SAHARA Overview

What is SAHARA?

- The acronym comes from **Sh**ared **A**ccounts **R**econciliation **A**pplication, and is an account reconciliation application in PeopleSoft used to reconcile cost centers and projects.
- Replaces the Monthly Financial Report (MFR).
- Streamlines and accelerates reconciliations.
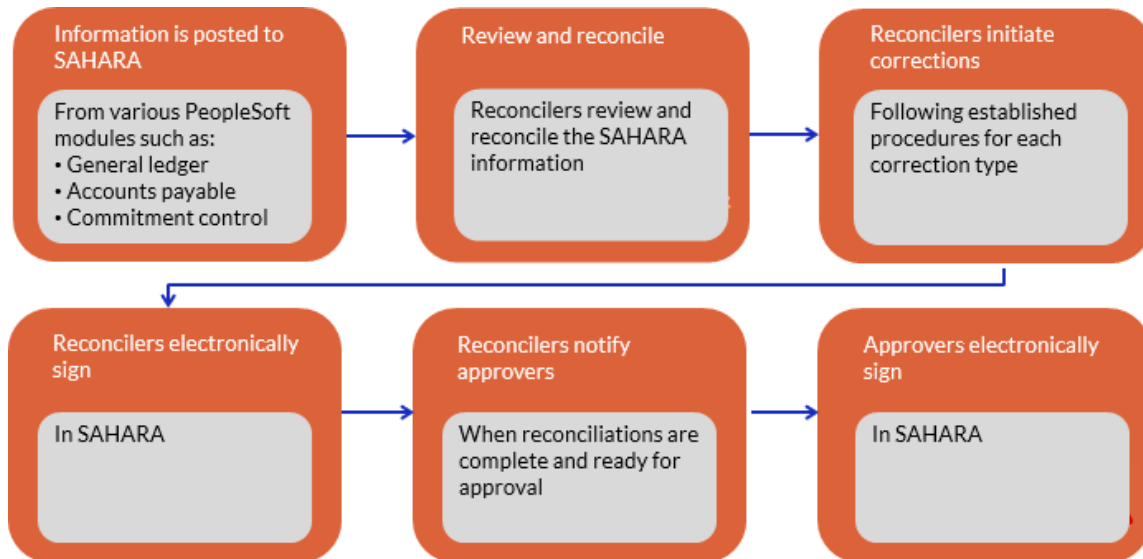- Helps reconcilers identify and correct errors more efficiently.

What does SAHARA do?

- Takes all financial transactions posted to a cost center or project and shows them in a manner that makes reconciling and reviewing more efficient.
- Data funnels into SAHARA from various modules, such as:
  - accounts payable (A/P)
  - general ledger (GL)
  - commitment control
  - purchasing

What are the benefits of SAHARA?

- Reconcilers and approvers can easily check the status of reconciliations.
- Reconcilers can get a clear view of financial transaction details and export them into Excel.
- Provides tools, such as **flags and comment boxes,** for improved communication between reconcilers and approvers.
- Contains a robust electronic and paperless approach to reviewing and approving reconciliations.
- Approvers can electronically approve multiple cost centers or projects at one time after they have been reconciled.
- It offers *Easy Correct*, allowing reconcilers to initiate corrections for certain actuals transactions.

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What is the reconciliation process?

Information is posted to SAHARA	Review and reconcile	Reconcilers initiate corrections
From various PeopleSoft modules such as: • General ledger • Accounts payable • Commitment control	Reconcilers review and reconcile the SAHARA information	Following established procedures for each correction type

Reconcilers electronically sign	Reconcilers notify approvers	Approvers electronically sign
In SAHARA	When reconciliations are complete and ready for approval	In SAHARA

What other resources are available for guidance?

- The following helpful tools are located on the Financial Affairs Training Accounting Services website.
  - Reconciliation Checklist: Provides each step necessary for reconciliations
  - Large Purchase Training Template: Provides assistance with tracking large purchases
  - Salary Expense Review Template: Provides assistance with reviewing salary activity
- Refer to FMOGs page for the following operational guidelines:
  - Department Financial Reviews
  - Monitoring Plan for Segregation of Duties and Review of Financial Activity
- Additional training available:
  - AM 0711.01 SAHARA Open Lab **(optional)**
    - This lab gives reconcilers and approvers an opportunity to discuss questions about SAHARA reconciliations or issues they have encountered during their reconciliations.

