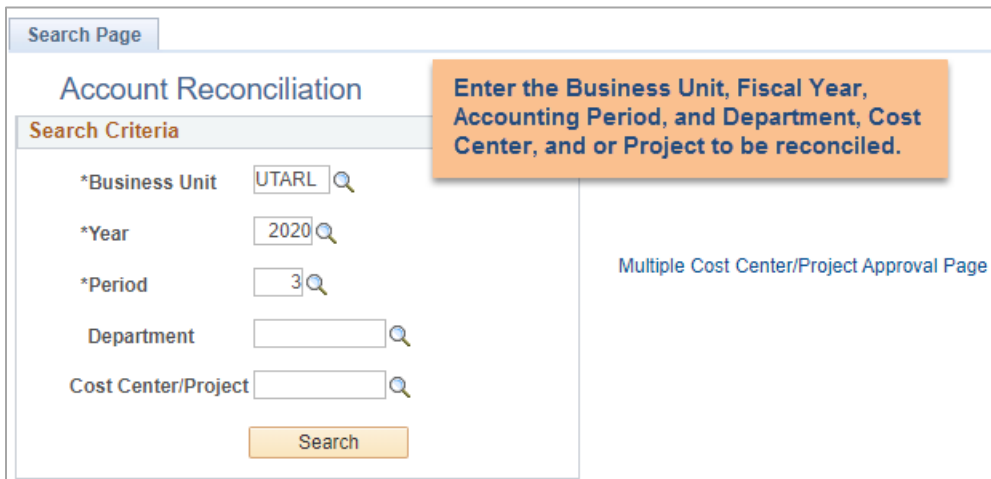


## Submit a Reconciliation

The purpose of this job aid is to explain how to submit a reconciliation in the SAHARA Account Reconciliation Application.

1. Navigate to the ARA – Accounts Reconciliation screen.
  - a. Reconcile > Accounts Reconciliation option on SAHARA Work Center.
  - b. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile
  - c. NavBar > Menu > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation.
2. Enter the Business Unit “UTARL”.
3. Enter the four-digit Fiscal Year in the “Year” field.
4. Enter the Accounting period in the “Period” field.
5. Enter the Department number, Cost Center ID, or Project ID for the account to be reconciled.
 

**NOTE:** *Leaving the Department and or Cost Center/Project fields blank will return all accounts to which reconciliation access has been granted.*
6. Click “Search”.



The screenshot shows a web interface for 'Account Reconciliation'. It features a 'Search Criteria' section with the following fields:
 

- \*Business Unit: UTARL
- \*Year: 2020
- \*Period: 3
- Department: (empty)
- Cost Center/Project: (empty)

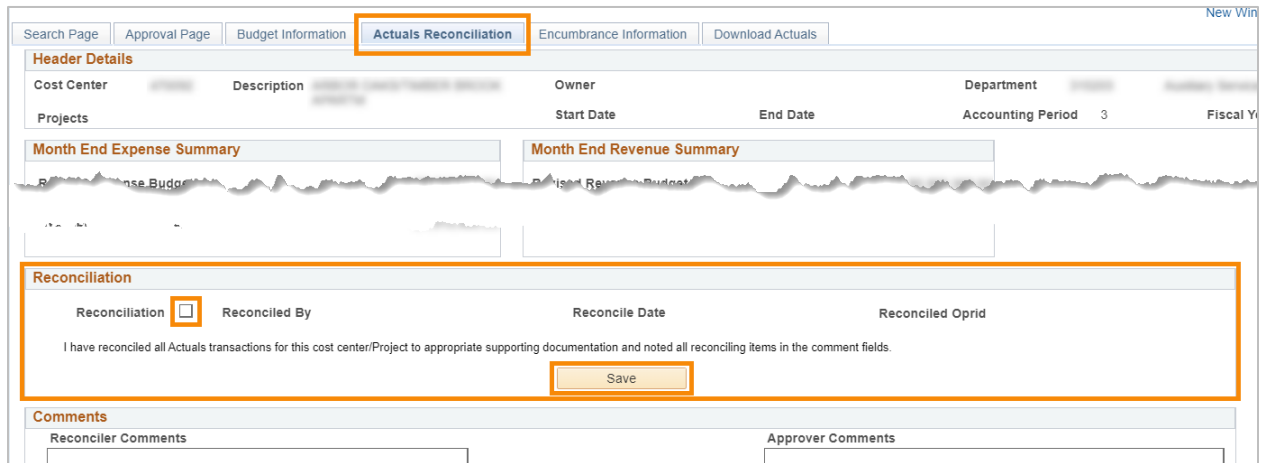
 A 'Search' button is located below these fields. An orange callout box highlights the search criteria fields with the text: 'Enter the Business Unit, Fiscal Year, Accounting Period, and Department, Cost Center, and or Project to be reconciled.' To the right of the search criteria, there is a blue hyperlink labeled 'Multiple Cost Center/Project Approval Page'.

The search results will populate.

7. Click on the Cost Center ID, Project ID, or any of the blue amount hyperlinks to access the Account Reconciliation.
8. The reconciliation opens on the Actuals Reconciliation page, which 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. Reconcilers should review the transactions on the Budget

Information, Actuals Reconciliation, and Encumbrance Information pages, and leave comments, flag reconciling transactions, and initiate corrections when necessary.

9. Once all Actual Accounts, Budget Information transactions, and Encumbrance transactions have been reconciled and any issues resolved, go to the “Actuals Reconciliation” tab to record the completion of the Reconciliation.
10. Click on the “Reconciliation” check box and click the “Save” button. The reconciliation is now recorded as completed.



The screenshot shows a web application interface with several tabs: Search Page, Approval Page, Budget Information, **Actuals Reconciliation**, Encumbrance Information, and Download Actuals. Below the tabs is a 'Header Details' section with fields for Cost Center, Description, Owner, Department, Projects, Start Date, End Date, Accounting Period (3), and Fiscal Year. There are also sections for 'Month End Expense Summary' and 'Month End Revenue Summary'. The main 'Reconciliation' section contains a checked checkbox, a 'Reconciled By' field, a 'Reconcile Date' field, and a 'Reconciled Oprid' field. Below these fields is a text area with the message: 'I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.' A 'Save' button is located at the bottom of this section. At the very bottom, there are 'Comments' sections for 'Reconciler Comments' and 'Approver Comments'.

11. Click on the “Search Page” tab if it is necessary to populate the reconciliation for another cost center or project.