

SAHARA Account Reconciliation Approver Guide

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The Reconciliation Process

The reconciliation process is a comparison of the financial transactions recorded in UTShare to departmental records. Reconciliation should be performed monthly. This process is necessary to make sure that expenditures charged to, and revenues collected by, the department were properly approved and applied to the correct Cost Center or Project. Any differences revealed by the reconciliation process should be promptly pursued and resolved in a timely manner. The process of reconciliation ensures the accuracy and validity of financial information.

Reconciliation Roles

The Account Owner is the party who is responsible for overseeing the account and approving the account reconciliation.

Account Owner Responsibilities

1. Review the Account Reconciliation and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Review flagged items.
3. Review and respond to correction journals.
4. Make sure accurate accounting records and supporting documentation are maintained.
5. Ensure that overspending does not occur when using a Cost Center or Project.
6. The Account Owner should consider the following questions:
 - Are the transactions on the reconciliation appropriate for departmental/University business?
 - Are there any suspicious-looking transactions?
 - Does it appear that the accounts have been reconciled?
 - Has the reconciler explained any unrecognized transactions?
7. 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.

About the SAHARA Account Reconciliation Application

What is the Account Reconciliation Application?

The monthly Account Reconciliation is an official listing of all financial activity that has posted to a Cost Center or Project. The Account Reconciliation Application (ARA) is the module inside of UTShare that houses the Account Reconciliation screens.

How will I access the Account Reconciliation?

Departments will have the ability to access account reconciliations any time during the month. However, reconciliation and approval should not be submitted until the accounting period has been closed.

Can anyone access the Account Reconciliations?

No, you must have the appropriate UTShare Security Role (Level III or Level V).

How will I know if an Accounting Period is closed?

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

What is the Business Affairs ListServ and how can I join?

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/>.

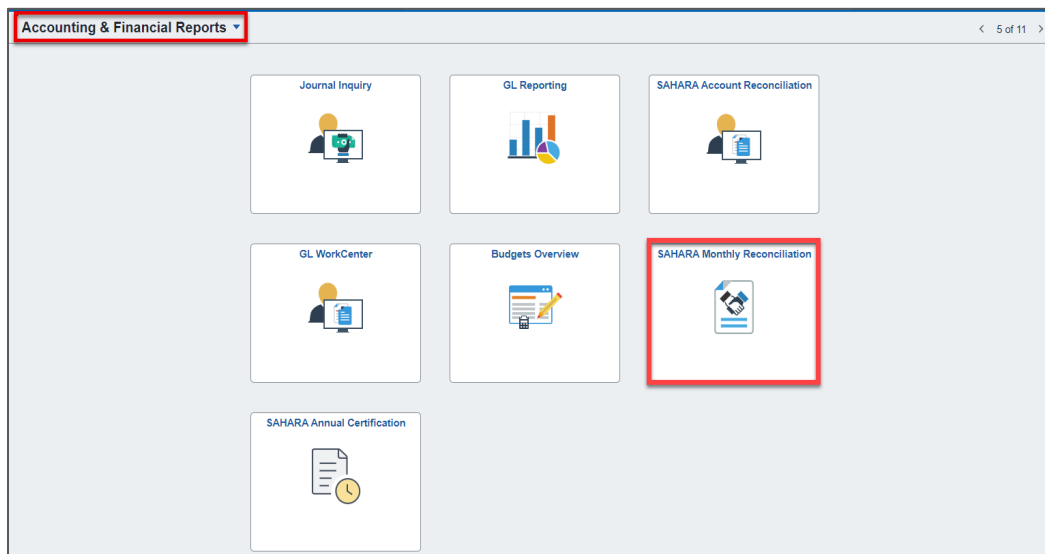
Where can I find more information about the Account Reconciliation Application?

Information about the reconciliation process is available on the UTA Handbook of Operating Policies (<http://www.uta.edu/policy/procedure>), Procedures BF-AS-PR7, Cost Center and Project Statements.

