

SAHARA Training Guide

Contents

Overview	1
About the SAHARA Account Reconciliation Application.....	1
SAHARA Monthly Reconciliation Work Center	2
Accessing an Account Reconciliation	3
Navigating to the Sahara Accounts Reconciliation Tool	3
Understanding Account Reconciliation Screens	5
Actuals Reconciliation.....	5
Search Page	8
Approval Page	8
Budget Information	9
Encumbrance Information	11
Download Actuals.....	11
The Reconciliation Process	12
Responsibilities of the Department.....	12
Reconciling Agent (Reconciler)	12
Account Owner (Approver).....	12
Track Flagged Items	13
Approve Range of Accounts	14
Evidence of Review and Completion	16
Support Documentation.....	17
Records and Information Management	17
Additional Resources.....	18
Reconciliation Checklist.....	18
Corrections.....	18
Non-Payroll Related Corrections.....	18
Payroll Related Corrections	26
View Source Documents	26
Viewing Source Documents in SAHARA	26

Journals (General Ledger) 26

Vouchers 27

ProCard Statement 28

Budget Transfers 29

Budget Journals - View Transaction Activity & Source Document 29

Budget Details - View Transaction Activity & Source Document 30

Budget Overview - View Transaction Activity & Source Document 33

More Information..... 35

Overview

This training guide explains the purpose of the Account Reconciliation Application and the reconciliation process.

The following topics are discussed in this training guide:

- General information about the Account Reconciliation Application
- Accessing Account Reconciliation Application
- Understanding Account Reconciliation Application
- Reconciliation Process
- Additional Resources (e.g. how to view the source document in UTShare)

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://resources.uta.edu/business-affairs/training/index.php>

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

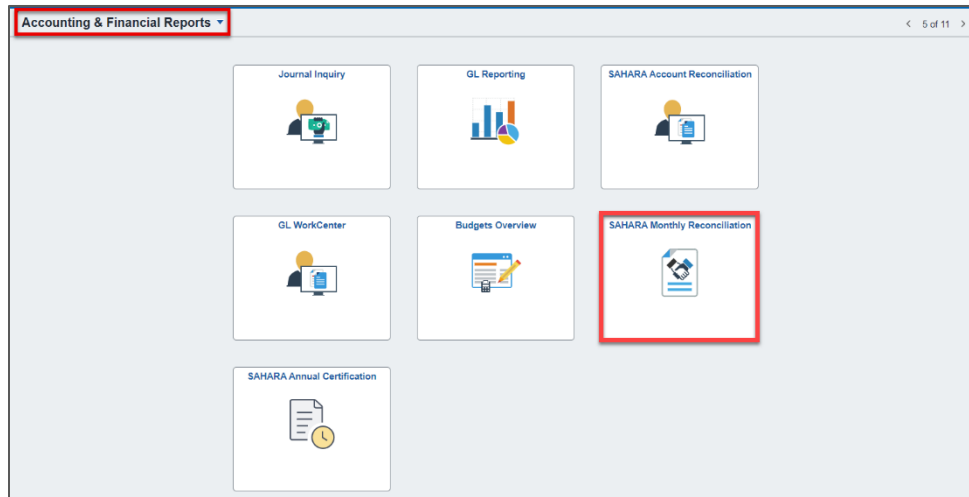
Information about the reconciliation process is available on the UTA Handbook of Operating Policies (<https://policy.uta.edu>), Procedures BF-AS-PR7, Cost Center and Project Statements.

The SAHARA tool will also be used for the annual financial certification (previously completed through Qualtrics) that is required to be completed by each Department Head. More information will be provided on this process before the certification is requested.

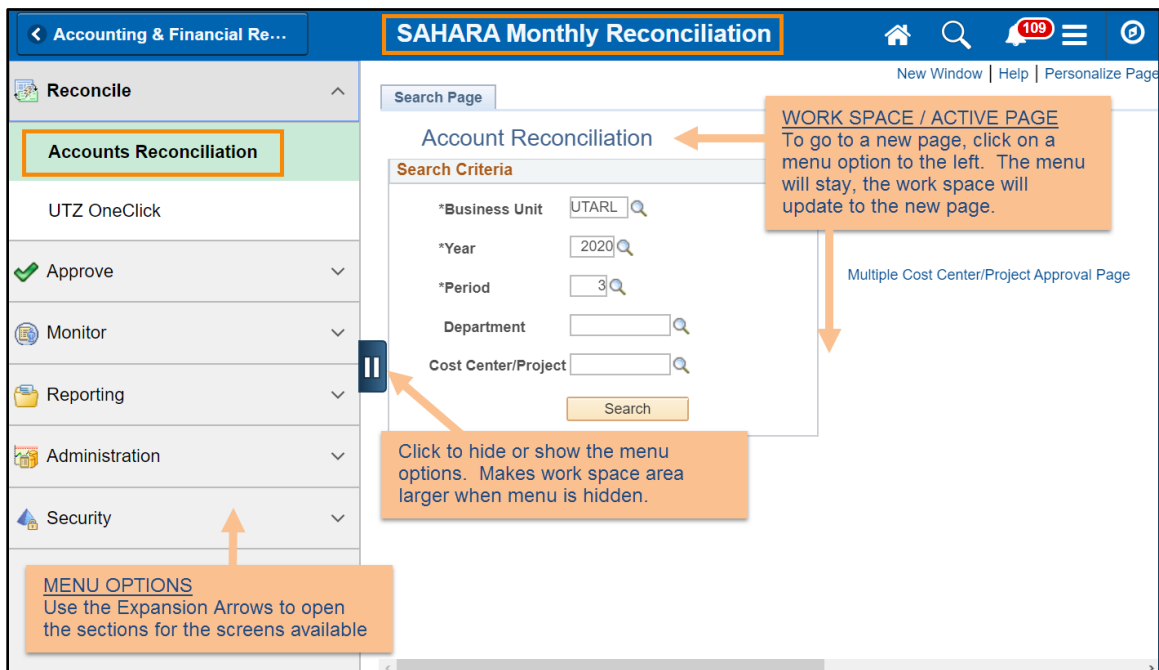
Instructions and support for the ARA Module inside UTShare can be found on the Knowledge Services Training & Development website (<https://resources.uta.edu/business-affairs/training/index.php>).

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

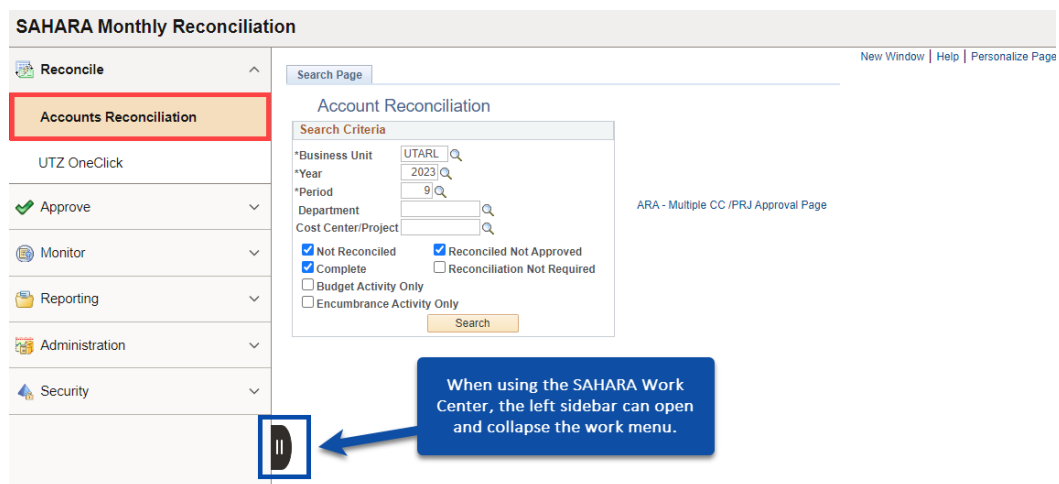
Navigating to the Sahara Accounts Reconciliation Tool


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

1. Navigate to the **ARA Accounts Reconciliation** page.
 - a. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile



- b. Or, Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation
 - c. Reconcile > Accounts Reconciliation option on SAHARA Work Center.



To access the SAHARA work center, navigate to the accounting & Financials Homepage and select the SAHARA Monthly  Reconciliation tile.

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.

Understanding Account Reconciliation Screens

Actuals Reconciliation

This tab is the page on which the Account Reconciliation opens. The Actuals Reconciliation tab 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. You can also leave comments, flag reconciling transactions, and initiate corrections.

The Actuals Reconciliation tab has various sections and functionality:

- Month End Summary Section – provides Project-to-Date or Year-to-Date and other totals.

The screenshot shows the 'Actuals Reconciliation' tab selected. Below the header details, there are two summary tables. The 'Month End Expense Summary' table is highlighted with an orange border.

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$3,475,053.41	Revised Revenue Budget	\$-2,875,348.00
YTD Actuals Expense	\$638,575.14	YTD Actuals Revenue	\$1,182,942.72
PTD Actuals Expense	\$638,575.14	PTD Actuals Revenue	\$1,182,942.72
Encumbrance Total	\$946,097.09	Revenue Budget Balance	\$-4,058,290.72
Pre-Encumbrance Total	\$-3,390.10		
Available Expense Budget	\$1,893,771.28		

- Reconciliation Section and Save Button – to save any changes to the page or to reconcile the Cost Center or Project using a check box.

