



Finance and Fiscal Reporting

# Monthly Financial Reconciliation Process

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# NOTICE

**BEFORE BEGINNING THE MONTHLY FINANCIAL RECONCILIATION PROCESS  
PLEASE REVIEW & UNDERSTAND THE CONTENTS OF THIS TRAINING DOCUMENT.**

**Additionally, we invite you to periodically Check For UPDATES, REVISIONS, or MODIFICATIONS to this Document on BRIGHTSPACE: <https://brightspace.utrgv.edu/d2l/home/11896>**

**Accounting & Reporting Resources Webpage:**

**<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>**

**If you have any comments, concerns, or questions please do not hesitate to contact Training Coordinator ([accountingandtimekeepingtraining@utrgv.edu](mailto:accountingandtimekeepingtraining@utrgv.edu)) or Accounting and Reporting ([accountingandreporting@utrgv.edu](mailto:accountingandreporting@utrgv.edu))**

**For PROJECT (GRANTS) SPECIFIC issues/concerns please contact your Grants Accountant**

# Locating Training Materials

- BRIGHTSPACE: UTRGV Peoplesoft Academy: <https://brightspace.utrgv.edu/d2l/home/11896>
- UTRGV Division of Finance & Planning, Finance and Fiscal Reporting, Accounting and Reporting, Resources webpage at <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>
  - Monitoring Plan
  - PS Cost Center/Project Reconciliation Overview/Checklist
  - FY20XX Monthly Financial Reconciliation Listing
  - Monthly Financial Reconciliation Process Training Document
- UTRGV Division of Finance & Planning, Finance and Fiscal Reporting, **Financial Deadlines** at <https://www.utrgv.edu/finance-and-fiscal-reporting/financial-deadlines/index.htm>
  - Monthly Accounting Close Recommended Deadlines
  - Fiscal Year End Financial Reporting Deadlines

# Training Requirement

Your participation in this training is to satisfy an annual business requirement, which correlates to your fiscal role of Cost Center or Project Reconciler.

For New Reconcilers / First Time Reconcilers – The Live Training Session is required for the first Fiscal Year of assignment, between September 1 through August 31.

For Reconcilers after completing Live Training Session – You will be enrolled to attend training via the KNOWBE4 platform. Notification via email and is a required training every fiscal year (September 1 – August 31)

## Purpose of the Monthly Financial Reconciliation Process Training

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The Monthly Financial Reconciliation Process Training provides the policies, procedures, and tools for Cost Center and Project Reconcilers to perform assigned Monthly Financial Reconciliation.

## PURPOSE: Monitoring Requirements for Monthly Reconciliation

The UTRGV monthly financial reconciliation is conducted in compliance with [University of Texas System Policy 142](#) and the annual certification which is a best practice for fiscal compliance.

The UTRGV monthly financial reconciliation is also conducted in compliance with [UTRGV Monitoring Plan](#) and UTRGV handbook of operating procedures accounting policy [ADM-10-703](#).

All cost center/projects are required to be reconciled and approved on a monthly basis. Reconcilers are required to complete account reconciliations in SAHARA within **30 days** after the official notification of closing of the most recent accounting period, notify the cost center/project managers when reconciliations are submitted in SAHARA for review and approval within the same 30 days.

Management requires all certifiers and reconcilers attend training for the Monthly Financial Reconciliation Process once each fiscal year, within 30 days of assignment.

These requirements will be subject to the same university standards currently in place for overall compliance of the institution, that is managed by Human Resources as part of our employee's performance and development plan.

## PURPOSE: Monitoring Requirements

The below compliance measures are effective September 1, 2022.

- Semi-annual inspections will be conducted in April (Sep-Feb reconciliations) and October (Mar-Aug reconciliations) (*see next slide*).
- Reconciliation/trainings that are not completed for the accounting periods of September through February, as of April 30<sup>th</sup>, will be documented in the employee's performance evaluation as not in compliance with the Monitoring Plan.



# SEMI-ANNUAL INSPECTIONS

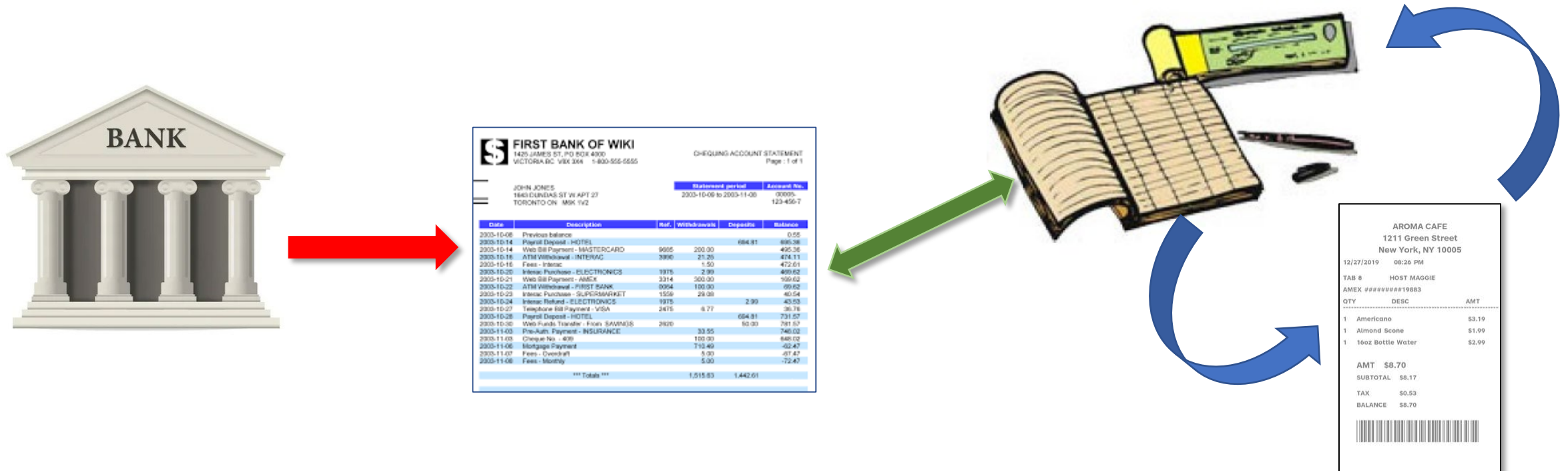
- As per the Monitoring Plan, on a Semi-Annual Basis, Accounting and Reporting will create a sample of cost centers/projects and conduct inspections.
- The inspections will confirm that the reconciliations are being performed, and adequate supporting documentation is maintained. The inspections will be conducted using the Financial Reconciliation Inspection checklist that addresses the monthly reconciliation's accuracy, completeness, validity, reasonableness and compliance with university policies and procedures. The inspections will not audit or inspect the methodology of the reconciliation.
- Sample will be based on a combination of a random sample and a risk-based, high value assessment of cost centers/projects which are deemed to be high-risk.
- Inspections of a sample of cost centers/projects will be conducted by the Accounting office each fiscal year on a semi-annual basis, in April (Sep-Feb recons) and October (Mar-Aug recons).
- Managers and Reconcilers will be informed of all steps in this process.

## PURPOSE: Monthly Reconciliation

- The main purpose of the Monthly Reconciliation is to identify and correct errors in a timely manner. The reconciliation process includes identifying and correcting any reconciling items. Reconciling Items are discrepancies between SAHARA and departmental records or pending items to post and must be addressed to properly reconcile.
- The monthly financial reconciliation is a control activity to compare your departmental records to the University of Texas Rio Grande Valley's official accounting records for the cost centers or projects shown in SAHARA.
- The timely reconciliation of transactions for all university cost centers and projects is required and critical to maintaining the integrity of the university's accounting records.
- Cost Center/Project Managers are required to annually certify, using SAHARA, that all COST CENTERS and/or PROJECTS have been reconciled and approved on a monthly basis.
- Timely completion of monthly reconciliations will allow the manager to certify timely and comply with UTS policy 142.

# What is RECONCILIATION?

Reconciliation is the “process of analyzing information in an **account statement** by comparing it to **source documents** in order to ensure the information is accurate and valid. Reconciliation ensures that the money withdrawn from an account is equivalent to the money spent as evidenced by **supporting documents**.”