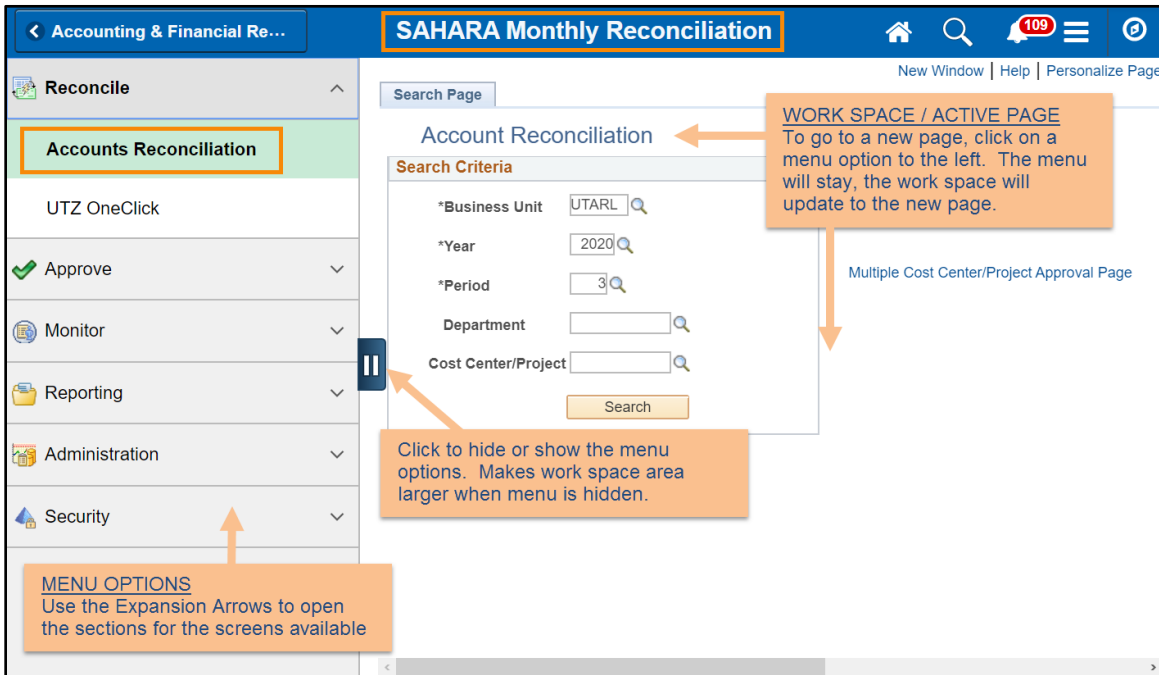
Instructions and support for the ARA Module inside UTShare can be found on the Knowledge Services Training website (<https://www.uta.edu/business-affairs/training>).

SAHARA Monthly Reconciliation Work Center

The SAHARA Monthly Reconciliation Work Center provides a one-stop page for accessing the most used SAHARA pages. The Work Center tile, titled **SAHARA Monthly Reconciliation**, can be found on the **Accounting and Financial Reports** homepage.



On the Work Center, a menu of page options is listed to the left (as available per a user’s security settings) and the workspace, or active page, is available to the right. Users can navigate to different pages using the menu options on the left all from this same page.



Accessing an Account Reconciliation

Navigating to the Sahara Accounts Reconciliation Tool

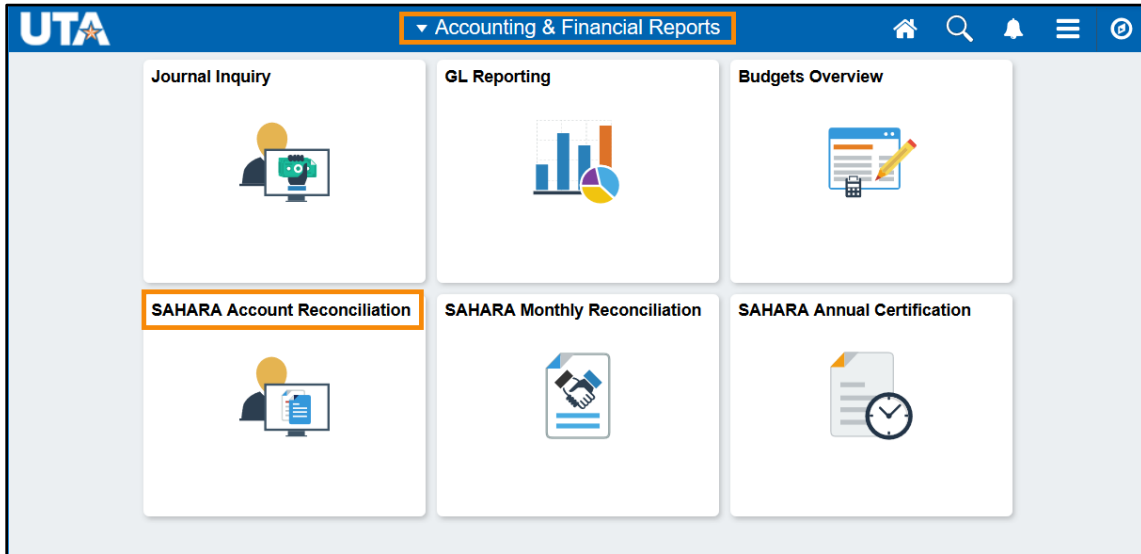
The Sahara Account Reconciliation Application is used to access and reconcile the monthly Account Reconciliations.