- Comments Section – the reconciler and owner can enter comments for the Cost Center or Project.

- Accounts Review Section – provides details for all revenue and expense transactions that have been posted to the cost center.

Account	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
63872 Installation Charges	24795	2019-04-17	2019-12-22	00187167	Labor	ABLE COMMUNICATION		0000025644	Labor	\$510.00

- ProCard Information tab to View the employee’s name, transaction number, transaction data, merchant, and merchant reference for Citybank charges.

Account 63103 Furnishings & Equip Expensed Source Accounts Payable Acctg Def Name Payables Definition
 Reviewed Review Date Account Subtotal \$273.99

Details Pro Card Info

Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1		972210_00000000000	2022-11-04	2022-11-23	00270571	WF WAYFAIR3814992	CITIBANK NA				\$296.59

Details Pro Card Info

Employee Name	Transaction Number	Transaction Date	Merchant	Merchant Ref	Merchandise Amt
1 Amy Joy McMichael	00000119HQT000524998	10/08/2022	WF WAYFAIR3814992135	KWDIWNWSWF3NXKKR	\$296.59
2 Amy Joy McMichael	0000011BMCT000195119	10/10/2022	WF WAYFAIR3814992135	KWDIWNWSWF3NXKKR	\$-22.60

- Comments on Reconciling Transactions – to create a comment for a specific reconciling transaction.

Account 63141 Computer Software Expensed Source Accounts Payable Acctg Def Name Payables Definition
 Reviewed Review Date Account Subtotal \$163,044.20

Details

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	2019-12-878	2019-12-24	2020-02-01	00190469	License for Plagia	PLAGIX LLC		0000018433	License for Plagia	\$61,619.20

Reconciliation Comments

Header Details

Cost Center	Description	Owner	Department

Projects

Start Date	End Date	Accounting Period	Fiscal Year
		5	2020

Chartfields

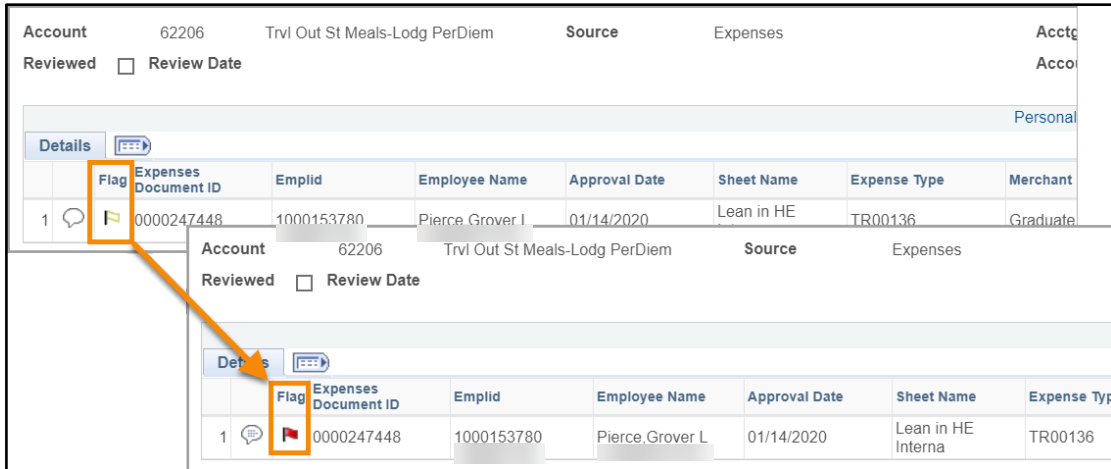
*Please do not use Double quotes, Single Quotes and Commas in the comments.

Reconciler Comments

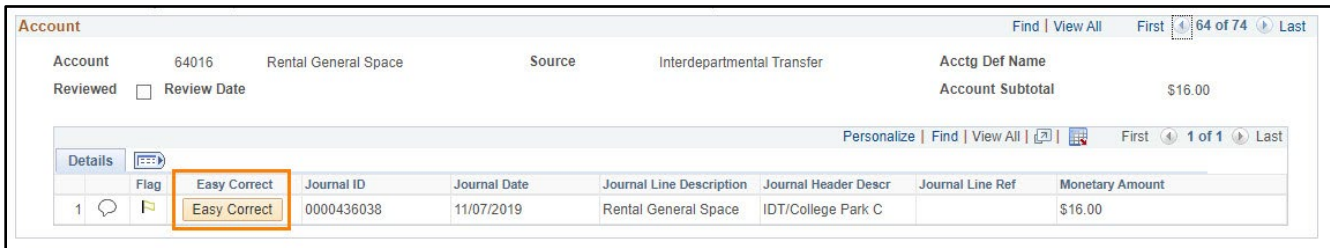
Approver Comments

Return to Previous Page

- Flag a Reconciling Transaction – to flag a reconciling transaction for a reconciliation concern or need for further review. A comment must be entered when flagging a transaction. To unflag a transaction, enter an additional comment and click the flag icon again.

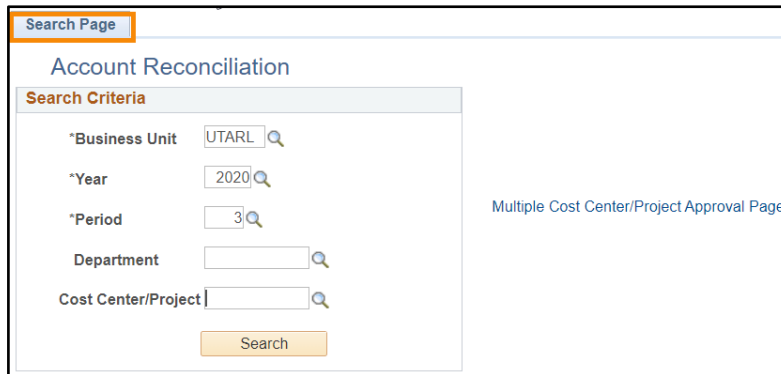


- Easy Correct Functionality – to easily create reclassing or correction journals.



Search Page

The first tab on the ARA Account Reconciliation screen will return to the search page where another account can be selected.



Approval Page

This page contains the checkbox where the Account Owner can submit their approval. It shows reconciliation information, including the employee name and Empl ID, and the date and time their

reconciliation was submitted.

Also included on this page are Net Monthly Summaries showing balances for the chosen accounting period, Account Summaries showing subtotals for budget and GL accounts, and any comments that were entered during the reconciliation process. On the Account Summaries and Comments sections, it may be necessary to use the “View All” or navigation buttons to see all accounts and or comments. Also, both sections allow users to download the information to Excel using the “Download to Excel” icon.

The screenshot displays the 'Approval Page' in the SAHARA system. At the top, there are navigation tabs: 'Search Page', 'Approval Page' (highlighted), 'Budget Information', 'Actuals Reconciliation', 'Encumbrance Information', and 'Download Actuals'. Below the tabs is the 'Header Details' section with fields for Cost Center, Description, Owner, Start Date, End Date, Department, Accounting Period, and Fiscal Year. The 'Approval Info' section includes a checkbox for 'checkbox where owner can submit approval' and an 'Approved' status with a date and time. The 'Reconciliation Info' section shows the Reconciler, Reconciliation Date, and Reconciler NetID. The 'Net Monthly Activity' section provides a summary of Revenue Budget, Revenue Actuals, Expense Budget, Expense Actuals, and Encumbrances. The 'Account Summaries' section is divided into three columns: Budget Accounts, Actuals Accounts, and Encumbrance Accounts, each with a table of account details. The 'Transaction Comments' section contains three sub-sections: Budget Comments, Actuals Comments, and Encumbrance Comments, each with a table for account-specific comments. A 'Save' button is located at the bottom center of the page.

Budget Information

This page contains budgetary information for the specified period. There is a section where reconcilers and approvers can submit comments, budgetary summaries, and a listing of all budgetary transactions for the period, including transaction specific information.

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

Comments

Reconciler Comments: [REDACTED] Approver Comments: [REDACTED]
 [Save Comments]

Summary

Permanent Revenue Budget	\$-3,399,828.00	Permanent Expense Budget	\$0.00
Beginning of Period Rev Budget Total	\$-3,399,828.00	Beginning of Period Exp Budget Total	\$4,148,384.66
Monthly Rev Budget Transaction Total	\$0.00	Monthly Exp Budget Transaction Total	\$-393,726.20
End of Period Rev Revised Budget	\$-3,399,828.00	End of Period Exp Revised Budget	\$3,754,658.46

Budget Activity Personalize | Find | View All | [Print] | [Refresh] | First

	Comments	Flag	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount
1	[Comment Icon]	[Flag]	0005846215	11/27/2019	30	A9-BF40681	OPE	Adjustment	A9000	Reserve	\$800,007.00
2	[Comment Icon]	[Flag]	0005844281	11/26/2019	71	AUX-BF7016	OPE	Adjustment	A4000	Operating Expenses	\$-1,193,733.20

Encumbrance Information

This tab displays information regarding financial transactions that have placed an encumbrance or pre-encumbrance on the account. It may be necessary to use the navigation options to view all of the transactions.

