



# SAHARA

## Account Reconciliation Application



# Agenda



- SAHARA Overview
- Business Process
- Roles & Responsibilities
- Reconciler Overview
- Demo- Reconciliation Process
- Approver Overview
- Demo - Approver Process
- What's next?

# SAHARA Overview



## What's New?

- Online feature to reconcile accounts.
- Capability of online comments and flagging transactions.
- Reconcile by GL Account rather than by KK-Document ID.
- Electronic acknowledgement for reconcilers and approvers.

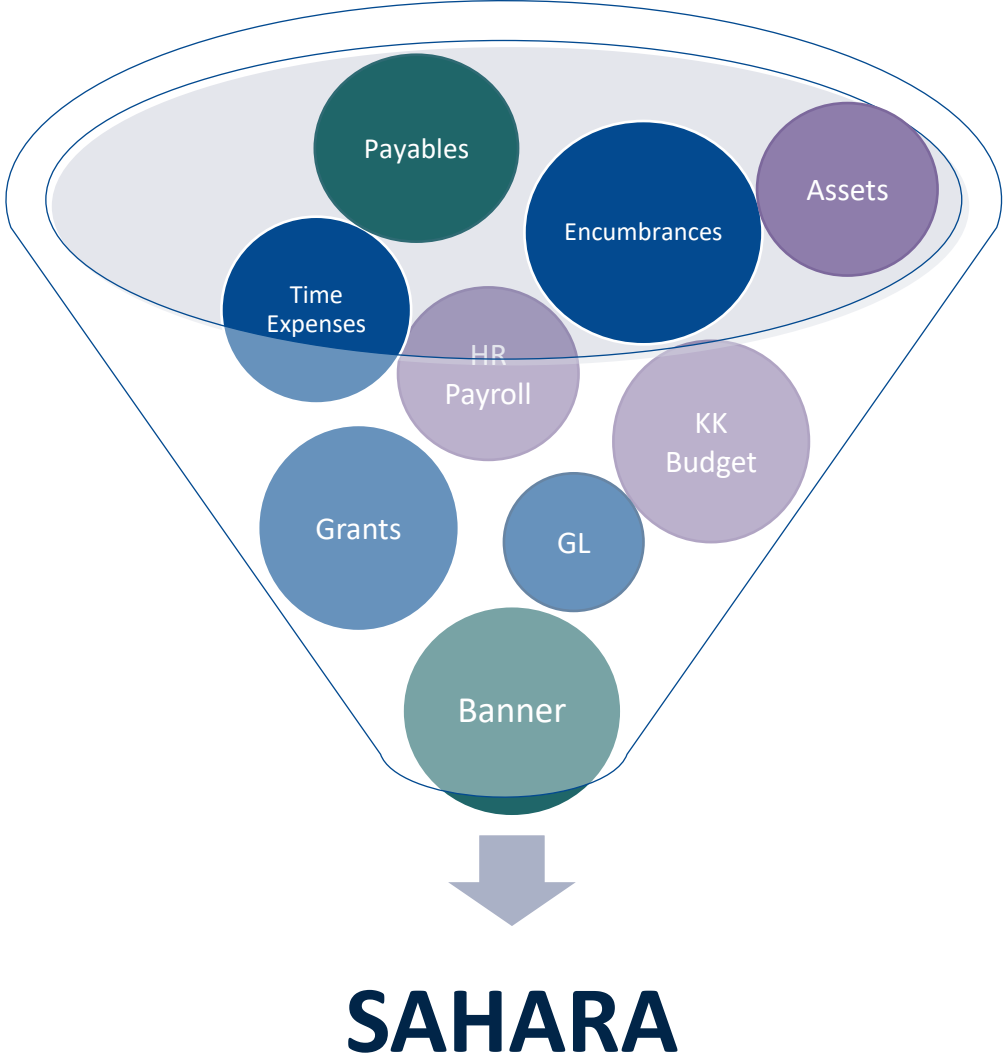
# SAHARA Overview



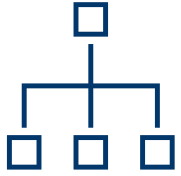
## What Hasn't Changed?