1. Navigate to the **ARA Accounts Reconciliation** page.
 - a. Reconcile > Accounts Reconciliation option on SAHARA Work Center



Note: The Work Center is the left side bar above indicated with the pause symbol. To access the SAHARA work center, navigate to the accounting & Financials Homepage and select the SAHARA Monthly Reconciliation tile.

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



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

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

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.

Search Page

Account Reconciliation

Search Criteria

*Business Unit

*Year

*Period

Department

Cost Center/Project

Not Reconciled
 Complete

Reconciled Not Approved
 Reconciliation Not Required

Budget Activity Only
 Encumbrance Activity Only

Search

3. To perform or review reconciliation details click on the **Cost Center** or **Project** or any of the blue **amounts**.

Department

Cost Center/Project

Search

Personalize Find View All First 1-6 of 6 Last													
Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
0000	0000000000		Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-22,726.54	0.00	0.00	0.00	0.00
0000	0000000000		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
0000	0000000000		Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	657.11	0.00	662.63	-177.72
0000	0000000000		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
0000	0000000000		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
0000	0000000000		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:

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

Header Details

Cost Center	<input type="text"/>	Owner	<input type="text"/>
Projects	<input type="text"/>	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.

Understanding SAHARA Screens

Approval Page

This tab on the Account Reconciliations page is the page on which the approval for the monthly account reconciliation can be submitted.

The top of the Approval Page contains account information in the Header Details, the checkbox that is used for submitting approval, and Reconciler information for the employee who completed the account’s reconciliation.

It also contains account summary information. It includes Net Monthly Activity balances and GL account summaries for Budget, Actual, and Encumbrance transactions. It may be necessary to use the “View All” or navigation arrows to see all accounts in one area. There is also the option to export the information to Excel if desired using the Download to Excel icon.



Net Monthly Activity		
Revenue Budget	\$0.00	Revenue Actuals \$-768,924.60
Expense Budget	\$-393,726.20	Expense Actuals \$103,763.94
		Encumbrances \$94,778.03

Account Summaries			
Total Budgets	\$-393,726.20	Total Actuals \$-665,160.66	Total Encumbrances \$94,778.03

Budget Accounts		
Account	Description	Monetary Amount
1 A4000	Operating Expenses	\$-1,193,733.20

Actuals Accounts		
Account	Description	Monetary Amount
1 40401	Fee - Forfeited Deposits	\$-150.00

Encumbrance Accounts		
Account	Description	Monetary Amount
1 51201	SW Classified	\$-9,016.67

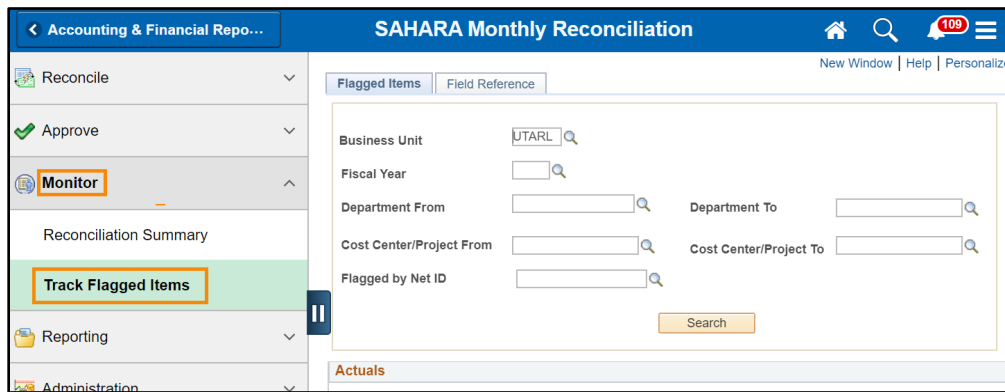
The lower part of the Approval Page shows any comments that have been entered by reconcilers and or approvers. It shows comments that are entered on the Budgets Information, Actuals Reconciliation, and Encumbrance Information pages. It may be necessary to use the “View All” or navigation arrows to view all comments.

