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.

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

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
   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.
3. 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.

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<table>
<thead>
<tr>
<th>Cost Center/Project</th>
<th>Description</th>
<th>Approved</th>
<th>Actuals Rev</th>
<th>Actuals Exp</th>
<th>Budget Rev</th>
<th>Budget Exp</th>
<th>Encumbrance</th>
<th>Approve</th>
<th>User ID</th>
<th>Approve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Approve?</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve?</td>
</tr>
</tbody>
</table>
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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.

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.