313259	OIT BTS Administration		Costcenter	2020	5	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	21,150.45	0.00	0.00	73,856.63
313260	OIT BTS Operations		Costcenter	2020	5	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00

# Accessing the ARA

There are six tabs of information on the ARA Account Reconciliation:



Header Details				
Cost Center			Owner	
Projects			Start Date	End Date

- **Search Page** - returns to the cost center/project search page.
- **Approval Page** – page where Approvers can view account subtotals, see transaction comments and record their approval.
- **Budget Information** – displays summary of budgetary revenue and expense totals and details of all budget transactions posted during the period.
- **Actuals Reconciliation** – displays details for all revenue and expense transactions posted during the period and is where reconciler records their reconciliation
- **Encumbrance Information** – displays detail for all encumbrance transactions posted during the period.
- **Download Actuals** – populates Actuals data in grid format for download to Excel.

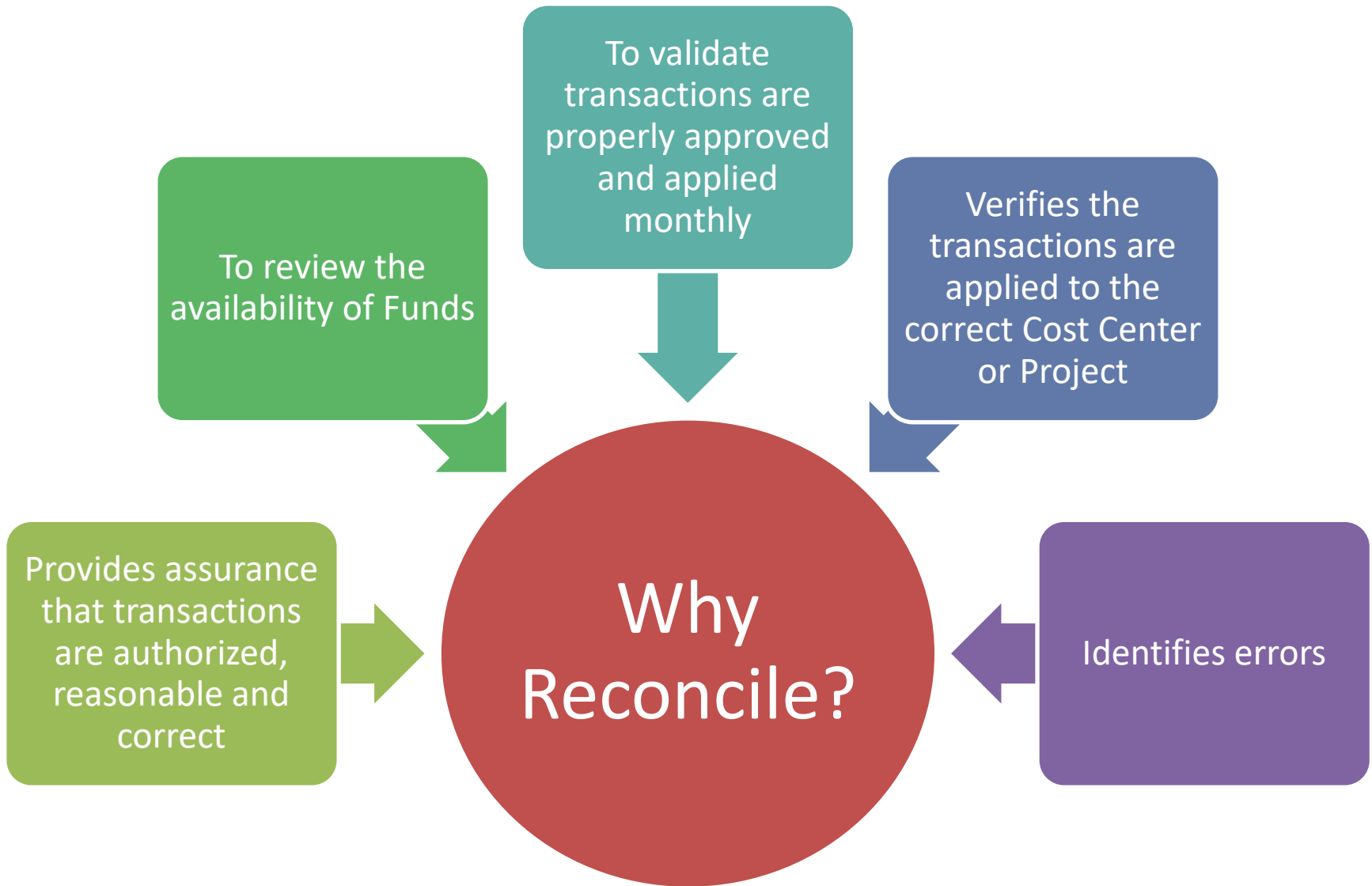
## Class Activity

- Navigate to the Account Reconciliation page



# The Account Reconciliation Process

# The Account Reconciliation Process



# The Account Reconciliation Process

Departments are responsible for reconciling accounts for all cost centers and projects for each accounting period.

- Reconcilers should review all transactions and match them to supporting documentation before submitting reconciliation in ARA.
- Each transaction should have a detailed receipt, invoice, or other similar supporting document.
- Record of the reconciliation is made on the Actuals Reconciliation tab.
- Record of the approval is made on the Approval Page tab.

# Support Documentation

Support documentation provides a financial record of each event or activity.

Documentation does not have to be attached in UTShare.

Support documents are required for each transaction line.

All support documentation must be readily available.

Support documents can be paper or electronic documents.

Provides proof of accuracy and completeness of the transaction.



# Support Documentation



Supporting documentation should be kept in accordance with record retention guidelines.



Documentation for non-grant accounts must be retained as specified in the Records Retention Schedule.



For the retention period for Sponsored Projects, refer to the grant contract or speak with a representative in the Research Administration department.



For more information, visit the [Records and Information Management](#) web page.



# Additional Attachments

Reconcilers and approvers can attach items relevant to the reconciliation that are not already attached to source transactions.