Who can help with access or any other issues?

- For access and navigation issues:
  - Tech Café at ext. 7762
- For all other items:
  - Accounting Services at ext. 4212 or Accounting.Office@utsa.edu

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Navigating to SAHARA

- Log in to PeopleSoft
- To use tile navigation
  - Choose **Accounting and Financial Reports** in the drop down
  - Choose SAHARA Monthly Reconciliation
- To use breadcrumb navigation: Financials/UTZ Customization/General Ledger/SAHARA/ Process/ARA Process/ ARA-Accounts Reconciliation

UTSA. Accounting Services
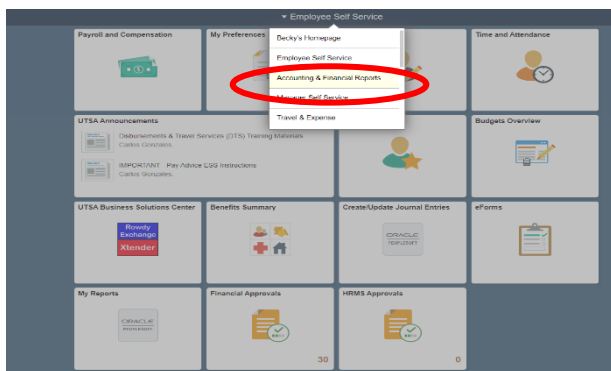
On this tab, you will search for reconciliations by choosing the period, fiscal year, cost center/project id or department ID. Then click **Search**.

Reconciliations can only be run for **one** period, not cumulatively.

Enter **Year**, **Period**, **Cost Center or Project OR Department ID**; then click Search

- After clicking **Search**, various information will populate (see diagram below.)
- Then, click the hyperlink of the cost center or project you will reconcile to drill into the reconciliation.

Search Page

Account Reconciliation

Search Criteria

*Business Unit	UTSA1
*Year	2021
*Period	1
Department	
Cost Center/Project	DRV12

Search

Multiple Cost Center/Project Approval Page

Reconciliation or approval status

Personalize | Find | View All | ⬚ | ⬚   First ◀ 1 of 1 ▶ Last

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
DRV123	Rowdy Admin Ops ADMIN OPS	Bunton,Bianca G	Costcenter	2021	1	Not Reconciled	☐	☐	0.00	21,117.51	-25,132.00	25,281.12	182.24

Click here to drill into the reconciliation

Cost center or Project owner/Department

Monthly totals

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SAHARA Tabs

There are six tabs in SAHARA:

- **Search Page**: To return to the Search Page
- **Approval Page:** Where approvers can electronically approve reconciliations
- **Budget Information:** To review budget information
- **Actuals Reconciliation:** To review actuals transactions and where reconcilers can electronically sign reconciliation
- **Encumbrance Information:** To review encumbrance information
- **Download Actuals:** To access a listing of actuals transactions that can be exported into Excel (same data as Actuals Reconciliation tab)

Accounting & Financial Reports					
Search Page	Approval Page	Budget Information	**Actuals Reconciliation**	Encumbrance Information	Download Actuals

Header Details

Cost Center	DRV123	Description	Rowdy Admin Ops	Owner	Bunton,Bianca G
Projects				Start Date	End Date

6 tabs in SAHARA

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Actuals Reconciliation Tab

The actuals reconciliation tab contains:

- Summaries of year-to-date revenues, expenses, budgets and encumbrances
- Revenue and expense actuals details
- Comment and flag features for the reconciliation
- Comment and flag features for each transaction
- Easy Correct correction journals (details for this are covered in the Easy Correct section)
- The electronic signature section for reconcilers
  - After the reconciler has electronically signed the reconciliation, they **must notify the approver (via email, etc.) PeopleSoft does not automatically notify the approver when reconciliations are ready for approval.**

Below are the details you will find on the Actuals Reconciliation tab.

