

UTSA Financial Affairs

SAHARA RECONCILIATION CHECKLIST

Cost Center/Project ID:

Cost Center/Project ID: Items to Consider	Yes, No or N/A	Notes
Step 1: REVIEW Monthly Activity		
A. Review budget transfer activity in Budget Information Tab. Are the transfers accurate?		
B. Review expense activity in Actuals Reconciliation Tab. Is the activity accurate? If corrections are needed, see CORRECTION section below.		
C. Review revenue activity in Actuals Reconciliation Tab. Is the activity accurate? If corrections are needed, see CORRECTION section below.		
D. Review open Purchase Orders in Encumbrance Information Tab:		
i. Can you close out any of the Purchase Orders because the last payment has processed? If so, email Purchasing@utsa.edu to request closure of POs that are <i>fully finished and paid</i> .		
ii. Are there payments that need to be processed on those Purchase Orders ¹ ? Contact Disbursements and Travel Services if you think a payment is past due.		
E. Review open Travel Authorizations in Encumbrance Information Tab:		
i. Do any of the Travel Authorizations need to be closed or cancelled? Ensure the Expense Report was paid, if applicable, before taking action. Email disbursements.travel@utsa.edu with TA number and traveler name to close, cancel or delete TAs that should no longer be encumbered.		

¹ See the [Texas Prompt Payment Law FMOG](#) for guidelines regarding payment timelines.

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Step 2: CONSIDER Available Expense Budget		
A. Is the Available Expense Budget negative?		
i. If yes, then immediately either submit a correction to move expenses or transfer funding from a similar funding source.		
B. Do you have pending purchase requisitions that are not included in this balance? ² If yes, consider tracking those purchase orders to calculate the true available balance. An optional template is linked here .		
C. If you are maintaining a tracking list of purchases, update the list to remove any purchase requisitions that are now included in SAHARA Encumbrances as purchase orders.		
Step 3: FOCUS on specific areas		
A. Have you made corrections, if needed? If corrections are needed, see CORRECTION section below.		
B. Have you taken action to fix negative balances, if applicable?		
<p>C. If cost center/project contains salary expense, the reconciler must review it in detail for accuracy and completeness. The reconciler must maintain specific documentation to demonstrate this review. The Office of Institutional Compliance & Risk Services will request this tracking documentation during a QAR.</p> <p>Financial Affairs has developed a sample template that is not required but is highly recommended for use. The Payroll Distribution Report sent monthly to Department Managers is a helpful resource but is insufficient by itself to document a detailed review. The review should include the following for salaried employees:</p>		

² Purchase requisitions \$15,000 or greater require additional procurement controls and processes and will not be included in SAHARA until they are sourced into finalized Purchase Orders. All purchase requisitions route through applicable workflow approvals and will not appear in SAHARA until they are finalized Purchase Orders.

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i. Period 1 – Compare the cost center/project budget in total to the budgets of each position charged there. If there is insufficient budget, immediately correct through either moving salary via eForms or transferring adequate budget from a similar funding source.		
ii. All Other Periods – Compare budget by position to salary charged and encumbrances. <ul style="list-style-type: none"> - Are encumbrances correct? They should equal annual salary for the number of months remaining.³ - If expense plus encumbrance exceeds the position budget, determine if there is adequate budget and fix as necessary. 		
iii. All Other Periods – Update salary tracking for the following and ensure these changes calculated correctly in the cost center/project: <ul style="list-style-type: none"> - New hires - Terminations - Salary rate changes 		
D. For cost centers/projects with hourly employees, the reconciler should review for reasonableness. Detailed records calculating amounts for hours charged are not required but can be maintained at the department’s option. A review for reasonableness should minimally include: <ul style="list-style-type: none"> - Have new hires, terminations and hourly rate changes been applied correctly? - Do amounts look reasonable? While different pay periods have different available hours, the amounts should not materially change from pay period to pay period unless the hourly employee did not work. 		

CORRECTION PROCEDURES

Salary expense corrections – Please process the appropriate eForm in PeopleSoft.

Capital project and capital account code corrections – Please email Accounting.Office@utsa.edu.

Sponsored Project ID Expense Corrections – Please submit a cost transfer form as [directed here](#).

All other expense and revenue corrections – Please use Easy Correct feature in SAHARA to submit a correction to Accounting.

³ If an encumbrance seems incorrect, please contact Budget@utsa.edu.