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KNOWLEDGE  
SERVICES

**Department Approvers**

# Agenda



Approvals

Statement of  
Accounts

Department Funds



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**Approvals**

# Approvals

## Financial Documents

Financial documents are available for approval in the Worklist. Approvers will receive an email notification when a document needs attention.

### Financial Document Types

- **Travel Authorizations** – Encumbers funds for the anticipated cost of a trip
- **Cash Advances** – Funds received in advance for out of pocket travel expenses (Does not directly affect department budget)
- **Expense Reports** – Employee reimbursements/Cash Advance reconciliation for university travel; can also be used for non-travel out of pocket business expenses
- **Requisitions** – Request to purchase a good/service from a supplier
- **Payment Voucher** – Paying a supplier for a good/service provided
- **Interdepartmental Transfer Journals** – Transfers from one department to another. These are routinely processed by service centers to charge departments across campus for services provided. The department providing the services initiates the IDT Journal in UT Share.

# Approvals

## ProCard

Department Approvers are responsible for approving ProCard statements monthly for all employees in their department. Unlike the other documents, ProCard reconciliation does not involve workflow.

Your department admin/business office will let you know when a cardholder's statement is ready for approval.

The **Approver** should review each transaction line with a Status of "Verified". This status indicates that the statement has been reconciled by the cardholder/proxy and is now waiting to be approved.

Click the **Comments** bubble to view remarks or attachments for a transaction line (if available).

Click the **Distribution** icon to view budget information for the transaction line.

	Card Issuer	Card Number	Trans Date	Merchant	Status	Trans Amount	Status	Partial Status
1	MC	*****5453	04/03/2019	ALLSECURITY	Verified	542.10 USD	Valid	Valid
2	MC	*****5453	04/03/2019	JMAC SUPPLY	Approved	92.60 USD	Valid	Valid
3	MC	*****5453	04/12/2019	IDENTISYS INCORPORATED	Verified	402.66 USD	Valid	Valid
4	MC	*****5453	04/11/2019	CBORD	Verified	1,666.09 USD	Valid	Valid
5	MC	*****5453	04/15/2019	PROVANTAGE	Verified	328.07 USD	Valid	Valid
6	MC	*****5453	04/16/2019	AMAZON.COM MZ				
7	MC	*****5453	04/15/2019	ESHIPGLOBAL IN				
8	MC	*****5453	05/02/2019	ULINE SHIP SUPP				

After reviewing each transaction line:

- If correct, change the status from "Verified" to "Approved".
- If incorrect, leave the "Verified" status and notify the Reconciler (cardholder/proxy) about the corrections.
- Once the suggested corrections are made by the Reconciler, review the

Click the **Save** button to commit your changes to the database.

Buttons: Select All, Clear All, Verify, Approve, Validate Budget, Save, Notify, Refresh.



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**SAHARA**

# Reconciliation Approval

Approval is recorded on the Approval Page tab of the ARA Account Reconciliation.

The Approval page shows reconciliation information, activity and account summaries, and any comments entered by reconcilers and or approvers.

To submit an approval,

- Navigate to the Approval Page
- Click the Approved checkbox
- Click Save to save the approval

Search Page	<b>Approval Page</b>	Budget Information	Actuals Reconciliation	Encumbrance
<b>Header Details</b>				
Cost Center	313254	Description	OIT IT Help Desk	Owner
Projects				Start Date
<b>Approval Info</b>				
* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.				
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved By		Approval Date	Approver NetID
<b>Reconciliation Info</b>				
[REDACTED]				
[REDACTED]				
[REDACTED]				
Account	Reconciler Comments	Approver Comments		
1				

Save

# Reconciliation Approval

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

Two ways to access:

Use the “Multiple Cost Center/Project Approval Page” link on the main ARA Account Reconciliation screen.

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

Search Page

Account Reconciliation

Search Criteria

\*Business Unit  🔍

\*Year  🔍

\*Period  🔍

Department  🔍

Cost Center/Project  🔍

Search

Multiple Cost Center/Project Approval Page

ARA - Multiple CC Approval

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

Find an Existing Value

Search Criteria

Business Unit   🔍

Fiscal Year   🔍

Accounting Period   🔍

Department   🔍

Search Clear Basic Search Save Search Criteria



# Account Recon Summary Approval

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

Business Unit UTARL Fiscal Year 2020 Accounting Period 3 Department [REDACTED]

\*Filter Cost Centers/Projects

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

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Approve	User ID	Approve?	Link to Details
1 [REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	0.00	71,843.73	0.00	0.00	-44,630.69	<input type="button" value="313254"/>		<input type="button" value="Approve?"/>	<a href="#">Details for [REDACTED]</a>
2 [REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	80,037.59	0.00	0.00	-102,869.87	<input type="button" value="313255"/>		<input type="button" value="Approve?"/>	<a href="#">Details for [REDACTED]</a>

# Account Recon Summary Approval

To record approval of an Account Reconciliation,

1. Click the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.
2. Click the “Approve?” button
3. Click Save.

## Account Recon Summary Approval

Business Unit UTARL Fiscal Year 2020 Accounting Period 3

\*Filter Cost Centers/Projects All Cost Centers Upd

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

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

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

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# Reconciliation Summary

The ARA Reconciliation Summary page will show which cost centers and projects have been reconciled and approved.

