

Reconciliation Overview For Reconcilers and Approvers

What is SAHARA?

- The acronym comes from: **S**hared **A**ccounts **R**econciliation **A**pplication.
- It is an account reconciliation application in PeopleSoft used to reconcile cost centers and projects
- SAHARA replaces the Monthly Financial Report (MFR)
- It streamlines and accelerates reconciliations
- It helps reconcilers identify and correct errors more efficiently

What does it mean to perform a SAHARA reconciliation at UTSA?

As a reconciler or approver, you are responsible for determining your funds available. The first step to determining this is to review activity posted to your cost center(s) or project(s). Next, you must consider transactions that have not yet posted. Finally, focus on areas needing more attention like salary activity, accounting corrections and negative balances.

Why do we reconcile?

- Reconciliation helps management to:
 - Determine availability of funds
 - Identify errors and inconsistencies
 - Identify internal control deficiencies
- Certain internal and external policies and guidelines require timely reconciliations.
 - External Policy
 - [UT System policy UTS142.1](#) requires department managers to certify annually that reconciliations were performed for each month of the fiscal year.
 - Internal Policies
 - UTSA Operational Guideline, [Department Financial Reviews](#), assists department managers and reconcilers with reconciliation of the MFR.

UTSA Institutional Compliance and Risk Services department conducts Quality Assurance Reviews (QAR) where the timeliness of reconciliations and error corrections are factors

Reconciliation roles

- Reconciler – An individual assigned by the department manager to perform the monthly reconciliation.
- Approver/Owner – A department manager with fiscal responsibility over the cost center or project including reconciliations and decision-making authority for UTSA resources.

Tools for the reconciliation process

- Large Purchase Requisition Template
- Reconciliation Checklist
- Salary Reconciliation Template

Guidance for the reconciliation process

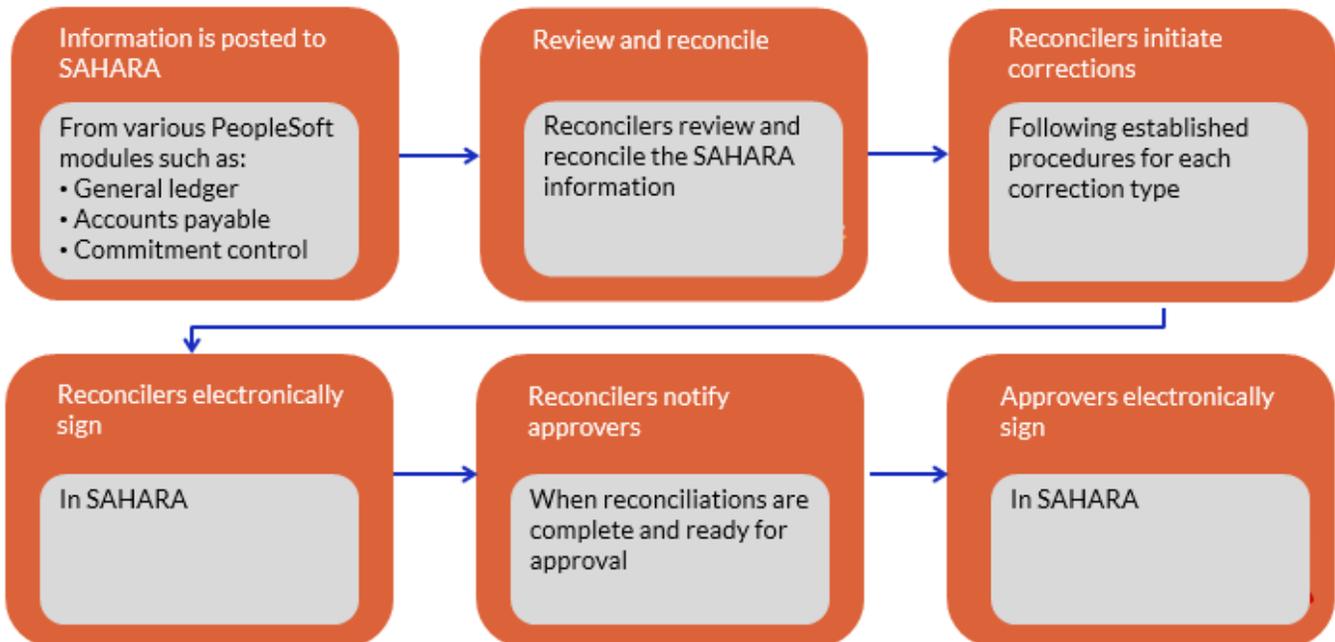
- UTSA Financial Management Operational Guideline, [Department Financial Reviews](#) assists department managers and reconcilers with reconciliation of the MFR.
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Additional training for the reconciliation process

- SAHARA Reconciliation Application Training
 - A pre-recorded online webinar providing an in depth review of the SAHARA system
 - Course code: AM 711
- SAHARA Lab (Pre-recorded Webinar)
 - This is a virtual and live open lab where reconcilers can ask specific questions or bring issues they've come across.
 - Course code: AM 711.01

Other Financial Affairs training offered: [Which Training Is for Me?](#)

Monthly Reconciliation Process at a Glance



SAHARA Reconciliations: Review, Consider, Focus

Departments are not required to maintain a separate expense tracking system since the University relies on system controls to ensure completed transactions are posted to the designated projects and cost centers. The reconciler should be aware of general departmental activity so that he/she is aware if a significant transaction is missing. Divisions/departments may have their own additional procedures but those are not required centrally or reviewed during QAR.

Review



- Review the monthly activities listed in SAHARA.
- Is the data accurate?
- Do you need to change the account codes or cost center/project on any transactions?
- Does it include everything you expected?
- Did you review open encumbrances?

Consider



- Do you have an available balance that is negative and needs attention?
- 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?

Focus



- Focus on salary activities. For period 1, compare original budget in salary cost centers and projects to a list of position budgets; adjust funding as necessary. For all other months, salary budget by person minus amount paid by person minus encumbrances by person should equal zero.
- Check budgets and expenses carefully when there are personnel changes such as new hires, terminations, and pay rate changes, including Additional Pay.
- Use the Payroll Distribution Report as a supplemental resource for salaries.
- Financial Affairs has created a Salary Review Expense Template to assist with reviewing salary activity. It is not required; however, a department must have a method to prove review of salary expense detail against budget
- Focus on any other areas needing more attention.