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

Header Details

Cost Center 470086 Description UNIVERSITY HOUSING Owner Start Date End Date Department 315203 Auxiliary Services Accounting Period 3 Fiscal Year 2020

Comments

Reconciler Comments Approver Comments

Save Comments

Encumbrance Summary

Beginning Balance \$137,261.93 Net of Transactions \$94,778.03 Ending Balance \$232,039.96

PO Encumbrances Personalize | Find | View 100 | First 1 of 147 | Last

Comments	Flag	PO Number	Purchase Order Date	Line	PO Line Description	Vendor Name	Account	Description	PO Qty	Monetary Amount
1		0000008156	05/09/2017	22	FY17/18 ROLLOVER - REFERENCE LINE	Oriental B Services, Inc	A4000	Operating Expenses	16.4000	\$1,262.80

Travel Expense Encumbrances Personalize | Find | View All | First 1 of 2 | Last

Comments	Flag	Travel Authorization ID	Empl ID	Description	Account	Description	TA Amount
1		0000138088	100042		A4000	Operating Expenses	\$1,150.00

All other Encumbrances Personalize | Find | View 100 | First 1 of 129 | Last

Comments	Flag	Encumbrance Type	Document ID	Document Line	Document Description	Commitment Control Quantity	Monetary Amount
1		AP_VOUCHER	0000027339	3	TK34955920T Sheet Metal Screw	-0.5000	\$-2.47


Download Actuals

The Download Actuals page provides a table of all Actuals transactions that can be downloaded into Excel for further data analysis. The “Download to Excel” icon at the top, far-right of the table can be used to download the information into an Excel spreadsheet.

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

Header Details

Cost Center 470086 Description UNIVERSITY HOUSING Owner Start Date End Date Department 315203 Auxiliary Services Accounting Period 3 Fiscal Year 2020

Personalize | Find | View 100 |  | First 1-100 of 362 | Last

Click this icon to download actuals table to an Excel spreadsheet

Business Unit	Fiscal Year	Accounting	Invoice Dt	Due Date	Exp Line Descr	Exp Doc ID	Exp Emplid	Manager
1	UTARL	2020	090001972210_0	2019-11-04	2019-11-23			Salem,Anastasia
2	UTARL	2020	7090001972210_0	2019-11-04	2019-11-23			Salem,Anastasia
3	UTARL	2020			Group Room	0000238244	100015	Salem,Anastasia
4	UTARL	2020	80001972210_0	2019-11-04	2019-11-23			Salem,Anastasia
5	UTARL	2020	2713338	2019-11-15	2019-12-15			Salem,Anastasia
6	UTARL	2020			Uber	0000238244	100015	Salem,Anastasia
7	UTARL	2020			Occupancy Tax	0000238244	100015	Salem,Anastasia
8	UTARL	2020			Occupancy Tax	0000238244	100015	Salem,Anastasia
9	UTARL	2020			Travel incidentals	0000238244	100015	Salem,Anastasia
10	UTARL	2020			Travel incidentals	0000238244	100015	Salem,Anastasia
11	UTARL	2020			Meals per diem. Co	0000238244	100015	Salem,Anastasia
12	UTARL	2020			Group Room	0000238244	100015	Salem,Anastasia
13	UTARL	2020			Group Room	0000238244	100015	Salem,Anastasia
14	UTARL	2020			Meals per diem. Co	0000238244	100015	Salem,Anastasia
15	UTARL	2020			Meals per diem. La	0000238244	100015	Salem,Anastasia

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.

Responsibilities of the Department

Reconciling Agent (Reconciler)

1. Maintain accurate records that support the financial activity for each Cost Center/Project.
2. Compare each transaction on the Account Reconciliation against your department records to verify that all transactions have been recorded accurately for the month.
3. If discrepancies between the Account Reconciliation and department records are found:
 - Flag the transaction(s) using the Flag icon, entering a comment regarding the discrepancy. The Flag icon is red when it has been flagged. To unflag the transaction once the discrepancy has been addressed, click the Flag icon again.
 - Promptly notify the appropriate department of any errors, omissions, or questionable transactions.
 - If necessary, initiate an accounting correction Easy Correct journal; follow up to confirm that the correction was approved and completed.
4. Indicate when the reconciliation is complete by checking the Reviewed checkbox on the Actuals Reconciliation tab then clicking Save.

Account Owner (Approver)

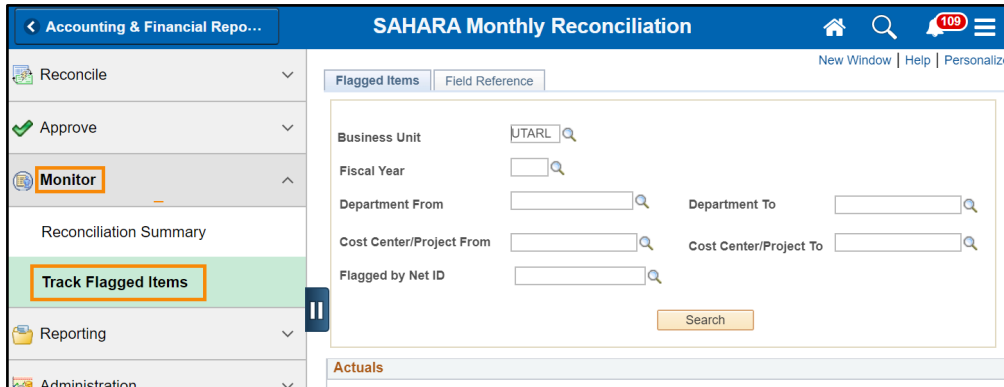
1. Review the Account Reconciliation and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Review flagged items.
3. Review and respond to correction journals.
4. Make sure accurate accounting records and supporting documentation are maintained.
5. Ensure that overspending does 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.

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.

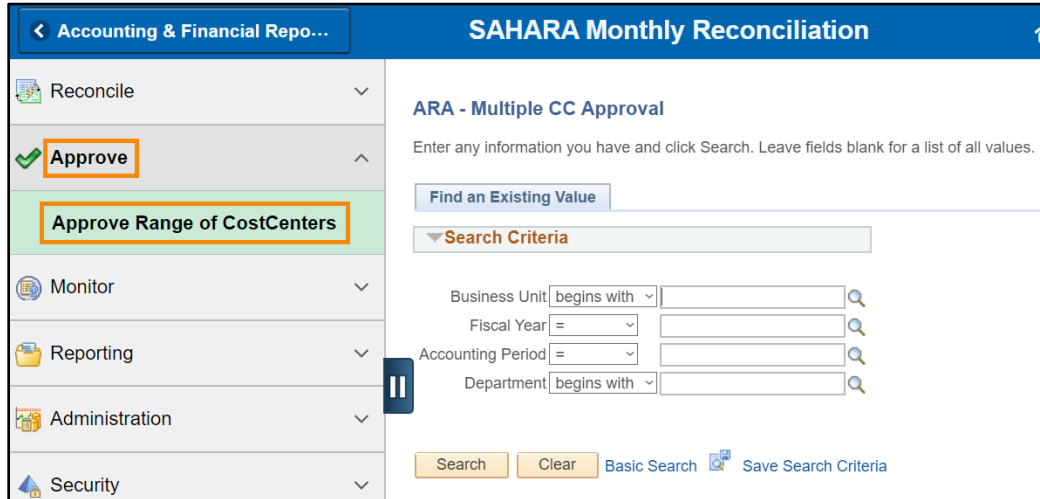
3. To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2020	5	313255	62206	340301	Expenses	0000247448	\$73.00	research ER charge		1234567890	Sam Maverick	04/29/20 2:10PM

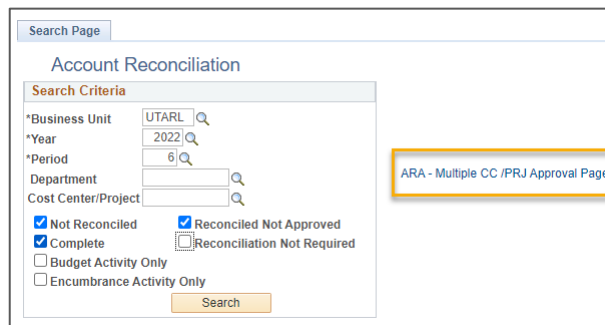
Approve Range of Accounts

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 CostCenters 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 search parameters** (Business Unit, Fiscal Year, Accounting Period, 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 UTARL

Fiscal Year 2020

Accounting Period 3

Department

[Basic Search](#) [Save Search Criteria](#)

- 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	Multipl
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.