Transaction Comments		
Budget Comments Personalize Find View All [Print] [Refresh] First 1 of 1 Last		
Account	Reconciler Comments	Approver Comments
1 A9000	testing comments	
Actuals Comments Personalize Find View All [Print] [Refresh] First 1 of 1 Last		
Account	Reconciler Comments	Approver Comments
1 67112	flagging for followup found transaction info	
Encumbrance Comments Personalize Find View All [Print] [Refresh] First 1 of 1 Last		
Account	Reconciler Comments	Approver Comments
1 A4000	review ER	

Track Flagged Items

The Track Flagged Items page will display all transactions that have been flagged by a reconciler or approver.

1. Navigate to the **Track Flagged Items** page.
 - a. Monitor > Track Flagged Items on the SAHARA Monthly Reconciliation Work Center



- b. Or, Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > Track Flagged Items.

2. Enter **search criteria**. Search for flagged items by Department, Cost Center, or the employee who flagged the item.

Note: Although the page asks for the Employee’s NetID, please enter the **Employee ID** number.

3. To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.

Account Reconciliation Summary

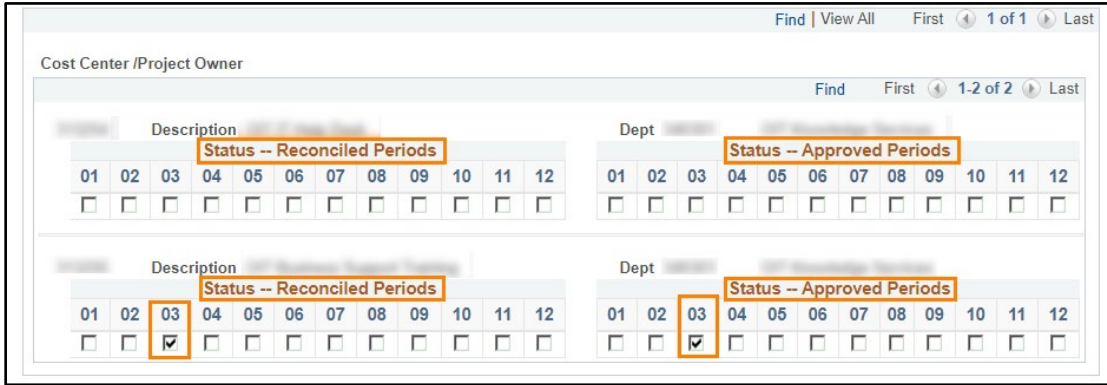
The Account Reconciliation Summary screen can be used to view the status of the Account Reconciliation for a cost center, project, department, or for a reconciler or approver.

1. Navigate to the **Reconciliation Summary** screen.
 - a. Monitor > Reconciliation Summary from the SAHARA Monthly Reconciliation Work Center
 - b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > ARA Reconciliation Summary
2. Enter the Search filter for the reconciliations to view. Search by Cost Center/Project, Department, or for all Cost Centers and or Projects to which a user has access. Click Search.

Note: The field appears to ask for the NetID; please enter the Employee ID number.

- The Reconciliation and Approval status for all cost center and projects within the search parameters will be displayed. If necessary, adjust the option in the “Filter Cost Centers/Projects” drop down, and click the “Update Results” button.

A checkmark in the box for the Accounting Period indicates that the action has taken place.



- To go to the Account Reconciliation for a cost center or project, click on the **Account Period box**.

