Knowledge Services
OFFICE OF CONTINUOUS IMPROVEMENT

SAHARA Training Guide

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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://www.uta.edu/business-affairs/training

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

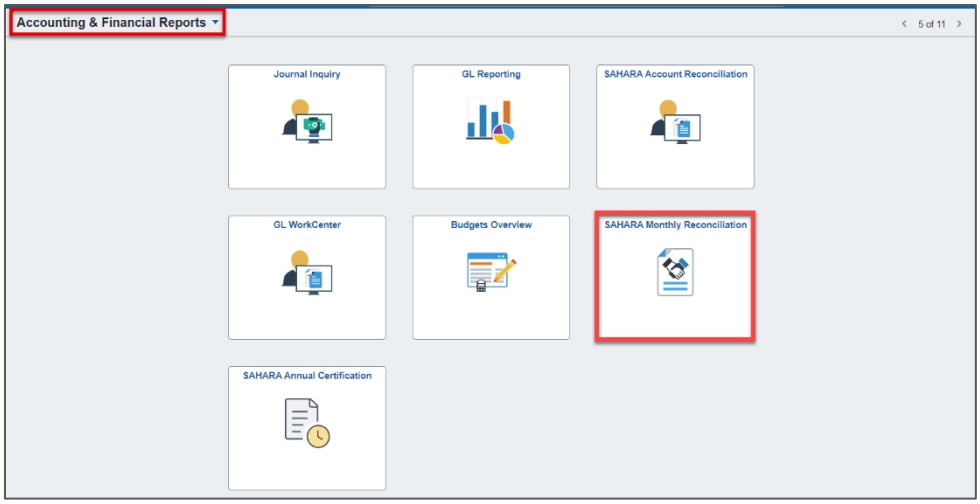
Information about the reconciliation process is available on the UTA Handbook of Operating Policies (https://policy.uta.edu), Procedures BF-AS-PR7, Cost Center and Project Statements.

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.

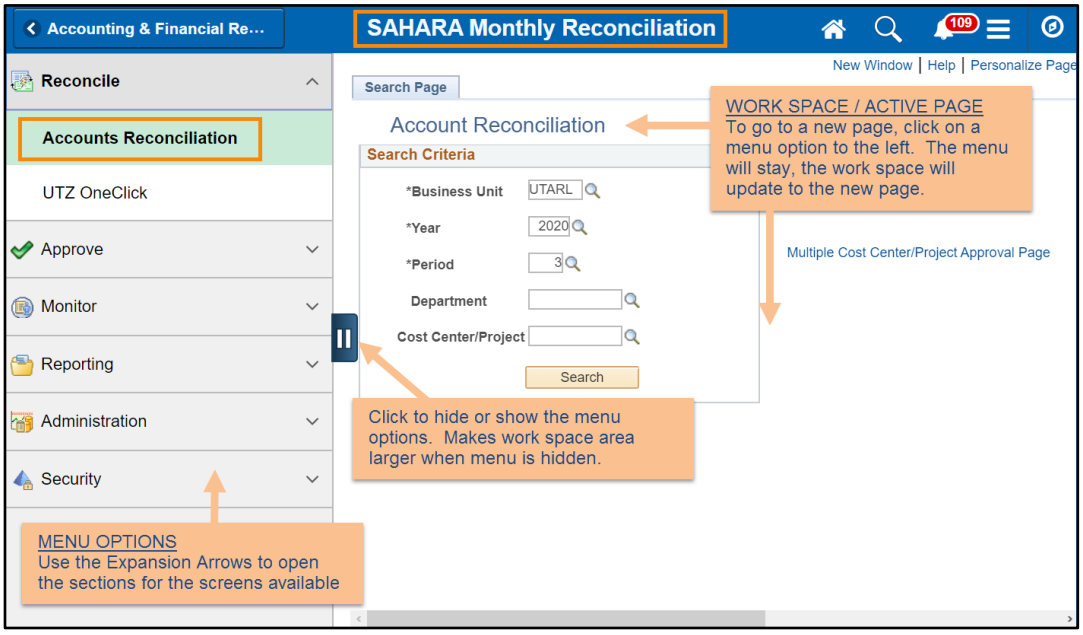
Instructions and support for the ARA Module inside UTShare can be found on the Knowledge Services Training & Development website (https://www.uta.edu/business-affairs/training).

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.

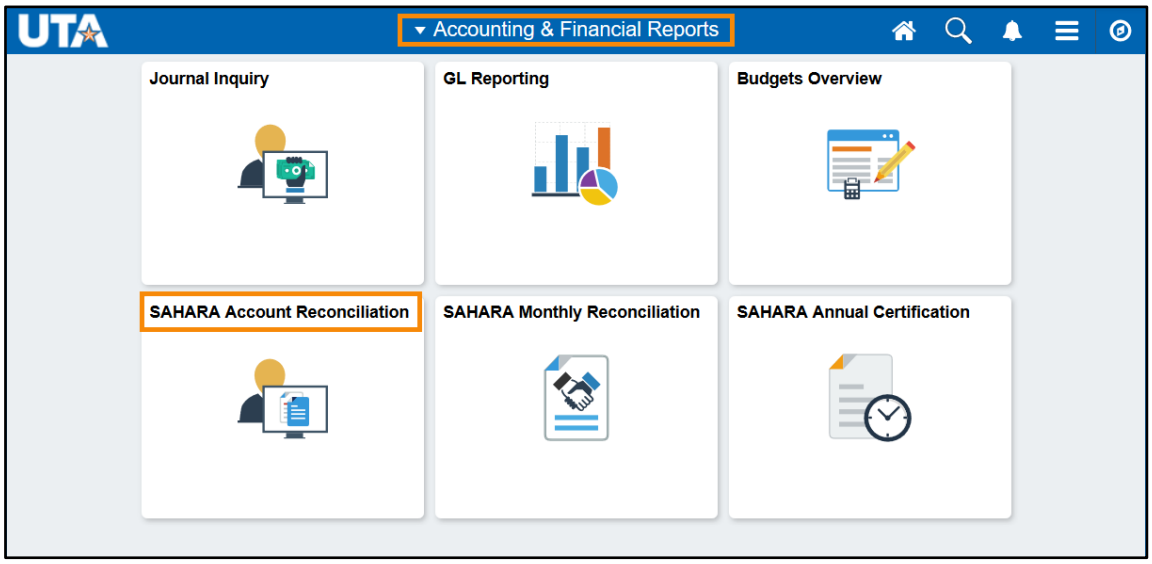


Accessing an Account Reconciliation

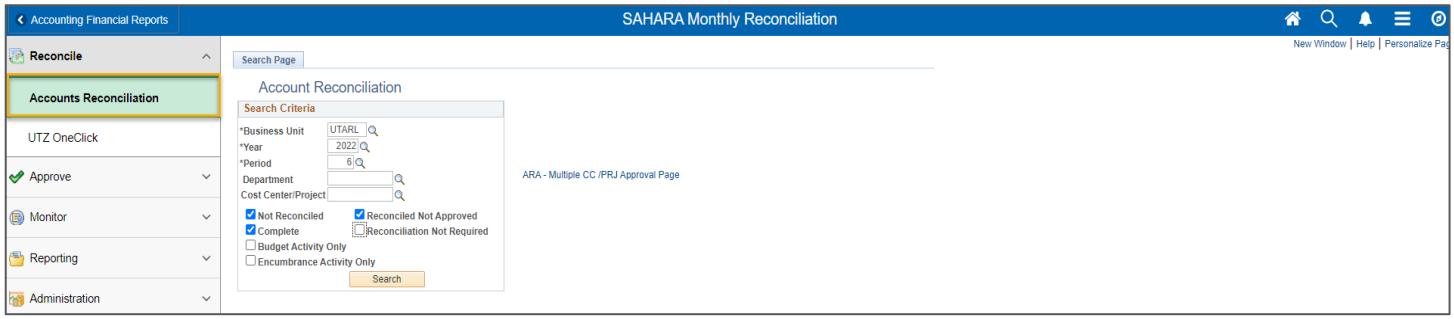
Navigating to the Sahara Accounts Reconciliation Tool

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

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

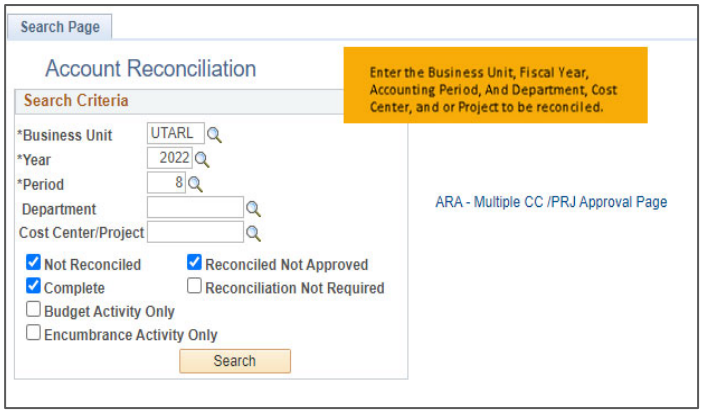


   b. Or, Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation
   c. Reconcile > Accounts Reconciliation option on SAHARA Work Center.



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.*

2. Enter the **search criteria**.

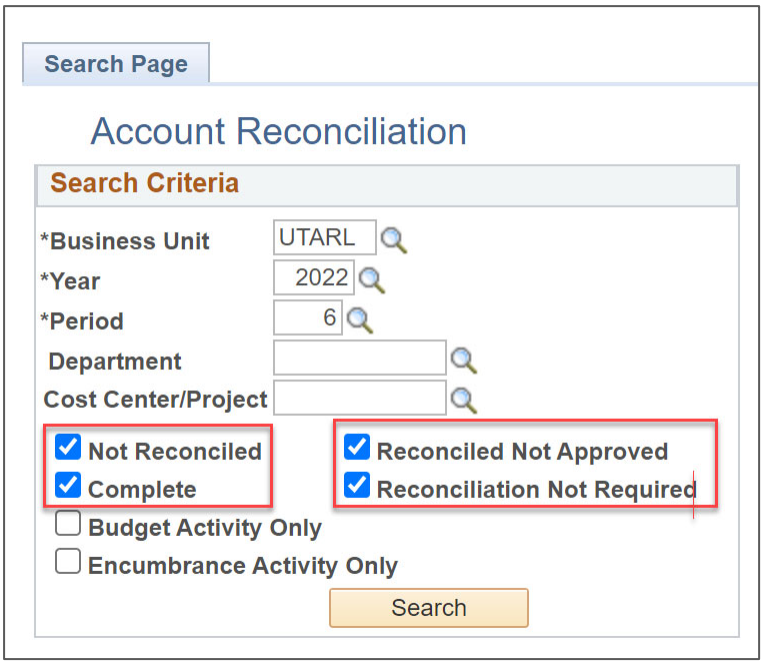


Notes:

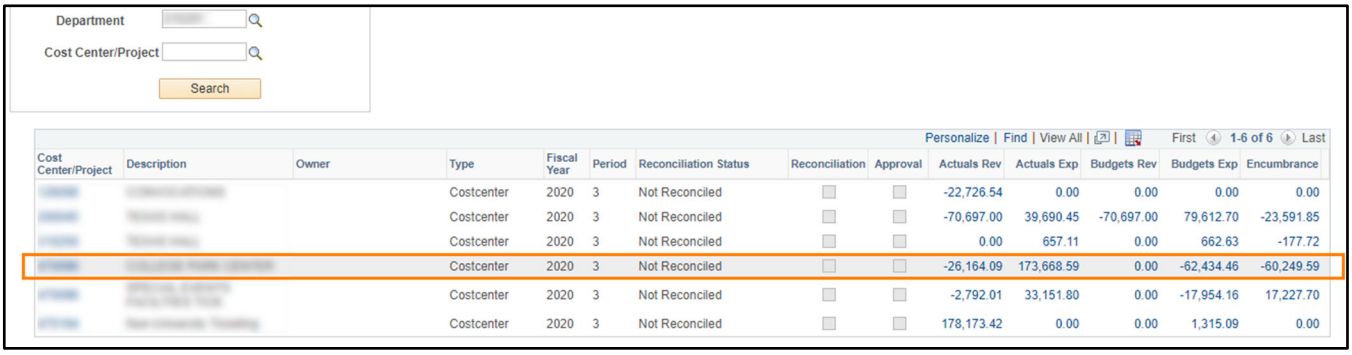
The search page will automatically default to the most recent closed period in the current fiscal year. You can search previous periods and/or fiscal years, or the current open fiscal period.

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.

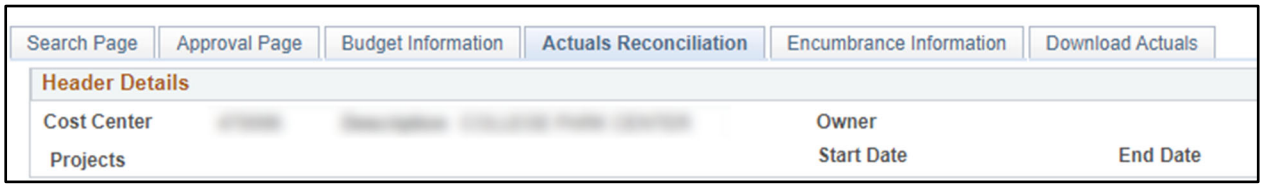
If you want to search by reconciliation status, you can check the following reconciliation status boxes: Not Reconciled, Complete, Reconciled Not Approved, and/or Reconciliation Not Required.



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



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.