- Reconciliations done on a monthly basis. Required in order for Annual Certification to take place.
- Maintain supporting documentation.
- Signature acknowledgement (online).
  - Reconcilers
  - Account Owners
- The University of Texas System
  - UTS 142.1 Policy on the Annual Financial Report: “Certification of Financial Responsibility”
    - Link: <https://www.utsystem.edu/sites/policy-library/policies/uts-1421-policy-annual-financial-report>
- The University of Texas at El Paso
  - Handbook of Operating Procedures (HOP);
    - Section VII, Financial Services, Chapter 5
      - Link: <https://www.utep.edu/hoop/section-7/ch-5.html>
      - VPBA: Business Process Guidelines:
        - Budget and Financial Accounting> Account Review
        - Link: <https://www.utep.edu/vpba/business-process-guidelines/budget-and-financial-accounting/account-review.html>

# SAHARA Overview



# Business Process



## Monthly





# SAHARA Roles & Responsibilities

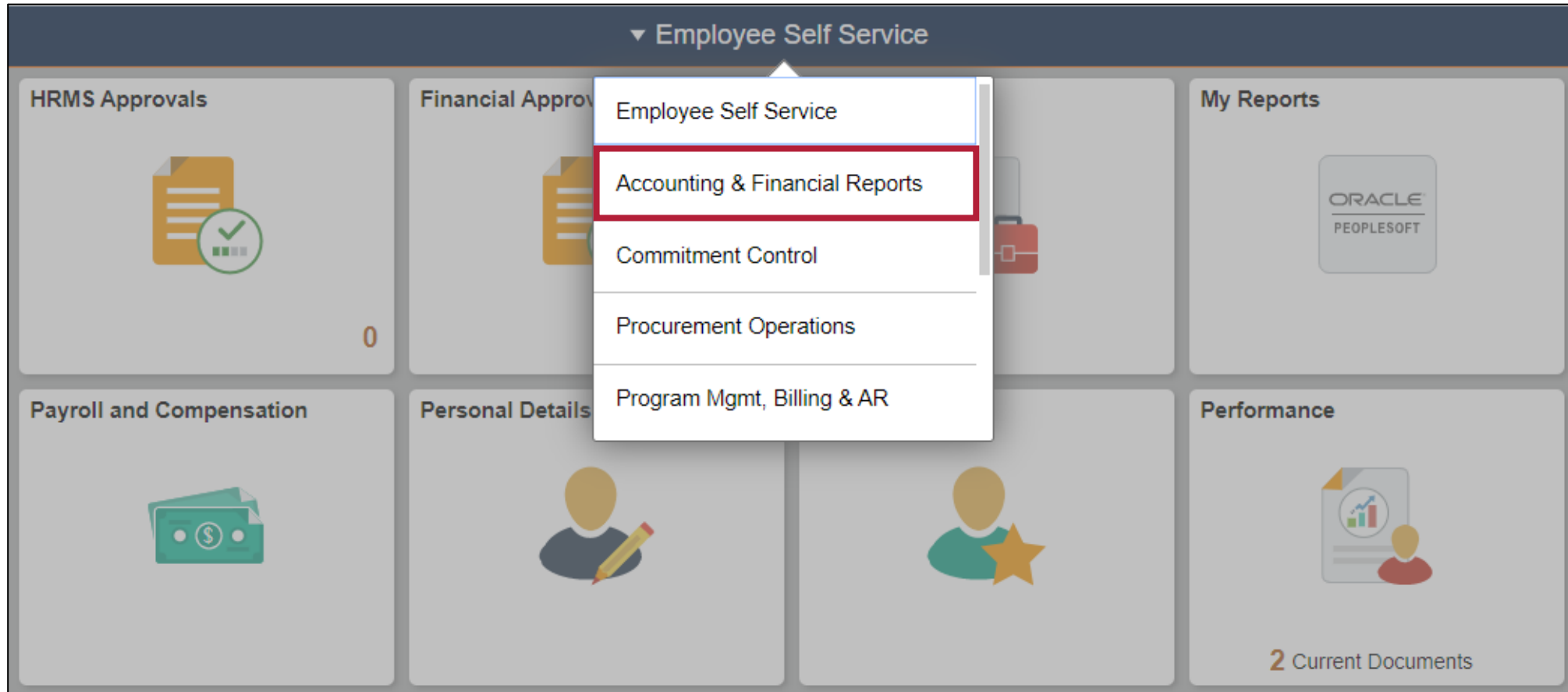
	Cost Center	Capital Project	Grant
Reviews transactions (Reconciler)	●	●	
Gathers supporting documentation (Reconciler)	●	●	
Reconciles accounts (Reconciler)	●	●	
Account owners review and approve reconciliations (Approver)	●	●	





# Tile Navigation

All users will access the SAHARA module via the Accounting & Financial Reports home page:

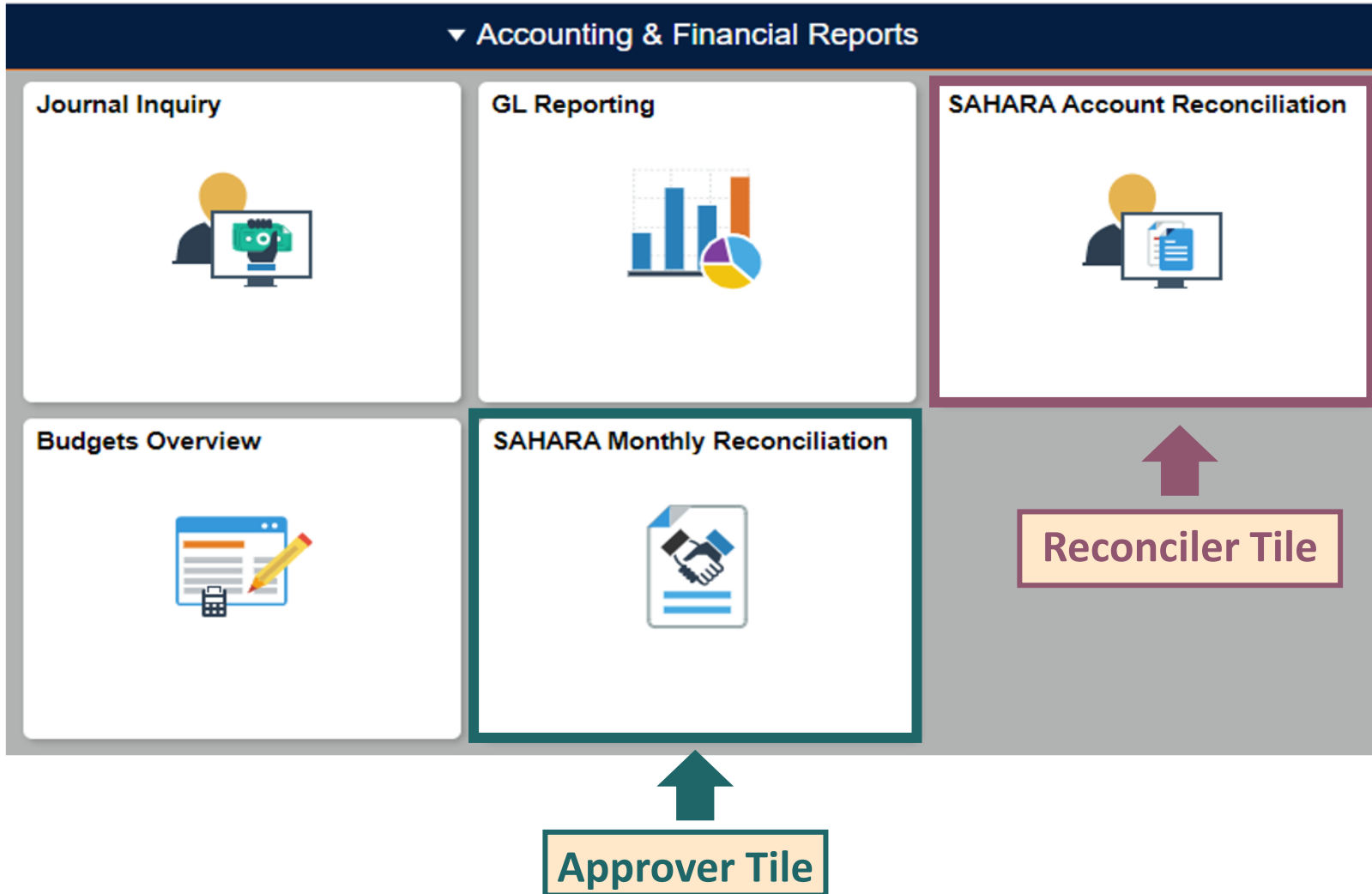






# Tile Navigation

Tiles used for SAHARA Account Reconciliation:






# Reconciler Overview

## Things to Know:

1. Reconciler will continue to review expenses and gather supporting documentation.
2. To access the page, select the SAHARA Account Reconciliation tile and fill in "Search Criteria."
3. The reconciliation process will be completed and saved by checking the "Reconciliation" box.

**1**

SAHARA Account Reconciliation



**2**

Search Page

Account Reconciliation

Search Criteria

\*Business Unit  🔍

\*Year  🔍

\*Period  🔍

Department  🔍

Cost Center/Project  🔍

Search

**3**

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

**Header Details**

Project	226351569A	Description	Data Provenance Assurance in C	Owner	Gates,Ann	Department	720300	Computer Science	
Cost centers		Start Date	08/06/2018	End Date	12/31/2019	Accounting Period	4	Fiscal Year	2020

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$30,000.00	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$4,413.61	YTD Actuals Revenue	\$5,238.49
PTD Actuals Expense	\$52,260.98	PTD Actuals Revenue	\$69,246.22
Encumbrance Total	\$1,339.55	Revenue Budget Balance	\$-5,238.49
Pre-Encumbrance Total	\$0.00		
Available Expense Budget	\$24,246.84		

**Reconciliation**

Reconciliation  Reconciled By | Alejandra Torres Reconcile Date | 01/30/2020 3:16:33PM Reconciled Oprid | 6001555555

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



# Reconciler Overview

## What's New?

- “Reconciliation Status” allows users to confirm if a Funding Source has been reconciled.
- General comments can be added to the reconciliation.
- Specific comments can be added to individual lines.
- Flags can also be enabled to highlight a transaction.