Header Details Section

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

Header Details

| Cost Center | DRV123 | Description | Rowdy Admin Ops | Owner | Bunton,Bianca G | Department | RDX099 | Rowdy Admin |
| Projects | | | | Start Date | End Date | Accounting Period | 1 | Fiscal Year 2021 |

The **Header Details** will provide the cost center/project, owner, department, accounting period and Fiscal year, as well as the start and end dates of Sponsored and Capital projects.

UTSA Accounting Services

Month End Summary

Month End Expense Summary	
Revised Expense Budget	$25,281.12
YTD Actuals Expense	$21,117.51
PTD Actuals Expense	$21,117.51
Encumbrance Total	$182.24
Available Expense Budget	$3,981.37

Month End Revenue Summary	
Revised Revenue Budget	$25,132.00
YTD Actuals Revenue	$0.00
PTD Actuals Revenue	$0.00
Revenue Budget Balance	$25,132.00

Month End *Expense* Summary

- Expense budget
- Year-to-date actual expenses
- Project –to-date actual expenses (for project IDs only)
- Encumbrance total = total of open encumbrances
- Available expense budget (available funds)

Month End *Revenue* Summary

- Revenue budget
- Year-to-date actual revenue
- Project-to-date actual revenue (for project IDs only)
- Revenue budget balance

Reconciliation Section

Once the entire reconciliation (all tabs) has been reviewed and all **Reviewed** boxes are checked on the Actuals Reconciliation tab, reconcilers will check the **Reconciliation** checkbox and then click **Save**.

The reconciliation is now ready for approver review, and **no further changes can be made.**

Reconciliation			
Reconciliation ☐	Reconciled By	Reconcile Date	Reconciled Oprid

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

! After the reconciler has electronically signed the reconciliation, they **must** notify the approver (via email, etc.) **PeopleSoft does not automatically notify the approver when reconciliations are ready for approval.**

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Comments

Reconciler Comments
Approver Comments

Save Comments

Reconciler and approver/owner (department manager) can enter comments in this **Comments** section.

These comments should apply to the reconcilation.

Comments can also be left on a specific transaction (covered more in section below.)

Click **Save Comments** button to save the comments.

Account Section

- **Revenue and expense actuals are listed.**
  - These are actuals transactions posted within the month being reconciled, for example:
    - Accounts payable vouchers
    - General ledger journals, including IDTs, UTZ/Banner journals, expense sheets, etc.
  - Grouped by:
    - General ledger account code
      - 63003 Office Supplies
      - 63601 Computer Time, etc.
    - Document source (type of document that recorded the transaction), for example:
      - Accounts payable
      - Spreadsheet journal
      - UTZ journal
- **Comments and flags** can be added to each transaction.
- **Easy Correct** is available to create correcting journals for certain transactions. This will be covered in more detail in the Easy Correct section of this job aid.
- After reviewing account activity within each account code, **Reconcilers must check the "Reviewed" checkbox for each account code. This is required in order for the Reconcilier to signoff** on the reconciliation.

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Must check **Reviewed checkbox** for **every account**

Transactions are grouped by account code and document source

View All (to view all accounts)

View All (to view all transactions)

Easy Correct feature is available for certain

Comments and flags can be left on transactions. Note: A comment must be left in order to use the flag function.

Revenue for the period $0.00   Expenses for the Period $21,117.51

Account   Find | View 1   First ◀ 1-9 of 9 ▶ Last

| Account | 60302 | Data Processing Serv | Source | Spreadsheet Journal | Acctg Def Name | |
| Reviewed | ☑ Review Date | 10/20/20 10:44:12AM | | | Account Subtotal | $24,583.34 |

Personalize | Find | View All | 🗐 | 📊   First ◀ 1 of 1 ▶ Last

Details

	Flag	Easy Correct	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount
1	🗨 🚩	Easy Correct	0000497472	09/01/2020	FY20Prepaids/00249927	Reverse 0000497470		$24,583.34

| Account | 63003 | Office/Computer Supplies | Source | Accounts Payable | Acctg Def Name | Payables Definition |
| Reviewed | ☑ Review Date | 10/20/20 10:44:14AM | | | Account Subtotal | $196.49 |