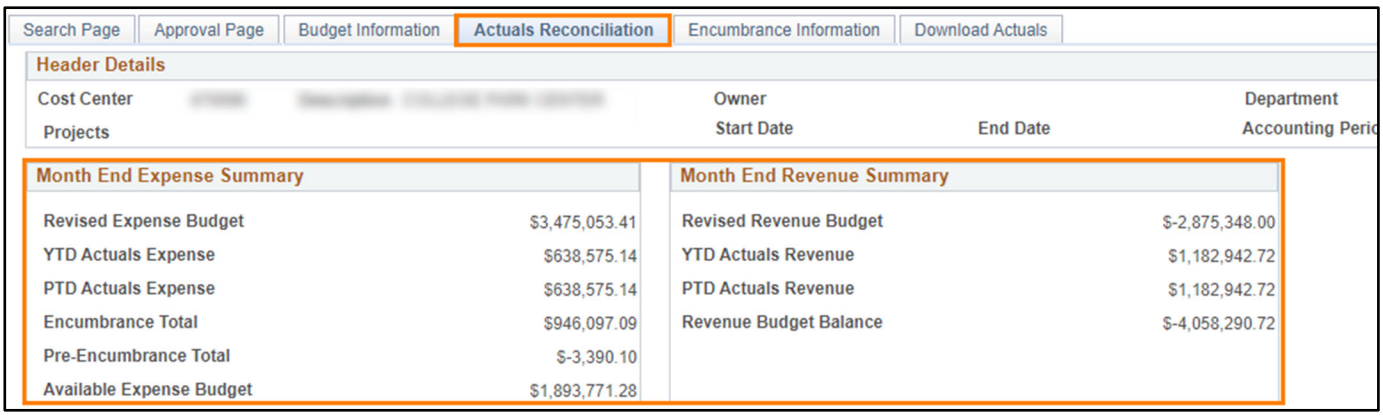
Understanding Account Reconciliation Screens

Actuals Reconciliation

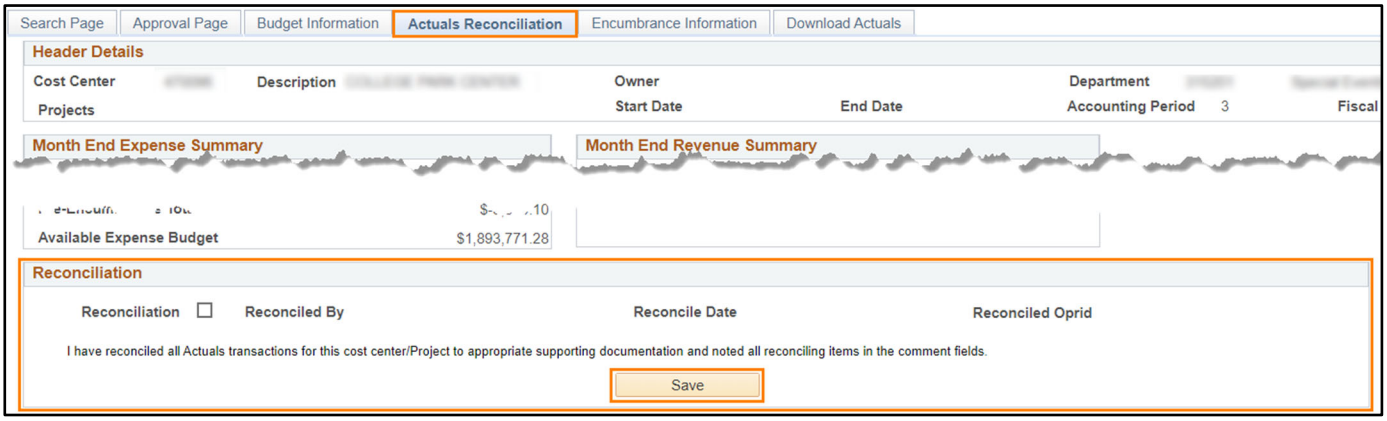
This tab is the page on which the Account Reconciliation opens. The Actuals Reconciliation tab contains the detail for all revenue and expense transactions posted to the cost center or project during the period and has the Reconciliation Checkbox used to indicate that the account review has been fully completed. You can also leave comments, flag reconciling transactions, and initiate corrections.

The Actuals Reconciliation tab has various sections and functionality:

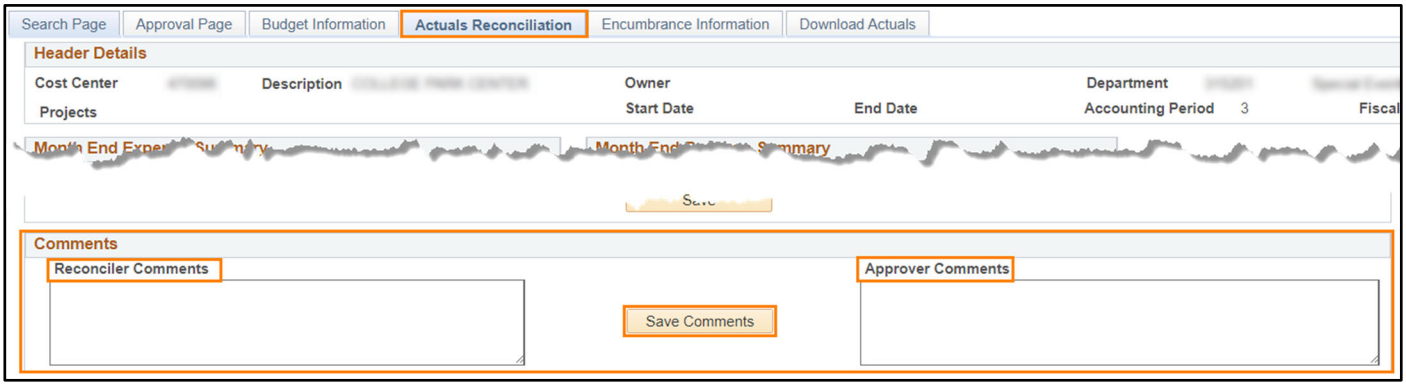
- Month End Summary Section – provides Project-to-Date or Year-to-Date and other totals.



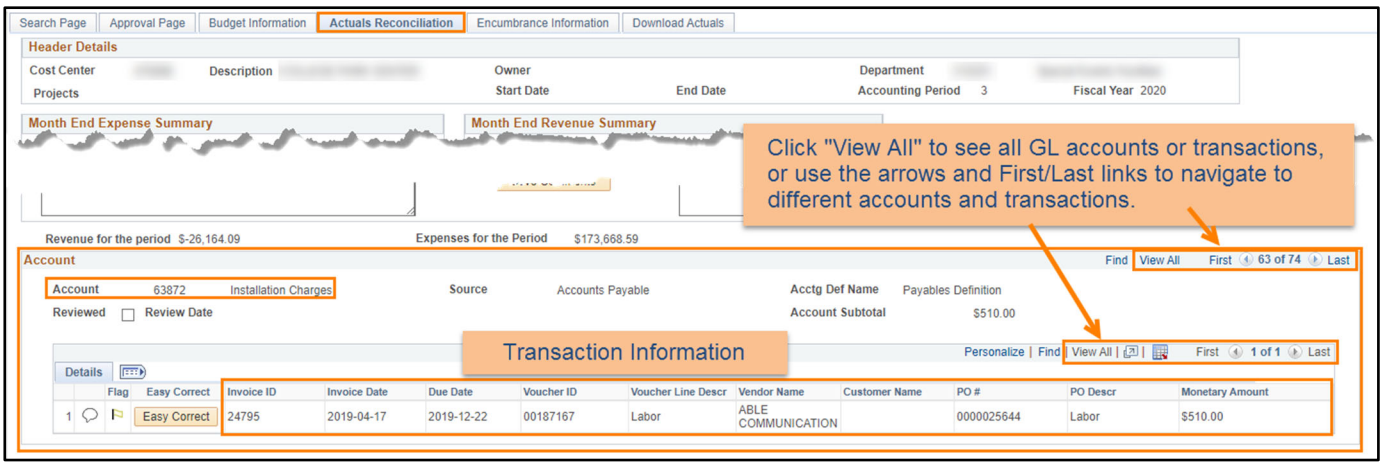
- Reconciliation Section and Save Button – to save any changes to the page or to reconcile the Cost Center or Project using a check box.



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

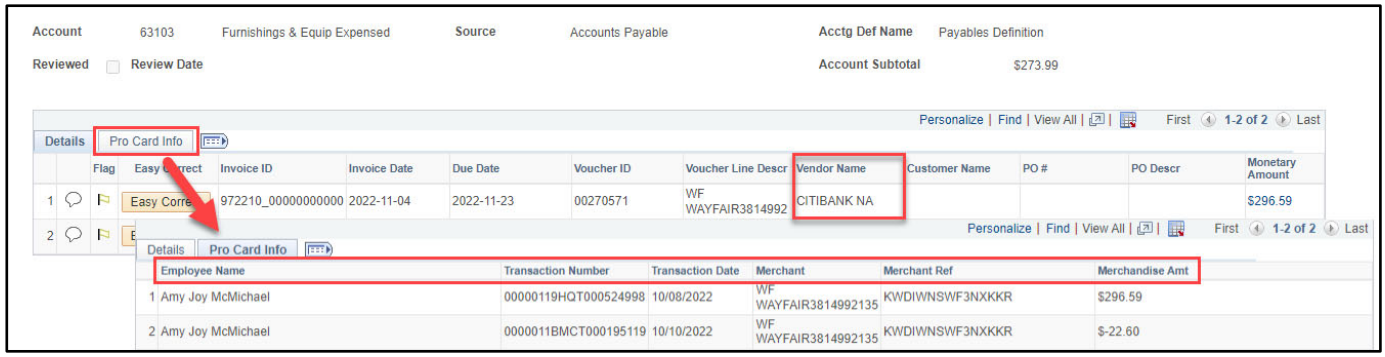


- Accounts Review Section – provides details for all revenue and expense transactions that have been posted to the cost center.

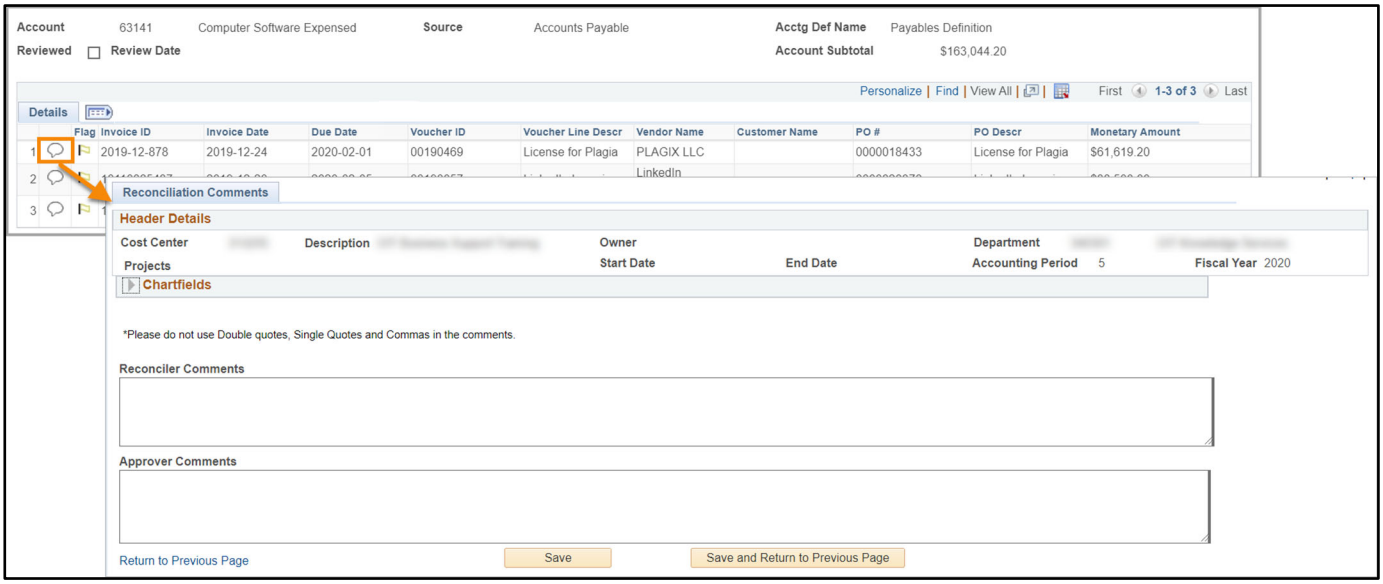


- ProCard Information tab to View the employee's name, transaction number, transaction data, merchant, and merchant reference for Citybank charges.

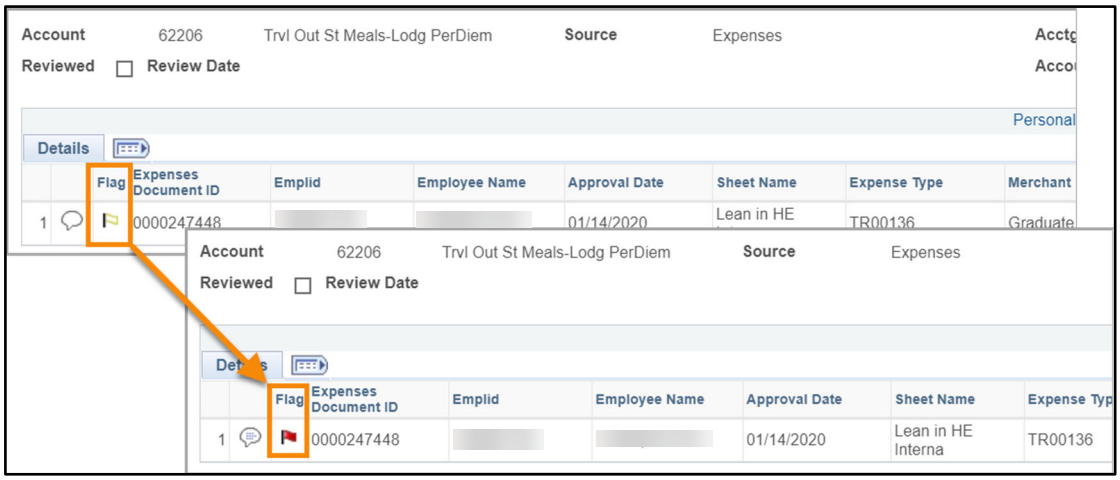
  The Pro Card Tab will show up for all voucher expenses but will only populate information for the Transaction lines whose Vendor Name is listed as "Citibank NA."