# RECONCILIATION at UTRGV



PEOPLESOFT

SAHARA

**FIRST BANK OF WIKI**  
1425 JAMES ST. PO BOX 4300  
VICTORIA BC V8X 3K4 1-800-555-0555

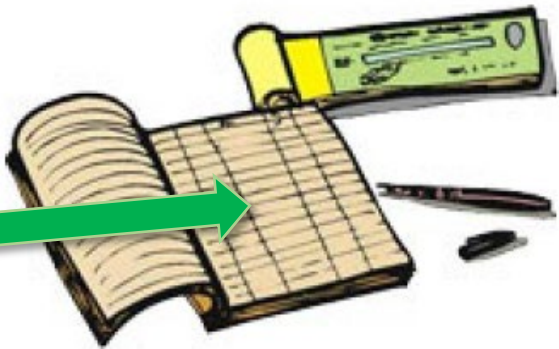
CHEQUING ACCOUNT STATEMENT  
Page: 1 of 1

JOHN JONES  
1843 DUNDAS ST W APT 27  
TORONTO ON M5K 1V2

Statement period: 2003-10-09 to 2003-11-09  
Account No.: 00005  
123-456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			664.81	665.36
2003-10-14	Wto Bill Payment - MASTERCARD	9605	200.00		465.36
2003-10-16	ATM Withdrawal - INTERMAC	3990	21.25		444.11
2003-10-16	Fees - Interac		1.50		442.61
2003-10-20	Interac Purchase - ELECTRONICS	1915	2.99		439.62
2003-10-21	Wto Bill Payment - AMEX	3314	500.00		199.62
2003-10-22	ATM Withdrawal - FIRST BANK	3064	100.00		99.62
2003-10-23	Interac Purchase - SUPERMARKET	1556	29.28		70.34
2003-10-24	Interac Refund - ELECTRONICS	1915		6.77	77.11
2003-10-27	Telephone Bill Payment - VISA	2415			77.11
2003-10-28	Payroll Deposit - HOTEL			664.81	741.92
2003-10-30	Wto Funds Transfer - From SAVINGS	2620		33.55	775.47
2003-11-03	Pre-Auth. Payment - INSURANCE		100.00		675.47
2003-11-03	Cheque No. 409		710.49		-34.02
2003-11-06	Mortgage Payment		5.00		-39.02
2003-11-07	Fees - Overdraft				-39.02
2003-11-08	Fees - Monthly				-72.47
*** Totals ***			1,515.83	1,442.61	

DEPARTMENTAL TRACKING



AROMA CAFE  
1211 Green Street  
New York, NY 10005

10/27/2019 08:35 PM

TAB 8 HOST MAGGIE

AMEX #####19883

QTY	DESC	AMT
1	Americano	\$3.19
1	Almond Smoothie	\$1.99
1	Hot Butter Water	\$3.39
AMT		\$8.57
SUBTOTAL		\$8.57
TAX		\$0.53
BALANCE		\$9.10

Barcode

&  
Supporting Documentation

# Purpose Of The Monthly Reconciliation

The purpose of the monthly reconciliation is to identify and correct mistakes in a timely manner.

The timely reconciliation of financial transactions for all University Cost Centers and Projects is required and critical to maintaining the integrity of the University's accounting records.

Unusual transactions should be reported promptly to the appropriate Accounting Office for feedback and/or corrections.

Click here to view the Accounting Contact Guide:

[https://www.utrgv.edu/finance-and-fiscal-reporting/\\_files/documents/accountingresources/accounting-forms-and-documents/accounting-contact-guide.pdf](https://www.utrgv.edu/finance-and-fiscal-reporting/_files/documents/accountingresources/accounting-forms-and-documents/accounting-contact-guide.pdf)

# Reconciliation: Why Do We Reconcile Cost Center/Project Financial Transactions?

- To ensure that **expenditures** which have been charged to the department's Cost Centers/Projects were properly approved and posted to the correct Cost Center/Project.
- To ensure that **revenues** which have been earned/collected by the department have been credited and posted to the correct GENERAL LEDGER (GL) account.
- To abide with regulations mandated by State Comptroller, UT System, Federal Government, etc.

Any supporting documentation related to financial transactions must be retained by the department in such a manner as to satisfy local, state, and federal audit requirements, as well as state and federal records retention requirements. The determination as to the extent of support documentation retained is left up to the department's discretion.

# RECONCILIATION: The Monthly Financial Reconciliation Tools & Their Purpose

The **Monthly Financial Reconciliation** tools are

- Peoplesoft (PRD & RPT)
- SAHARA
- Queries & Reports (PRD & RPT)
- Your Departmental Tracking
- Supporting Documentation
- [PS Cost Center/Project Reconciliation Overview/Checklist](#)
- FY20XX Monthly Financial Reconciliation Listing (*found in Accounting & Reporting Resources webpage*)

When all the tools work together, their purpose is as a

#1) **Budgeting Tool**: To Track funds available at any time during the fiscal year.

#2) **Financial Tool**: Reconcile to financial transactions that have **posted** to **GL** (in SAHARA) as of the **close** of the Accounting Period.

# Departmental Tracking

- Your Departmental Tracking Document is what is used to acknowledge EXPENSES, REVENUES and/or ADJUSTMENTS as they occur.
  - *TYPICALLY*, an Excel spreadsheet
  - One per Cost Center and/or Project (keep them separated/tabs)
  - Some Colleges or Divisions have shared spreadsheets
  - All Budget, Actuals & Encumbrance Transactions should be noted
    - Supporting Documentation (Invoices, Receipts, etc.) should be entered when they occur.

Account Detail							
Project Number/GL String: 21000XXX <name>							
FY2023							
Reference #	Date	Description of Transaction	Encumber	Credit/ Entered	Date Paid	Amount Paid	Original Total
Carryover from FY2021							\$ 31,471.00
Budget Revision							\$ -
Revised Budget							\$ 31,471.00
		Printer:					\$ 31,471.00
PENDING		Brownsville Konica	\$ 3,534.48				\$ 27,936.52
PENDING		Edinburg Konica	\$ 3,790.32				\$ 24,146.20
							\$ 24,146.20
							\$ 24,146.20
							\$ 24,146.20



# Reconciliation Supporting Documentation

Review Type	Supporting Documentation
SALARIES	HR Separation / Retirement Form(s) Other HR Salary related forms with supporting documentation Additional Pay Requests CJD, CFS
WAGES	PeopleSoft Time Sheet (hours entered) (if applicable) Calculate pay amount (Hours x Rate) (if applicable) Validate wages amount for each employee (if applicable) JobX
FRINGE BENEFITS	No Supporting Documents required Verify there is little fluctuation between months Notify Budget Office of any discrepancies Notify HR of Fringe Benefit errors
OPERATING EXPENSES	Copies of Purchase Orders Invoices for both PO and NON-PO Vouchers IDT Journals with supporting documentation Pro Card Transaction Logs (note: keep receipts separate) Expense Reports with attachments and supporting documentation

# Key Member Roles & Responsibilities

**Cost Center Manager(CCM)** – an exempt professional employee assumes the overall fiscal compliance responsibilities for a cost center (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The CCM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the cost center, timely reconciliation of the cost center, etc.

**Project Manager (PM)** –an exempt professional employee assumes the overall fiscal compliance responsibilities for a project (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The PM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the project, timely reconciliation of the project, etc.

**Reconciler(R)** – is responsible for reviewing each financial transaction (budget, actual, encumbrance) posted against the cost center/project, ensuring its accuracy and validating that sufficient source documentation exists (paper form or electronic data residing in Enterprise Resource Planning (ERP) system). The reconciler also reviews the non-standard transactions reflected on the Non-Workflow Custom Exception Approval screen. The transactions represent items which were not initially authorized (via workflow) by the CCM/PM or AA. Examples: postage charges, physical plant work orders, or other Inter-Departmental Transfers.

**NOTE:** Person of Interest (POI) are non-employees; therefore, they are not allowed to be any type of Key Member.

Source: ERP System Key Member Roles Definitions with Additional Details for Fiscal Compliance:

[https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/psfms\\_gl\\_key\\_member\\_roles\\_definitions.pdf](https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/psfms_gl_key_member_roles_definitions.pdf)

# Key Member Roles & Responsibilities

**Cost Center** and **Project Managers** bear all fiscal compliance responsibilities for cost centers and projects assigned to them:

Examples of these fiscal compliance responsibilities include:

- Responsible for identifying key member roles and maintaining those current in the system.
- Jaggaer, CJD, CFS, Travel, IT, HR, etc. document approvals – these should be approved within 3 business days to minimize delay with University operations and comply with university policies and procedures.
- Review and approval of Pro-card purchase reconciliations
- For Grants, process expenditure corrections, including PAF, within a month of the expenditure.
- For all activity coded as research, confirm that transactions meet Texas Higher Education Coordinating Board's (THECB) definition of the Research function to ensure accurate financial reporting
- Review and approval of Statement of Account Reconciliations
- Time and Effort Reporting Certifications
- Capital Asset and Inventory/Equipment Certifications
- The active cost center or project manager is responsible to submit the Annual Certifications for the entire period regardless of when the manager was assigned this role.