Personalize | Find | View All | 🗐 | 📊   First ◀ 1-11 of 11 ▶ Last

Details

	Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	🗨 🚩	Easy Correct	0001968416-0000000	2020-09-03	2020-09-26	00256842	H-E-B #463	CITIBANK NA				$7.32
2	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	Scotch(R) Transpar	TODAY'S BUSINESS S		PO0086793	Scotch(R) Transpar	$11.88
3	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	Paper Mate(R) InkJ	TODAY'S BUSINESS S		PO0086793	Paper Mate(R) InkJ	$21.90
4	🗨 🚩	Easy Correct	514628511001	2020-09-30	2020-10-07	R0022587	Allsop NatureSmart	TODAY'S BUSINESS S		PO0086962	Allsop NatureSmart	$12.99
5	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	HP 951XL High Yiel	TODAY'S BUSINESS S		PO0086793	HP 951XL High Yiel	$53.76
6	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	HP 951XL High Yiel	TODAY'S BUSINESS S		PO0086793	HP 951XL High Yiel	$25.20
7	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	Office Depot(R) Br	TODAY'S BUSINESS S		PO0086793	Office Depot(R) Br	$4.64
8	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	Paper Mate(R) InkJ	TODAY'S BUSINESS S		PO0086793	Paper Mate(R) InkJ	$20.80
9	🗨 🚩	Easy Correct	0001968416-0000000	2020-09-03	2020-09-26	00256842	AMAZON.COM	CITIBANK NA				$-16.09
10	🗨 🚩	Easy Correct	0001968416-0000000	2020-09-03	2020-09-26	00256842	AMAZON.COM MF3TW79	CITIBANK NA				$16.09
11	🗨 🚩	Easy Correct	127075397001	2020-09-24	2020-10-01	R0022475	Purell(R) Instant	TODAY'S BUSINESS S		PO0086793	Purell(R) Instant	$38.00

| Account | 63003 | Office/Computer Supplies | Source | Spreadsheet Journal | Acctg Def Name | |
| Reviewed | ☑ Review Date | 10/20/20 10:44:26AM | | | Account Subtotal | $-7.32 |

UTSA Accounting Services

Actuals Reconciliation Tab

Review
- Review revenue and expenses.
- Does the data seem accurate?
- Does it include everything you expected?

Consider
- Consider the available expense budget.
- Is the amount negative?
- If so, a budget transfer or a correction may need to be processed to correct the balance.
- Are there other planned commitments not included in this balance that need to be considered?

Focus
- Focus on areas requiring more attention:
  - Was a transaction recorded to the wrong cost center or project?
  - Was a transaction recorded to the wrong account code?
- Focus on salary activity: Departments **must** have a method to prove review of salary expense detail against budget.
  - For period 1, compare original budget in salaries to a list of position budgets and adjust funding as needed.
  - For all other months, take the salary budget by person, deduct the amount paid by person and deduct encumbrances by person. This should equal zero.
- If the amount is positive, it is usually an indication of salary savings.
- If the amount is negative, most likely, additional funding is needed.
  - Check budget and expenses carefully when there are personnel changes like new hires, terminations or pay rate changes, including additional pay.
  - Use the Payroll Distribution Report as a supplemental resource.
  - Use the optional Salary Expense Overview Template created by Financial Affairs.
- This Excel template can assist in reviewing salary activities.
- Use of the template is not required, but departments **must** have a method to prove review of salary expense detail against budget.

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- Enables access to a listing of actuals transactions that can be downloaded into one Excel worksheet
- Lists the **same transactions as on the Actuals Reconciliation tab**, but with an Excel-friendly layout
- Another option to assist in reviewing actuals

To download the transactions, scroll to the far right of the Download Actuals screen and click on the Excel icon. When the Excel spreadsheet has been downloaded, you will see the listing of revenue and expense transactions for the month. Note: the report runs 100 columns wide.

Below are details you will find on the Download Actuals tab.

Scroll to far right

Click the Excel icon

SAHARA will export Excel worksheet listing actuals transactions for the month.

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Encumbrance Information Tab

- Summarizes the beginning and ending balances of open encumbrances, as well as net encumbrance activity for the month
- Lists details of monthly encumbrance activities, including:
  - Purchase order encumbrances
  - Travel expense encumbrances
  - Salary encumbrances
  - Disencumbrances
- Contains comment and flag features for the **reconciliation**
- Contains comment and flag features for **each transaction**

Below are details you will find on the Encumbrance Information tab.