The screenshot displays the 'ARA - Accounts Reconciliation' interface. At the top, there is a navigation bar with 'Accounting & Financial Reports' and 'ARA - Accounts Reconciliation'. Below this, a search bar and several tabs are visible: 'Search Page', 'Approval Page', 'Budget Information', 'Actuals Reconciliation' (highlighted with a red box), 'Encumbrance Information', and 'Download Actuals'. The 'Actuals Reconciliation' tab is active, showing a 'Header Details' section with fields for 'Cost Center', 'Description', 'Owner', 'Department', 'Projects', 'Start Date', 'End Date', 'Accounting Period', and 'Fiscal Year'. Below the header details is a 'Reconciliation' section with a 'Reconciliation' checkbox, 'Reconciled By', 'Reconcile Date', and 'Reconciled Oprid' fields. A text area contains the message: 'I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.' A 'Save' button is located below the text area. The 'Comments' section features two text areas: 'Reconciler Comments' and 'Approver Comments'. A 'Save Comments' button is positioned between these two areas. Below the 'Save Comments' button, there is a red box containing the text 'Attachments (1)'. At the bottom of the interface, there is a summary section with 'Revenue for the period \$0.00' and 'Expenses for the Period \$75,130.20'. The bottom right corner shows 'Find | View 1 | First'.

Feature Effective 7/6/21

# Account Transactions

Financial transaction details are displayed on the Budget Information, Actuals Reconciliation, and the Encumbrance Information tabs.

Search Page

Approval Page

Budget Information

Actuals Reconciliation

Encumbrance Information

Download Actuals

## Budget Activity

Personalize | Find | View All | First 1-2 of 2 Last

	Comments	Flag	Tran ID	Tran Date	Iran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount
1			0006018830	01/28/2020		1 0000451950	OPE	Xfer Adj.	A1000	Staff Salaries	-\$59,256.00
2			0006060675	02/07/2020	70	0000454622	OPE	Adjustment	A7000	Expense Transfers	\$59,256.00

## Account

Find | View All | First 14 of 15 Last

Account 63632    Telecomm Long Distance    Source Interdepartmental Transfer    Acctg Def Name  
 Reviewed  Review Date    Account Subtotal \$1.51

Personalize | Find | View All | First 1 of 1 Last

Details

	Flag	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount
1			0000441524	11/30/2019	November Long Distance Charges	November 2019 Long	\$1.51

## All other Encumbrances

Personalize | Find | View All | First 1 of 45 Last

	Comments	Flag	Encumbrance Type	Document ID	Document Line	Document Description	Commitment Control Quantity	Monetary Amount
1			GL_JOURNAL	HPY0451271	169	HCM Integration		\$39,803.34

# The Account Reconciliation Process

Different types of transactions are displayed on the different tabs.