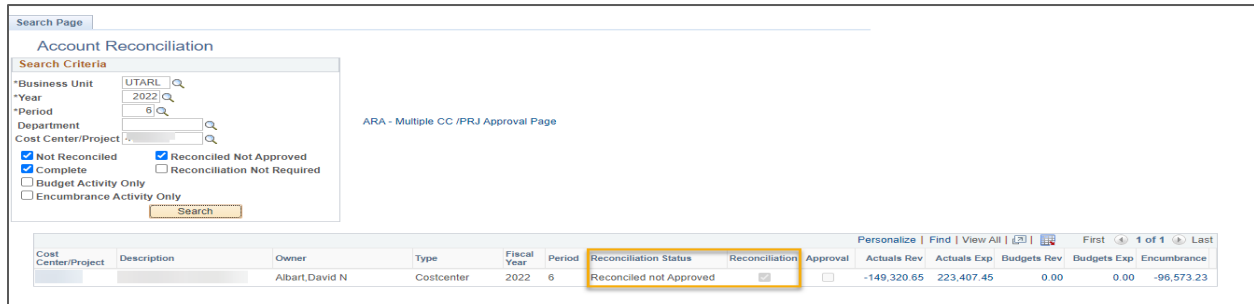
Approving Account Reconciliations

Approving One Account

Account owners can approve the reconciliation of one cost center or project account.

- Navigate to the **ARA Account Reconciliation** for the account.
 - From the Sahara Work Center, Reconcile > Accounts Reconciliation
 - Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile
 - Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation

Note: Once a reconciliation has been submitted and is ready for review and approval, the Reconciliation Status should reflect “Reconciled not Approved” and there should be a check in the box for “Reconciliation”.



2. Review the Budget Information, Actuals Reconciliation, and Encumbrance Information. Enter **comments** when and if necessary.
3. When ready to approve the reconciliation, navigate to the **Approval Page**.
4. 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: [REDACTED] Description: [REDACTED] Owner: [REDACTED] Department: [REDACTED]
 Projects: [REDACTED] Start Date: [REDACTED] End Date: [REDACTED] 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: [REDACTED] **1** Approval Date: [REDACTED] Approver NetID: [REDACTED]

Reconciliation Info

Reconciler: [REDACTED] Reconciliation Date: 05/22/20 2:19:41PM Reconciler NetID: [REDACTED]

Net Monthly Activity

Revenue Budget \$0.00 Revenue Actuals \$-768,924.60 Encumbrances \$94,778.03
 Expense Budget \$-393,726.20 Expense Actuals \$103,763.94

Account Summaries

Total Budgets \$-393,726.20 Total Actuals \$-665,160.66 Total Encumbrances \$94,778.03

Budget Accounts			Actuals Accounts			Encumbrance Accounts		
Account	Description	Monetary Amount	Account	Description	Monetary Amount	Account	Description	Monetary Amount
1 A4000	Operating Expenses	\$-1,193,733.20	1 40401	Fee - Forfeited Deposits	\$-150.00	1 51201	SW Classified	\$-9,016.67

Transaction Comments

Budget Comments

Account	Reconciler Comments	Approver Comments
1 A9000	Investigating budget transfer	

Actuals Comments

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

Encumbrance Comments

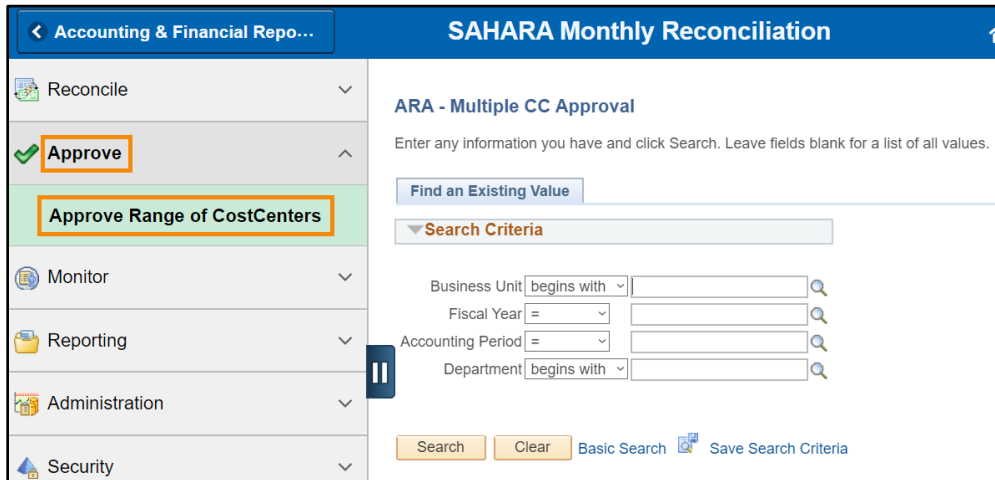
Account	Reconciler Comments	Approver Comments
1 A4000	review ER	