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

**Header Details**

Project 226351569A Description Data Provenance Assurance in C Owner Gales,Ann Department 720300 Computer Sci  
Cost centers Start Date 08/06/2018 End Date 12/31/2019 Accounting Period 4 Fiscal

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Reconciliation  Reconciled By Narr Alejandra Torres Reconcile Date 01/30/2020 3:16:33PM Reconciled Opid 60010 6001555555

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

**Comments**

Reconciler Comments

Approver Comments

Save Comments

Revenue for the period \$-568.62 Expenses for the Period \$568.62

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status
14021600	PEOPLESFT VPBA		Costcenter	2020	1	Not Reconciled
19020255	PeopleSoft Consultants		Costcenter	2020	1	Reconciliation not Required
19021601	PEOPLESFT VPBA OPE EXPENSES	Espino,Diana	Costcenter	2020	1	Complete

Account 63001 Consumable Non-Office Supplies Source Accounts Payable Acc

Reviewed  Review Date Acc

**Details**

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer N
1	<input checked="" type="checkbox"/>	782490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	



# Reconciler Overview

## Expense Summary:

- YTD Actuals Expense (Fiscal YTD – 2020)
- PTD Actuals Expense (Project to Date – Inception)

## Revenue Summary:

- YTD Actuals Revenue (Fiscal YTD – 2020)
- PTD Actuals Revenue (Project to Date – Inception)

## Revenue / Expenses for the Period:

- Month to Date activity

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

**Header Details**

Project 226351569A Description Data Provenance Assurance in C Owner Gates,Ann Department  
Cost centers Start Date 08/06/2018 End Date 12/31/2019 Account

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**Reconciliation**

Reconciliation  Reconciled By Narahay Esmeralda Buendia Reconcile Date 01/30/2020 3:16:33PM Reconciled Oprid 600

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

**Comments**

Reconciler Comments

Approver Comments

Save Comments

Revenue for the period \$-568.62 Expenses for the Period \$568.62

# Reconciler Demo

# Approver

## Things to Know:

1. Reconciler will continue to review expenses and provide supporting documentation, the same account reconciliation policies & procedures apply.
2. To access the page, select the SAHARA Monthly Reconciliation tile and fill "Search Criteria."
3. The approval process will be completed and saved by checking the "Approved" box.



1

SAHARA Monthly Reconciliation

2

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

Search Page

Account Reconciliation

Search Criteria

\*Business Unit UTEP1

\*Year 2020

\*Period 1

Department

Cost Center/Project 29249710

Search

3

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

Header Details

Cost Center 29249710 Description SEUP-ROAD SHOWS AND SPECIAL EV Owner Department 302350 Special Events

Projects Start Date End Date Accounting Period Fiscal Year 2020

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 Melody Vasquez Approval Date 04/28/20 12:51:28PM Approver NetID 6001444444

Reconciliation Info

Reconciler Alejandra Torres Reconciliation Date 01/29/20 11:13:25AM Reconciler NetID 6001555555

Net Monthly Activity



# Approver

## What's New?

- Reconciliation Status allows users to confirm if account has been fully reconciled.
- General comments can be reviewed and added.
- Specific comments can be reviewed and added for individual lines.
- Flags enabled by reconcilers highlight transactions.

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval
29249710	SEUP-ROAD SHOWS AND SPECIAL EV		Costcenter	2020	2	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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Save

**Comments**

Reconciler Comments

Approver Comments

Save Comments

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Account 63001 Consumable Non-Office Supplies Source Accounts Payable Acc  
Reviewed  Review Date

**Details**

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1	<input checked="" type="checkbox"/>	782490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	



# Approver Demo



# What's Next?

- Log in to SAHARA and checkmark the “Reconciliation” box for all accounts/periods your department **has already reconciled**. Access has been granted.
- Attend 2<sup>nd</sup> presentation - a more in depth showcase of the account reconciliation process in SAHARA **(required)**. If you do not attend, access will be removed.

# Questions?





**THANK YOU!**