Source: ERP System Key Member Roles Definitions with Additional Details for Fiscal Compliance:

[https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/psfms\\_gl\\_key\\_member\\_roles\\_definitions.pdf](https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/psfms_gl_key_member_roles_definitions.pdf)

# Allowable/UnAllowable Expenses

The **PeopleSoft Chart of Accounts Structure with Examples of Allowable/Unallowable Expenses** document is used as resource when it comes to building the GL Accounting String/ChartString and contains information to assist in determining what can and cannot be acquired based on funding source.

By offering examples on what is allowable and not allowable the UTRGV community has an initial point of reference in this document.

As situations will vary, please email

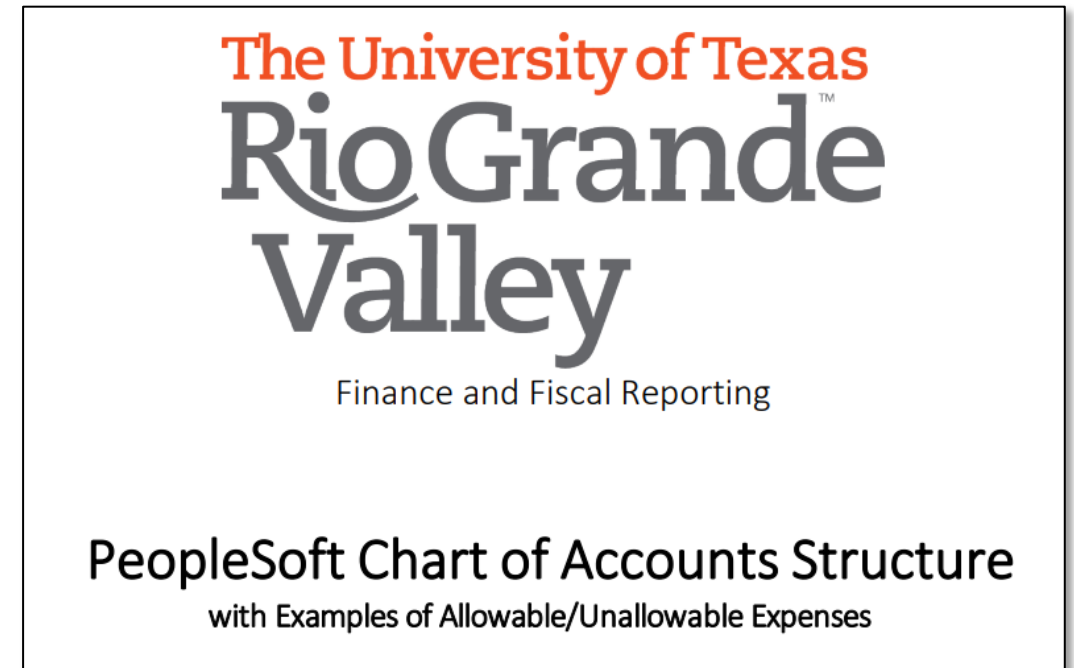
[iShop@utrgv.edu](mailto:iShop@utrgv.edu)

or [Purch@utrgv.edu](mailto:Purch@utrgv.edu)

or [GrantsandContracts@utrgv.edu](mailto:GrantsandContracts@utrgv.edu) (for Projects)

for specific answers as they apply to your unique need.

**Source:** <https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/chart-of-accounts/psfms-gl-coa-reference.pdf>



# Reconciliation: Reconciler Access Requirements

- Ensure you have continued ability to access **PRODUCTION** (PRD):
  - Reconciler Access (see end of this document on how to obtain access)
  - SAHARA (Reconciler, Manager, Inquiry)
  - Budget Overview Report (visit Commitment Control section in UTRGV PeopleSoft Academy)
- Access To The **REPORTING** Environment (RPT)
- To Reconcile **ALL** Cost Centers/Projects within **30 days** following the official accounting period close, allowing sufficient time for the manager to approve within the same 30 days.
- **ATTENTION:** Process **IDTs** by the close of 1st business day of following month
- Do not hesitate to reach out and ask for assistance

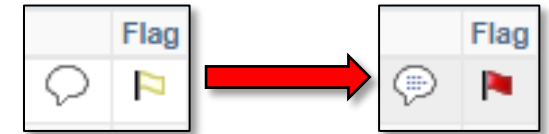
# Reconciling Cost Center/Project - Payroll Costs

1. Payroll expenses should be charged to the correct cost center/project and accounting period. This validation is required every month.
2. Obtain from your supervisor/manager a current roster/listing of employees in your department. This list should be updated each month the department has a new hire, or an employee separates from the department.
3. Confirm that the employees from the list above (Step #2) are being charged to the cost centers/projects and only expenses for those employees are present.
4. Confirm that payments agree to the budgeted position, CJD, CFS.
5. Take immediate action with HR when discrepancies are identified. Employees being charged incorrectly to a cost center/project is a **RED FLAG** that something is wrong and requires prompt action to resolve.
6. Ensure employee Separations are submitted timely

# RECONCILIATION: The Monthly Process

Each month, the Cost Center/Project Reconciler:

1. Receive an email notification that the accounting period has closed & can now begin the reconciliation process.
2. Access SAHARA in PeopleSoft for accounting period.
3. Compare the information in SAHARA to Departmental Records (see the [Reconciliation Checklist](#) for an example of a reconciliation tool).
4. Identify and keep a record of any reconciling items through the Comment & Flag of transactions in SAHARA.
5. Initiate any corrections needed by contacting the appropriate department and follows up to confirm that all reconciling items have been resolved.
6. Electronic Acknowledgment of RECONCILIATION in SAHARA in the ACTUALS RECONCILIATION tab and APPROVAL by the Cost Center/Project Manager in SAHARA APPROVAL PAGE tab.
7. Departments must retain Supporting documentation and related records, including the list of transactions in departmental records that are not included in SAHARA, Monthly Financial Reconciliation content, other reconciling items, and documentation of corrections (electronically or physically) for the current fiscal year plus three additional years\*.
8. FOR GRANTS RELATED, please communicate with your GRANTS ACCOUNTANT to verify retention schedule as it may vary.



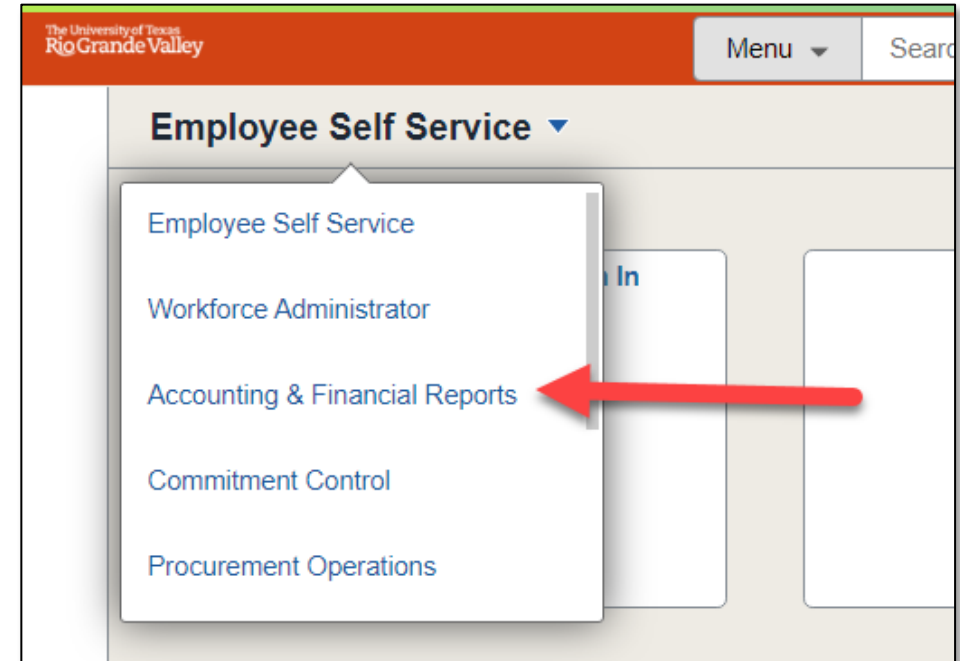
\*Retention Info Source: <https://www.utrgv.edu/recordsmanagement/> > Resources > Records Retention Schedule

# Accessing SAHARA in PeopleSoft 9.2

## NOTICE:

Content in **SAHARA** is **one** day behind.