2

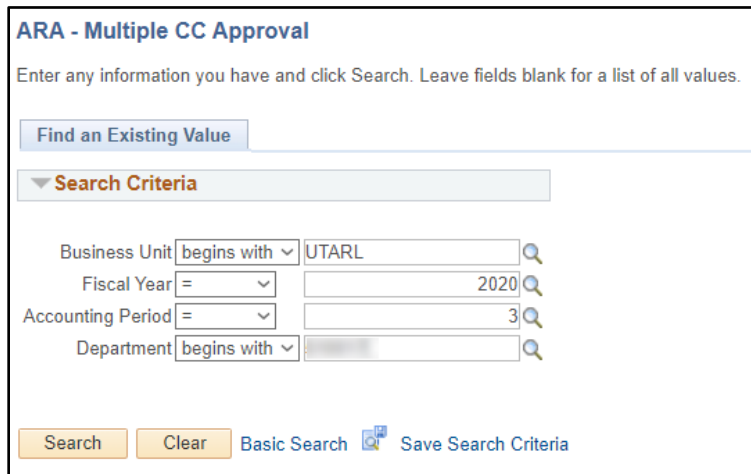
Approve Range of Accounts

The Approve Range of Cost Centers page allows approver to approve multiple reconciliations at one time. There are two ways to approve multiple cost centers or projects.

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



- b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of CostCenters
 - c. From the ARA Account Reconciliation Search page using the “ARA Multiple CC/PRJ Approval Page” link.
2. Enter the **Business Unit**, **Fiscal Year**, **Accounting Period**, and **Department** for the cost centers and projects to be approved. Click **Search**.



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: [Redacted]

*Filter Cost Centers/Projects: All Cost Centers [Update Results](#)

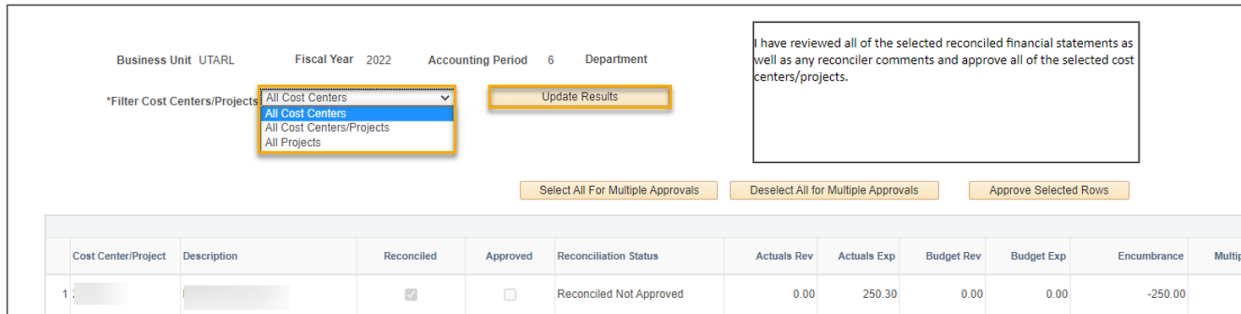
[Select All For Multiple Approvals](#)
 [Deselect All for Multiple Approvals](#)
 [Approve Selected Rows](#)

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. [Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	165,913.37	0.00	0.00	-137,006.58
2. [Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	250.30	0.00	0.00	-250.00
3. [Redacted]	[Redacted]	<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.

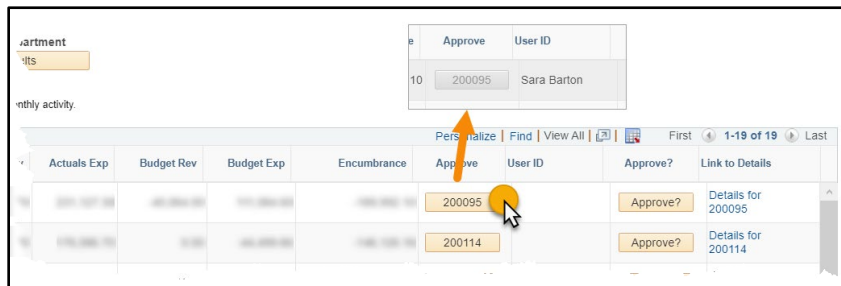
If necessary, use the drop-down to select the type of account. Then click the “Update Results” button to repopulate the accounts list.