## BUDGET INFORMATION:

- **Budget Journal** – Budget adjustments and journal entries processed by the Budgets and Financial Planning office. These are transfers that cannot be directly done by the department and will display on the Budget Information tab.
- **Budget Transfer** – Transfers between and within a department's accounts.

## ENCUMBRANCE INFORMATION:

- **Travel Authorization** – Reserving funds for travel.
- **Purchase Order** – Finalized purchasing contract sent to a supplier based on a requisition.
- **Requisition** – Internal document requesting funds for a purchase; requested by a department.
- **AP Vouchers** – Payment voucher that has been entered but not yet paid.

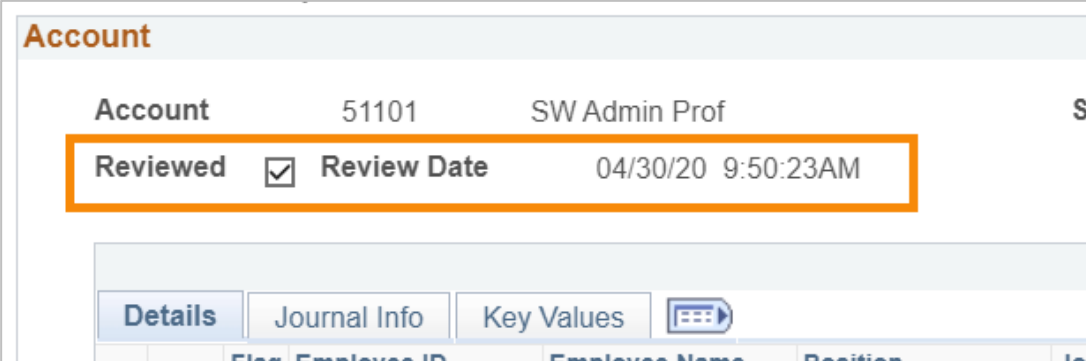
# The Account Reconciliation Process

## ACTUALS RECONCILIATION:

- **HR Payroll Journals** - Display salaries and associated payroll expenses
- **Accounts Payable Vouchers** – Related to a payment voucher.  
Note: ProCard transactions are paid by payment vouchers.
- **Expense Report** – Reimbursements for business-related purchases. These may or may not be associated with a Travel Authorization.
- **Journals** – Two types:
  - GL Journals made by accounting based on a need to record transfers between departments and to correct errors.
  - Interdepartmental Transfers (IDTs) entered by service departments charging a UTA department (for example, facilities and key control charges).
- **Student Financials Transactions** – transactions from Campus Solutions (MyMav)

# Reviewed Checkbox

Each GL Account section has a “Reviewed” checkbox that can be used to track which Accounts a reconciler has completed.



The screenshot displays a software interface for a GL Account. The account details are as follows:

Account	
Account	51101 SW Admin Prof
Reviewed	<input checked="" type="checkbox"/>
Review Date	04/30/20 9:50:23AM

Below the account details, there are navigation tabs: Details, Journal Info, and Key Values. A table below the tabs shows columns for Flag, Employee ID, Employee Name, Position, and Job.

This is an optional tool that can be used during reconciliation.

# Drill to Source Document

Reconcilers and approvers can navigate to source documents user the hyperlinked transaction Monetary Amount.

Account	63633	Telecomm Monthly Charge	Source	Interdepartmental Transfer	Acctg Def Name	
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$2,737.00

Personalize   Find   View All      						First	◀	1 of 1	▶	Last
Details	Key Values									
	Flag	Easy Correct	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount		
1		Easy Correct	0000529842	02/28/2021	February Telecom Charges	February 2020 Tele		<b>\$2,737.00</b>		




Feature Effective 7/6/21

# Flag a Transaction

The ARA allows transactions to be flagged for follow-up.