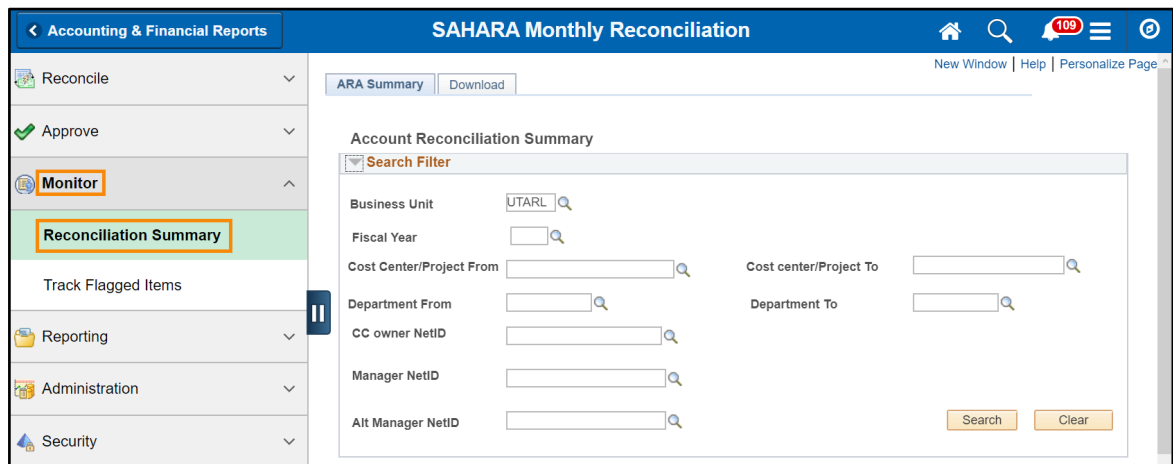
4. To record approval of an Account Reconciliation, **click the button with the Cost Center or Project ID number** in the Approve column. This will populate the name of the approver in the next column.
5. Click the **Approve** button.
6. Click **Save**.
7. To see the changes made, click the “Update Results”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

Evidence of Review and Completion

To comply with internal control procedures, evidence that reconciliation was completed must be maintained by the department. The **Reconciler** and the **Owner** must reconcile and approve the account reconciliation for each Cost Center and or Project.

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. Or, 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.

3. The Reconciliation and Approval status for all cost centers 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.

The screenshot shows a web interface for managing reconciliations. It features a search bar at the top with options for 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below the search bar, there are two main sections, each with a 'Description' and 'Dept' field. Each section contains two tables: 'Status -- Reconciled Periods' and 'Status -- Approved Periods'. Both tables have columns for periods 01 through 12 and checkboxes. In the first section, the '03' checkbox in the 'Reconciled Periods' table is checked. In the second section, the '03' checkbox in the 'Approved Periods' table is checked.

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

Support Documentation

Support documentation provides a financial record of each event or activity and therefore ensures the accuracy and completeness of a transaction. It must be maintained for each transaction line.

Supporting documentation may come in paper like invoices and receipts, etc. or electronic forms like invoices or receipts attached to an “Approved” Voucher or Expense Report in UTShare.

It is not necessary to attach the support documentation to the account reconciliation but must be available for inspection when requested.

Records and Information Management

Supporting documentation should be kept in accordance with record retention guidelines. Currently, support documentation for non-grant accounts must be kept in the department for the end of fiscal year plus three (FE + 3). For more information about Records and Information Management, visit the following web page: <http://www.uta.edu/rim>.

Note: The retention period for Grants (Sponsored Projects) may vary. To help determine the retention period for Grants, refer to the grant contract or speak with a representative in the Research Administration department.

Additional Resources

Reconciliation Checklist

1. Access the Account Reconciliations for the closed month.
2. Review the account reconciliation and scan for any unusual entries like large dollar amounts or unknown payee.
3. Compare the entries on the account reconciliations to the supporting documentation maintained in the department. If an amount does not agree to the support documentation it must be resolved, and the action taken should be noted on or attached to the account reconciliation.

Note: For Account Reconciliations involving salary Budget Accounts, verify that (1) each employee listed on the account reconciliation is currently employed by the department; (2) appropriate salary amounts were paid; and (3) all salary payments are included on the account reconciliations.

4. The **Reconciler** and the **Account Owner** must reconcile and approve the account reconciliation for each Cost Center and or Project.
5. The support documentation should be kept in the department for the end of fiscal year plus three (FE+3). This rule applies to non-grants Cost Centers. The retention period for Grants may vary. To help determine the retention period for Grants, refer to the grant contract or speak with a representative in the Research Administration department.

Corrections

Non-Payroll Related Corrections

If corrections (adjusting entries) are necessary on accounts not related to Payroll, a correction journal may be initiated using the Easy Correct button. The Easy Correct button is found on the Account Reconciliation screens and can be used to submit corrections in the current, future, and past two accounting periods. For corrections needed on transactions older than two accounting periods, the UTZ OneClick page can be used to initiate the correction journal.

Note: *The Easy Correct and UTZ OneClick correction journals should not be used to make corrections to projects.* For Plant Funds/Capital Projects, send the correction request to Bridgett Allbright (bridgett.allbright@uta.edu) in Accounting Services. For Grants/Sponsored Projects, send the correction request to Research Administration at postaward@uta.edu for approval and to Grant Accounting at gca@uta.edu to process the request.

Easy Correct

The Easy Correct button can be used to submit a transaction-related correction journal. This button is found on the Actuals Reconciliation tab of the ARA Account Reconciliation page.

1. Click the **“Easy Correct”** button on the row for the transaction needing the correction.

Account		63634	Telecomm Other Srv Charges		Source		Accounts Payable																				
Reviewed		<input type="checkbox"/>	Review Date																								
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Details </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Flag</th> <th>Easy Correct</th> <th>Invoice ID</th> <th>Invoice Date</th> <th>Due Date</th> <th>Voucher ID</th> <th>Voucher Line Descr</th> <th>Vendor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td style="border: 2px solid orange;">Easy Correct</td> <td>INV114443</td> <td>2019-11-01</td> <td>2020-01-30</td> <td>00184366</td> <td>Data/cable-KC Hall</td> <td>APOGE TELEC</td> </tr> </tbody> </table> </div>											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
	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																			

2. The **“Transfer From”** section will populate from the transaction information. Enter the new/correct information in the **“Transfer To”** section.
3. In the **Description** leave the defaulted comment of **“ARA Easy Correct Entry”** and add the justification for the correction request including the source document information (type of document and reference ID).

Easy Correct

Business Unit UTARL Journal ID NEXT Journal Date 06/09/2020

Transfer From

CostCenter/Project 470085	Account 63634	Amount -9390.640
---------------------------	---------------	------------------

Transfer To

*CostCenter/Project <input type="text" value="470085"/>	*Account <input type="text" value="60305"/>	Amount 9390.640
Analysis Type <input type="text"/>		

Description for the transfer

ARA Easy Correct Entry
requesting correction - data entry error on payment voucher

Payment Worksheet Attachments

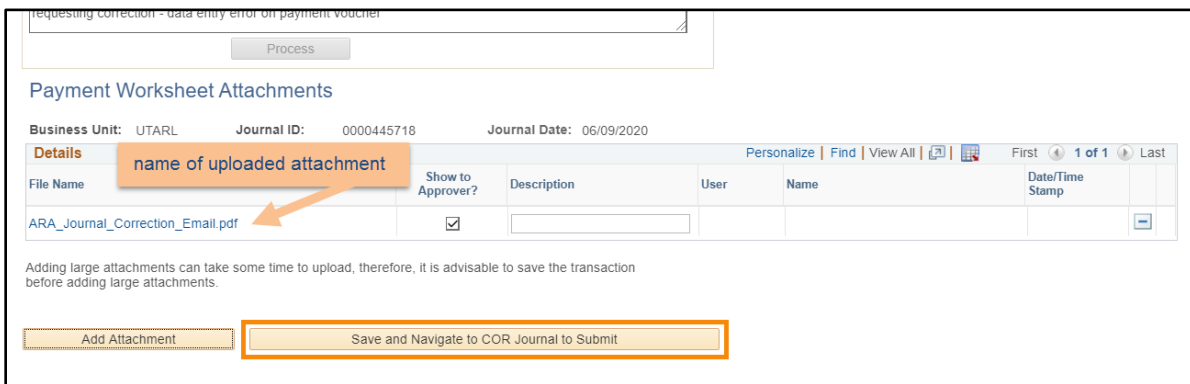
4. Click the **“Process”** button to generate the journal. A message will populate providing the Journal ID number. Click **“OK”** to continue.

Message

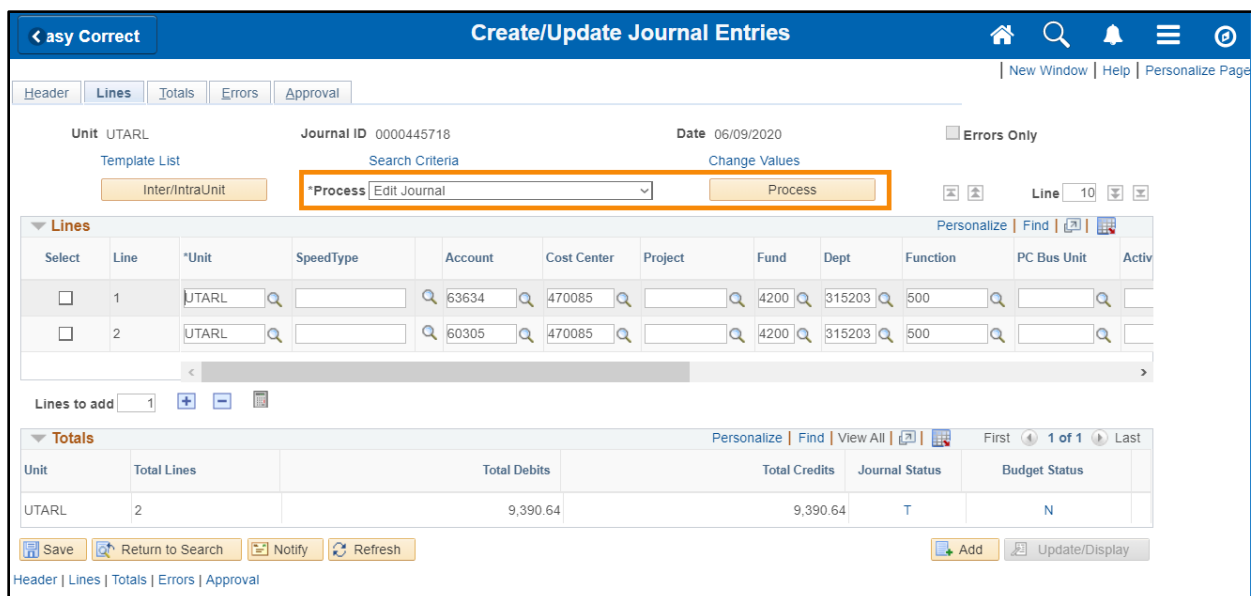
JOURNAL ID: 0000445718 IS CREATED. PLEASE ATTACH DOCUMENTATION BY CLICKING ADD ATTACHMENT AND CLICK ON SAVE AND NAVIGATE TO IDT TO SUBMIT.