- Login through **PeopleSoft**
  - Click on **Employee Self Service**
  - Click on **Accounting & Financial Reports**
  - Click on **SAHARA Monthly Reconciliation** tile





# Reporting Environment or RPT in PeopleSoft 9.2

**NOTICE:** Content in **RPT** is one day behind **PRD**

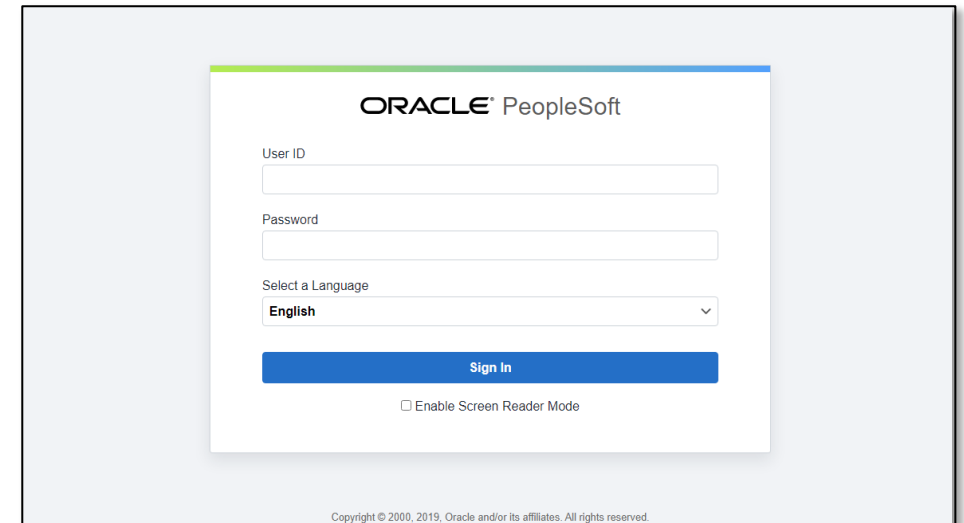
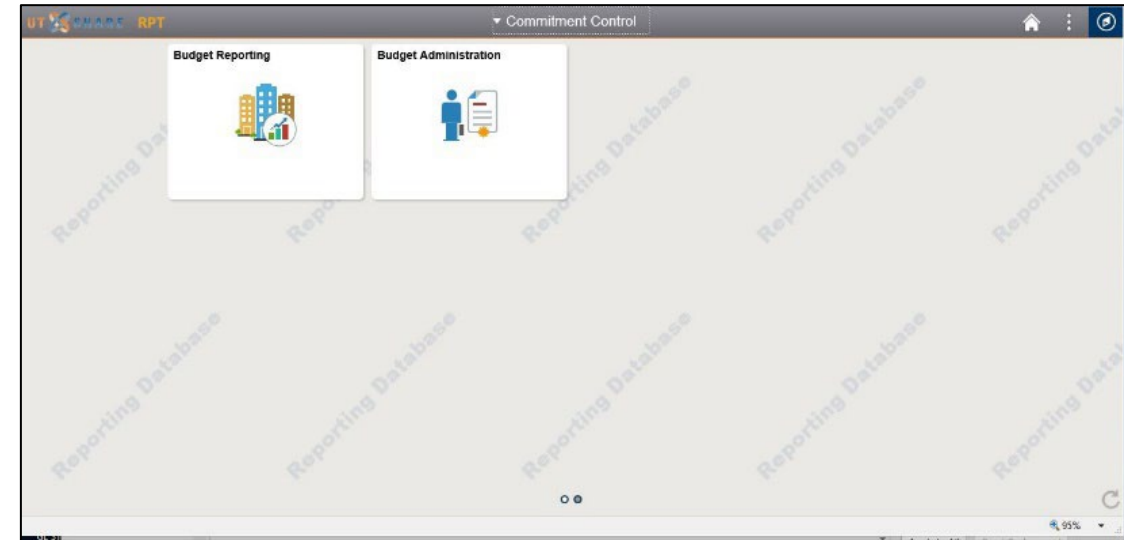
Ensure You Can Log In To –

<https://zbfirpt.utshare.utsystem.edu/psp/ZBFIRPT/?cmd=start>  
or <http://bit.ly/rpt-rgv>

**RECOMMENDED:** Use A Separate Browser

- Use *separate* browser from the one you use in **PRD**
- Easier to view content from both PeopleSoft Environments (PRD & RPT)


The second image depicts when access is unavailable even after clearing your cache. This could be when the service is OFFLINE, or your access is not yet granted.



# RPT & SAHARA Content is One (1) Day Behind Than PRD

At the end of every day, approximately 9:30pm, a copy of the FINANCIAL data in the PRD is copied to the RPT and SAHARA.

	THR 06/06	FRI 06/07	SAT 06/08	SUN 06/09	MON 06/10	TUE 06/11	WED 06/12
PRD	06/06	06/07	06/08	06/09	06/10	06/11	06/12
RPT	06/05	06/06	06/07	06/08	06/09	06/10	06/11
SAHARA	06/05	06/06	06/07	06/08	06/09	06/10	06/11



# USEFUL QUERIES, REPORTS & RESOURCES

- In the **RPT**, you can use these **OPTIONAL** reports/queries to assist with reconciling expenses, revenues, and encumbrances:

- ADHOC\_TRANSACTIONS\_RPT\_HR\_AP\_EX (**report**)
- GL ADHOC JOURNALS REPORT(**report**)
- UTRGV\_PO\_ENCUMB\_RECON\_ALL (query)

- PFMS\_GL\_Reconciliation Overview (Reconciliation Checklist)

[https://www.utrgv.edu/finance-and-fiscal-reporting/\\_files/documents/accountingresources/accounting-forms-and-documents/reconciliation-training-documents/reconciliation-overview-checklist-1025.pdf](https://www.utrgv.edu/finance-and-fiscal-reporting/_files/documents/accountingresources/accounting-forms-and-documents/reconciliation-training-documents/reconciliation-overview-checklist-1025.pdf)

## Reconciliation Overview (Recon Checklist)

The purpose of the monthly reconciliation is to identify and correct mistakes in a timely manner. The timely reconciliation of transactions for all University Cost Centers and Projects is required and critical to maintaining the integrity of the University's accounting records. Unusual transactions should be reported promptly to the appropriate Accounting office for feedback and/or corrections.

Thus, the Reconciliation Checklist serves as a tool to assist when it comes to conducting the reconciliation process.

## Reconciliation Overview (Recon Checklist)

In PeopleSoft 9.2 environment (workflow approval), financial activities associated with Cost Centers/Projects should be reconciled to the department's records. This helps ensure that financial transactions recorded in the University's PeopleSoft 9.2 ledger are accurate. By reconciling against supporting documentation, the department gains additional assurance that all financial transactions are appropriate.

All Cost Centers/Projects must be reconciled on a regular basis throughout the year, and within **30 days** following the official accounting period close, allowing sufficient time for the manager to approve within the same 30 days.



Finance and Fiscal Reporting

# PeopleSoft Cost Center/Project Reconciliation Overview and Checklist

Edited by:	David Guerra, Training Coordinator
Created:	10/30/2018
Updated:	08/15/2025
Version:	[1.2]

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## Purpose

The purpose of the monthly reconciliation is to identify and correct mistakes in a timely manner. The timely reconciliation of transactions for all University Cost Centers and Projects is required and critical to maintaining the integrity of the University's accounting records. Unusual transactions should be reported promptly to the appropriate office for feedback and/or corrections. Refer to sections on [submitting corrections/contact offices](#).

In the PeopleSoft environment (workflow approval), financial activities associated with Cost Centers/Projects should be reconciled to the department's records. This helps ensure that financial transactions recorded in the University's PeopleSoft ledger are accurate. By reconciling against supporting documentation, the department gains additional assurance that all financial transactions are appropriate.

The amount of effort placed on this reconciliation should match the level of responsibility assumed by the Cost Center/Project Manager, depending on the type of funds and level of reporting requirements.

## Monthly Reconciliations

Reconcilers are required to conduct and complete financial account reconciliations in SAHARA within 30 days following the accounting period close but allowing sufficient time for the manager to approve within the same 30 days.

Cost Center/Project managers are required to approve, by the end of the 30 days following the accounting period close, account reconciliations completed and submitted by the Account Reconciler. This approval is required for each month, September through August.

With the completion of the reconciliation, the Cost Center/Project Manager can place a high reliance on the available balance reflected in the General Ledger and can proceed in transacting with confidence as applicable. All reconciling items have been adjusted or satisfactorily resolved and/or in the process of being resolved.

As the Cost Center/Project Manager, you are responsible for establishing internal controls for the departments and functions under the scope of organizational responsibility. The controls include timely reconciliation of all cost centers and projects to ensure accuracy, validity, and completeness of financial information. As department manager, you are ensuring your office maintained adequate segregation of duties. No single employee should have responsibility for entering transactions, approving transactions, receiving cash and reconciling cost center/projects. You understand the responsibilities for establishing and maintaining effective internal controls and are required to report all suspected fraud.