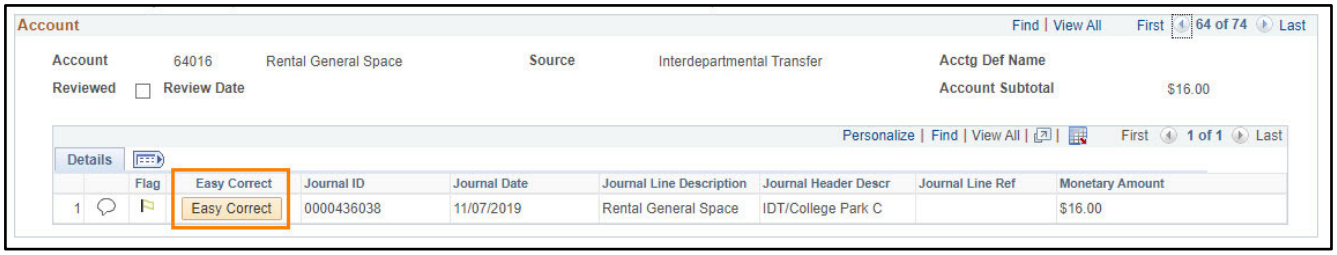
- Comments on Reconciling Transactions – to create a comment for a specific reconciling transaction.



- 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.

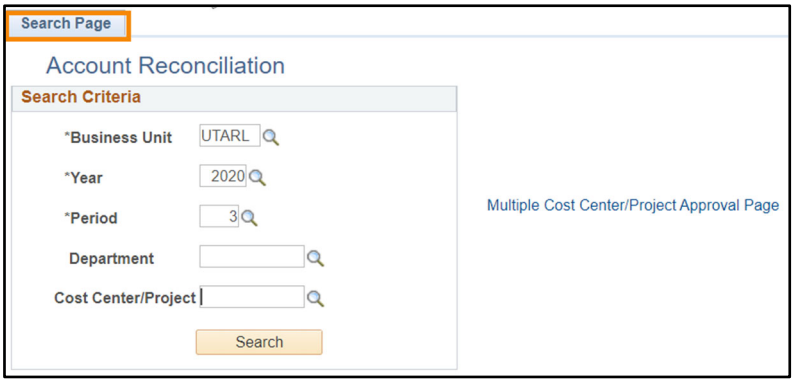


- Easy Correct Functionality – to easily create reclassing or correction journals.



Search Page

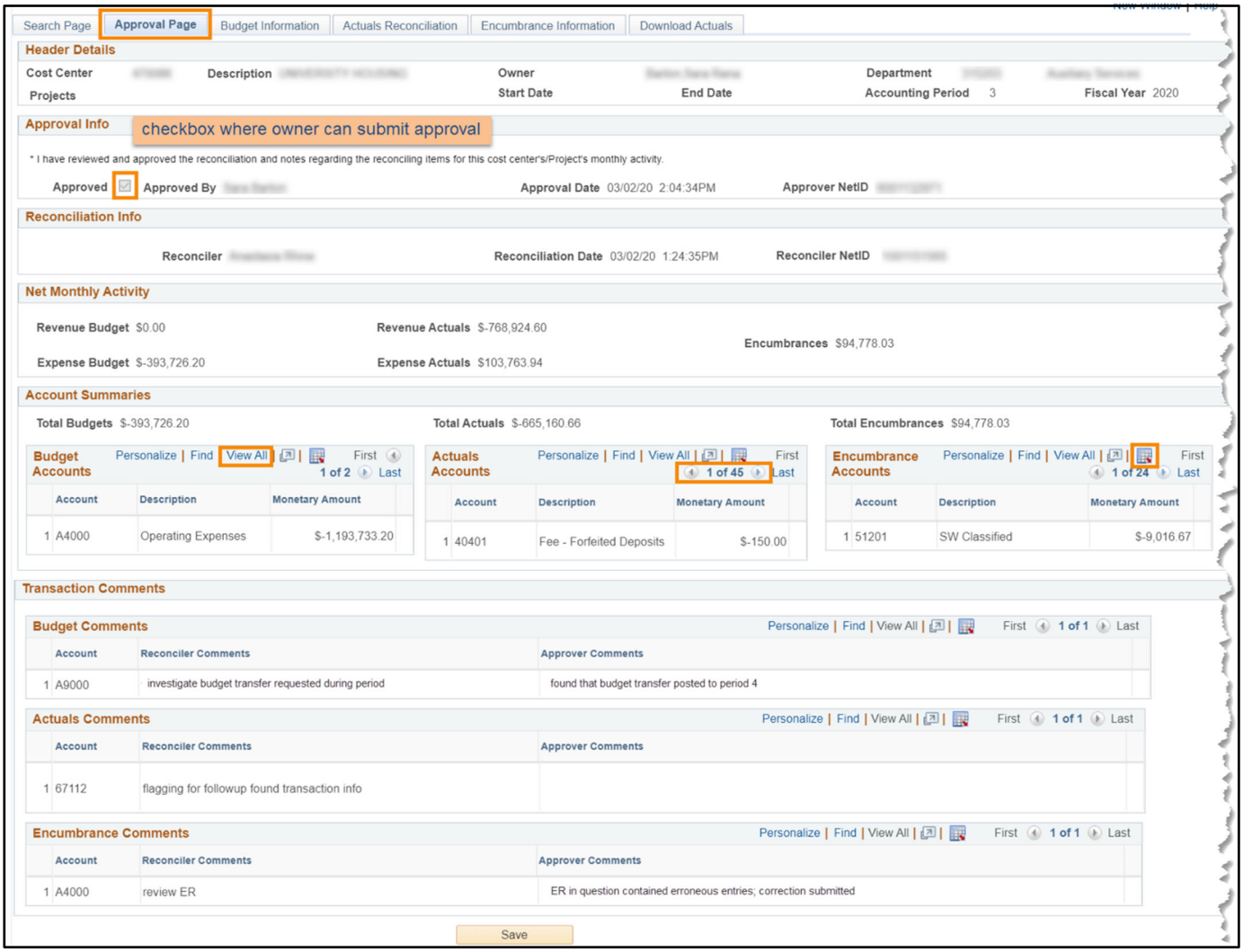
The first tab on the ARA Account Reconciliation screen will return to the search page where another account can be selected.



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.

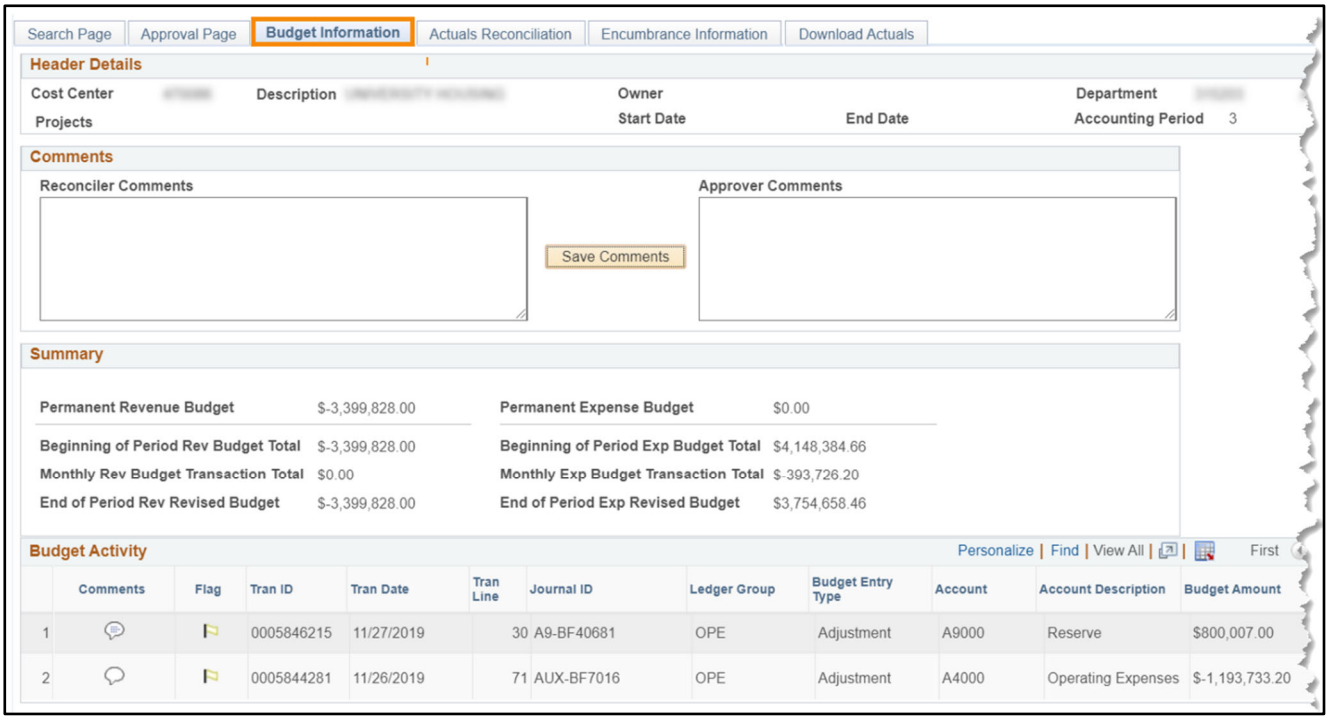
Also included on this page are Net Monthly Summaries showing balances for the chosen accounting period, Account Summaries showing subtotals for budget and GL accounts, and any comments that were entered during the reconciliation process. On the Account Summaries and Comments sections, it may be necessary 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.



Budget Information

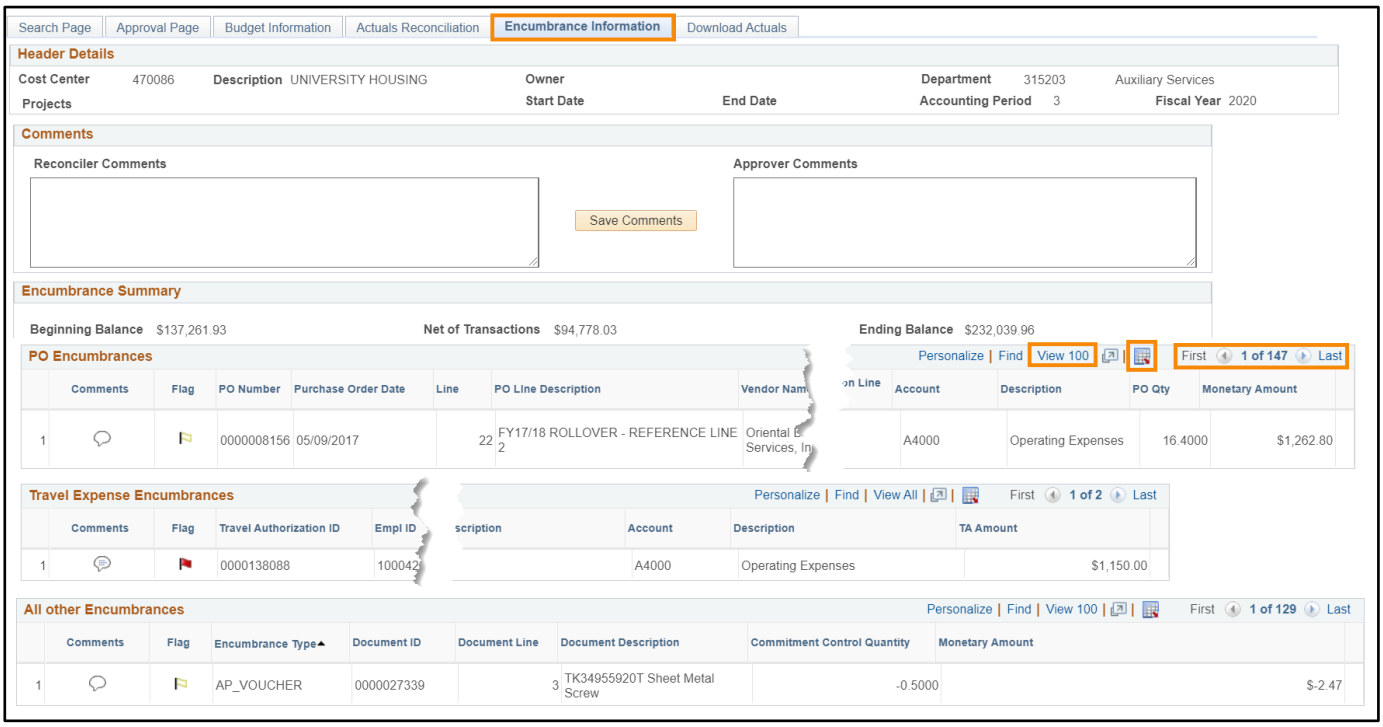
This page contains budgetary information for the specified period. There is a section where reconcilers

and approvers can submit comments, budgetary summaries, and a listing of all budgetary transactions for the period, including transaction specific information.