5. Add an attachment to the journal using the **“Add Attachment”** button. An attachment is required for the correction journal. The attachment should include:
 - a) Departmental approvals or the request from the approver
 - b) the Transaction Type and the Reference number (i.e., Payment Voucher 123456)
 - c) The reason for the correction.
 - d) Any special considerations for the adjustment (i.e., partial corrections).
 - e) The amount of the correction.
 - f) The incorrect and the correct Cost Center or Project to be charged/credited.
 - g) The incorrect and the correct General Ledger Account to be charged/credited.

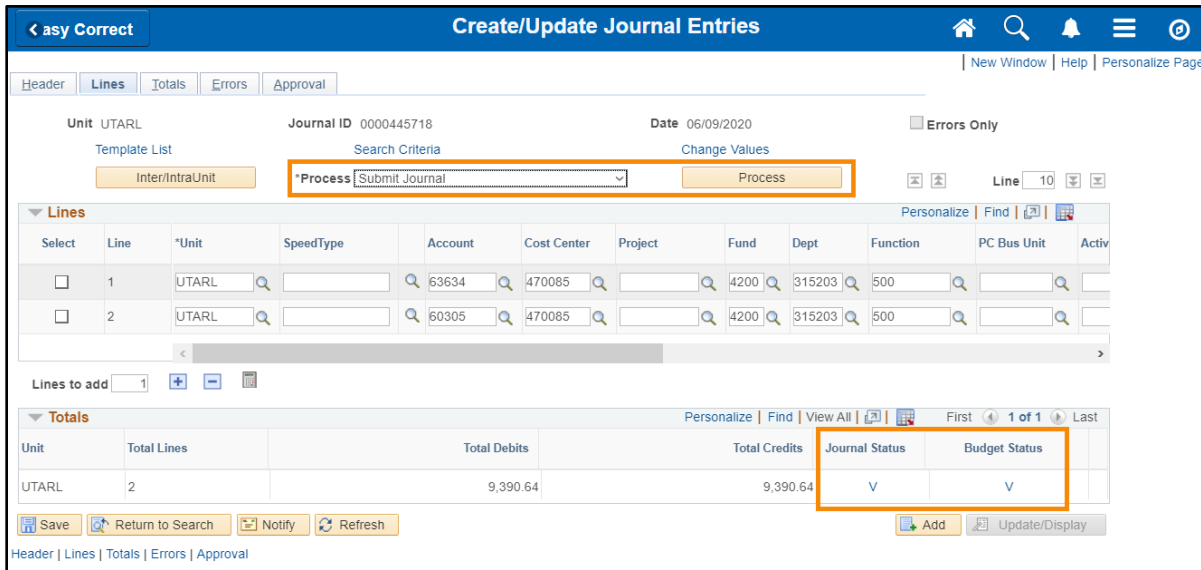
6. Once the journal has been generated and the attachment has been added, click the **“Save and Navigate to COR Journal to Submit”** button. This will go directly to the Journal screen for the correction journal.



7. Here, select **“Edit Journal”** for the Process and click the **“Process”** button. A message will populate stating that the journal has been saved. Click **“OK”** to continue.

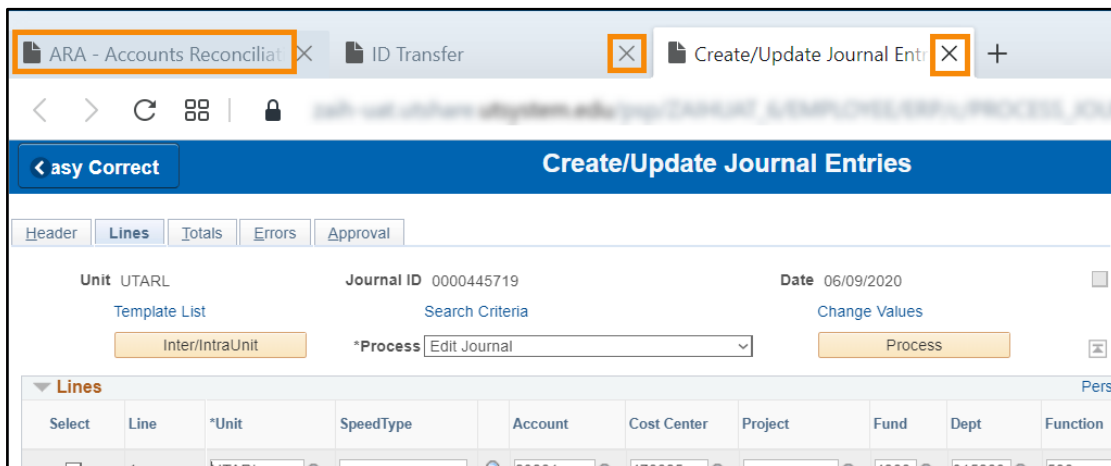


8. A second message will populate asking to wait for confirmation that the Edit process has completed. Click **“Yes”** to wait for the process to be completed.
9. Once the process is completed and the journal has both a Journal and Budget status of **“V”** for Valid, select the Process **“Submit Journal”** and click the **“Process”** button. This will submit the journal for Accounting Service approval.



Once the journal is fully approved, it will be reviewed and, if approved, posted by Accounting Services.

10. To return to the Account Reconciliation page, click browser tab for the ARA – Accounts Reconciliation. As long as all data has been saved and or the journal submitted, the ID Transfer and Create/Update Journal Entry browser tabs can be closed.



UTZ OneClick

The UTZ OneClick screen creates a correction journal that is not tied to a specific accounting transaction. This option should be used when submitting a correction journal for a transaction that is more than two accounting periods in the past.

1. Navigate to the **UTZ OneClick** page.
 - a. From the SAHARA Monthly Reconciliation Work Center, click the UTZ OneClick menu option.
 - b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > UTZ OneClick.
2. On the OneClick page, select the **Add A New Value** tab.
3. On the Add a New Value tab **enter**:
 - a. Business Unit: "UTARL"
 - b. Journal Date: the date the journal is being entered
 - c. Costcenter/Project: the Cost Center or Project ID where the funds are in error/where they should be moved FROM
 - d. Account: GL account number where funds are in error/where they should be moved FROM
 - e. Monetary Amount: amount that should be moved. Be sure to enter amount as a credit (a negative number).
4. Click "**Add**".
5. Enter the new/correct information in the "**Transfer To**" section.
6. In the **Description** add the justification for the correction request, including the source document information (type of document and reference ID).
7. Click the "**Process**" button to generate the journal.

The screenshot shows the 'IDT Oneclick' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are several input fields with search icons:

- Business Unit: UTARL
- Journal ID: NEXT
- Journal Date: 08/04/2020
- Costcenter/Project: 470086
- Account: 63003
- Monetary Amount: -100.00

At the bottom of the form, there is an 'Add' button and a footer with the text 'Find an Existing Value | Add a New Value'.

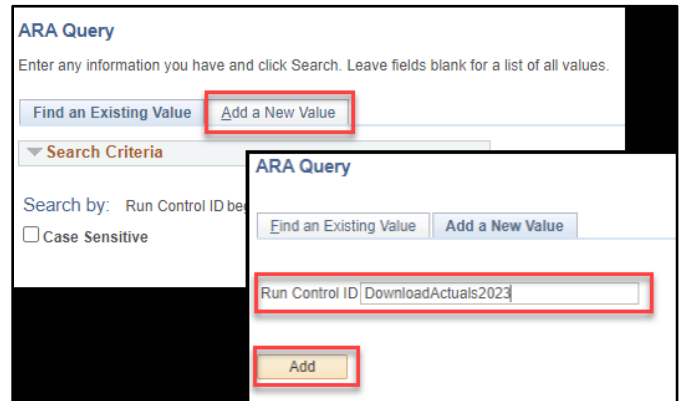
8. A message will populate providing the Journal ID number. Click **“OK”** to continue.
9. Click **“Add Attachment”** to attach supporting documentation to the journal.
10. Once the attachment has been uploaded, click **“Save and Navigate to COR Journal to Submit”** to be taken directly to journal entry screen.