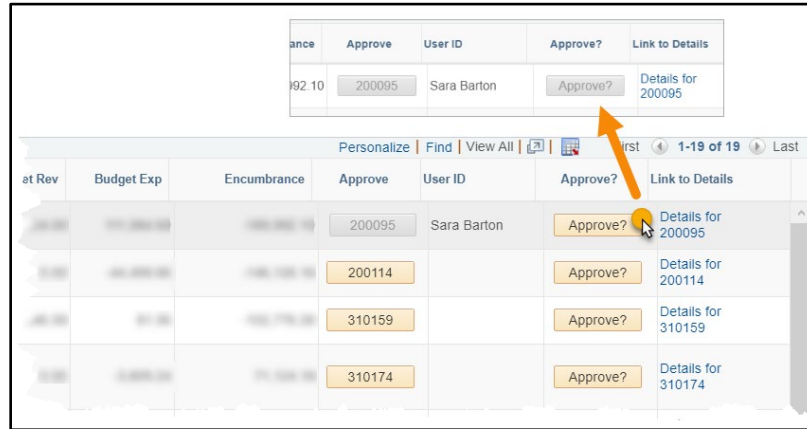
The “Reconciled” column will display a checkmark for all cost centers and projects for which the Actuals Reconciliation has been recorded as completed. The hyperlinks in the “Link to Details” column will populate the Actuals Reconciliation tab for that cost center or project.



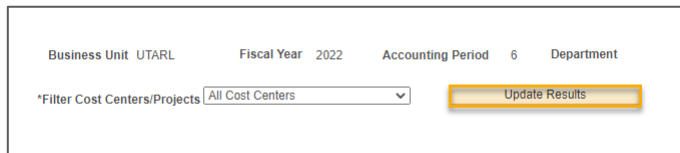
- To record approval of an Account Reconciliation, **click** the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.



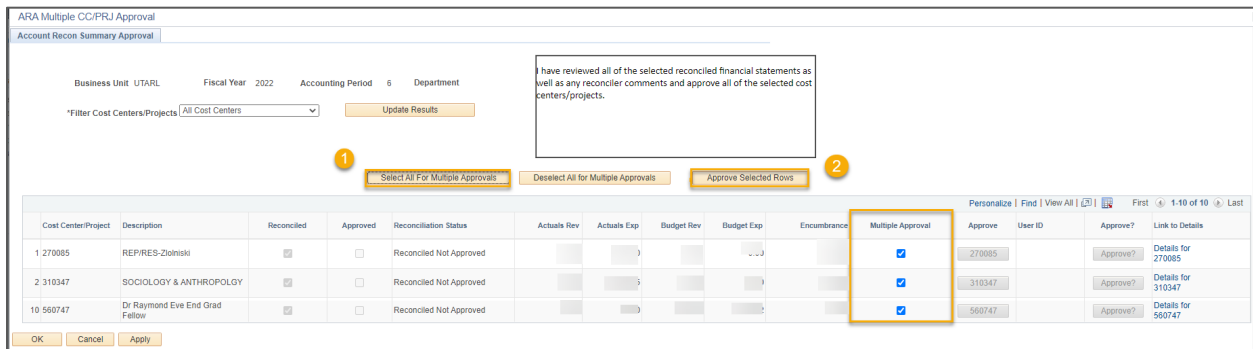
- Click the “**Approve**” button. Once clicked, it will turn from orange to gray and the approval process will be saved and complete.



- If other reconciliation approvals are needed, repeat steps 4 and 5 (clicking the button with the cost center/project ID then the Approve button).
- To see the changes made, click the **“Update Results”** button at the top of the page. The Approved cost centers/projects will no longer be displayed.



- To approve multiple cost centers/projects at once, click on **“Select All for Multiple Approvals”** button. This button will checkbox all lines listed on the **“Multiple Approval”** column. To record approval, click on **“Approve Selected Rows”** button.



- A message box for Approval Statement will be displayed. Select **“Yes”** to continue to approve all lines selected through **“Approve Selected Rows”** option.

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 Yes to continue to Approve all lines selected through the 'Approve Selected Rows' option

Note: To uncheck all the boxes click on "Deselect All for Multiple Approvals".

More Information and Support

- Account Reconciliation Questions or cost center/project account reconciliation access: send an email to acctserv@uta.edu.
- UTShare Support: call 817-272-2155.
- Training Materials, Join the Listserv, or Register for Classes, visit the BTS Training website <https://www.uta.edu/business-affairs/training>.