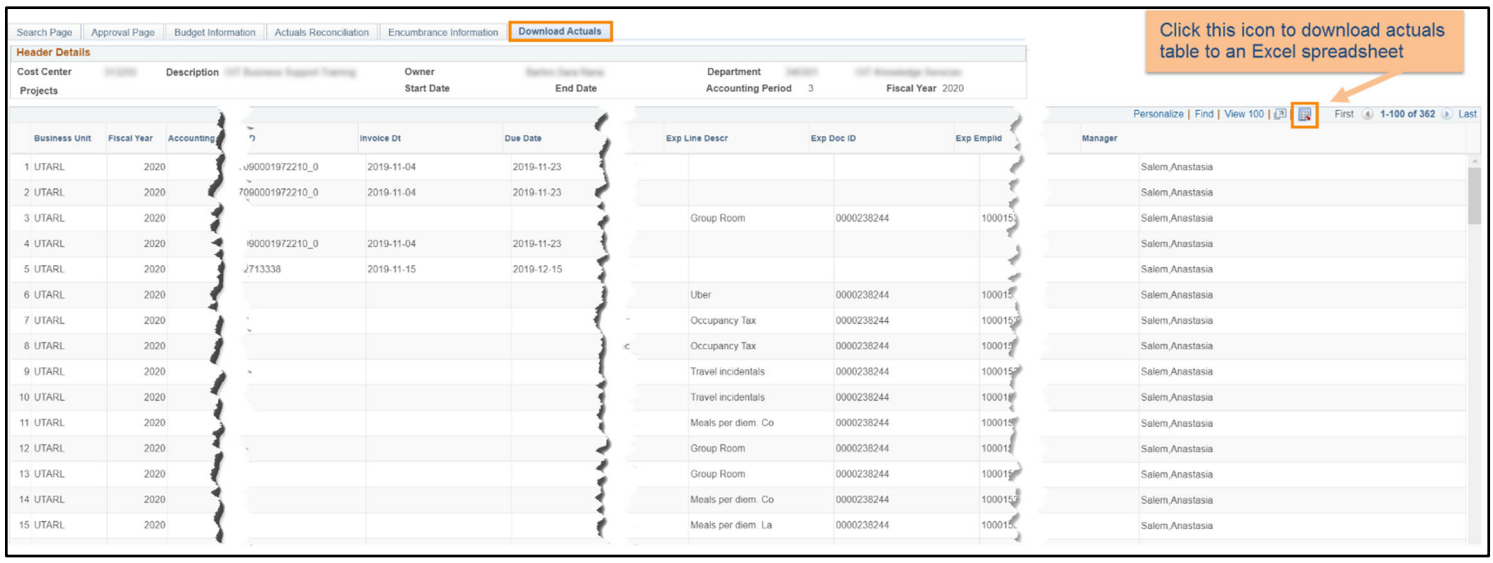
Encumbrance Information

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.



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.



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.

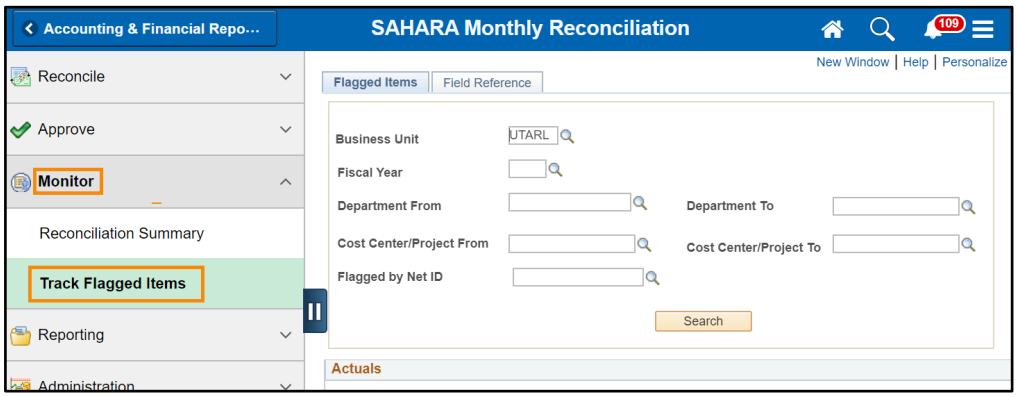
Account Owner (Approver)

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.

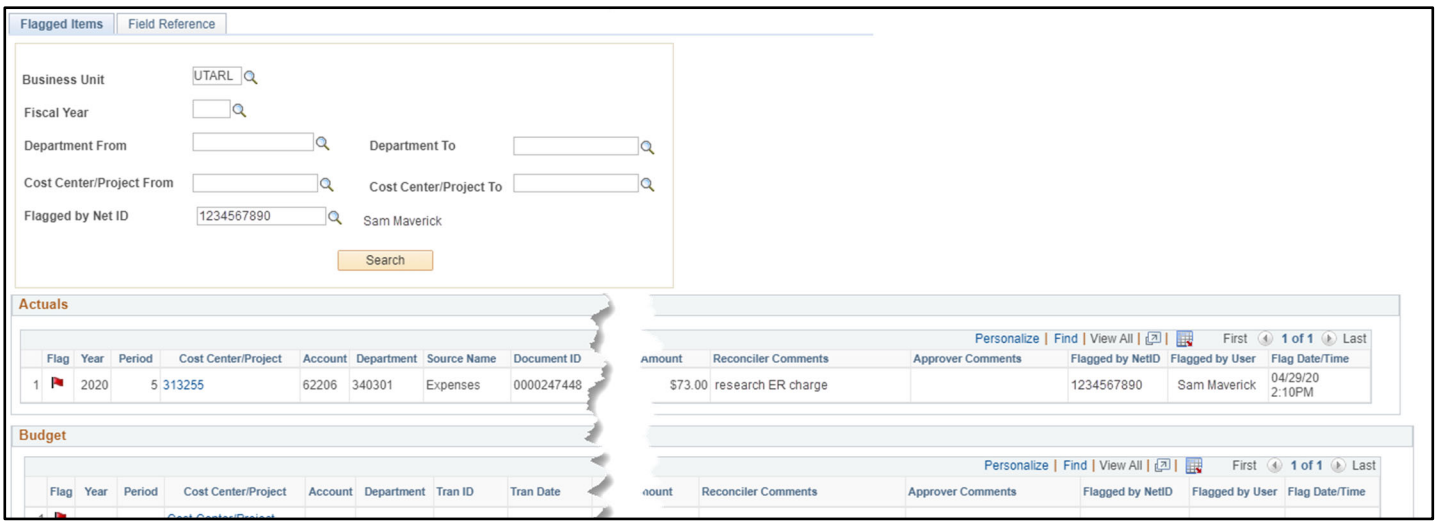
1. Navigate to the **Track Flagged Items** page.
   a. Monitor > Track Flagged Items on the SAHARA Monthly Reconciliation Work Center



   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.*

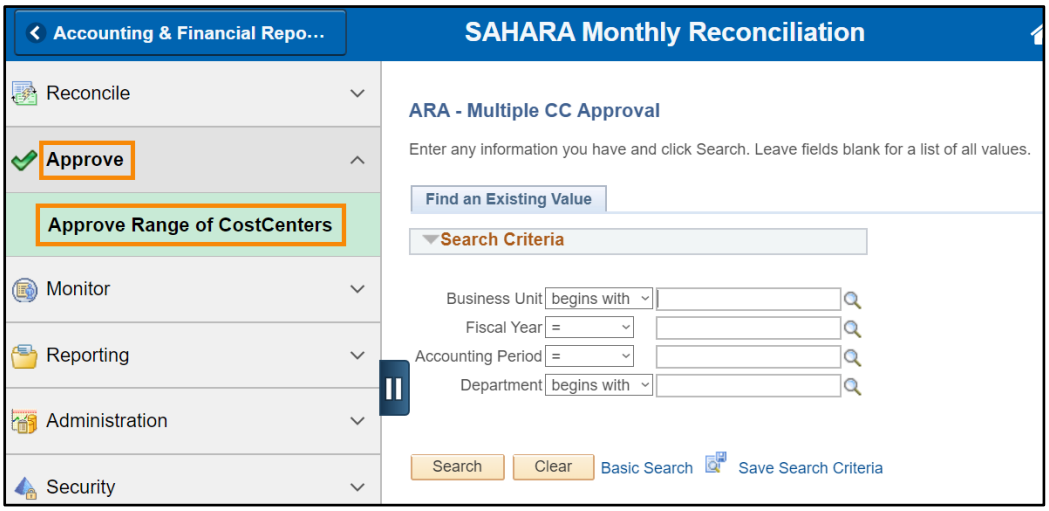
3. To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.



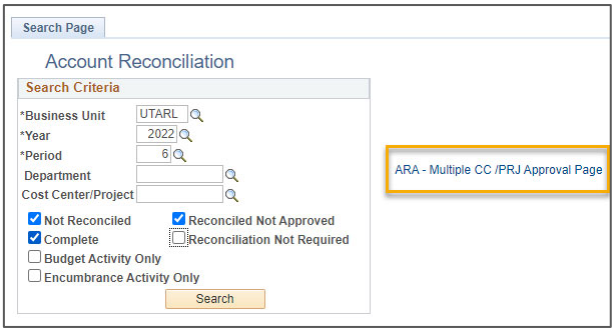
Approve Range of Accounts

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.

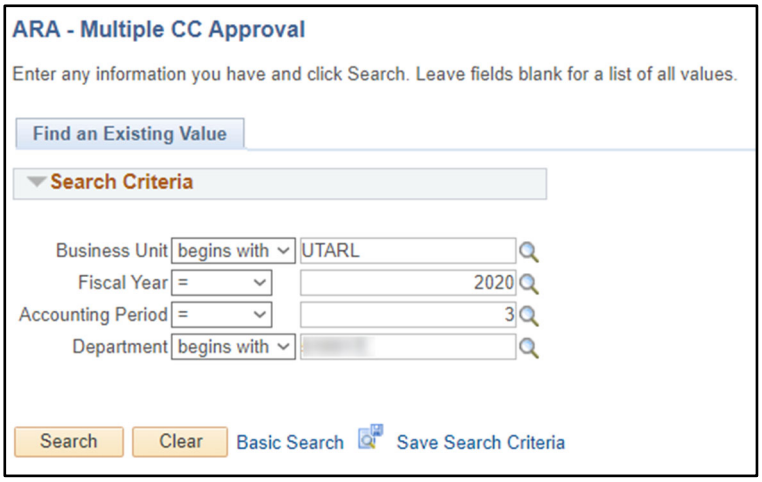
1. Navigate to the **ARA – Multiple CC Approval** page:
    a. Approve > Approve Range of CostCenters on SAHARA Monthly Reconciliation Work Center



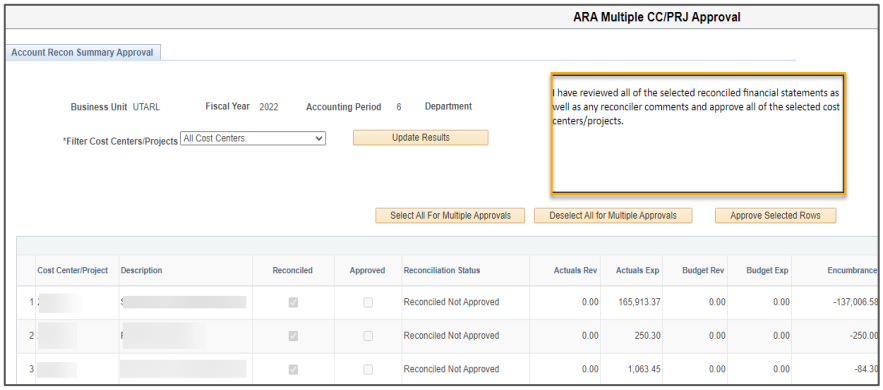
    b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of CostCenters
    c. From the ARA Account Reconciliation Search page using the "**ARA Multiple CC/Prj Approval Page**" link.



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

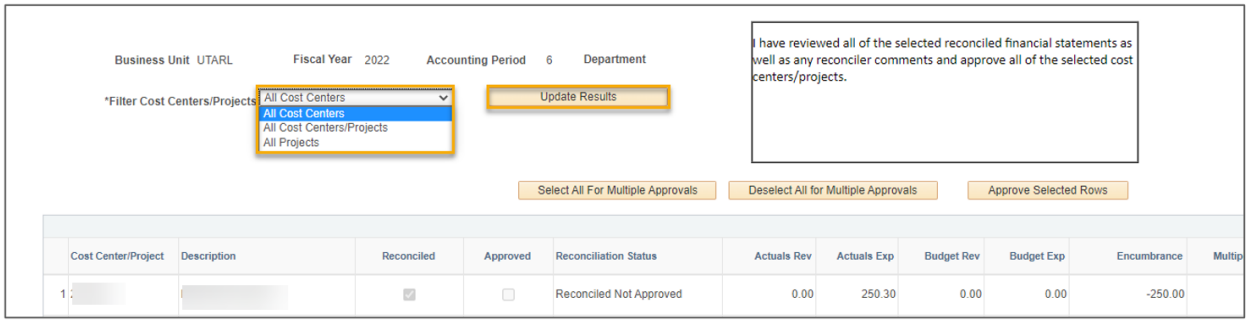


3. The **Account Recon Summary Approval** screen with an Approval Statement will populate, showing all cost centers and projects in the department.

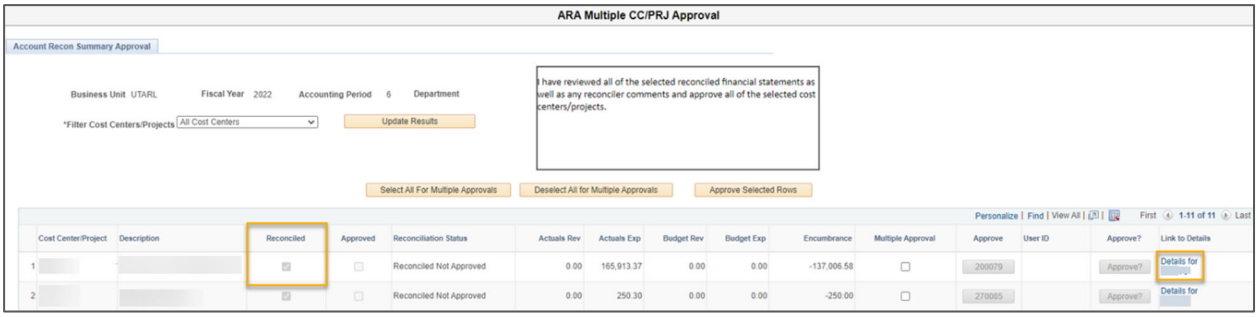


Note: *Only cost centers and projects missing approval will be displayed.*

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.