11. Here, select **“Edit Journal”** for the Process and click the **“Process”** button. A message will populate stating that the journal has been saved. Click **“OK”** to continue.
12. A second message will populate asking to wait for confirmation that the Edit process has completed. Click **“Yes”** to wait for the process to be completed.
13. Once the process is completed and the journal has both a Journal and Budget status of **“V”** for Valid, select the Process **“Submit Journal”** and click the **“Process”** button. This will submit the journal for workflow approvals. Once the journal is fully approved, it will be reviewed and, if approved, posted by Accounting Services.
14. To return to the Account Reconciliation page, click browser tab for the ARA – Accounts Reconciliation. As long as all data has been saved and or the journal submitted, the ID Transfer and Journal Entry browser tabs can be closed.

ARA Query

Similar to the download actuals tab the ARA Extract Actuals Report can be used to download actuals for multiple periods as well as a range of cost centers or departments at a time. This report list the accounting period, account number, budgeted account, monetary amount, employee name related to expense and etc..

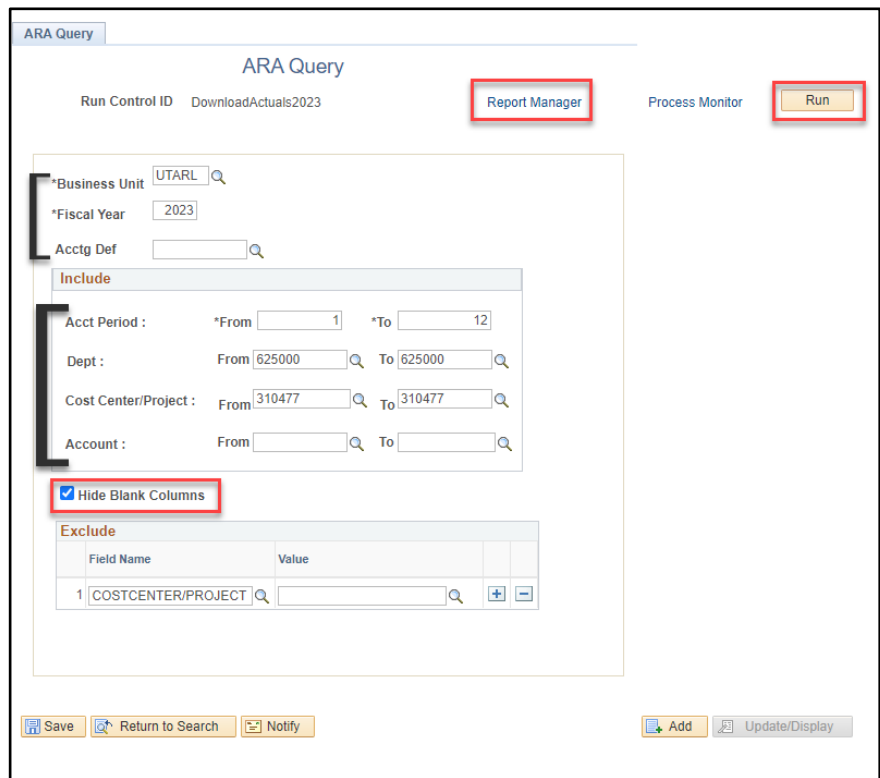
1. Navigate to the ARA Query page
 - a. From the SAHARA Monthly Reconciliation Work Center, click the ARA Query menu option.
 - b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > ARA Query
2. On the ARA Query page select the **Add New Value** tab.
 - a. Create a new **Run Control ID**. The Control ID is what you would like to name the report. **This can not include any spacing.**
 - b. Select the **Add** Button



3. Enter the Report Parameters.
 - a. Enter **UTARL** in the Business Unit field.
 - b. Enter the **Fiscal Year**
 - c. Enter the **Period From** and **To**
 - d. Enter the **Department**.
 - e. Enter the **Cost Center**.
 - f. Enter the **Account**.
4. Check the Hide Blank Columns box.

Hide Blank Columns

Hiding blank columns will exclude columns with blank values.
5. Select **Run**.



The Department, Cost center, and Account parameters can be run to populate data for multiple selections and values at a time. Each category is optional, meaning they don't require the information for the report to run. The information entered controls how broad or refined your search is. For example, having data in each category will give you a more specific search, while having only the department entered will provide you with a more extensive range of data.

6. Select the **New ARA Extract Actuals Report**.

Process Scheduler Request

User ID 6001515507 Run Control ID DownloadActuals2023

Server Name [dropdown] Run Date 01/11/2023 [calendar icon]

Recurrence [dropdown] Run Time 11:22:33AM [button: Reset to Current Date/Time]

Time Zone [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	New ARA Extract Actuals Report	UTZ_ARA_NQRY	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	ARA Extract Actuals	UTZ_ARA_QRY	Application Engine	Web	TXT	Distribution

[button: OK] [button: Cancel]

7. Select the OK button.

8. Open Report Manager

9. Select [Report Manager](#) the UTZ_ARA_NQRY File.

Depending on your browser the file may be found downloading in different locations.

List Explorer Administration Archives

View Reports For

Folder: [dropdown] Instance: [input] to [input] [button: Refresh]

Name: [input] Created On: [input] [calendar icon] Last [dropdown] [input] Days [dropdown]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZ_ARA_NQRY	NEW ARA EXTRACT ACTUALS REPORT	General	01/11/23 11:29AM	12855563	11508634

Payroll Related Corrections

Payroll Corrections to Cost Centers

Payroll corrections in a prior fiscal year send the request to Payroll Services at payroll@uta.edu. Use the appropriate eForm to process corrections for the current FY.

Payroll Corrections to Grants/Sponsored Projects

Payroll corrections in a prior fiscal year send the request to Research Administration at postaward@uta.edu for approval and to Payroll Services at payroll@uta.edu to process.

View Source Documents

The source document is the original form used to generate a transaction line. There are multiple ways to locate source documents, the easiest option being the drill down feature in SAHARA. The source document can also be accessed from the Budget Details or the Budget Overview page, but it requires several layers of drilling. Since you have the reference number from the Account Reconciliation, it is suggested to navigate directly to the page used to generate the transaction by using the appropriate search page.

Viewing Source Documents in SAHARA

Using the Accounts Reconciliation page within SAHARA, locate the blue monetary amount of the expense in question. Once selected, the source document page will populate.

Account	64016	Rental General Space	Source	Interdepartmental Transfer	Acctg Def Name																					
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$550.00																				
<div style="text-align: right;"> Personalize Find View All Print Refresh </div>																										
<div style="text-align: right;"> First 1 of 1 Last </div>																										
<table border="1"> <thead> <tr> <th>Details</th> <th>Key Values</th> <th>Flag</th> <th>Easy Correct</th> <th>Journal ID</th> <th>Journal Date</th> <th>Journal Line Description</th> <th>Journal Header Descr</th> <th>Journal Line Ref</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>Easy Correct</td> <td>0000668276</td> <td>12/07/2022</td> <td>Rental General Space</td> <td>IDT/EV1391-Bell He</td> <td></td> <td>\$550.00</td> </tr> </tbody> </table>							Details	Key Values	Flag	Easy Correct	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount	1			Easy Correct	0000668276	12/07/2022	Rental General Space	IDT/EV1391-Bell He		\$550.00
Details	Key Values	Flag	Easy Correct	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount																	
1			Easy Correct	0000668276	12/07/2022	Rental General Space	IDT/EV1391-Bell He		\$550.00																	

Listed below are the navigation paths for the different types of documents found on the Account Reconciliation.

Journals (General Ledger)

1. Begin by navigating to the Journal Entries page: Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.
2. The **Create/Update Journal Entries** page is displayed. Leave the default values.
3. Click the **Find an Existing Value** tab.
4. Click the **Clear** button to remove the default values.
5. Enter the **Business Unit** (example: UTARL).
6. Enter the 10-digit reference number in the Journal ID field.
7. Click **Search**. The **Journal** page is displayed.

Create/Update Journal Entries

Find an Existing Value

▼ Search Criteria

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Business Unit: [UTARL] [Search]

Journal ID: begins with [0000705061] [Search]

Journal Date: [] [Search]

Document Sequence Number: begins with [] [Search]

Line Business Unit: [] [Search]

Journal Header Status: [] [Search]

Budget Checking Header Status: [] [Search]

Source: [] [Search]

Entered By: begins with [] [Search]

Attachment Exist: [] [Search]

Journal Class: begins with [] [Search]

^ Show fewer options

Case Sensitive

[Search] [Clear] [Save Search]

Vouchers

1. Begin by navigating to the Voucher page: Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.
2. The **Voucher** page is displayed. Click the **Find an Existing Value** tab.
3. Enter the 8-digit reference number in the **Voucher ID** field.
4. Click **Search**. The **Voucher** page is displayed.

Voucher

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

Find an Existing Value | Keyword Search | Add a New Value

▼ Search Criteria

Business Unit: [UTARL] [Search]

Voucher ID: begins with [] [Search]

Invoice Number: begins with [] [Search]

Invoice Date: [] [Search]

Short Supplier Name: begins with [] [Search]

Supplier ID: begins with [] [Search]

Supplier Name: begins with [] [Search]

Voucher Style: [] [Search]

Related Voucher: begins with [] [Search]

Entry Status: [] [Search]

Voucher Source: [] [Search]

Incomplete Voucher: [] [Search]

Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Expense Reports

1. Begin by navigating to the Expense Report page: Menu > Travel and Expenses > Expense Report > View.
2. Click the **Realtime Search** tab.
3. Enter the 10-digit reference number in the **Report ID**.
4. Click **Search**.