**Work Center Navigation:**  
Monitor >  
Reconciliation Summary

**Menu Navigation:**  
Navigator >  
Financials >  
UTZ Customizations >  
General Ledger Sahara >  
Process >  
ARA Monitoring >  
ARA Reconciliation Summary

The screenshot displays the 'Account Reconciliation Summary' interface. At the top, there is a 'Search Filter' section with the following fields: Business Unit (UTARL), Fiscal Year (2020), Cost Center/Project From, Cost center/Project To, Department From, Department To, CC owner NetID, Manager NetID, and Alt Manager NetID. Search and Clear buttons are located at the bottom right of this section.

Below the search filters, there are two tables showing reconciliation status. The first table is titled 'Cost Center /Project Owner' and has a 'Find | View All' header. It contains two sub-tables: 'Status -- Reconciled Periods' and 'Status -- Approved Periods'. Both sub-tables have columns for months 01 through 12. In the 'Reconciled Periods' table, the checkbox for month 03 is checked. In the 'Approved Periods' table, the checkbox for month 03 is also checked. The second table below it has a similar structure, with the checkbox for month 03 checked in both the 'Reconciled Periods' and 'Approved Periods' sub-tables.



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# Managing Department Funds



A **Ledger** is used to track various types of transactions posted in Commitment Control for a specific Business Unit. The Ledger organizes data by the different funding sources (operating, sponsored or capital) and account structure (parent or child).

Examples:

Cost Center Ledgers:

- OPE (Expenses)
- OPR (Revenue)

Project Ledgers:

- GRT\_PARENT (Overall)
- GRT\_CHILD1 (single budget acct)

**Budget Accounts** specify the purpose of funds. It is used to record budget information to various categories.

UTShare Budget Accounts			
Non-Project Budget Accounts (Cost Centers)		Project Budget Accounts (Sponsored Projects)	
A1000	Staff Salaries • A&P Salaries • Classified Salaries	G4010	Salaries
A1200	Wages	G4020	Fringe Benefits
A2000	Faculty Salaries	G4040	Equipment Fabrication
A2100	Graduate Teaching Assistant Salaries	G4050	Equipment Capital
A3000	Fringe	G4070	Consultants
A4000	Operating Expenses • M&O • Travel • Utilities • Schol & Fellow • Capital	G4082	STEM Tuition
A7000	Expense Transfers (Budget Office Use Only)	G4090	Other Direct Costs
RTRFS	Revenue Transfers (Budget Office Use Only)	G4100	Rentals & Leases
		G4105	Rental Equipment
		G4110	Travel - Domestic
		G4120	Travel - Foreign
		G4130	Participant Expenses

# Department Funds


## Budget Details

The Budget Details page is used to view financial activity for a single budget account (e.g. A4000, G4010).









After navigating to a specific budget account, the various links can be used to review the specific transactions that make up the Budget, Expenses, Encumbrances, and Pre-Encumbrances affecting your budget.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
UTARL	OPE	A4000	3100	340301	313255	700		2020

[Display Chart](#)  [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

### Ledger Amounts

Budget:	1,178,439.00 USD			<a href="#">Attributes</a>
Expense:	1,196.59 USD			<a href="#">Parent / Children</a>
Encumbrance:	756,724.00 USD			<a href="#">Associated Budgets</a>
Pre-Encumbrance:	39.26 USD			

Associate Revenue 0.00 USD

### Available Budget

Without Tolerance	420,479.15 USD	<a href="#">Percent (35.68%)</a>	<a href="#">Forecasts</a>
With Tolerance	420,479.15 USD	<a href="#">Percent (35.68%)</a>	

### Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
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[Return to Search](#) [Notify](#)

# Department Funds

## Budget Overview

The Budget Overview page is used to view budget activity for multiple budget accounts (i.e., expenses and revenue).

Inquiry Results

Business Unit UTARL  
 Type of Calendar Detail Budget Period  
 Amounts in Base Currency USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows  [Display Options](#)

**Ledger Totals (4 Rows)**

Budget	2,089,498.00	Revenue Estimate	2,089,498.00
Expense	1,196.59	Recognized Revenue	2,089,498.00
Encumbrance	756,724.00	Available Budget	0.00
Pre-Encumbrance	39.26	Collected Revenue	0.00
Budget Balance	1,331,538.15	Uncollected Revenue (Rec-Coll)	2,089,498.00
Associate Revenue	0.00		
Available Budget	1,331,538.15		

**Budget Overview Results** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-4 of 4](#) | [Last](#)

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function	Class
1			OPE	A1000	Staff Salaries	3100	DES Organized Act Rel to Instr	340301	OIT Knowledge Services	700	Institution
2			OPE	A3000	Payroll Related Costs	3100	DES Organized Act Rel to Instr	340301	OIT Knowledge Services	700	Institution
3			OPE	A4000	Operating Expenses	3100	DES Organized Act Rel to Instr	340301	OIT Knowledge Services	700	Institution
4			OPR	RTRFS	Revenue Transfers	3100	DES Organized Act Rel to Instr	340301	OIT Knowledge Services		

[Return to Criteria](#) \*Notes





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**Resources**

# Resources

## **Policy, Procedures and Official University forms:**

- Web page: <https://www.uta.edu/policy/>

## **UT Share Support & Help:**

- <https://uta.service-now.com/selfservice>
- 817-272-2155

## **Training Resources:**

- Visit Business Affairs Training and Development web page: <https://www.uta.edu/business-affairs/training/>
  - Register for UT Share Classes
  - Join Business Affairs Listserv
  - View and/or Print UT Share Training Materials
    - Training Guides
    - PowerPoint
    - Job Aids