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
▪ 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
SAHARA Overview
Business Process

Monthly

- Information is posted into SAHARA
- Reconcilers perform Account Reconciliation in SAHARA
- Account Owners approve Account Reconciliation in SAHARA
# SAHARA Roles & Responsibilities

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Capital Project</th>
<th>Grant</th>
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</thead>
<tbody>
<tr>
<td>Reviews transactions (Reconciler)</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Gathers supporting documentation (Reconciler)</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Reconciles accounts (Reconciler)</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Account owners review and approve reconciliations (Approver)</td>
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Tile Navigation

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

Tiles used for SAHARA Account Reconciliation:

- Journal Inquiry
- GL Reporting
- SAHARA Account Reconciliation
- Budgets Overview
- SAHARA Monthly Reconciliation

Reconciler Tile
Approver Tile
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.
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.
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
Reconciler Demo
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.
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.
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 2nd presentation - a more in depth showcase of the account reconciliation process in SAHARA (required). If you do not attend, access will be removed.
  • July 23, 10:30am – 12pm
Questions?
THANK YOU!