The Expense Report Detail page is displayed

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

Realtime Search | Keyword Search

Search Criteria

Report ID: begins with []
 Report Description: begins with []
 Name: begins with []
 Empl ID: begins with []
 Report Status: = []
 Creation Date: = []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

ProCard Statement

The ProCard Transaction Reconciliation statement provides detailed ProCard information to help aid in the reconciliation of the monthly Account Reconciliation.

1. Begin by navigating to the Reconcile Statement Page: Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.
2. Click the **Clear** button to remove the default values.
3. Enter or lookup the cardholder by **Name** or Empl ID.
4. Click the **Statement Status** drop-down menu and select **Closed**.
5. Click the **Search** button.
6. The Procurement Card Transaction page is displayed.

Reconcile Statement Search

Role Name: []
 Employee ID: 6001232425
 Name: []
 Card Issuer: []
 Card Number: []
 Transaction Number: []
 Merchant: [] Exact Match
 Sequence Number: []
 Line Number: []
 Billing Date: [] To: []
 Statement Status: []
 Budget Status: []
 Charfield Status: []
 Transaction Date: [] To: []
 Charge Type: []
 Posted Date: [] To: []
 Rows Per Page: []
 Auto Save When Scrolling Through Chunks

Search | Clear

The charges will have a status of Closed. This status is assigned automatically by the system after the ProCard processing deadline date occurs.

Budget Transfers

The **Budget Transfer** page is used to view transfers between and within Cost Centers.

1. Begin by navigating to the Budget Transfer page: Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfers.
2. Click the **Find an Existing Value** tab.
3. The Search page is displayed.
4. Click the **Clear** button to remove the default values.
5. Make sure the **Business Unit** field is **UTARL**.
6. Enter the 10-digit **Journal ID** number.
7. Click **Search**. The **Journal** page is displayed.

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = [v] UTARL [Q]

Journal ID begins with [v] []

Journal Date = [v] [] [B]

UnPost Sequence = [v] []

Budget Header Status = [v] []

Description begins with [v] []

User ID begins with [v] [] [Q]

Case Sensitive

Search Clear Basic Search [B] Save Search Criteria

Find an Existing Value | Add a New Value

Budget Journals - View Transaction Activity & Source Document

The Budget Journal page is used to view budget adjustment and other journals processed by the Budgets & Financial Planning office.

1. Begin by navigating to the Budget Journal Page: Menu > Financials > Commitment Control > Budget Journals > Enter Budget Journals.
2. The search page is displayed.
3. Click the **Clear** button to remove the default values.
4. Make sure the **Business Unit** field is defaulting to **UTARL**.
5. Enter the 10-digit **Journal ID** number.
6. If necessary, remove the defaulting Empl ID from the User ID field.
7. Click **Search**. The **Journal** page is displayed.

Enter Budget Journals
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 = [v] UTARL [Q]

Journal ID begins with [v] []

Journal Date = [v] [] [B]

UnPost Sequence = [v] []

Budget Header Status = [v] []

Description begins with [v] []

User ID begins with [v] [] [Q]

Case Sensitive

Search Clear Basic Search [B] Save Search Criteria

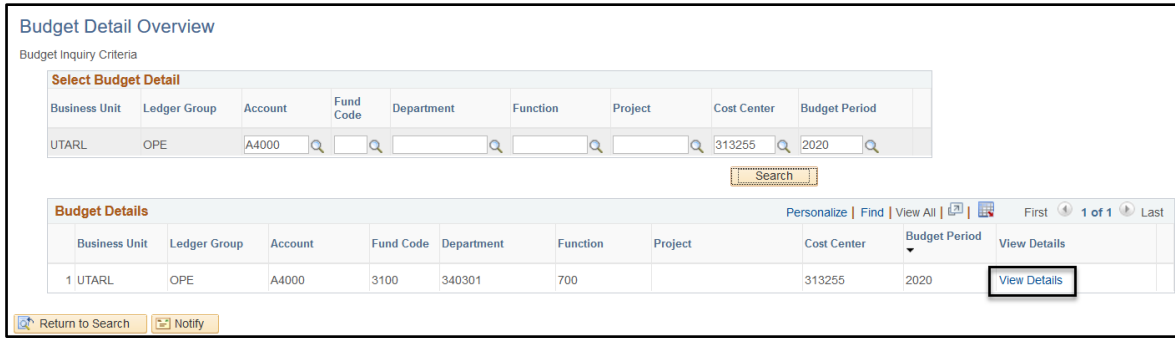
Budget Details - View Transaction Activity & Source Document

1. Begin by navigating to the Budget Details page: Menu > Financials > Commitment Control > Review Budget Activities > Budget Details
2. Verify the **Business Unit** is defaulting with “**UTARL**”.
3. Enter or lookup a **Ledger Group**:
 - a. Select “**OPE**” or “**OPR**” to view budget activity for a Cost Center.
 - b. Select “**DETAIL**” to view budget activity for a specific GL Account.
 - c. Select “**GRT_PARENT**” to view the overall balance for a Sponsored Project.
 - d. Select “**PLANT_PRNT**” to view the overall balance for a Capital Project.
 - e. Select “**GRT_CHILD1**” to view budget activity for a single budget account for a Sponsored Project.
 - f. Select “**PLANT**” to view budget activity for a single budget account for a Capital Project.
4. Click **Search**.

The Budget Detail Overview Screen Displays:

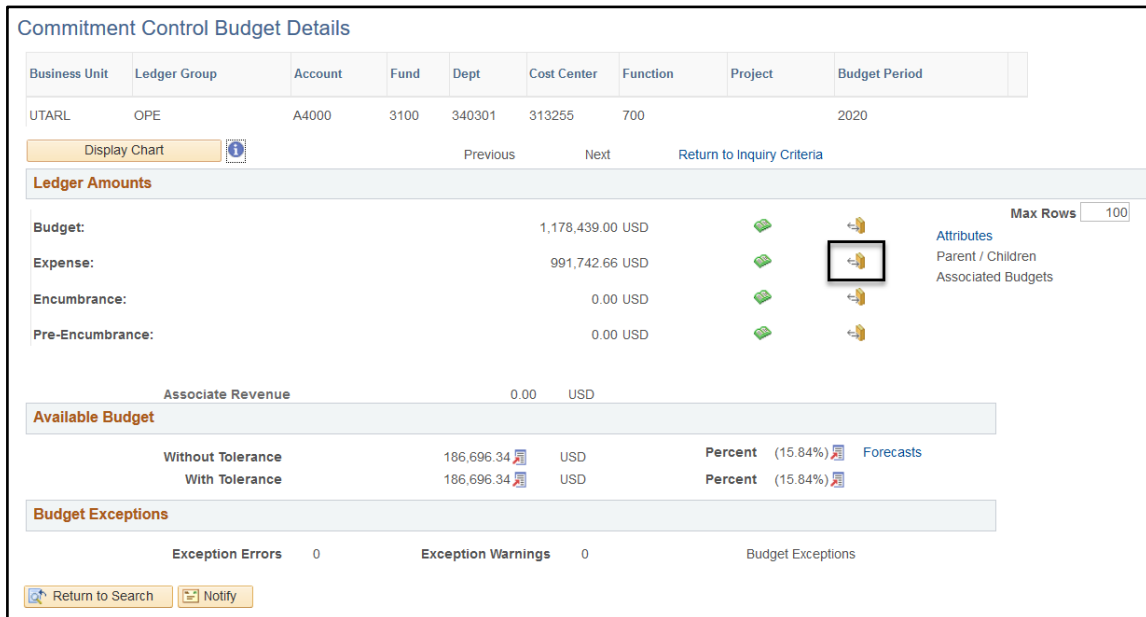
Select Budget Detail								
Business Unit	Ledger Group	Account	Fund Code	Department	Function	Project	Cost Center	Budget Period
UTARL	OPE	A4000					313255	2020

5. Enter the **Account** (Budget or General Ledger) that you want to view.
 6. Enter the **Cost Center** or **Project** number that you want to view.
 7. Enter the **Budget Period**.
 8. Click **Search**.
- Note:** The **Budget Period** field is not used when viewing budget activity for a Sponsored Project (Grant) or Capital Project (Plant Fund).
9. Click the blue **View Details** link beside the Account you want to view.

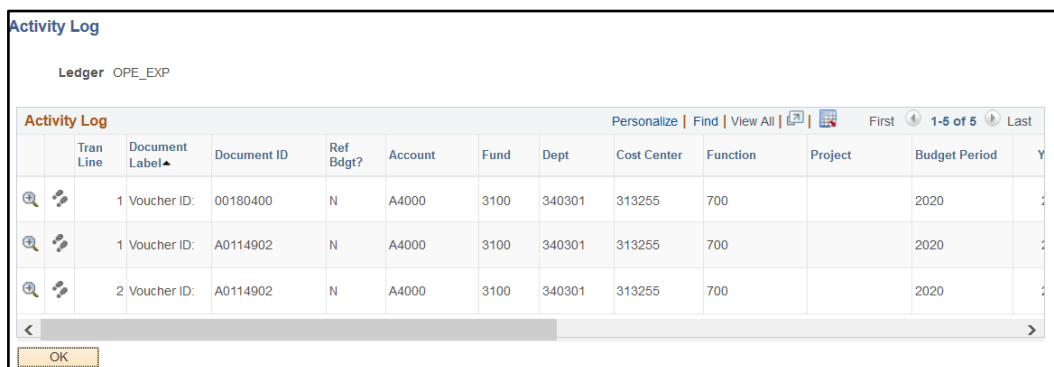


The **Commitment Control Budget Details** page provides a summary of budget information for a specific Cost Center or Project.

