

## Submitting A Reconciliation Approval

The purpose of this job aid is to explain how to submit a reconciliation approval.

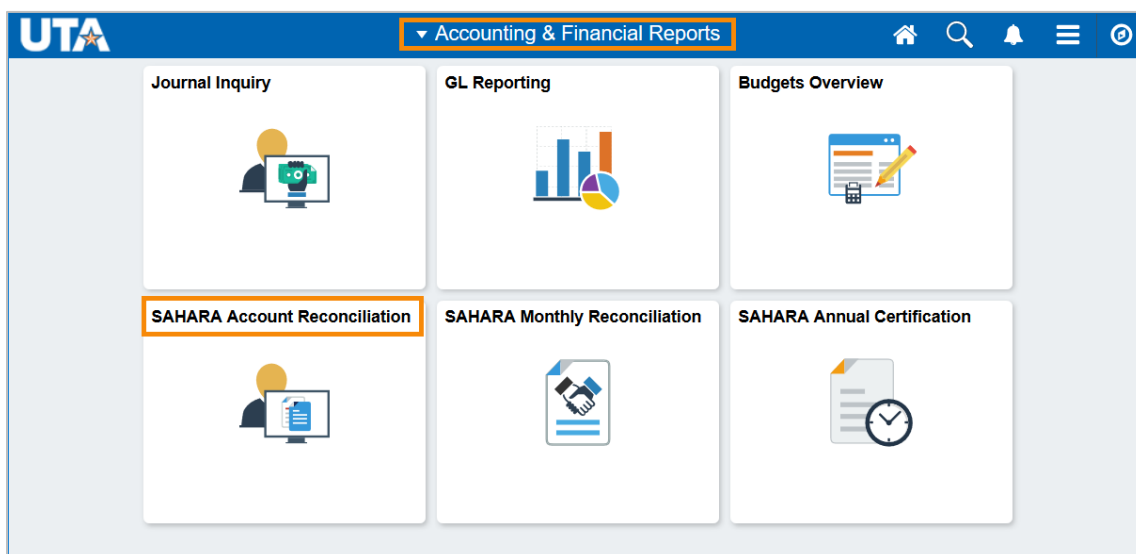
An Account Owner can approve reconciliation either by using the Approval checkbox on the Approval tab on the Account Reconciliation Application or the Approve Range of Cost Center page.

### Approve Reconciliation on the Account Reconciliation Page

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



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

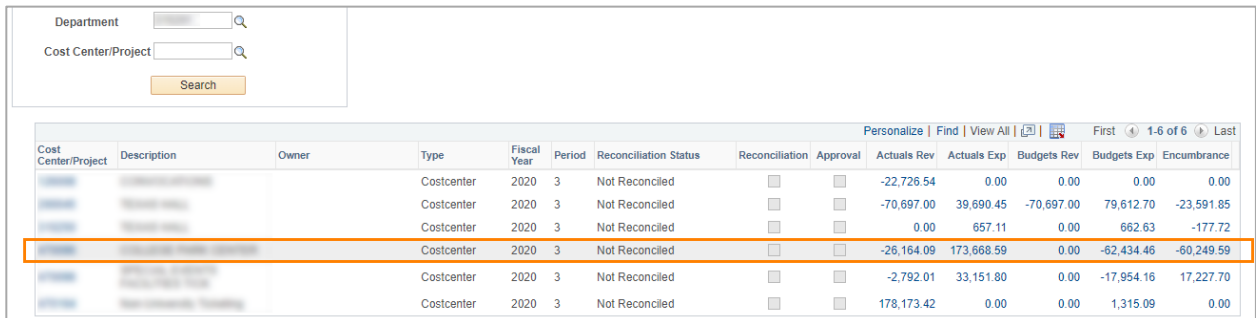


- c. Or, Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation
2. Enter the search criteria.



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.
3. To access the reconciliation details, click on the Cost Center or Project or any of the blue amount hyperlinks.