- Fraud involving any employee that has not been appropriately identified and investigated; or
- Fraud involving others that could have a significant effect on the financial statements that have not been appropriately identified and investigated.



## Why reconcile Cost Center/Project financial transactions?

- To ensure that expenditures which have been charged to the department's Cost Centers/Projects were properly approved and posted to the correct Cost Center/Project.
- To ensure that revenues which have been earned/collected by the department have been credited and posted to the correct Cost Center/Project and GL account.
- To abide with regulations mandated by State Comptroller, [UT System](#), Federal Government, etc.

Any supporting documentation related to financial transactions must be retained by the department in such a manner as to satisfy local, state, and federal audit requirements, as well as state and federal records retention requirements. The determination as to the extent of support documentation retained is left up to the department's discretion.

Key examples of financial transactions that require reconciliation are receipts, payroll expenses, encumbrances, etc.

## Steps: Reconciliation Details

The checklists located below may be used as a guide to reconcile the transactions posted directly to PeopleSoft General Ledger.

To facilitate your reconciliation, print the **MONTHLY FINANCIAL REPORT (MFR)** and reconcile all detailed transactions for appropriateness, accuracy, and the existence of supporting documentation.

### Reconciliation Checklist – Cost Centers/Projects

Accounting Period: \_\_\_\_\_ Cost Center/Project: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Description		Yes, No, or NA	Required Action
Revenue:			
1.	Does this cost center generate revenue? <ul style="list-style-type: none"><li>Does the revenue collected match the invoice or billing receipt(s) (DDR).</li><li>The following queries are available to assist in the review:<ul style="list-style-type: none"><li>UTZ_GM_ITEM_ACTIVITY_AR</li><li>UTZ_AR_PYMT_RECON_DETAIL_BAN</li></ul></li></ul>		
Expenses:			
1.	Are all Payroll Related costs accounted for? <ul style="list-style-type: none"><li>Validate the employees listed with costing are true employees for the Cost Center/Project.</li><li>Are the cost distributions correct for the salary, wages, and employee benefits?</li><li>Are all expected employees to be charged against the Cost Center/Project reflected in the Cost Center/Project?</li><li>Are the costs charged to the correct Cost Center/Project?</li><li>The Time and Effort report will be accurate based on payroll costs posted against this Cost Center/Project.</li><li>Run the <b>Adhoc Transaction Rpt_HR_AP_EX</b> for your Cost Center/Project for any given period. Validate all payroll costs listed and identify any labor/benefit charges missing.</li></ul>		

2.	<p>Validate all supplier costs charged to the Cost Center/Project.</p> <ul style="list-style-type: none"> <li>• Are the costs charged to the correct Cost Center/Project?</li> <li>• Are the amounts correct?</li> <li>• Run the <b>Adhoc Transaction Rpt_HR_AP_EX</b> for your Cost Center for any given period. Validate all the listed supplier costs charged to your Cost Center.</li> <li>• Supplier costs should be charged to the proper Cost Center/Project and with the correct amounts.</li> </ul> <p><b>Common exceptions and resolutions:</b></p> <ul style="list-style-type: none"> <li>• Supplier costs are charged to the Cost Center/Project in error – complete an expenditure correction.</li> <li>• Supplier costs were charged with an incorrect amount – contact Accounts Payable and request a vendor credit.</li> </ul> <p><b>Note:</b> Supplier costs are posted once in the GL by 9 pm daily– these represent supplier costs processed for the prior day.</p>		
3.	<p>Validate the charges from interdepartmental transfers (IDTs) have been recorded properly.</p> <ul style="list-style-type: none"> <li>• IDT has been approved by Planning &amp; Analysis</li> <li>• Print shop, media services</li> <li>• Costing corrections/changes</li> <li>• Postage</li> <li>• Food Service costs</li> <li>• Scholarship expense</li> </ul> <p><b>Criteria:</b> Interdepartmental transfers (IDTs) should be charged to the proper Cost Center/Project as originally authorized by both parties.</p> <p><b>Common exceptions and resolutions:</b> Correspond with the appropriate service department when charging issues arise.</p>		

4.	<p>Validate that expense credits have been recorded properly.</p> <ul style="list-style-type: none"> <li>Expense receipts from BANNER/TOUCHNET.</li> <li>Run the <b>UTZ_AR_PYMT_RECON_DETAIL_BAN</b> query for any given period. Validate transactions with BANNER/TOUCHNET interface as transaction source. These should represent expense credits.</li> </ul> <p><b>Criteria:</b> Expenditure reimbursements are the only receipt of funds to be credited against expense accounts. Receipt of funds should flow through revenue accounts.</p>		
5.	<p>Does this cost center have merchandise for resale?</p> <ul style="list-style-type: none"> <li>Has the department received authorization from Accounting &amp; Reporting to sell merchandise for resale?</li> <li>Are all the expenses coded under account code 60003?</li> </ul> <p><b>Criteria:</b> Inventory documentation must be kept for all merchandise purchased and sold.</p>		
<b>Budget:</b>			
1.	<p>Does your Cost Center have sufficient budget to cover all expenses and encumbrances?</p> <ul style="list-style-type: none"> <li>Is the Cost Center/Project budget in negative, if so, process a budget revision or move expenses to another Cost Center/Project.</li> <li>Are all expenses and encumbrances allowed based on the Cost Center/Project fund.</li> </ul>		
<b>Grant Projects:</b>			
1.	<p>Is your Project headed for a deficit condition due to expected/unexpected charges?</p> <ul style="list-style-type: none"> <li>Are the unexpected charges accounted for?</li> <li>Is a correction required to fix the deficit condition?</li> </ul>		
2.	<p>Are budget changes required?</p> <ul style="list-style-type: none"> <li>Have budget changes been submitted?</li> </ul>		
3.	<p>If the PM is re-budgeting, do the terms and conditions of the funding agency allow it?</p>		
4.	<p>If cost sharing was committed to the agency for this Project, has the proper documentation or steps been completed to create a new cost share account?</p> <ul style="list-style-type: none"> <li>Are the cost share expenses recorded on this cost center that was set up?</li> </ul>		

5.	Are encumbrances valid for purchase or requisitions?		
6.	Is the indirect/burden cost (IDC) that is being charged to the account in compliance with the award grant?		
7.	Are expenditure close-out procedures being followed?		
<b>General:</b>			
1.	<p>Has all supporting documentation been filed and retained for audit purposes? All documentation that supports the reconciliation should be filed within the department and made available upon request.</p> <ul style="list-style-type: none"> <li>• Employee hire form</li> <li>• CFS: change in funding source</li> <li>• Approved timecards</li> <li>• Purchase order invoices/receipts</li> <li>• Contracts</li> <li>• One Card receipts</li> <li>• iTravel+ documentation</li> </ul>		
2.	<p>Are Key members on the Cost Center/Project current? –</p> <ul style="list-style-type: none"> <li>• Cost Centers: <a href="#">Submit a Key Member update in PeopleSoft.</a></li> <li>• Grant Projects: Email a <a href="#">key member update form</a> to <a href="mailto:GrantsAccounting@utrgv.edu">GrantsAccounting@utrgv.edu</a></li> <li>• Plant Projects: Email Ana Salinas at <a href="mailto:ana.salinas@utrgv.edu">ana.salinas@utrgv.edu</a></li> </ul>		

## Training and Resources:

**Chart of Accounts:** Lists the allowable/unallowable expenses with examples.

Link: <https://www.utrgv.edu/finance-and-fiscal-reporting/files/documents/accountingresources/accounting-forms-and-documents/chart-of-accounts/psfms-gl-coa-reference.pdf>

### UTRGV PeopleSoft Training Material on Blackboard PeopleSoft Academy

Use the link below, then select General Ledger to review training materials: <https://mycourses.utrgv.edu/>

### UTRGV PeopleSoft Training Material on Accounting and Reporting Website

Link: <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

## Processing Corrections

The timely review of expenditures is critical in identifying errors posted against your Cost Center/Project. Expenses should be posted via PeopleSoft.

Processing corrections to any financial transaction requires that it be applied through the originating subledger source (i.e., Accounts Receivable, Accounts Payable, Assets Management, etc.).

If a receipt of funds (money) was posted incorrectly against an expense account (reduction of expense), correct this revenue by submitting a correction.

For other expense errors, identify the correct costing information such as:

- Debit (charge account)
- Cost Center/Project number
- SpeedType
- Analysis Type (for Projects only)
- Credit (recover charges)
- Transaction amount
- Description

Populate the Cost Center/Project change and correction information expenditure correction form and complete the entry using the [Interdepartmental Transfers and Corrections](#) training materials found in the Blackboard PeopleSoft Academy under General Ledger or at the [Accounting and Reporting – Resources webpage](#).