Comments and Encumbrance Summary Sections

Reconcilers and approvers can leave comments. Remember to click **Save** to save your comments!

Beginning balance of open encumbrances for this period

Net amount of encumbrance activities for this period.

The details behind this amount are listed in the sections below.

Ending balance of open encumbrances for this period

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Encumbrance Details Sections

Encumbrance activities are broken into 3 sections:

1. Purchase order encumbrances
2. Travel expense encumbrances
3. All other encumbrance, includes
   - o Payroll encumbrances
   - o All disencumbrances for:
     - ▪ Purchase orders
     - ▪ Travel
     - ▪ Payroll

This query provides a listing of open encumbrances: Open PO Query – UTS_PO_OPEN_ENC_BY_CC

PO Encumbrances   XXXXXXXXXX   Sue Blue   2019 Rowdy Retreat   Personalize | Find

	Comments	Flag	PO Number	Purchase Order Date	Line	PO Line Description	Vendor Name	Requisition ID	Requistion Date	Requisition Description	Requisition Line Number	Account	Descrip
1	💬	⚑	PO0074287	10/07/2019	1	Office Depot(R) Brand Durable View Round-Ring Binder, 2 Rings, 61 Recycled, Purple	TODAY'S BUSINESS SOLUTIONS, LLC		10/07/2019			A4000	Operati

Travel Expense Encumbrances

	Comments	Flag	Travel Authorization ID	Empl ID	Employee Name	Travel Authorization Submission Date	Travel Auth Description	Business Purpose	Line Description
1	💬	⚑	0000140246	6001126407	Hardison,Sheri L	10/01/2019	2019 TASSCUBO Retreat	TR001	

All other Encumbrances   Personalize | Find | View All | 🗗 | ▦   First ◀ 1 of 23 ▶ Last

	Comments	Flag	Encumbrance Type	Document ID	Document Line	Document Description	Commitment Control Quantity	Monetary Amount
1	💬	⚑	EX_EXSHEET		0	Expense Sheet		$-799.17

Comments and flags can be added to

Click **Excel** icon to export transactions

UTSA Accounting Services

Encumbrances

Review

- Review the monthly activities listed in SAHARA.
- Did you review open encumbrances?
- Is the data accurate?
- Does it include everything you expected?
- Can you close out any purchase orders or travel authorizations?
  - Email Purchasing@utsa.edu to request closure of POs that are fully finished and paid.
  - Email disbursements.travel@utsa.edu with TA number and travel name to close, cancel or delete TAs that should no longer be encumbered.
- Are there payments that need to be made on purchase orders?
  - See the Texas Prompt Payment Law FMOG for guidelines regarding payment timelines.
  - Follow up with Disbursements and Travel Services as necessary on outstanding payments.

Consider

- Do you have pending purchases over $15,000 or other large commitments not yet encumbered?
- Are you maintaining a list of those pending purchases over $15,000 or other large commitments not yet encumbered?
- Do you know the available balance once you've considered the unencumbered commitments?
- See Large Purchase Tracking Template for guidance on tracking large purchases not yet encumbered.

Focus

- Focus on any other areas needing more attention.
- See Actuals tab information for salary related areas needing analysis.

UTSA Accounting Services

Budget Information Tab

- Summarizes the beginning of:
  - Period budgets
  - Monthly budget activities
  - End-of-period budgets
- Lists details of the monthly budget activities
- Contains comment and flag features for the **reconciliation**
- Contains comment and flag features for **each transaction**

Below are details you will find on the Budget Information tab

Comments Section

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

Header Details

Cost Center	DRV123	Description	Rowdy Admin Ops	Owner	Bunton,Bianca G	Department	RDX099	Rowdy Admin Ops
Projects				Start Date	End Date	Accounting Period	2	Fiscal Year 2

Comments

Approver Comments

Save Comments

Summary

Reconcilers and approvers can leave comments. Remember to hit **Save** to save your comments!