To add a flag, click on the Flag icon. A red flag icon indicates that the transaction has been flagged.

A comment is required when adding or clearing a flag.

<b>Account</b>	63633	Telecomm Monthly Charge	<b>Source</b>	
<b>Reviewed</b>	<input type="checkbox"/>	<b>Review Date</b>		
<b>Details</b> 				
	<b>Flag</b>	<b>Journal ID</b>	<b>Journal Date</b>	<b>Journal Line</b>
		0000453702	01/31/2020	January Re Char



# Track Flagged Items

The Track Flagged Items page populates all active flags for a given criteria.

It includes the transaction information, the comment entered with the flag, and the user who added the flag.

Flagged Items | Field Reference

Business Unit:

Fiscal Year:

Department From:   Department To:

Cost Center/Project From:   Cost Center/Project To:

Flagged by Net ID:   Sam Maverick

Reconcile

Approve

Monitor

Reconciliation Summary

ARA Monitoring

ARA Reconciliation Summary

Actuals

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID
1	2020	5	313255	62206	340301	Expenses	0000247448

Personalize | Find | View All |   First 1 of 1 Last

Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
\$73.00	research ER charge		1234567890	Sam Maverick	04/29/20 2:10PM

Budget

Flag	Year	Period	Cost Center/Project	Account	Department	Tran ID	Tran Date
1	2020	5	313255	62206	340301		

Personalize | Find | View All |   First 1 of 1 Last

Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time

## Class Activity

- Perform a Mock Account Reconciliation
- Flag a Transaction






# Other Tips for Reconciliation

- **To get more detail regarding ProCard charges**
  - ProCard Statement Reconciliation
  - ProCard Transaction Register
- **To get more detail regarding Salary Information:**
  - Payroll Analysis Report
  - Salary by Cost Center
  - Salary by Project ID
- **Tools for Reconciling Financial Statements**

# Account Corrections

# Non-Payroll Account Corrections

Reconcilers can create a correction journal using the Easy Correct button on the ARA Actuals Reconciliation page.

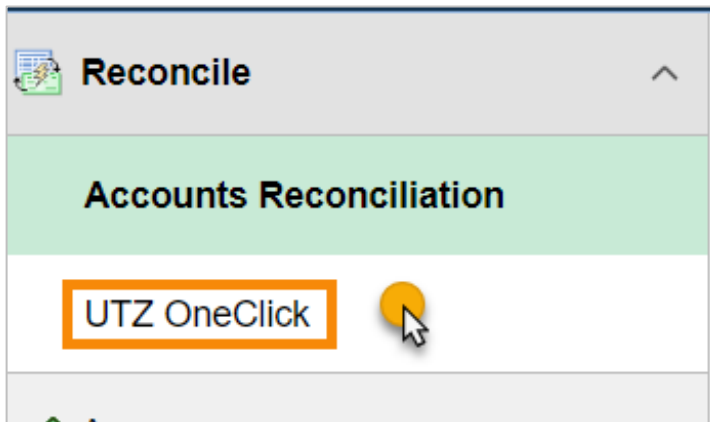
<b>Account</b>	63634	Telecomm Other Srv Charges	<b>Source</b>	Accounts Payable					
<b>Reviewed</b>	<input type="checkbox"/>	<b>Review Date</b>							
<b>Details</b> 									
	Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor	
1			Easy Correct	INV114443	2019-11-01	2020-01-30	00184366	Data/cable-KC Hall	APOGE TELEC

- Creates a Correction Journal that must be submitted and approved through Workflow Approvals
- Can be used for transactions in current and future accounting periods, and two accounting periods in the past
- Not to be used for corrections to projects

# Non-Payroll Account Corrections

For corrections on transactions that are more than two accounting periods in the past, correction journals can be submitted using the UTZ OneClick page.