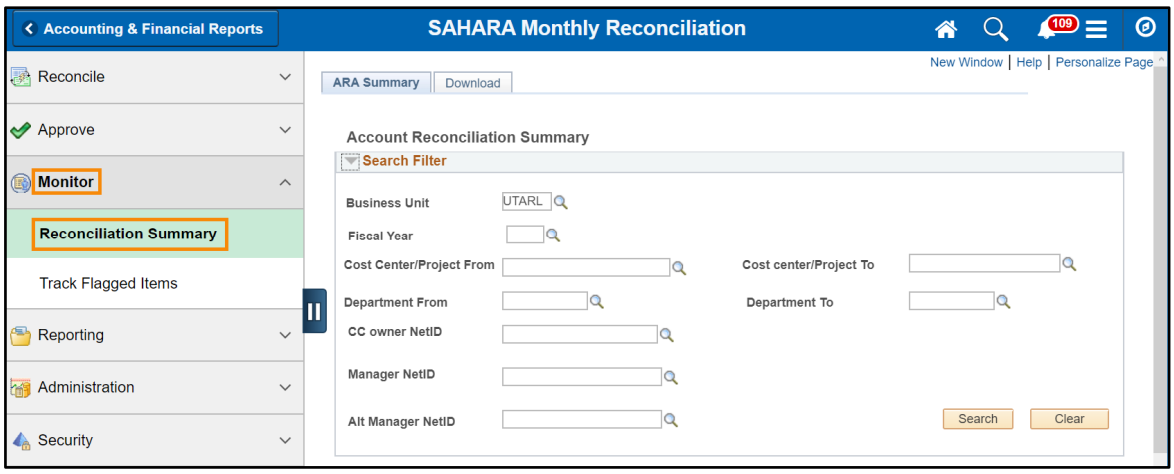
4. To record approval of an Account Reconciliation, **click the button with the Cost Center or Project ID number** in the Approve column. This will populate the name of the approver in the next column.
5. Click the **Approve** button.
6. Click **Save**.
7. To see the changes made, click the "Update Results" 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

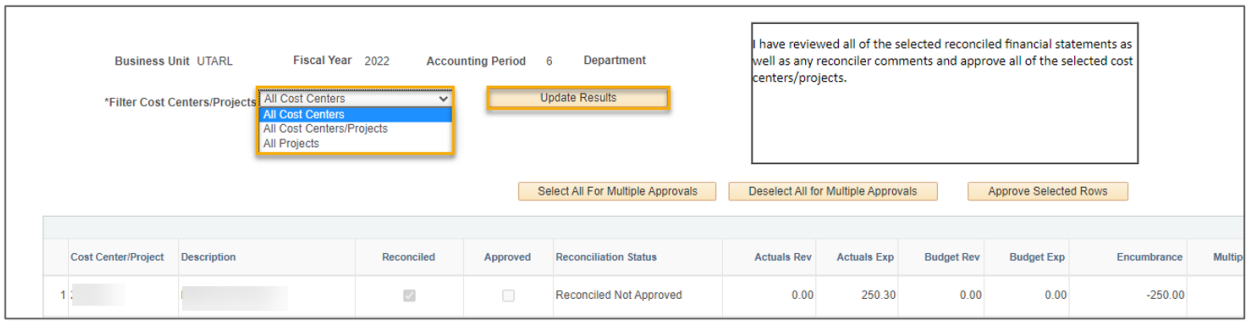


b. Or, Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > ARA Reconciliation Summary

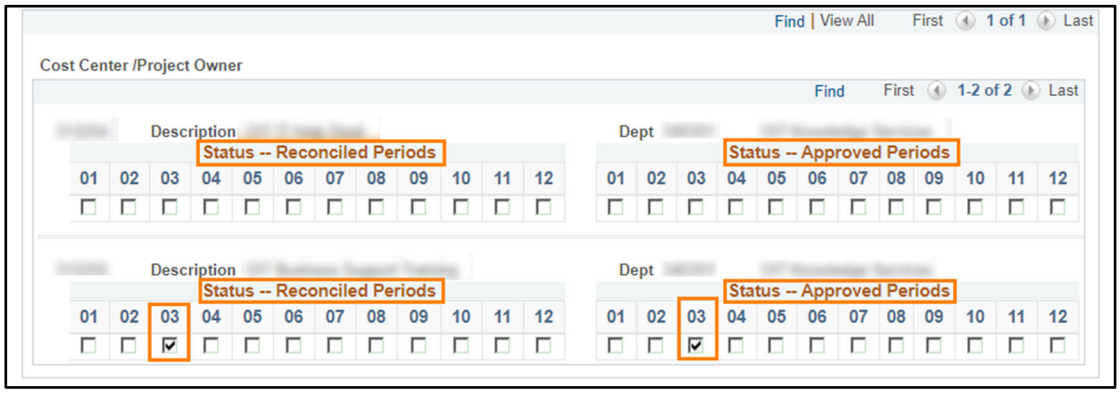
2. Enter the **Search filter** for the reconciliations to view. Search by Cost Center/Project, Department, or for all Cost Centers and or Projects to which a user has access. Click **Search**.

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.



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

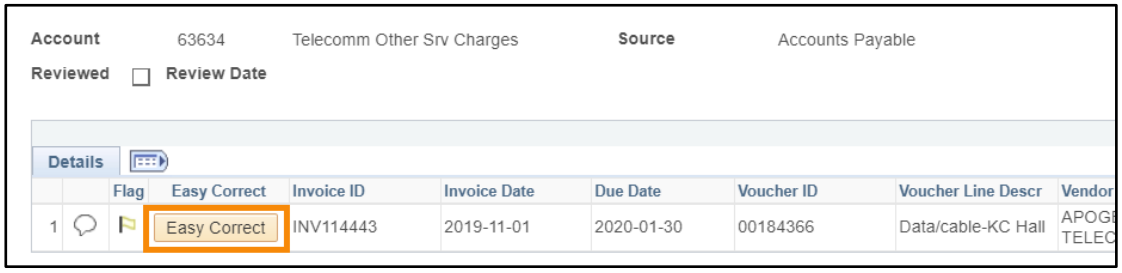
If corrections (adjusting entries) are necessary on accounts not related to Payroll, a correction journal may be initiated using the Easy Correct button. The Easy Correct button is found on the Account Reconciliation screens and can be used to submit corrections in the current, future, and past two accounting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

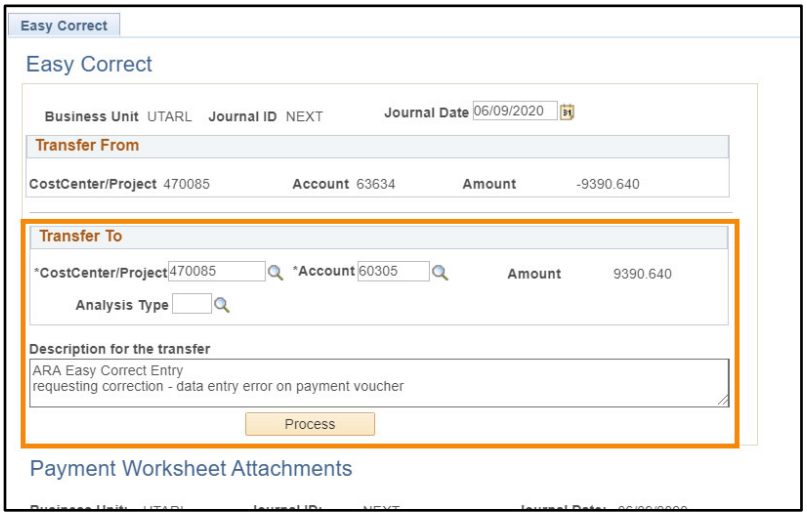
The Easy Correct button can be used to submit a transaction-related correction journal. This button found on the Actuals Reconciliation tab of the ARA Account Reconciliation page.

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

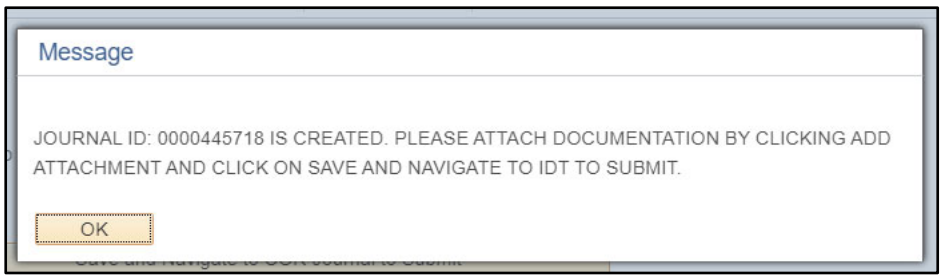


2. The "Transfer From" section will populate from the transaction information. Enter the new/correct information in the "**Transfer To**" section.

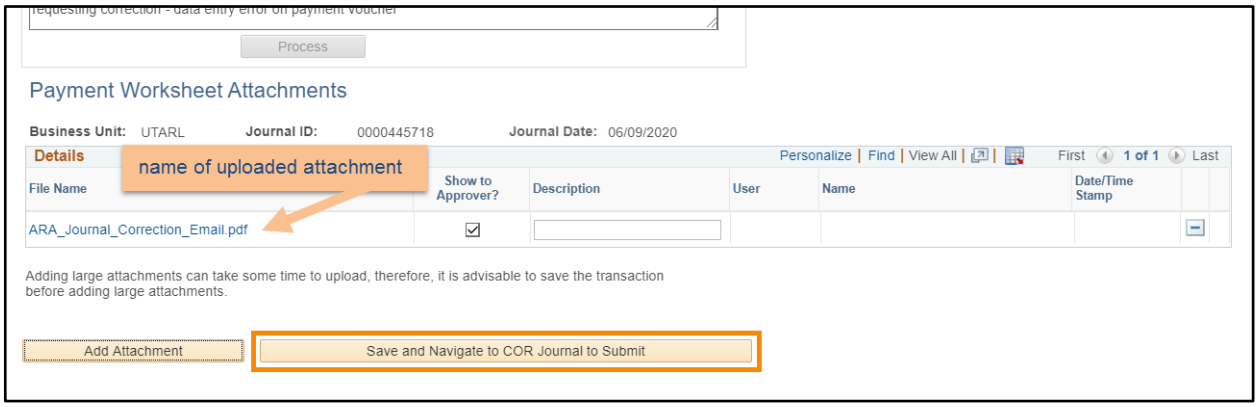
3. In the **Description** leave the defaulted comment of "ARA Easy Correct Entry" and add the justification for the correction request including the source document information (type of document and reference ID).



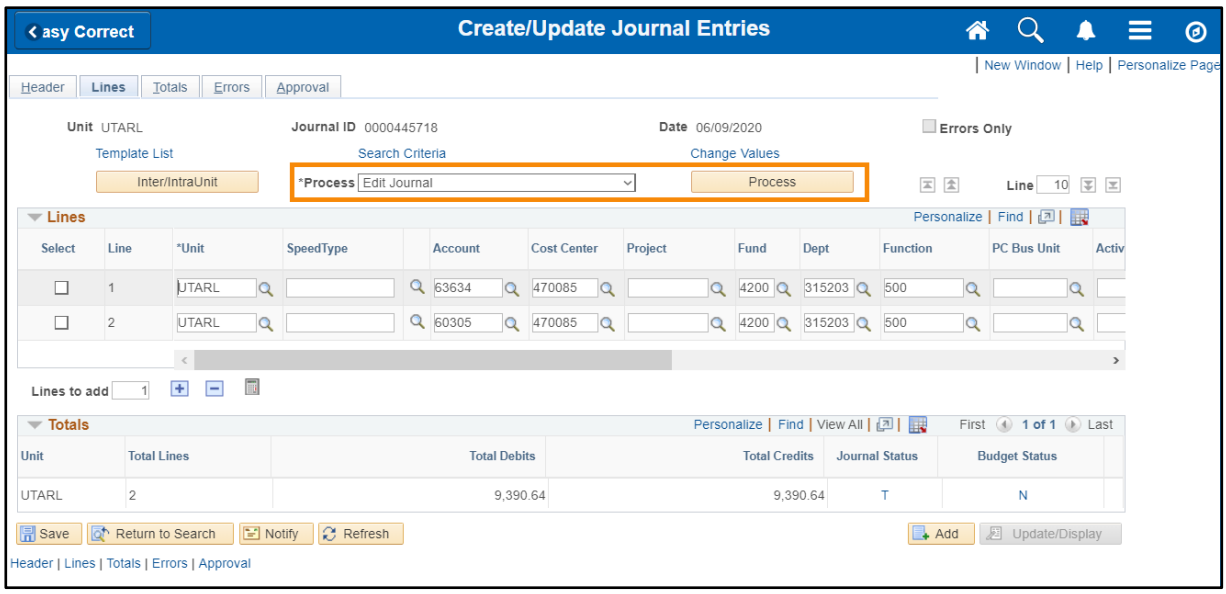
4. Click the "**Process**" button to generate the journal. A message will populate providing the Journal ID number. Click "**OK**" to continue.



