



SAHARA Reconciliations and Annual Certifications

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What is SAHARA?

The acronym comes from Shared Accounts Reconciliation Application

A module within PeopleSoft used to:

Perform **monthly reconciliations**
of cost centers and projects



Perform the **annual financial certification**



Monthly Reconciliations



What transactions are included in SAHARA?

Revenue (account numbers starting with a 4)

- Interdepartmental transfers (IDTs)
- Banner journals (UTZs) & General journals

Expenses (account numbers starting with 5, 6 or 8)

- IDTs
- Banner journals (UTZs) & General journals
- Accounts payable vouchers
- Payroll journals



What transactions are included in SAHARA? Cont.

Encumbrances and Disencumbrances

- Purchase order encumbrances
- Travel expense encumbrances
- Salary encumbrances

Budget Transfers



As a reconciler, what am I responsible for?

- Complete reconciliations **by the end of the month** following the month being reconciled. Note: The Quality Assurance Review (QAR) process reviews the timeliness of reconciliations and approvals.
- Maintaining a separate expense tracking system is **not** required.
- The [SAHARA Reconciliation Checklist](#) is a helpful resource explaining the “Review, Consider and Focus” steps for completing reconciliations.

As a reconciler, what am I responsible for?

Step 1

Review

- Review budget transfers, expenses, revenues and encumbrances for accuracy.
- For revenues and expenses, do any [corrections](#) need to be initiated?
- Do any purchase orders or travel authorizations need to be closed?



As a reconciler, what am I responsible for?

Step 2

Consider

- Consider initiating [corrections](#) or transferring funding if available balance is negative.
- For pending purchases not yet recorded in SAHARA
 - Maintain a listing of purchase requisitions over \$15,000 until a completed purchase order is generated.
 - The [Large Purchase Requisition Template](#) is an optional tool to assist with tracking.



As a reconciler, what am I responsible for?

Step 3



Focus

- Focus on cost centers/projects with negative balances.
- Focus on transactions needing [corrections](#).
- Focus on salary expenses (**reconciliation is required**).
 - Salary expenses for non-hourly employees are **required** to be reviewed in detail.
 - Specific documentation **must** be maintained to demonstrate this review.
 - Documentation will be requested as part of [Quality Assurance Reviews \(QARs\)](#).
 - A [Salary Reconciliation Template](#) & [Salary Reconciliation Training Video](#) are available to assist with salary reconciliations.

As a reconciler, what am I responsible for?

In summary

- Reconciliations are due **by the end of the month** following the month being reconciled.
- Salary expenses for non-hourly employees **are required** to be reconciled in detail.
- Reconcilers are **not required** to maintain a separate expense tracking system.
- Reconcilers should be aware of general departmental activity so that significant transactions can be detected if missing.
- Departments may have their own additional procedures but those are not required by Financial Affairs or reviewed during a QAR.

As an approver, what am I responsible for?

- Reviewing revenues and expenditures
- Preventing overspending
- Ensuring appropriate accounting records are maintained
- Completing reconciliations **by six weeks after month-end**

Note: [Quality Assurance Reviews \(QARs\)](#) review the timeliness of reconciliations and approvals.

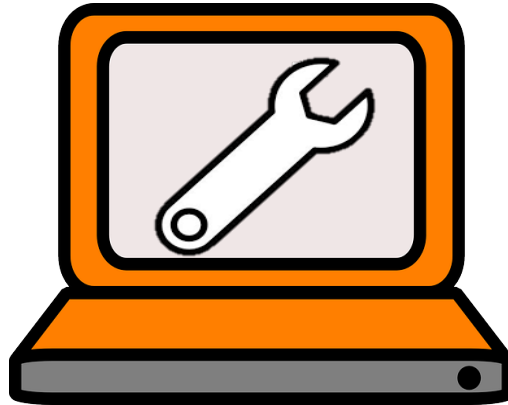
Principal investigators can be given approval roles and can approve SAHARA reconciliations by submitting a request via a [Service Now Ticket](#).

Potential Enhancements (still under design)

Mass email notifications under consideration:

- Reminder emails to reconcilers and approvers with a list of unreconciled/unapproved cost centers or projects
- Emails to reconcilers and approvers when reconciliations have been reset

Each individual user can manage/suppress email notifications.