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. To submit approval once all transaction information has been reviewed, click on the Approval Page tab.
5. The Approval Page displays Net Monthly Activity summaries, Account summaries, and a listing of comments that have been entered on Budget, Actual, and Encumbrance transactions.

To submit approval of the account reconciliation, click the Approved checkbox, then click the Save button at the bottom of the page.

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

**Header Details**

Cost Center	Description	Owner	Department
Projects		Start Date	End Date
		Accounting Period	Fiscal Year
		3	2020

**Approval Info**

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

Approved  Approved By Approval Date Approver NetID

**Reconciliation Info**

Reconciler Sam Maverick Reconciliation Date 03/26/20 9:06:12AM Reconciler NetID 1234567890

**Net Monthly Activity**

Revenue Budget \$0.00 Revenue Actuals \$-1.70 Encumbrances \$10,363.39

Expense Budget \$448.42 Expense Actuals \$5,137.44

**Account Summaries**

Total Budgets \$448.42 Total Actuals \$5,135.74 Total Encumbrances \$10,363.39

Budget Accounts	Actuals Accounts	Encumbrance Accounts
Account	Account	Account
Description	Description	Description
Monetary Amount	Monetary Amount	Monetary Amount
1 A4000 Operating Expenses \$448.42	1 60372 Cleaning Services \$41.60	1 63003 Office/Computer Supplies \$-145.34

**Transaction Comments**

**Budget Comments**

Account	Reconciler Comments	Approver Comments
1 A9000	investigate budget transfer requested during period	found that budget transfer posted to period 4

**Actuals Comments**

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

**Encumbrance Comments**

Account	Reconciler Comments	Approver Comments
1 A4000	review ER	ER in question contained erroneous entries; correction submitted

Save

6. The Approval Page will show the Approver's details along with the date and time the reconciliation was approved.

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

**Header Details**

Cost Center	Description	Owner	Department
Projects		Start Date	End Date
		Accounting Period	

**Approval Info**

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

Approved  Approved By Jane Dolan Approval Date 06/16/20 11:16:41AM Approver NetID 9876543210

**Reconciliation Info**

Reconciler Sam Maverick Reconciliation Date 03/26/20 9:06:12AM Reconciler NetID 1234567890

**Net Monthly Activity**

7. If another account reconciliation needs to be approved, click on the "Search Page" tab to return to the Account Reconciliation search page.

## Approve a Range of Accounts

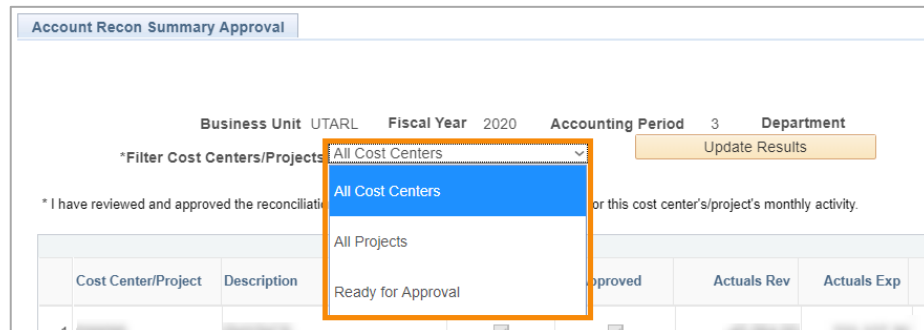
The Approve Range of Cost Centers page allows Account Owners to approve multiple reconciliations at one time.

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

- b. Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of Cost Centers
  - c. ARA Account Reconciliation Search page using the “Multiple Cost Center/Project Approval Page” link

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

- The Account Recon Summary Approval screen will populate. Use the “Filter Cost Centers/Projects” to indicate what types of accounts should display. If necessary, use the drop-down to select the type of account, or choose “Ready for Approval” to populate all accounts that have been reconciled and are ready for approval. Then click the “Update Results” button to repopulate the accounts list.



The “Actuals” 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.

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

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