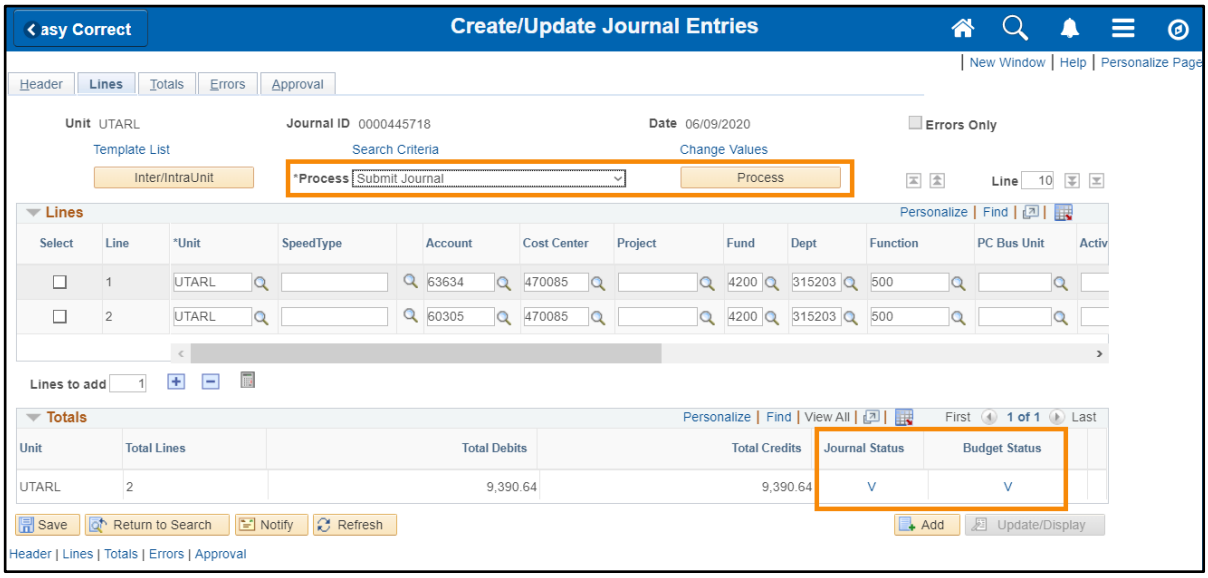
5. Add an attachment to the journal using the "**Add Attachment**" button. An attachment is required for the correction journal. The attachment should include:
    a) Departmental approvals or the request from the approver
    b) the Transaction Type and the Reference number (i.e., Payment Voucher 123456)
    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.

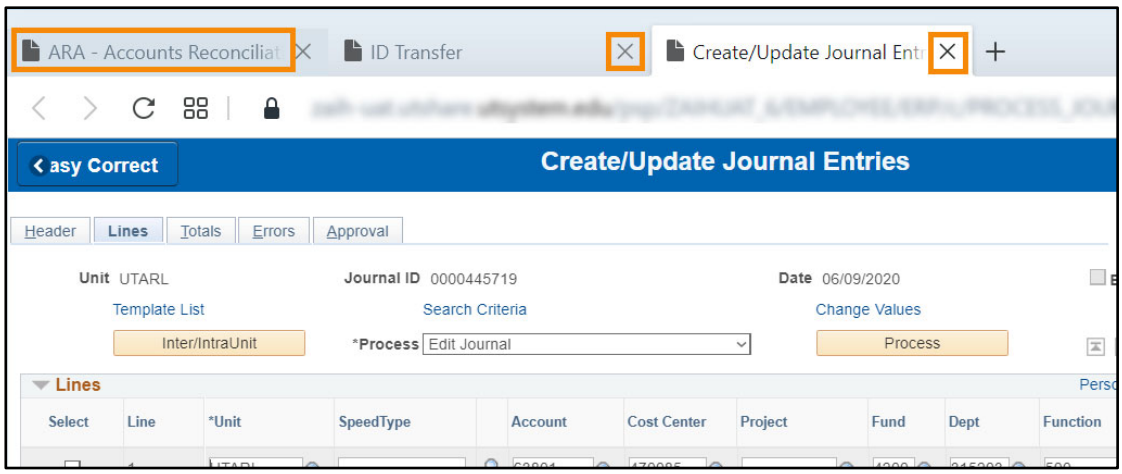


8. A second message will populate asking to wait for confirmation that the Edit process has completed. Click "**Yes**" to wait for the process to be completed.
9. Once the process is completed and the journal has both a Journal and Budget status of "V" for Valid, select the Process "**Submit Journal**" 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.

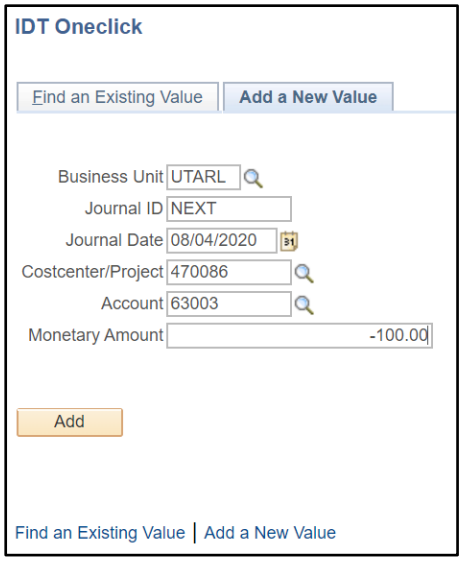
10. To return to the Account Reconciliation page, click browser tab for the ARA – Accounts Reconciliation. As long as all data has been saved and or the journal submitted, the ID Transfer and Create/Update Journal Entry browser tabs can be closed.



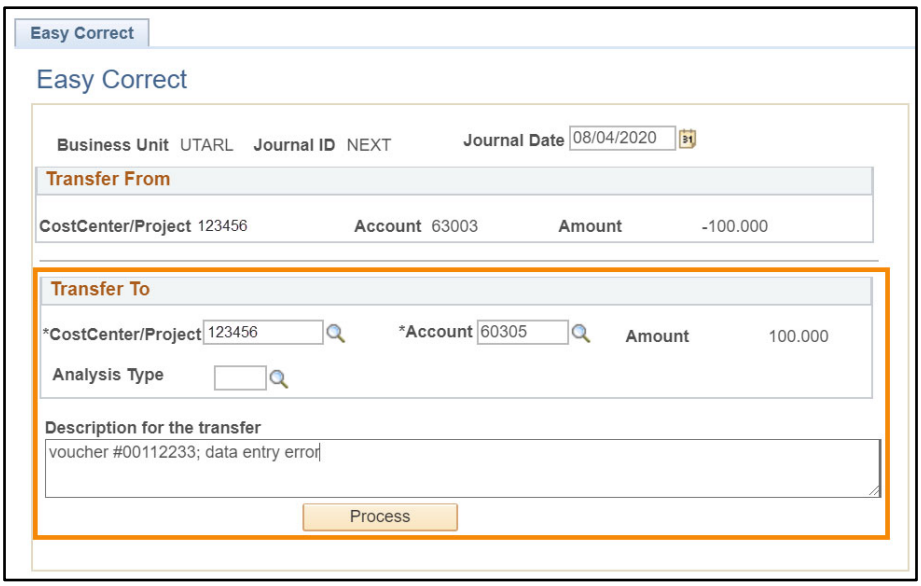
UTZ OneClick

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.

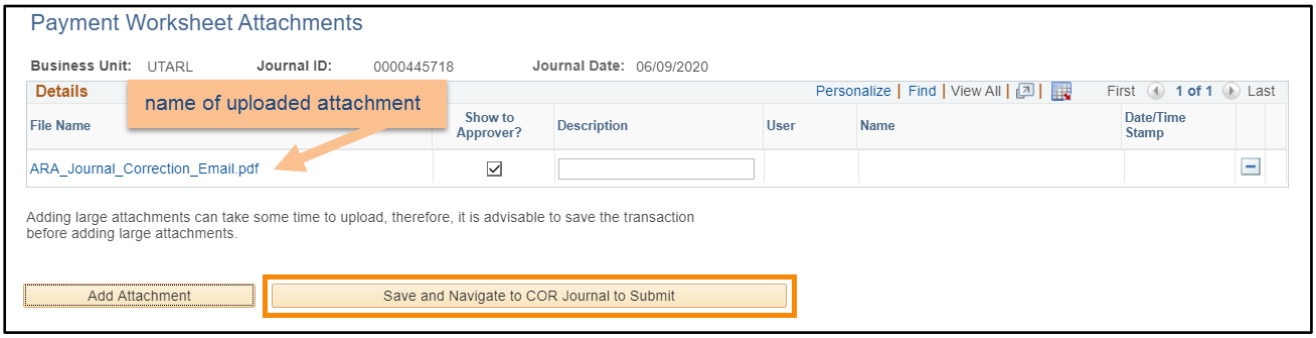
1. Navigate to the **UTZ OneClick** page.
    a. From the SAHARA Monthly Reconciliation Work Center, click the UTZ OneClick menu option.
    b. Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > UTZ OneClick.
2. On the OneClick page, select the **Add A New Value** 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.



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.

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

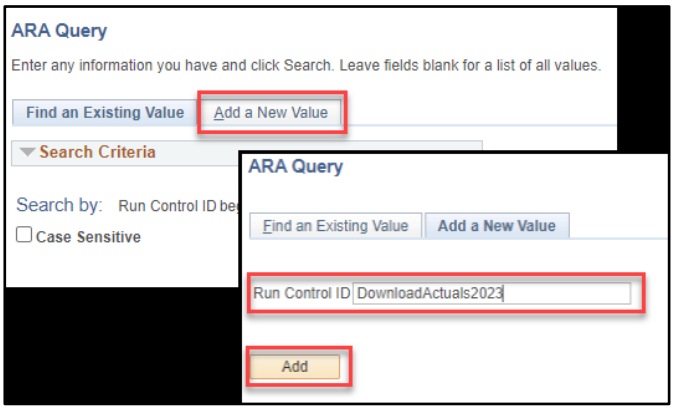
Payroll corrections in a prior fiscal year send the request to Research Administration at postaward@uta.edu for approval and to Payroll Services at payroll@uta.edu to process.

SAHARA Reports

ARA Query

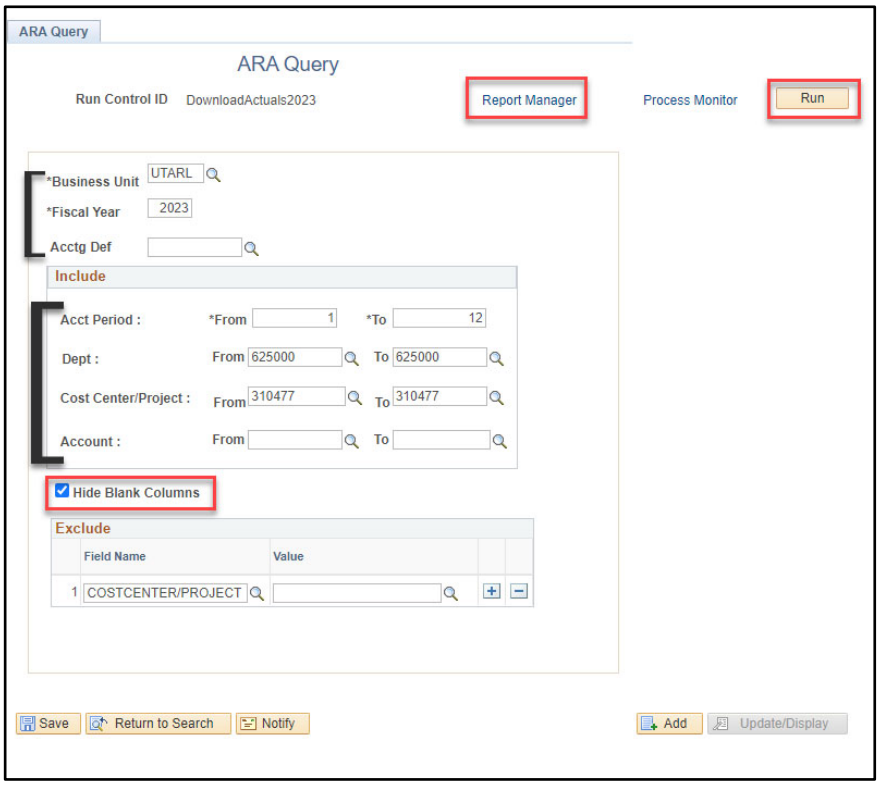
Similar to the download actuals tab the ARA Extract Actuals Report can be used to download actuals for multiple periods as well as a range of cost centers or departments at a time. This report list the accounting period, account number, budgeted account, monetary amount, employee name related to expense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



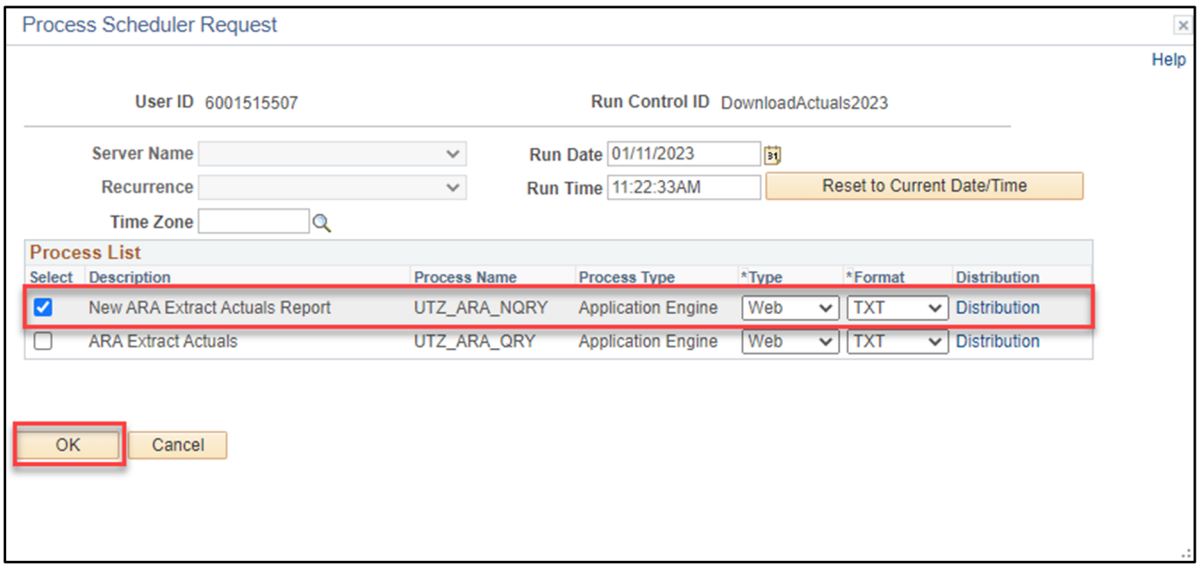
3. Enter the Report Parameters.
    a. Enter **UTARL** in the Business Unit field.
    b. Enter the **Fiscal Year**
    c. Enter the **Period** From and To
    d. Enter the **Department**.
    e. Enter the **Cost Center**.
    f. Enter the **Account**.
4. Check the Hide Blank Columns box.