**From the SAHARA Monthly Reconciliation Work Center:**



**NavBar Menu Navigation:**

Menu > Financials >  
UTZ Customizations >  
General Ledger >  
Sahara > Process >  
ARA Process >  
UTZ OneClick

- Not to be used for corrections to projects

# Non-Payroll Account Corrections

**Correction Requests should include the following information:**

Departmental Approval or request from Approver

The Transaction Type and the Reference number (i.e. Payment Voucher 00123456)

The reason for the correction

Any special considerations for the adjustment (i.e. partial corrections)

The amount of the correction

The incorrect and the correct Cost Center or Project to be charged/credited

The incorrect and the correct General Ledger Account to be charged/credited

- For corrections involving **Plant Fund/Capital Projects**, send the request to **Bridgett Allbright** ([bridgett.allbright@uta.edu](mailto:bridgett.allbright@uta.edu)) in Accounting Services.
- For corrections involving **Grants/Sponsored Projects**, send the request to **Research Administration** ([postaward@uta](mailto:postaward@uta)) and **Grant Accounting** ([gca@uta](mailto:gca@uta)).

# Payroll Account Corrections

## Payroll Related Corrections:

### Cost Centers

Use the appropriate eForm to process the corrections for both the current and previous fiscal year.

### Grants/Sponsored Projects

Send request to Research Administration at [postaward@uta.edu](mailto:postaward@uta.edu) for approval.

Use the appropriate eForm to process corrections for both the current and previous fiscal year.



## Class Activity

- Submit Correction Journal




# Head of Unit Responsibilities

# Head of Unit Responsibilities

Review the Account Reconciliations and make sure the reconciliation of all Cost Centers/Projects is completed on time.



Make sure accurate accounting records are maintained.