## Labor Cost Errors:

For Labor Cost errors, identify the source error to determine proper action:

- If an employee does not receive payment or if an employee's payment amount is incorrect, check with the Human Resource office.
- If an employee was paid in the incorrect month, check with the Human Resource office.
- If an employee was paid from an incorrect Cost Center/Project, check this against the latest HR Portal entry (Change of Job Description (CJD), Change of Funding Source (CFS)) for that employee.
  - If actual posting does NOT match the latest HR Portal entry and the posting is a different fiscal year, please confirm with the department if the timecard was late. If the timecard is late, confirm that the Cost Center/Project on the HR Portal entry is still active. If the Cost Center/Project is still active, please notify Labor Distribution (LD) to enter an adjustment with an explanation that the adjustment is required due to a late timecard. If the Cost Center/Project from previous year is not active, submit a change to CJD for the earning period to include the alternate Cost Center/Project. This is to avoid paying beyond employment dates in the latest HR Portal entry. Late timecards crossing fiscal years do not extend employment dates, just payment dates.
  - If actual posting does NOT match the latest HR Portal entry and the posting is within the same fiscal year, please confirm the employment dates. If the payroll charge is beyond the employment dates, a CJD for the employment dates needs to be submitted.
  - If actual posting matches the latest HR Portal entry, but the Cost Center/Project is still incorrect, please submit a CJD (LD will correct costing once the approved CJD is received).
  - If the latest HR Portal entry is reflecting the correct Cost Center/Project and the actual postings are incorrect, send an email to [commitment\\_accounting@utrgv.edu](mailto:commitment_accounting@utrgv.edu) for review and correction.
  - HR Action forms for staff and students are [submitted to the HR Portal](#).

## Accounting Contact Guide

Use this reference guide to communicate your reconciling items to accounting for immediate correction. Corrections within PeopleSoft should be journalized for the next accounting period.

Transaction Type	Contact Department	Contact Person	Email	Phone
AR Invoicing	Accounting & Reporting	Mariana Guerra	<a href="mailto:AccountsReceivable@utrgv.edu">AccountsReceivable@utrgv.edu</a>	665-7956
Bank Wire Transfers	Treasury, Student & Financial Systems	Treasury	<a href="mailto:Treasury@utrgv.edu">Treasury@utrgv.edu</a>	665-7378
Budget Journals	Planning & Analysis	Jacob Gracia	<a href="mailto:BudgetRevisions@utrgv.edu">BudgetRevisions@utrgv.edu</a>	665-2962
Capital Asset Journals	Assets Management	Maribel Hernandez	<a href="mailto:AssetsManagement@utrgv.edu">AssetsManagement@utrgv.edu</a>	665-2702
Disencumbrance (entire line/entire PO)	Procurement Office	The Buyer for Your PO	<a href="mailto:Purch@utrgv.edu">Purch@utrgv.edu</a>	665-2161
Disencumbrance (partially paid)	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Fringe Benefit Errors (in total)	Human Resources	Human Resources	<a href="mailto:HR@utrgv.edu">HR@utrgv.edu</a>	665-2451
Fuel Charges	Campus Facilities Operations	Amy Nichols	<a href="mailto:Amy.Nichols@utrgv.edu">Amy.Nichols@utrgv.edu</a>	665-2793
General IDT's non-sponsored	Accounting & Reporting	Sylvia Guerra	<a href="mailto:Sylvia.Guerra@utrgv.edu">Sylvia.Guerra@utrgv.edu</a>	665-2704
General IDT's Sponsored (Grants)	Grants Accounting	Grant Accountant assigned to the Project	<a href="mailto:GrantsAccounting@utrgv.edu">GrantsAccounting@utrgv.edu</a>	665-3258
ID Card Charges	Business & Administrative Services	Gilberto Hernandez	<a href="mailto:Gilberto.Hernandez03@utrgv.edu">Gilberto.Hernandez03@utrgv.edu</a>	665-7178
Official Receipts Non-Sponsored	Treasury, Student & Financial Systems Bursar	Julio Cruz	<a href="mailto:Julio.Cruz01@utrgv.edu">Julio.Cruz01@utrgv.edu</a>	665-2718
Official Receipts Sponsored	Grants Accounting	Grants Accountant assigned to the Project	<a href="mailto:GrantsAccounting@utrgv.edu">GrantsAccounting@utrgv.edu</a>	665-3258
Payments to Vendors	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Payroll Labor Distribution Errors / Employer Cost Labor Encumbrances	Accounting & Reporting	Carissia Banda	<a href="mailto:Commitment_Accounting@utrgv.edu">Commitment_Accounting@utrgv.edu</a>	665-7057
Postal Charges	Distribution & Logistics	Distribution & Logistics	<a href="mailto:DistributionandLogistics@utrgv.edu">DistributionandLogistics@utrgv.edu</a>	665-3076
Print Shop Copies	Business & Administrative Services	Gilberto Hernandez	<a href="mailto:Gilberto.Hernandez03@utrgv.edu">Gilberto.Hernandez03@utrgv.edu</a>	665-7178
Receiving	Distribution & Logistics	Distribution & Logistics	<a href="mailto:DistributionandLogistics@utrgv.edu">DistributionandLogistics@utrgv.edu</a>	665-3076
Training (AR/Billing, GL, Timekeeping/Payroll)	Accounting & Reporting	David Guerra	<a href="mailto:David.Guerra@utrgv.edu">David.Guerra@utrgv.edu</a>	665-3089
Training (Assets Management & Accounts Payable)	Assets Management	Linda Mares	<a href="mailto:Linda.Mares@utrgv.edu">Linda.Mares@utrgv.edu</a>	665-3643
Transportation	Parking & Transportation	Transportation	<a href="mailto:Transportation@utrgv.edu">Transportation@utrgv.edu</a>	665-2036
Parking	Parking & Transportation	Parking	<a href="mailto:Parking@utrgv.edu">Parking@utrgv.edu</a>	665-2738
Travel (payment related)	Accounts Payable	Accounts Payable	<a href="mailto:AccountsPayable@utrgv.edu">AccountsPayable@utrgv.edu</a>	665-2700
Work Orders	Campus Facilities Operations	Suzanne Olague Gabriel Hubbard	<a href="mailto:Suzanne.Olague@utrgv.edu">Suzanne.Olague@utrgv.edu</a> <a href="mailto:Gabriel.Hubbard01@utrgv.edu">Gabriel.Hubbard01@utrgv.edu</a>	665-2795



# Reconciliation Process

- Access the SAHARA Monthly Reconciliation tile

*(Employee Self Service > Accounting & Financial Report > SAHARA Monthly Reconciliation)*



- Only **AFTER** the Accounting Period is **CLOSED**
- One Accounting Period At A Time & One Cost Center/Project At A Time
- Review All Budget, Actuals & Encumbrance Transactions for any discrepancies
- You are reconciling to what has been officially **POSTED** or charged to your Cost Center/Project
- Compare the **ALL** the information in **SAHARA** to Your Departmental Records
  - Each department should have their own in-house process for tracking
  - If you do not have a process in place, please reach up (one level) immediately.
  - Additionally, ensure you are paying close attention to **Payroll Costs** *(see slide 21)*

# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

## REPORT: ADHOC TRANS HR AP EX

AD HOC TRANSACTIONS report contains

- Payroll
- Accounts Payable
- Travel & Expense
- Touchnet

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	182															509.96		
2	Cost Descr	Manager Nam	ID	Project	Project Nam	Manager Nam	Manager	Fiscal	Pl	Journal	Acctg Dat	Acctg	Account Descr	Transaction	Posted	Trans Line Amount	Dept	Dep
78	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63001	Consumable Non-Office Suppli	AP	P	1.64	430200	Acad
79	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63001	Consumable Non-Office Suppli	AP	P	12.32	430200	Acad
80	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63001	Consumable Non-Office Suppli	AP	P	26.60	430200	Acad
81	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63001	Consumable Non-Office Suppli	AP	P	54.87	430200	Acad
82	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63001	Consumable Non-Office Suppli	AP	P	124.77	430200	Acad
83	Accreditation and Assessment	Saenz,Laura M						2019	7	3/1/2019	3/1/2019	63009	Consumable Supplies Fabric	AP	P	56.66	430200	Acad
84	Accreditation and Assessment	Saenz,Laura M						2019	7	3/21/2019	3/21/2019	62102	Trvl In St Mileage	AP	P	233.10	430200	Acad
85																		
86																		

- AD HOC TRANSACTIONS report will **NOT** contain IDTs
- Apply Filters as necessary

# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

## REPORT: GL ADHOC JOURNALS REPORT

GL AdHoc Journals Report

All Summary Journals posted to General Ledger

Can be used to identify all actual transactions posted to GL

IDTs & GLS once posted entries can be found here

## QUERY: UTZ\_GL\_TRANSACTIONS\_AFRNODE

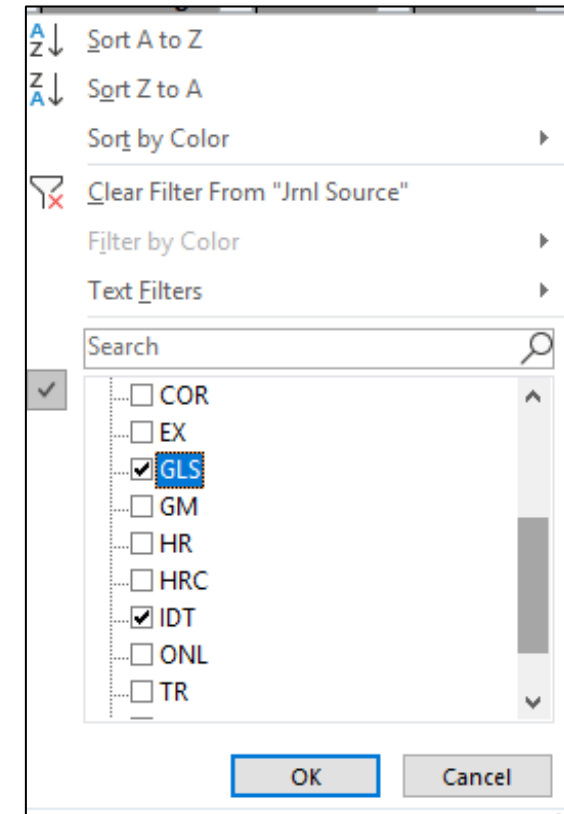
Summarized transactions in GL

To identify ALL actual transactions posted to GL

Contains Content to reconcile **Sponsored Revenue**

Also contains ALL Journal Entries from ALL sources

(HPY, PAC, 000, ER, BBI, RPR, etc.)



# PO ENCUMBRANCES: PO Encumbrance Reconciliation Report

As part of good encumbrance management please use the **PO Encumbrance Reconciliation Report** as this report will return balances for purchase orders for single project or cost center or for the entire department.

Using the Microsoft Excel pivot table function you can narrow down the information that is displayed to quickly and properly determine whether a PO needs to be closed, liquidated, or remain open.

## PO Encumbrance Reconciliation Report

Balances for Purchase Orders for single Project or CC or Department

Query: **UTRGV\_PO\_ENCUMB\_RECON\_ALL**

Row Labels	Sum of Sum Encumbered	Sum of Sum Applied	Sum of Sum PO Encum Bal
V000027233	508.08	-488.5	19.58
Grand Total	508.08	-488.5	19.58

Excel > Select Data Range > Insert > Pivot Tables > Pop Box click OK.

Then check PivotTable fields: PO No., Sum Encumbered, Sum Applied, Sum PO Encum Bal

# Encumbrance Checklist

Validate all the Operating encumbrances. The Encumbrance review must be done on a monthly basis. These are the steps to review and remove encumbrances:

- ☐ Get a listing of Active Encumbrances thru NavBar> Menu > Financials > Reporting Tools > Query > Query Viewer. Run the [UTRGV\\_PO\\_ENCUMB\\_RECON\\_ALL](#) query.
- ☐ Review the list of PO's and request invoice from vendor if item is received or CLOSE PO to liquidate the encumbrance if not needed.
- ☐ Log in to **iShop** to liquidate the encumbrance. Select CLOSE PO and enter the reason for closing the PO. The How to Close PO's quick guide is available on the Procurement website below:  
[click here to view iShop guides](#)

**Effective June 2022**, a Purchase Order is valid for 18 months from the PO issuance date. PO encumbrances will be removed from the financial books after this time frame.

# PO ENCUMBRANCES: Reimbursements & PO Encumbrance *'Clean Up'*

**ATTENTION** Reconcilers: ALL **Travel** and **Expense Reimbursements** need to be submitted for processing **IMMEDIATELY** after the travel/event occurs and not wait beyond the 60-days as tax implications may apply.

## Travelers

Individuals traveling on University business are responsible for complying with University policies as well as this UTRGV Expense Resource Guide and One Card Program Manual (as applicable) and should exercise good stewardship of University funds. Expenses **should be submitted no later than 60 days of the end of trip**. Failure to do so may subject the reimbursement amount to be treated as taxable income according to [IRS Publication 463](#).

For more information

[click here to view Expense Resource Guide](#)

[click here to view iTravel guides](#)

[click here to view IRS Publication 463](#)

IRS publication 463 revised 27 FEB 2025

[Document: How to avoid being taxed on travel and business expense reimbursement](#)

## Business Entertainment

Reimbursement of business meals is appropriate if the main focus of the activity is to support the business and educational mission of UTRGV, and consumption of food is incidental to the purpose of the meeting. Business meals must include at least one or more external participants to UTRGV. External participants include official guests of the University such as donors or potential donors, visiting lecturers, visitors from foreign countries, visitors from other Universities and individuals interested in University programs, prospective faculty/staff during the interview process, guests invited to assist in the development or evaluation of programs, alumni, business leaders, and community leaders. The presence of University faculty and staff at the business meal must be integral to the purpose of the meeting.

Refer to [Funding Sources](#) Section within this Expense Guide for allowability. Request for reimbursement **must be submitted within 60 days** from the date of the event to comply with IRS Publication 463.

# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

## UTZ\_AR\_PYMT\_RECON\_DETAIL\_BAN

### **Accounts Receivable Payment Detail Report**

- Deposits processed at BURSAR's OFFICE
  - Departmental Revenue Deposits
  - Reimbursement of Expenses
  - Invoice Payments
  - Touchnet

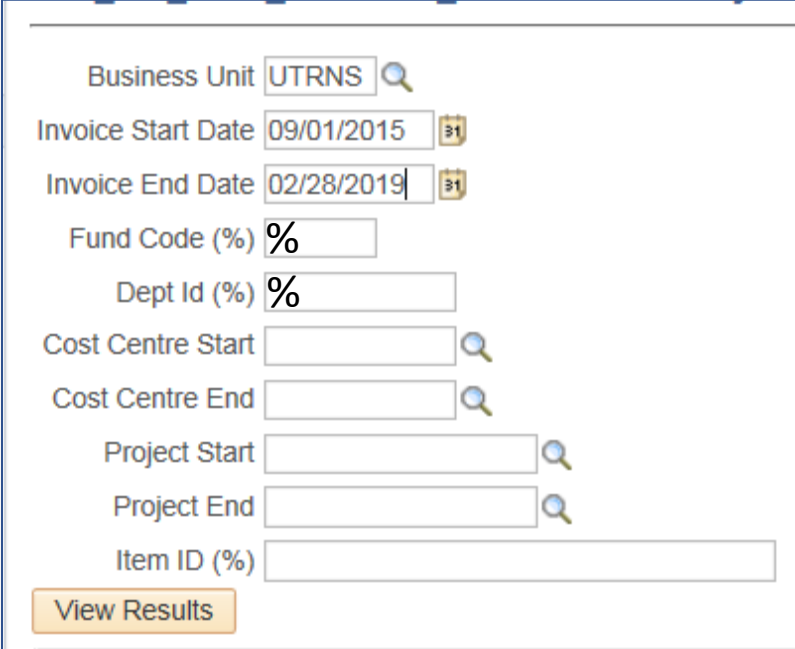
# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

## UTZ\_GM\_ITEM\_ACTIVITY\_AR

### Invoice and Payment Report

All Invoices Generated through Billing & their associated

- Payments
- Adjustments
- Credits applied to those invoices



A screenshot of a web-based search form for the 'Invoice and Payment Report'. The form contains several input fields with labels and search icons. The fields are: 'Business Unit' with the value 'UTRNS'; 'Invoice Start Date' with the value '09/01/2015' and a calendar icon; 'Invoice End Date' with the value '02/28/2019' and a calendar icon; 'Fund Code (%)' with the value '%'; 'Dept Id (%)' with the value '%'; 'Cost Centre Start' with an empty field and a search icon; 'Cost Centre End' with an empty field and a search icon; 'Project Start' with an empty field and a search icon; 'Project End' with an empty field and a search icon; and 'Item ID (%)' with an empty field. At the bottom of the form is an orange button labeled 'View Results'.



# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

**IF** you are processing INVOICES through **AR/BI** then you already have access in PRD to:

## **UTZ\_AR\_PYMT\_RECON\_DETAIL\_BAN**

Includes Deposit Details Processed @ Bursars Office such as Departmental Revenue Deposita, Reimbursement of Expenses, Invoice Payments, etc.