10. To view **transaction activity**, click the **Drill to Activity Log** icon (gold book).



The transaction **Activity Log** page is displayed. When transactions are budget-checked, the system creates activity lines and stores them in the **Activity Log**.



The **Activity Log** contains the following information:

Document Label: Indicates the type of form used to generate the transaction line. The document types include:

- **Report ID** = Travel or Non-Travel Expense Report
- **Voucher ID** = Purchase Order or Non-PO Voucher
- **Employee ID** = ProCard Transactions

Tran Line: (Journal ID) = Corrections, Inter-Departmental Transfers, Payroll transactions or Budget Transfers will have an ID number.

Document ID: The reference number for the transaction.

Account: Used to identify the purpose of the funds like A4000 – Operation Expenses.

Fund, PC Bus Unit, Project and Activity: The chartfield values used for the transaction line.

Budget Period: The period where the funds were taken.

11. Click the **Line Drill Down** icon (magnifying glass) to get transaction details for a particular line like the chartfield values associated with the transaction line.

12. Click the **View Related Links** icon to drill down and view the source document used to create the transaction line like a Voucher, or Expense Report, used to generate the transaction line.

The source document will open immediately in a new window or you may be presented with a dialog box where you must select "Go to Source Entry" to display the information.

Transaction Line Identifiers				
Business Unit	UTARL			
Voucher Line	1	Voucher ID	00180400	
		Distribution Line	1	
Additional Source Information				
Invoice Number	INV342274			
Supplier ID	0000103259			
Transaction Line Details				
Account	Fund Code	Department	Cost Center	Function
63822	3100	340301	313255	700
Line Status: Valid				
Budget Date: 09/17/2019				
Line Amount: 1,000.00			USD	
Quantity: 1.0000				
OK				

Note: To view the page where the source document was created, you must have the appropriate level of security.

13. To return to the Budget Details page, click on the Budget Details window (browser tab), click OK on the Drill Down page, then click OK on the Activity Log page.

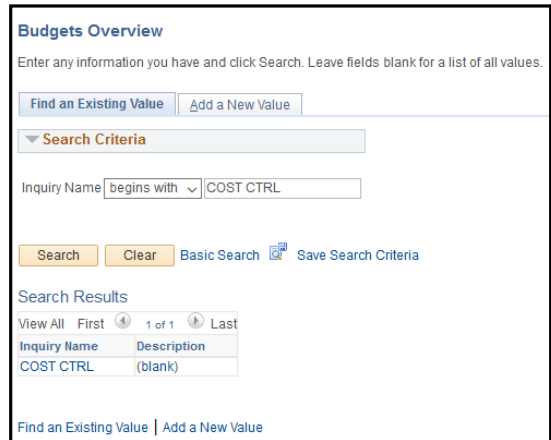
Budget Overview - View Transaction Activity & Source Document

1. Begin by navigating to the Budget Overview page: Menu > Financial > Commitment Control > Review Budget Activities > Budget Overview.

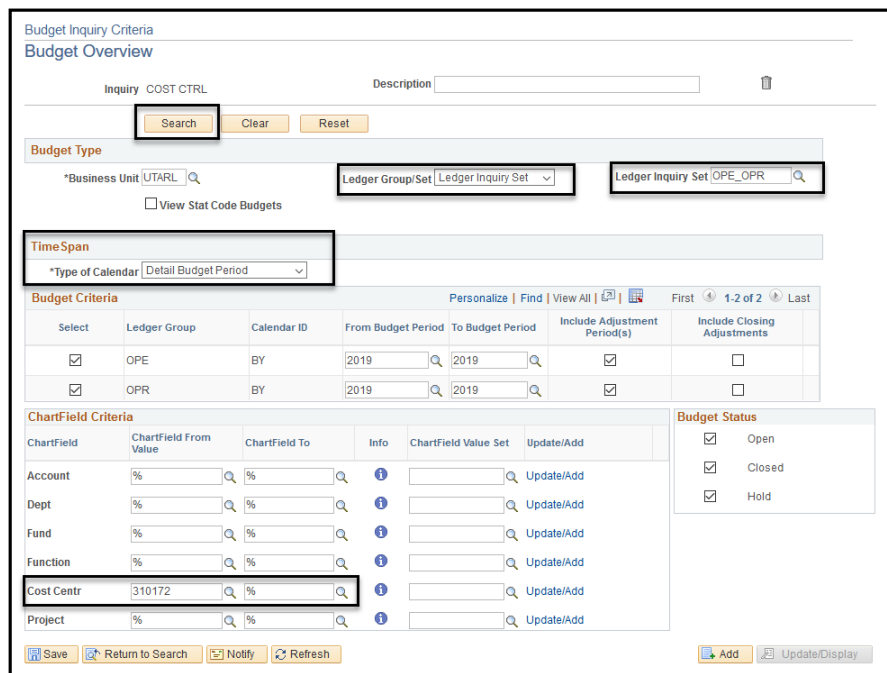
Note: First time users must create a Budget Overview Inquiry to use the Budget Overview page. The steps below assume that you have already created an Inquiry.

From the **Budget Overview** search page:

2. Enter the **Inquiry Name** and click Search. Or, Leave the Inquiry Name field blank and click the Search button to populate a list of the Inquiries already created.
3. The **Budget Overview** page is displayed with the values identified in the creation of the inquiry or that was last used.
4. Update the fields listed below to change the results information.
5. Verify the appropriate Ledger Group/Set OR Ledger Inquiry Set is selected:



- For Cost Centers use **Ledger Group:** OPE, OPR; **OR Ledger Inquiry Set:** OPE_OPR
- For Sponsored Projects (Grants) use **Ledger Group:** GRT_CHILD1
- For Capital Projects (Plant Funds) use **Ledger Group:** PLANT
- To view general ledger account information for a Cost Center, Sponsored Project, or a Capital Project use **Ledger Group:** DETAIL.

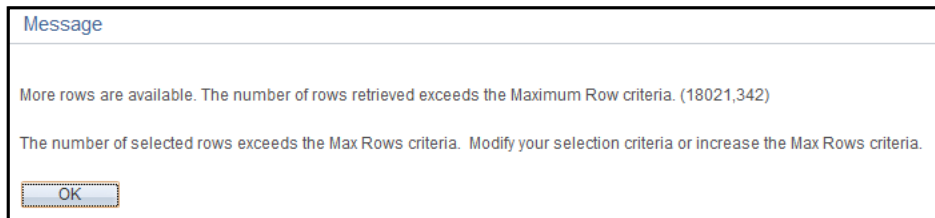




6. Select the **Calendar Type**. The recommended options are "Detail Accounting Period" (specific month or range) or "Detail Budget Period" (fiscal year-to-date).
7. If applicable, enter the **Budget Period** and or the **Accounting Period** that you want to view.







Note: When viewing information for a Project (Sponsored or Capital) with Calendar Type "Detail Budget Period", leave the Budget Period "From" and "To" field blank. If you want to view budget information by Budget Period, select calendar type "Detail Accounting Period".

8. From the ChartField Criteria section, enter the **Cost Center** or **Project** that you want to view.
9. Click the **Search** button to view the results of your inquiry

Note: You may get the below pop-up message:, just click the OK button.



10. The **Inquiry Results** page is displayed. To view details for a specific line item, click either the Budget Details icon  to go to the Budget Details page, or the  Budget Transaction types icon to go to the Budget Transactions. See Budget Details page 18 for more information.

Inquiry Results											
Business Unit		UTARL									
Type of Calendar		Detail Budget Period									
Amounts in Base Currency		USD									
Revenue Associated:		<input checked="" type="checkbox"/>									
Return to Criteria		Max Rows		100		Display Options		Search			
Ledger Totals (8 Rows)											
Budget		2,951,157.94				Revenue Estimate		2,749,438.50			
Expense		1,754,031.98				Recognized Revenue		2,749,438.50			
Encumbrance		959,865.48				Available Budget		0.00			
Pre-Encumbrance		10,514.05				Collected Revenue		0.00			
Budget Balance		226,746.43				Uncollected Revenue (Rec-Coll)		2,749,438.50			
Associate Revenue		0.00									
Available Budget		226,746.43									
Budget Overview Results											
										Personalize Find View All  	
First 1-8 of 8 Last											
		Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	ChartField1 Description	Function
1		OPE	A1000	Staff Salaries	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
2		OPE	A1200	Wages	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
3		OPE	A3000	Payroll Related Costs	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700
4		OPE	A4000	Operating Expenses	3105	DES Designated Tuition	320105	Business Technology Services	310172	BUS AFF TECHNOLOGY SERVICES	700

Note: For more information about how to use the **Budget Details** or the **Budget Overview** page, refer to the following web page: <https://resources.uta.edu/business-affairs/training/utshare-financial.php>

More Information

- Account Reconciliation Questions: 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://resources.uta.edu/business-affairs/training/index.php>