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Summary

Permanent Revenue Budget	$-9,980.00		Permanent Expense Budget	$0.00
Beginning of Period Rev Budget Total	$-9,980.00		Beginning of Period Exp Budget Total	$14,165.40
Monthly Rev Budget Transaction Total	$0.00		Monthly Exp Budget Transaction Total	$22,950.00
End of Period Rev Revised Budget	$-9,980.00		End of Period Exp Revised Budget	$37,115.40

Revenue Budget

- **Beginning of Period Rev Budget Total:** Prior month ending revenue budget (Agrees to "Revenue Estimate" on Budget Overview screen for this period)
- **Monthly Rev Budget Transaction Total:** Revenue budget adjustments made this period (e.g. budget transfers)
- **End of Period Rev Revised Budget:** This is the Beginning of Period Rev Budget Total + Monthly Rev Budget Transaction Total

Expense Budget

- **Beginning of Period Exp Budget Total:** Prior month end expense budget. (Agrees to **Budget** in Budget Overview screen for this period)
- **Monthly Exp Budget Transaction Total:** Expense budget adjustments made during this period (e.g., budget transfers)
- **End of Period Exp Revised Budget:** This is the Beginning of Period Exp Budget Total + Monthly Exp Budget Transaction Total.

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Comments and flags can be added to transactions

	Comments	Flag	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount
										Personalize | Find | View All | ⬚ | ⬚	First ◀ 1-2 of 2 ▶ Last
Budget Activity											
1	💬	🚩	0005770042	10/30/2019	4	0000433875	OPE	Xfer Adj.	A4000	Operating Expenses	$12,000.00
2	💬	🚩	0005779382	11/04/2019	2	0000431983	OPE	Xfer Adj.	A4000	Operating Expenses	$10,950.00

For each budget transaction, the following data is presented:

- Transaction ID
  - ID assigned when the budget transfer was processed
- Tran Date
  - Date the budget transfer was processed
- Tran Line:
  - Line number of the budget transfer
- Journal ID
  - Journal number assigned when the budget transfer was processed
- Ledger Group (ledger group of the transaction)
  - OPE: Operating Expense
  - OPR: Operating Revenue
  - PLANT: Capital Projects
  - GRANT CHILD: Sponsored Projects
- Budget Entry Type:
  - Original: Original budget
  - Adjustment: Budget transfers
  - Roll Fwrd: Roll forward balance from prior year

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Budget Information Tab

Review
- Review the monthly activity.
- Does the budget data seem accurate?
- Are any significant budget transactions missing?

Consider
- Consider the available expense budget.
- Is the Revised Expense Budget negative? If so, a budget transfer or expense correction may be needed to correct the balance.

Focus
- Focus on any other areas requiring more attention.

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Approval Page Tab

- Electronic signature section for approvers
- Evidence reconcilers' electronic signature
- Monthly activity summary by **type**
- Monthly activity summary by **account**
- Comments that were entered (from other tabs of the reconciliation)

> **!** Once a reconciler has electronically signed the reconciliation, they **must** notify the approver (via email, etc. **PeopleSoft does not automatically notify the approver when reconciliations are ready for approval.**

After the reconciler notifies the approver, the reconciliation is ready to be approved. The owner/approver goes to the **Approval Page** tab to approve.

After the approver completes their review of the reconciliation, click on the **Approved** checkbox, click **Save** and the approver's name and employee ID will populate. Once this is done, no further action is needed, and the reconciliation is in **Complete** status.

Below are the details you will find on the Approval Page tab.

UTSA Accounting Services

Approval Info and Reconciliation Info Sections

Approvers check this box to electronically sign reconciliations. Remember to click **Save** at the bottom of the screen!

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

Header Details

Cost Center	DRV123	Description	Rowdy Admin Ops	Owner	Bunton,Bianca G	Department	E
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		Approval Date		Approver NetID

Reconciliation Info

	Reconciler	Sue Blue	Reconciliation Date	10/20/20 10:49:06AM	Reconciler NetID	XXXXXXXXX

Net Monthly Activity

Reconciler's name, date of approval and EMPL ID

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Net Monthly Activity and Account Summary

Summary of monthly activity summary by type

Net Monthly Activity

Revenue Budget $-25,132.00	Revenue Actuals $0.00	Encumbrances $182.24
Expense Budget $25,281.12	Expense Actuals $21,117.51	