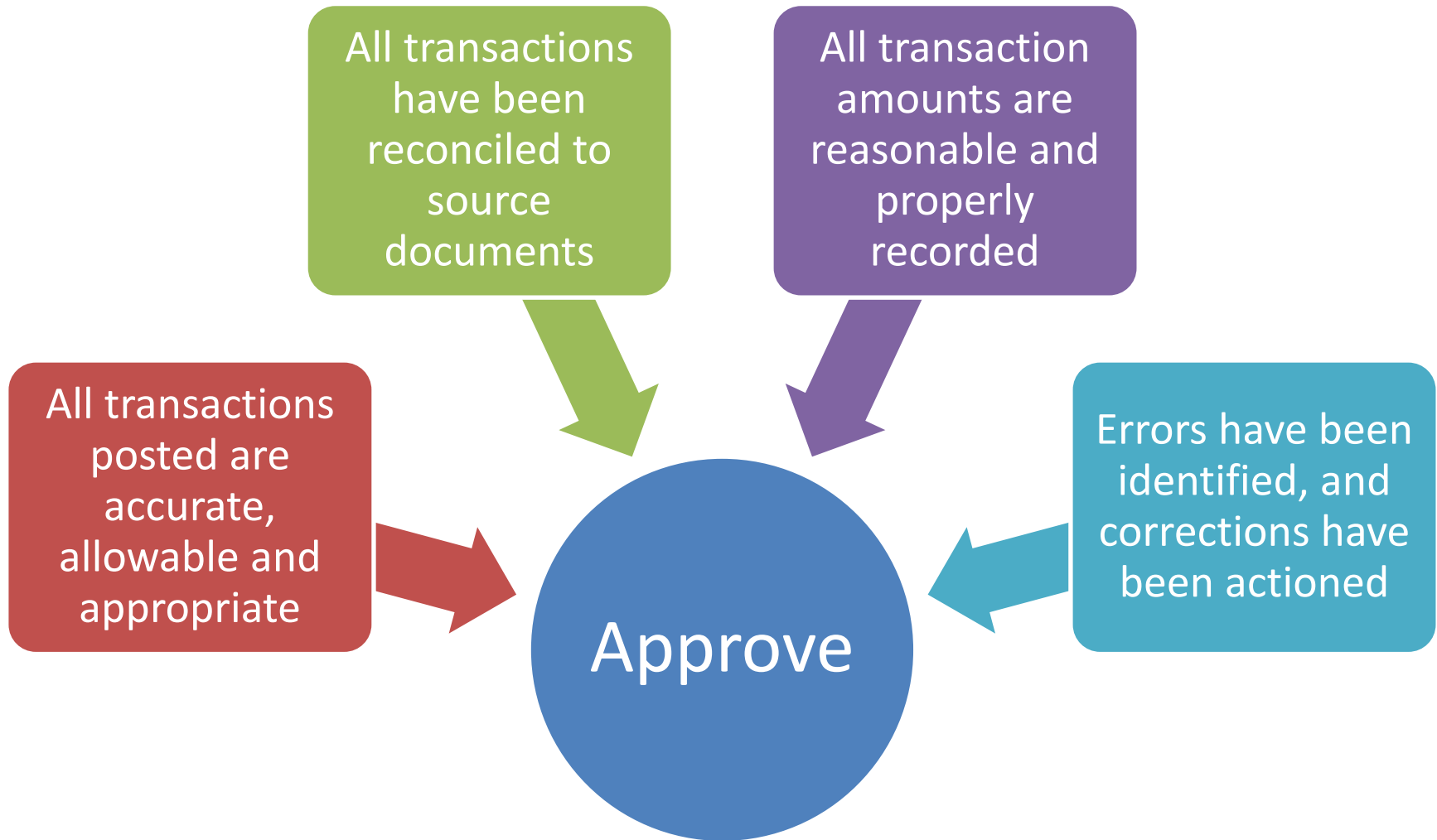


Ensure that overspending does not occur when using a Cost Center or Project.



Approve the Reconciliation for each Cost Center/Project in UTShare.

# When to Approve a Reconciliation





# Reconciliation Approval

Approvers can approve multiple reconciliations using the **Multiple Cost Center Approval** page.

Two ways to access:

Use the “ARA - Multiple CoC/Prj Approval Page link on the main ARA Account Reconciliation screen.

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit

\*Year

\*Period

Department

Cost Center/Project

Not Reconciled     Reconciled Not Approved

Complete     Reconciliation Not Required

Budget Activity Only

Encumbrance Activity Only

[ARA - Multiple CC /PRJ Approval Page](#)

Navigate directly: Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of Cost Centers

### ARA - Multiple CC Approval

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

**Search Criteria**

Business Unit

Fiscal Year

Accounting Period

Department

# Account Recon Summary Approval

- Displays all cost centers/projects per search parameters or security.
- Displays if the Actuals Reconciliation has been recorded as complete.
- Navigate directly to the Actuals Reconciliation using the hyperlink in the “Link to Details” column.

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
2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	250.30	0.00	0.00	-250.00	<input type="checkbox"/>	270085		Approve?	Details for

# Account Recon Summary Approval

To record approval of an Account Reconciliation,

1. 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.
2. Click the “Approve?” button
3. Click Save.

## Account Recon Summary Approval

Business Unit UTARL Fiscal Year 2020 Accounting Period 3

\*Filter Cost Centers/Projects All Cost Centers Upd

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/proj

Cost Center/Project	Description	Actuals	Approved	Actuals Rev
1 313254	OIT IT Help Desk	<input type="checkbox"/>	<input type="checkbox"/>	0.0
2 313255	OIT Business Support Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.0

Balance	Approve	User ID	Approve?	Link to Details
44,630.69	<input type="button" value="313254"/>		<input type="button" value="Approve?"/>	<a href="#">Details for 313254</a>
-103,372.74	<input type="button" value="313255"/>	Sara Barton	<input type="button" value="Approve?"/>	<a href="#">Details for 313255</a>

3





# Resources

# Policy and Procedure



Policies and Procedures are located at:  
**<https://policy.uta.edu/>**



Financial Statements information is  
found in Procedure BF-AS-PR7.

- Click the Business and Finance tile, then Accounting Services.

# Resources

## Financial Statements Questions

- Email: [acctservices@uta.edu](mailto:acctservices@uta.edu)

## UTShare Support & Help

- ServiceNow
- 817-272-2155
- Online Chat

## Training Resources

- Visit Business Affairs Training and Development web page: <https://www.uta.edu/business-affairs/training/>
  - Register for UTShare Classes
  - Join Business Affairs Listserv
  - UTShare Training Materials
    - Training Guides
    - Job Aid
    - PowerPoint Documents