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

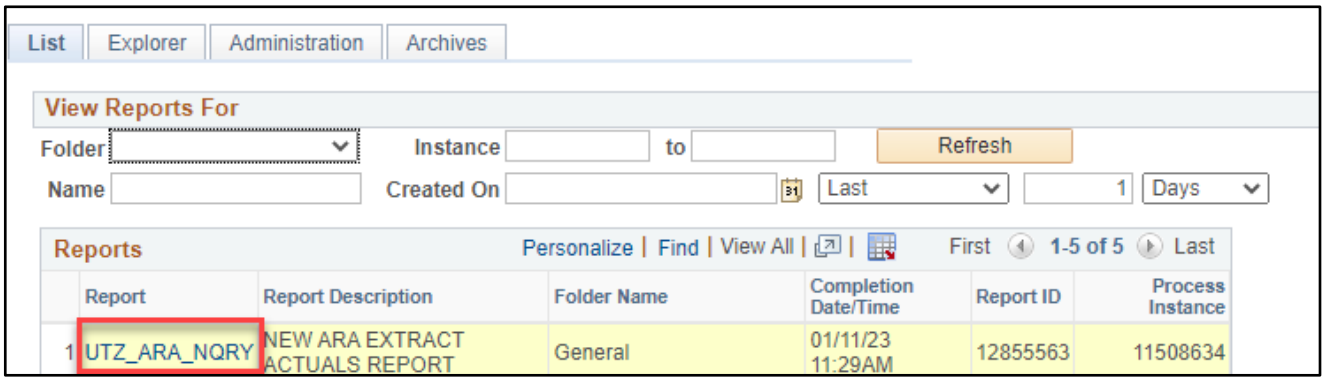


The Department, Cost center, and Account parameters can be run to populate data for multiple selections and values at a time. Each category is ***optional***, meaning they don't require the information for the report to run. The information entered controls how broad or refined your search is. For example, 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.

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



6. Select the OK button.
7. Open Report Manager Report Manager
8. Select the UTZ_ARA_NQRY File.



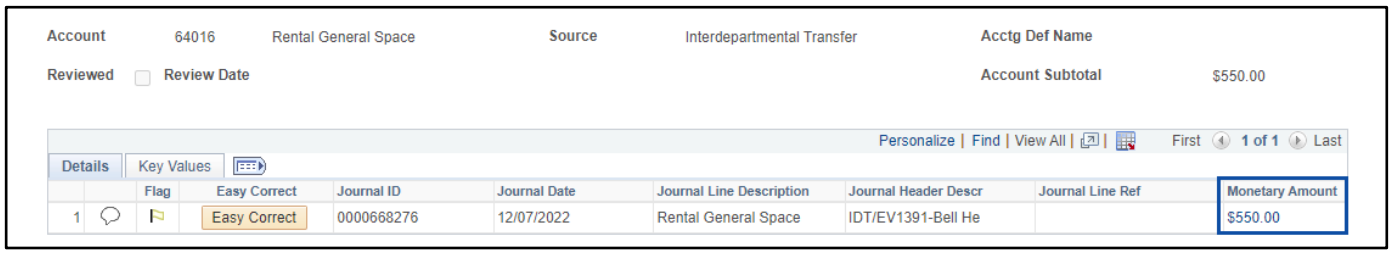
Depending on your browser the file may be found downloading in different locations.

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.

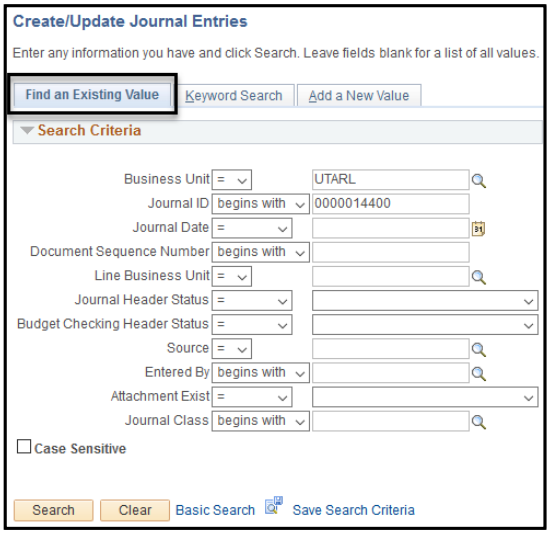


Listed below are the navigation paths for the different types of documents found on the Account Reconciliation.

Journals (General Ledger)

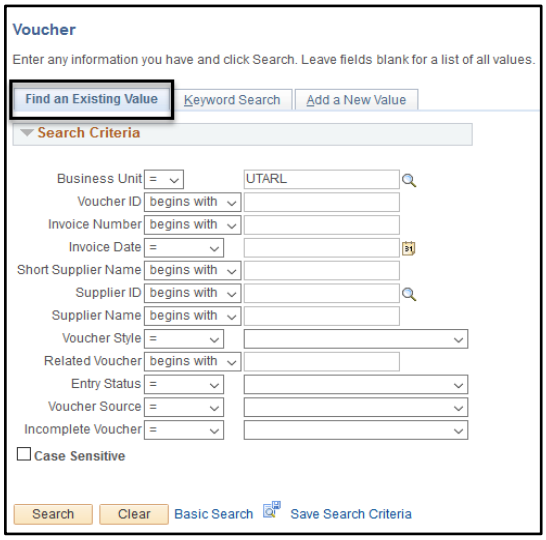
1. Begin by navigating to the Journal Entries page: Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.
2. The **Create/Update Journal Entries** page is displayed. Leave the default values.
3. Click the **Find an Existing Value** tab.
4. Click the **Clear** button to remove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

Click **Search.** The J**ournal** page is displayed.



Vouchers

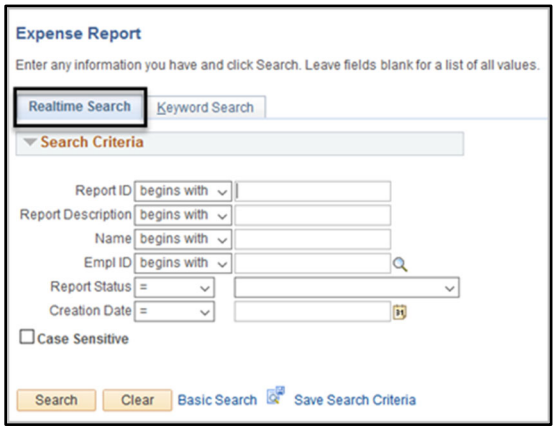
1. Begin by navigating to the Voucher page: Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.
2. The **Voucher** page is displayed. Click the **Find an Existing Value** tab.
3. Enter the 8-digit reference number in the **Voucher ID** field.
4. Click **Search**. The **Voucher** page is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



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**.

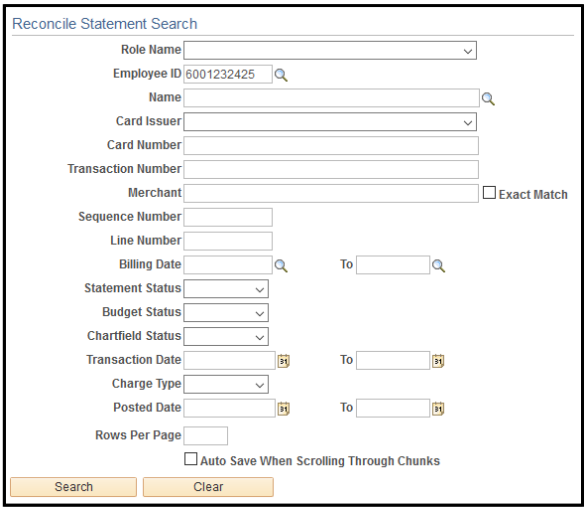
The Expense Report Detail page is displayed



ProCard Statement

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

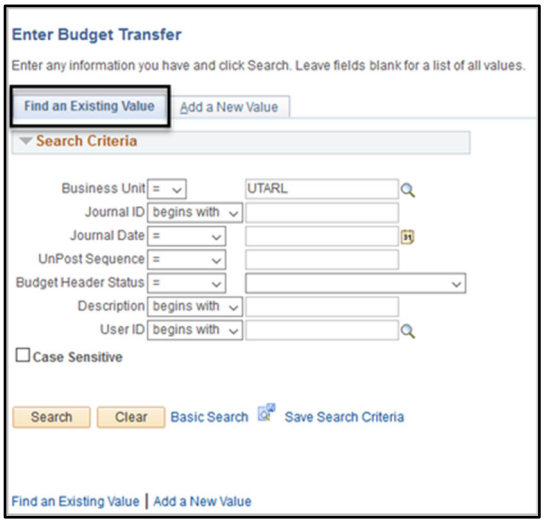
1. Begin by navigating to the Reconcile Statement Page: Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.
2. Click the **Clear** button to remove the default values.
3. Enter or lookup the cardholder by **Name** or Empl ID.
4. Click the **Statement Status** drop-down menu and select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



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

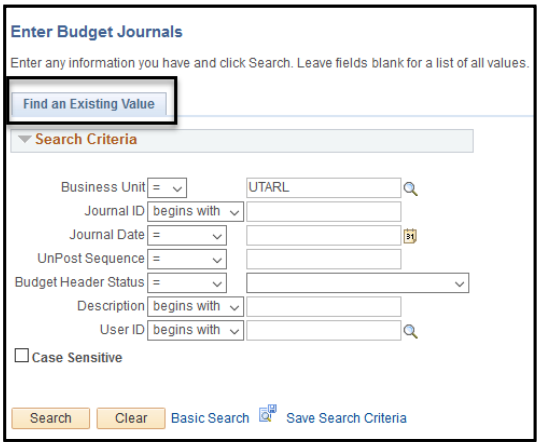
The **Budget Transfer** page is used to view transfers between and within Cost Centers.



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.

Budget Journals - View Transaction Activity & Source Document

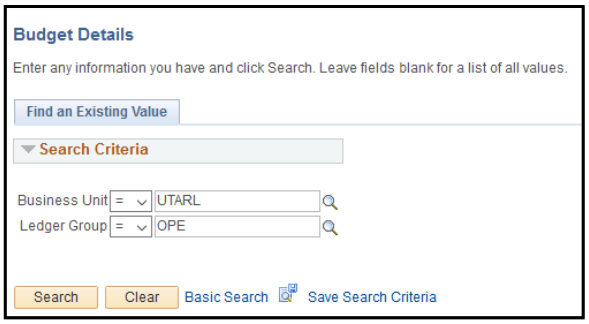
The Budget Journal page is used to view budget adjustment and other journals processed by the Budgets & Financial Planning office.



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.

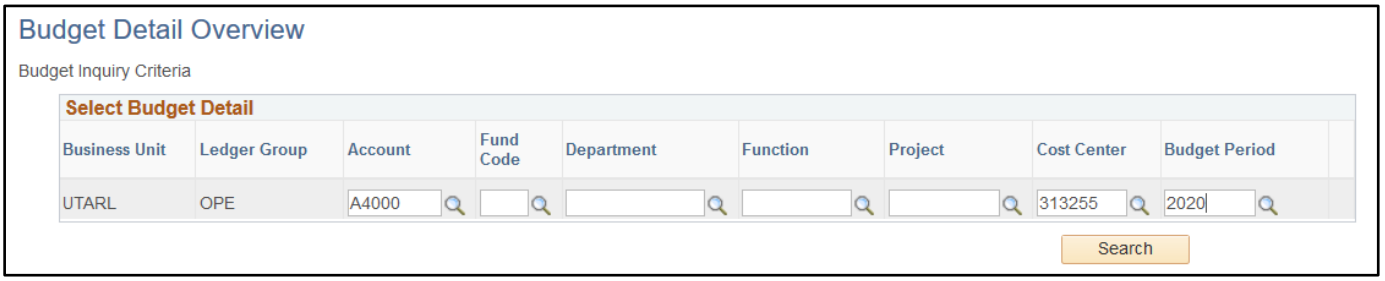
Budget Details - View Transaction Activity & Source Document

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.