Account Summaries

Total Budgets $149.12   Total Actuals $21,117.51   Total Encumbrances $182.24

Budget Accounts — Personalize | Find | View All | 🔁 | 📊   First ◁ 1 of 2 ▷ Last

	Account	Description	Monetary Amount
1	A4000	Operating Expenses	$25,281.12

Actuals Accounts — Personalize | Find | View 1 | 🔁 | 📊   First ◁ 1-6 of 6 ▷ Last

	Account	Description	Monetary Amount
1	60302	Data Processing Serv	$24,583.34
2	63003	Office/Computer Supplies	$189.17
3	63141	Computer Software Expensed	
4	63601	Computer Time	
5	67117	Workshop/Seminar Costs	

Encumbrance Accounts — Personalize | Find | View All | 🔁 | 📊   First ◁ 1 of 1 ▷ Last

	Account	Description	Monetary Amount
1	63003	Office/Computer Supplies	$182.24

Summary of monthly activity summary by account

UTSA Accounting Services

Transaction Comments Section

Transaction Comments

Budget Comments   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Account	Reconciler Comments	Approver Comments
1		

Actuals Comments   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 2 ▶ Last

Account	Reconciler Comments	Approver Comments
1 63141		

Encumbrance Comments   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Account	Reconciler Comments	Approver Comments
1		

Save

Comments entered by reconcilers on the **Budget**, **Actuals** or **Encumbrance** tabs will show in this section as well.

Click **Save** after approver has checked the **Approved** box.

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- Allows owners/approvers to approve multiple cost centers or projects at once
- Is not accessible to reconcilers
- Provides high level totals of Actuals, Budget and Encumbrances for the period

Begin at the **Search** tab and click on the link

Search Page

Account Reconciliation

Search Criteria

*Business Unit	UTSA1
*Year	2020
*Period	11
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	begins with ▾	UTSA1
Fiscal Year	= ▾	2020
Accounting Period	= ▾	11
Department	begins with ▾	RDX099

Enter the search criteria and click **Search**

Search   Clear   Basic Search   Save Search Criteria

Search Results

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RDX099

Business Unit UTSA1 **Fiscal Year** 2020 **Accounting Period** 6 **Department** RDX099

*Filter Cost Centers/Projects [All Cost Centers ▾] [Update Results]

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

Personalize | Find | View All | 🗗 | 📠   First ◀ 1-3 of 3 ▶ Last

	Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Approve	User ID	Approve?	Link to Details
1	DRV123	Rowdy Admin Ops	☑	☑	0.00	3,666.59	0.00	0.00	0.00	DXM003	Bianca Renteria Granado	Approve?	Details for DRV123
2	DRV124	Rowdy Admin Ops Plant	☑	☑	0.00	8,822.29	0.00	0.00	-8,150.29	DXM070	Bianca Renteria Granado	Approve?	Details for DRV124
3	EGX007	Rowdy Admin Ops	☐	☐	0.00	115,832.78	0.00	24,912.11	-87,802.42	EGX007		Approve?	Details for EGY124

[OK] [Cancel] [Apply]

> Click on **Approve**, then click on **Approve?** for each cost center or project

> Totals of Actuals, Budget and Encumbrances for the period

> These links will take you to the reconciliation

UTSA Accounting Services

Easy Correct General Information

- Enables reconcilers and approvers to initiate correction journals
    - Automatically routes the journal to Accounting Services for review and approval
- Can only be used to correct certain **Actuals** transactions
- Cannot be used for **Budget** or **Encumbrances** transactions

Easy Correct Limitations

- Easy Correct can only be used to correct Actuals, not Budget or Encumbrance transactions.
- Certain types of corrections are excluded from Easy Correct:
    - Payroll expenses
    - Capital account codes (account codes starting with 8XXXX)
    - Sponsored projects
    - Capital projects
    - Corrections where a transaction will be corrected to more than one cost center or account code
    - Corrections on transactions prior to the current month and previous month.
- For corrections that cannot be done through Easy Correct, the existing process of emailing the appropriate parties will need to be followed.
- Easy Correct will not prevent duplications of corrections.
    - In an effort to reduce duplicate corrections, before initiating an Easy Correct, review recent activity to ensure the correction has not already been done.
    - This query provides a quick view of transactions on a cost center : UTS_GL_TRANSACTIONS_UTSA_MOD

UTSA Accounting Services

Not all transactions can be corrected with an Easy Correct journal.