Annual Financial Certifications



As an owner, what am I responsible for?

Step 1

Ensuring all monthly reconciliations have been completed and approved in SAHARA

To view the status of each reconciliation

- Run query: **UTS_SAHARA_ARA_SUMMARY**
- Or, refer to the [Annual Financial Certification FAQ](#) (below SAHARA Annual Financial Certification) and reference #3



As an owner, what am I responsible for?

Step 2

Certifying that

- Internal controls such as timely reconciliation and segregation of duties have been established
- Transactions have been reviewed for appropriateness and allowability and that every month has been reconciled as required
- The approver has reviewed and approved all reconciliations, or delegated such review and approval for the fiscal year, and there are no misstatements or omissions in the department cost centers or projects

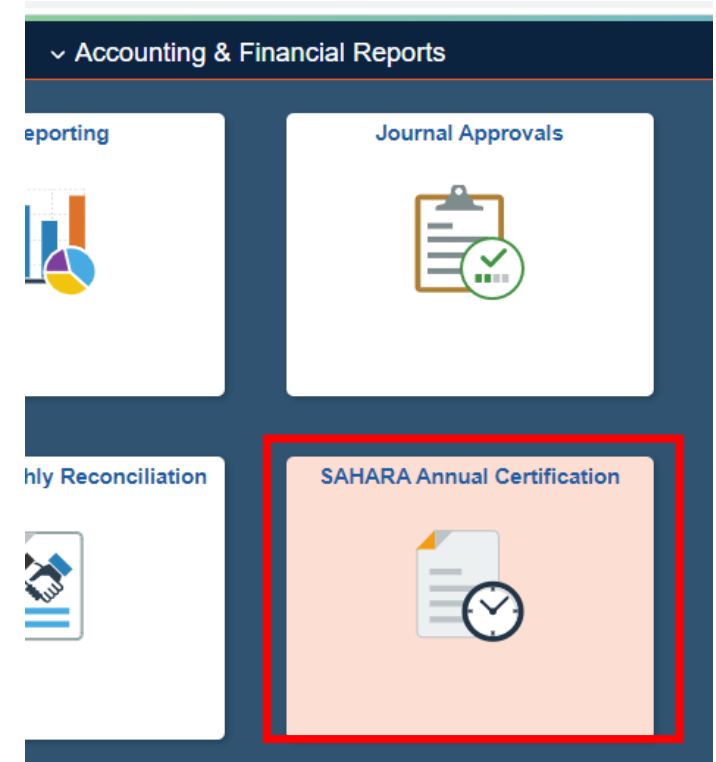
As an owner, what am I responsible for?

Step 3

Performing the certification in SAHARA

The Annual Financial Certification Job Aid found on the [Accounting Services website](#) is a helpful resource with screenshots and step-by-step instructions.

Note: Annual Financial Certifications **cannot be delegated** and must be performed by the owner of the cost center/project as of August 31. Ensure department manager changes are made before August. To change a department manager, complete a [Chart of Accounts Maintenance Request Form](#).



Resources

Monthly Reconciliation Process

- [Monthly Reconciliation Trainings, Job Aids and Videos](#)
- [Accounting Services Website: Monthly Departmental Reviews](#)
- [UTSA Financial Guideline: Department Financial Reviews](#)

Annual Financial Certification

- [Annual Certification Job Aids and FAQs](#) (below SAHARA Annual Financial Certification)
- [UTSA Financial Guideline: Fiscal Management Sub-Certification](#)

Helpful Queries

- UTS_SAHARA_ARA_SECURITY: Lists cost centers and projects and their reconciler and department manager/owner
- UTS_SAHARA_ARA_SUMMARY: Lists cost centers and projects and their reconciliation/approval status

Summary



Monthly Reconciliations	Annual Certifications
Complete monthly reconciliations timely	Ensure monthly reconciliations are completed timely
Refer to SAHARA Reconciliation Checklist	Refer to query for status of each monthly reconciliation
Refer to Monthly Reconciliation Trainings, Job Aids and Videos	Refer to Annual Certification Job Aids and FAQs (below SAHARA Annual Financial Certification)
	Ensure department manager changes are made before August



Questions?

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