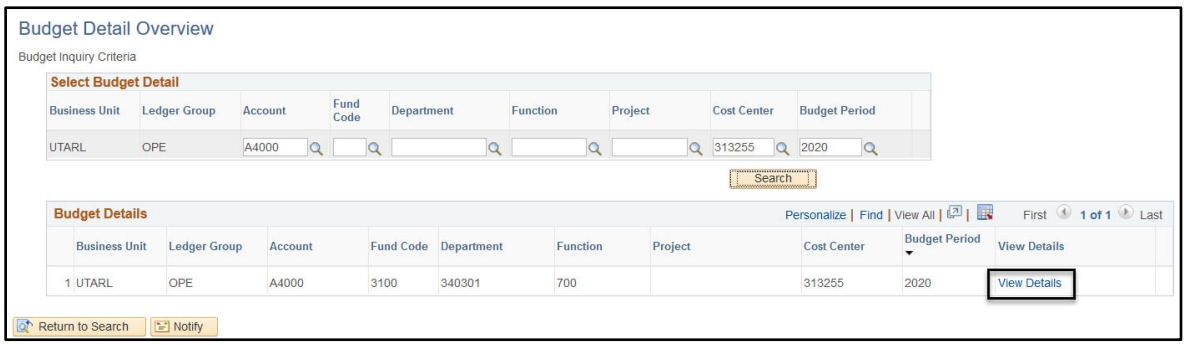
   e. Select **"GRT_CHILD1**" to view budget activity for a single budget account for a Sponsored Project.
   f. Select "**PLANT**" to view budget activity for a single budget account for a Capital Project.
4. Click **Search**.

The Budget Detail Overview Screen Displays:



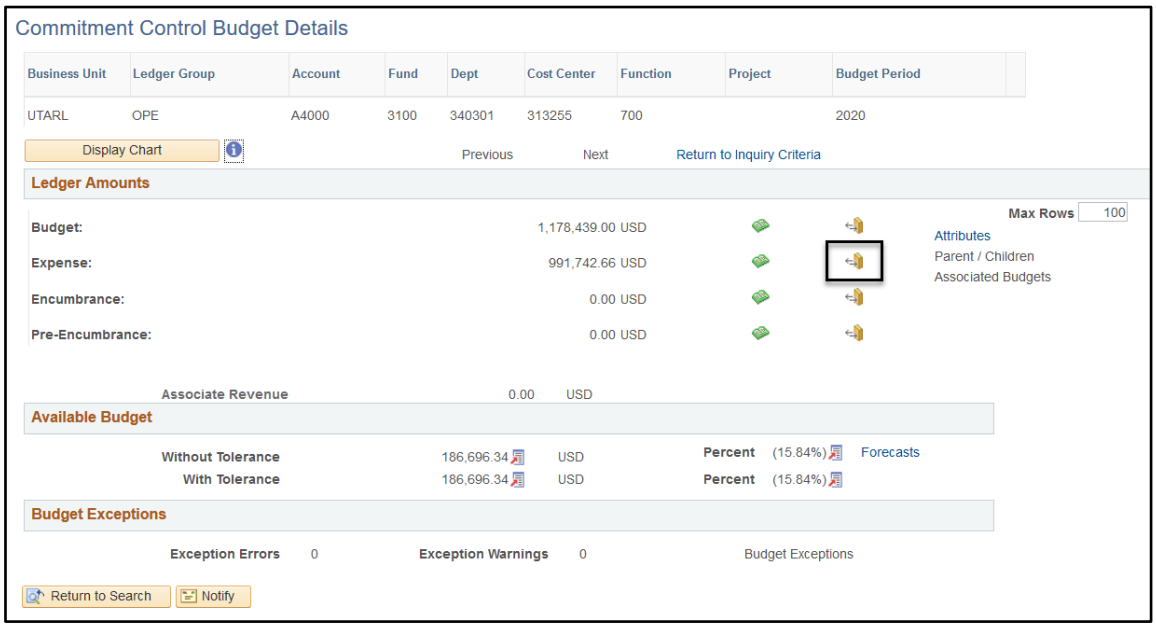
5. Enter the **Account** (Budget or General Ledger) that you want to view.
6. Enter the **Cost Center** or **Project** number that you want to view.
7. Enter the **Budget Period**.
8. Click **Search**.

   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.

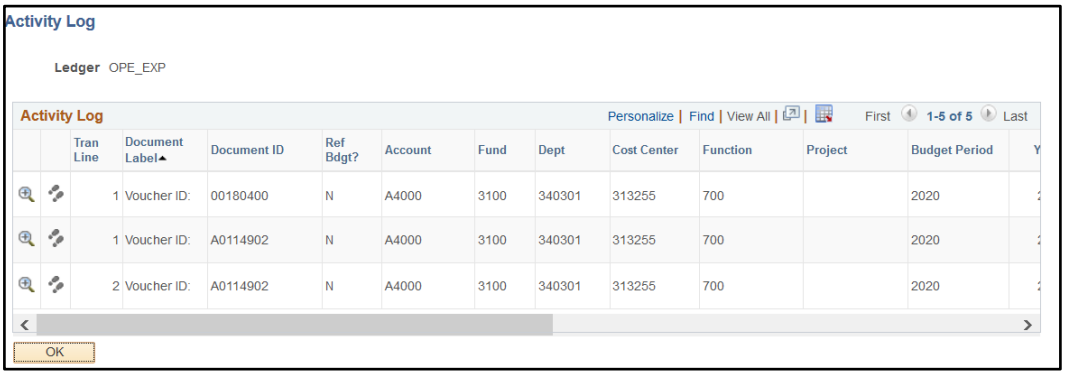


The **Commitment Control Budget Details** page provides a summary of budget information for a specific Cost Center or Project.

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.

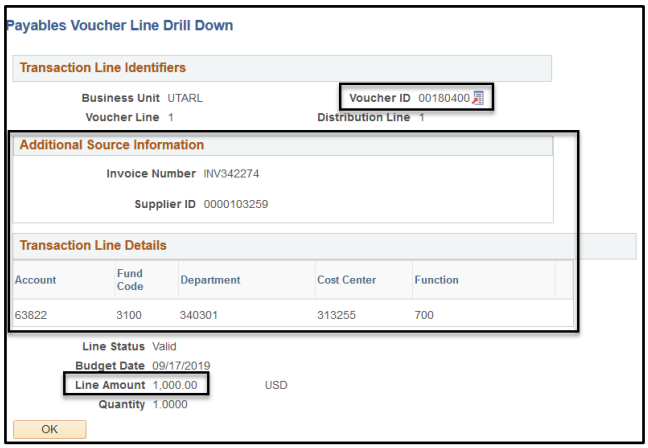
Fund, PC Bus Unit, Project and Activity: The chartfield values used for the transaction line.

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.



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

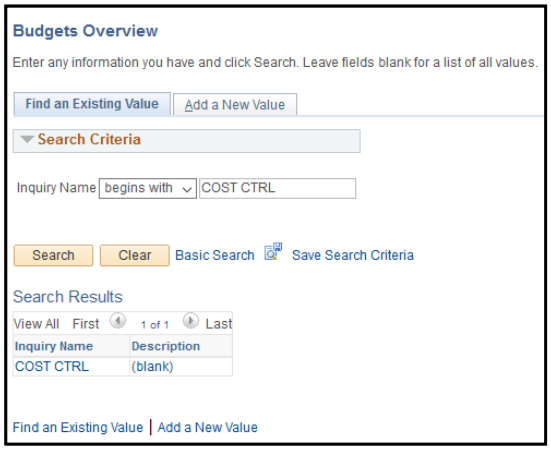
13. To return to the Budget Details page, click on the Budget Details window (browser tab), click OK on the Drill Down page, then click OK on the Activity Log page.

Budget Overview - View Transaction Activity & Source Document

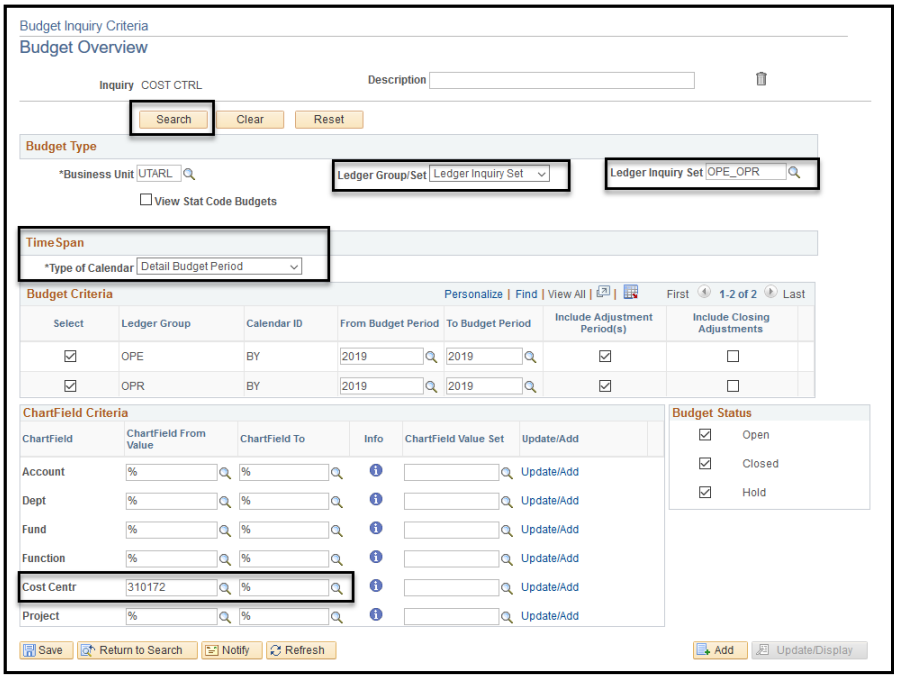
1. Begin by navigating to the Budget Overview page: Menu > Financial > Commitment Control > Review Budget Activities > Budget Overview.

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 <u>OR</u> Ledger Inquiry Set is selected:
   - For <u>Cost Centers</u> use **Ledger Group**: OPE, OPR; **<u>OR</u> Ledger Inquiry Set:** OPE_OPR
   - For <u>Sponsored Projects (Grants)</u> 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.

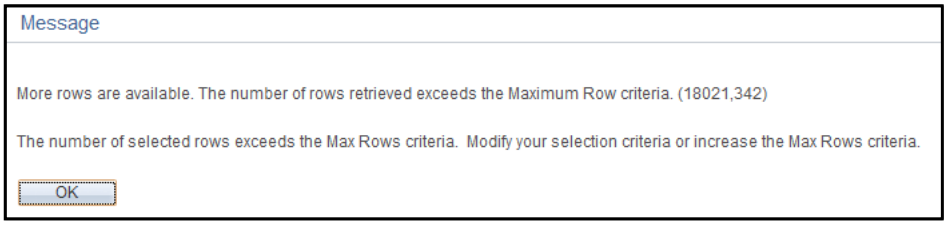


6. Select the **Calendar Type**. The recommended options are “Detail Accounting Period" (specific month or range) or "Detail Budget Period" (fiscal year-to-date).
7. If applicable, enter the **Budget Period** and or the **Accounting Period** that you want to view.

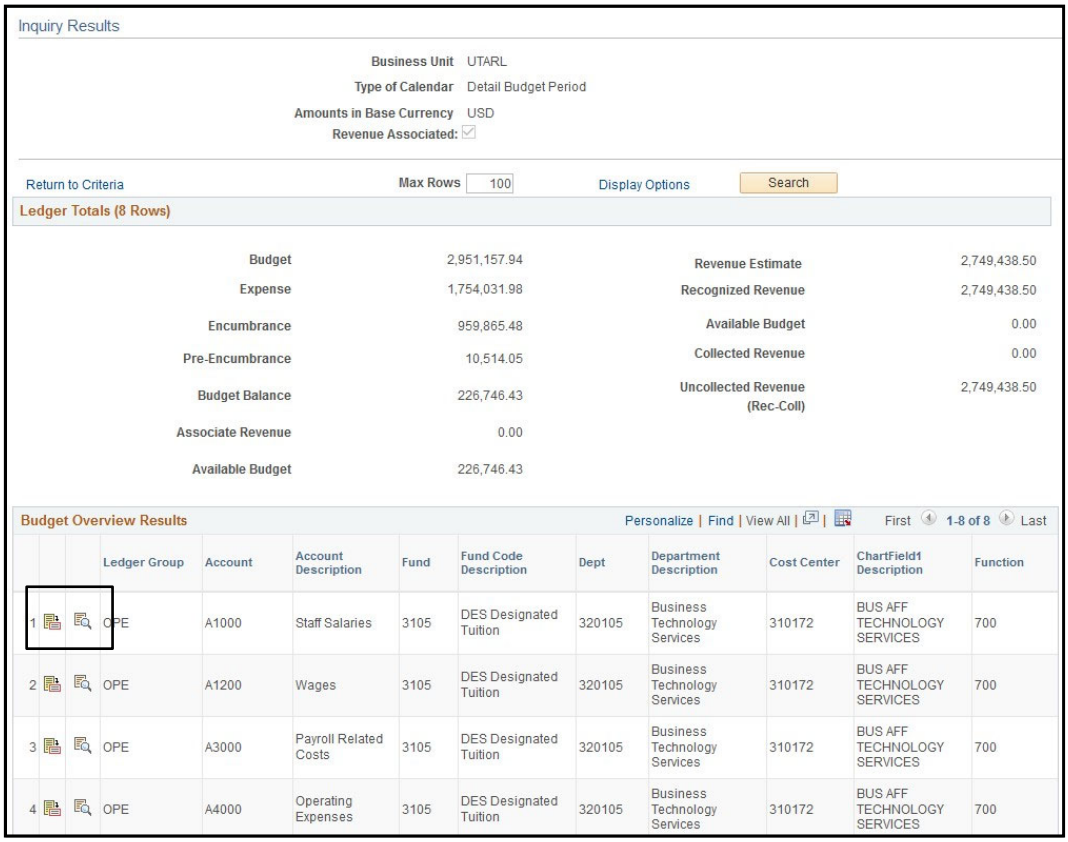
Note: *When viewing information for a Project (Sponsored or Capital) with Calendar Type "Detail Budget Period", leave the Budget Period "From" and "To" field blank. If you want to view budget information by Budget Period, select calendar type “Detail Accounting Period”.*

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.



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