See table below for the correct process or department contact based on the transaction type.

Type of Correction		Contact
Actuals	Sponsored project	Complete the Correction Request Form and email applicable RSC administrator
	Capital project	Accounting.Office@utsa.edu
	Capital purchase (account 8XXXX)	
	Payroll expense (account 5XXXX)	Prepare an Eform
	Transactions not mentioned above	Easy Correct in SAHARA
Encumbrances	Purchase orders	Purchasing@utsa.edu
	Travel authorizations	Disbursements.travel@utsa.edu
Budget Transactions	Cost centers	Budget@utsa.edu
	Sponsored projects	Email applicable RSC administrator
	Capital projects	Accounting.Office@utsa.edu

UTSA Accounting Services

Easy Correct Step-by-Step

For additional Easy Correct guidance, refer to the video posted to the Financial Affairs training website [Easy Correct Video Demonstration.](#)

- In the Actuals tab, scroll to the transaction needing the correction
- Click on **Easy Correct** and a new window will open
- In that window, you will see the first step in initiating the correction:
  - **Business Unit:** Defaults to UTSA1
  - **Journal ID:** Has not yet been assigned and will be labeled "NEXT" until later in the process
  - **Journal Date:** Defaults to today's date. **Users should not change this date** as it can cause problems at month-end. (Easy Correct journals post in the current month, not the month of the original transaction.)
- **Transfer From box**:
  - **Cost Center:** Defaults to original cost center/project of transaction being corrected
  - **Account:** Defaults to original account code of transaction being corrected
  - **Amount**: Defaults to opposite amount of the transaction reconciler is correcting.
    - If original amount is $30, the amount shown in this section will be -$30.
- **Transfer To box:**
  - **Cost Center**: Enter cost center/project to which the transaction should be transferred (if applicable). **Only one is allowed on an Easy Correct journal; cannot split a transaction. Projects are not allowed on an Easy Correct journal.**
  - **Account**: Enter the account code to which the transaction should be transferred (if applicable). **Only one is allowed on an Easy Correct journal; cannot split a transaction.**
  - **Amount:** Defaults to amount of the original transaction being corrected. This will be opposite of the amount in the **Transfer From** box above.
  - **Analysis Type: Always leave blank**
- **Description for the transfer**: Defaults to "ARA Easy Correct Entry". Reconcilers are **required** to change this description to include:
  1. The cost center and/or account the transactions is being transferred
  2. The reason for the transfer
  3. The document ID of the transaction being corrected. This text will carry forward to the correction journal.

Example: "**To correct voucher R002245 from account code 63003 to 60106**; Voucher was originally coded incorrectly."

- After information has been entered, click **Process**. It will run for a few seconds and a message will pop up with the assigned Journal ID.
- Next, you must attach supporting documentation to the Easy Correct journal.

The follow documentation is required to be attached to the Easy Correct Journal:

- A SAHARA screenshot of the transaction being corrected. Indicate with electronic highlighting or text box which transaction is being corrected.
- If the cost is being transferred to a cost center/project outside of your purview, you must attach an email as confirmation they have been informed of the correction.
- Business Expense Forms are required if the correction uses account codes 67107 and 67106.

- To attach the documents:
  - Click **Add Attachment**
  - Click **Choose File**
  - Browse for your document
  - When located, click **Open**
  - Click **Upload**
  - You can add text in the **Description** box of the attachment
- After uploading your documents, please verify all of the information that was entered for accuracy
- Click **Save and Navigate to COR Journal to Submit**
- The **Create/Update Journal Entries** window will open
  - The **Lines** tab will display the lines that have been created for the correcting journal
  - The **Header** tab will show the description that was input and the files that were attached earlier in the Easy Correct process
  - **Changes cannot be made in these screens**. If changes need to be made, contact Accounting Services
- At this point, the Easy Correct Journal automatically routes to Accounting Services for review and approval. If questions arise, the creator of the Easy Correct journal will be contacted.