Reconcilers will be able to navigate to the Account Reconciliation Summary to verify Periods of the Fiscal Year that have been Reconciled and Approved.

1. From the PeopleSoft home page, click on the drop-down and select **Accounting & Financial Reports**.
2. Select the **SAHARA Monthly Reconciliation** tile.
3. Select the **Monitor** drop-down.
4. Then, select the **Reconciliation Summary** option.

The SAHARA Monthly Reconciliation page will be displayed.

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5. Add the respective Fiscal Year.

6. Enter either the Cost Center/Project Number or the Department ID and click Search. The To field will auto-populate when you add the Cost Center/Project Number or the Department ID. To view all cost centers you have access to enter the Department ID.

7. The Status—Reconciled Periods reflects Periods that have been Reconciled.

8. The Status—Approved Periods reflects Account Reconciliations that have been Approved.

PeopleSoft Tip: Periods with a dash (−) indicate no activity or inactive for that period.