## **UTZ\_GM\_ITEM\_ACTIVITY\_AR (a.k.a. Invoice and Payment Report)**

Includes ALL invoices Generated Through Billing, Payments, Adjustments, and Credits

# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

**IF** you are Reconciling AR/BI Generated Invoices (AR/BI)

There is a new query to run:

**UTRGV AR/BI GL DOC Details query** **UTR\_AR\_BI\_JRNL\_DOC\_DTL**

(in PRD > NAVBAR > MENU > FINANCIALS > REPORTING TOOLS > QUERY > QUERY VIEWER)

Using the JOURNAL ID # it details of a revenue entry coming from a BI or AR journal entry. Journal ID # can be obtained from **SAHARA, INVOICE & PAYMENT REPORT**, and **UTZ\_GL\_TRANSACTIONS\_AFRNODE** (query)

	A	B	C	D	E	F	G	H	I	J
1	UTRGV AR/BI GL Doc Details	##								
2	Journal ID	Date	Line Descr	Acctg Date	Line #	Document Type	Ref	Document ID	Amount	Bill To
3	BBI0061111	2/28/2022	Lease March 2022 EXAMPLE	2/28/2022	1			NS-0008888-INV	175.000	NSP00777
4	BBI0061111	2/28/2022	Lease March 2022 EXAMPLE	2/28/2022	2			NS-0008888-INV	-175.000	NSP00777

	K	L	M	N	O	P	Q	R	S	T	U
1											
2	Name	Descr	Account	Dept	Fund	Function	Program	Cost Centr	Project	Seq	Journal Amount
3	The Random Company, Inc.		11680		3100					0	175.000
4	The Random Company, Inc.		42306	401111	3100	999		31000111		1	-175.000

# The Reports/Queries to Assist with Reconciling Expenses, Revenues, and Encumbrances

## UTR\_PLANT\_TRAN\_DETAIL

Plant Project Transactions (prefix 70 & 71)

from Payroll • Accounts Payable • Travel & Expense • General Ledger • Accounts Receivable

## UTZ\_ADHOC\_MFR\_KK\_DETAIL

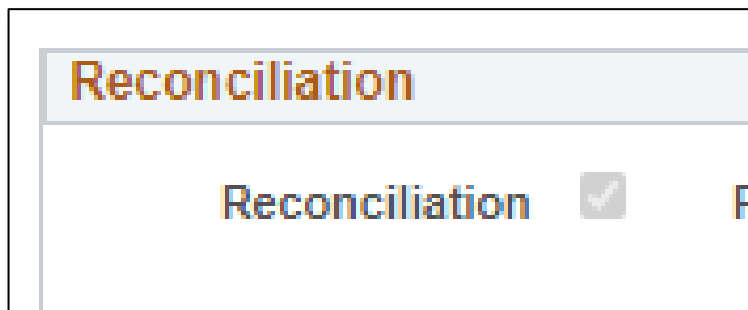
Includes detail of lines in MFR used to reconcile to the KK detail

- Classified Salary Account Code needed to run (i.e., 51201)
- Query results PO number, Report ID or Journal number from the MFR detail report.
- Excludes revenue detail

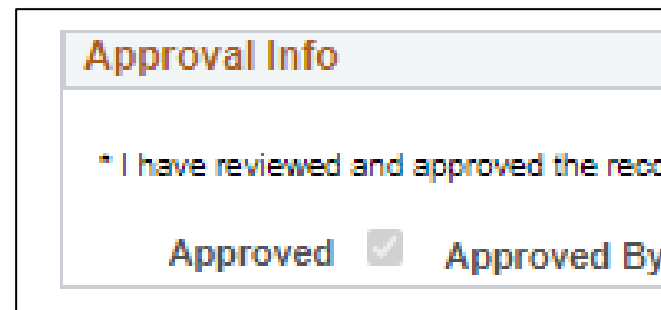
# Reminder: About Reconciling & Approving

Using SAHARA: Reconciliation and Approval must be done in a timely basis shortly after Accounting Period closing (**30 days** for Reconciliation and Approval within the same 30 days)

Once electronically acknowledged by Reconciler and Manager this becomes your ***Official Reconciliation Record*** for the period.



The screenshot shows a web interface with a header bar labeled "Reconciliation" in orange text. Below the header, the word "Reconciliation" appears again in blue text, followed by a grey square containing a white checkmark. To the right of the checkmark, a portion of a blue letter "F" is visible.



The screenshot shows a web interface with a header bar labeled "Approval Info" in orange text. Below the header, there is a line of blue text that reads "I have reviewed and approved the reco". At the bottom of the section, the word "Approved" is in blue text, followed by a grey square containing a white checkmark, and then the text "Approved By" in blue.

If you need to ***UNRECONCILE*** or ***UNAPPROVE*** please send email to [ACCOUNTINGANDREPORTING@UTRGV.EDU](mailto:ACCOUNTINGANDREPORTING@UTRGV.EDU)  
In message include what CC or Project and Accounting Period that needs to be unreconciled or unapproved, plus simple single line explanation as to why this action needs to occur.  
Do Not Forget To Re-Reconcile or Re-Approve.

# DEMONSTRATION - Reconciling Expenses

Account

Find | View 1



First


1-3 of 3





Last

Account53201SW StudentSourceHR PayrollAcctg Def NameHR Payroll Definition

Reviewed☐ Review DateAccount Subtotal\$1,187.50

Personalize | Find | View All |   First1-2 of 2Last

DetailsJournal InfoKey Values

	Flag	Employee ID	Employee Name	Position	Job Code	Pay End Date	Trans Type	Trans Code	Paycheck Number	Monetary Amount
1				Student Project As	10060	08/15/2020			4100179856	\$600.00
2				Student Project As	10060	08/31/2020			4100185279	\$587.50

Account Detail							
Project Number/GL String: 31000236 HHP - Travel							
FY2020							
Reference #	Date	Description of Transaction	Encumber	Credit/Entered	Date Paid	Amount Paid	Original Total
							\$ 9,331.00
Carryover from FY2018							\$ -
Budget Revision							
Revised Budget							\$ 9,331.00
HPY0035201	8/15/20	Student Project As			08/15/20	\$ 600.00	\$ 8,731.00
HPY0036131	8/31/20	Student Project As			08/31/20	\$ 587.50	\$ 9,318.50
HPY0035201	8/15/20	Student Project As	\$ 0.56		08/15/20		\$ 8,142.94
HPY0036131	8/31/20	Student Project As	\$ 0.36		08/31/20		\$ 8,142.58
3598297	8/3/20	KONICA MINOLTA BS			08/03/20	\$ 88.69	\$ 8,053.89
HPY0034771	8/31/20	GL JOURNAL - HCM Encumbrance	\$ 0.06		08/31/20	\$ 0.06	\$ 8,053.77
5320153201	8/1/20	5320153201 - Student Project As	\$ (600.00)				\$ 8,053.77

# DEMONSTRATION – Recognizing Reconciling Items

Account 57701 Workers Compensation Source HR Payroll Acctg Def Name HR Payroll Definition

Reviewed ☐ Review Date Account Subtotal \$1.28

Personalize | Find | View All | First 1-2 of 2 Last

Details | Journal Info | Key Values

	Flag	Employee ID	Employee Name	Position	Job Code	Pay End Date	Trans Type	Trans Code	Paycheck Number	Monetary Amount
1				Student Project As	10060	08/15/2020			4100179856	\$0.65
2				Student Project As	10060	08/31/2020			4100185279	\$0.63

In this **example**, SAHARA shows two WC charges of \$0.65 and \$0.63 but the Departmental Record shows \$0.56 and \$0.36.

Project Number/GL String: 31000236 HHP - Travel							
FY2020							
Reference #	Date	Description of Transaction	Encumber	Credit/Entered	Date Paid	Amount Paid	Original Total
							\$ 9,331.00
Carryover from FY2018							\$ -
Budget Revision							
Revised Budget							\$ 9,331.00
HPY0035201	8/15/20	Student Project As			08/15/20	\$ 600.00	\$ 8,731.00
HPY0036131	8/31/20	Student Project As			08/31/20	\$ 587.50	\$ 8,143.50
HPY0035201	8/15/20	Student Project As	\$ 0.56		08/15/20		\$ 8,142.94
HPY0036131	8/31/20	Student Project As	\$ 0.36		08/31/20		\$ 8,142.58
3598297	8/3/20	KONICA MINOLTA BS			08/03/20	\$ 88.69	\$ 8,053.89
HPY0034771	8/31/20	GL JOURNAL - HCM Encumbrance	\$ 0.06		08/31/20	\$ 0.06	\$ 8,053.77

Q. Are they “normal fluctuations” or are they “reconciling items”?

# BUDGET OVERVIEW & Billing Revenue

To View this Information Please Ensure You Have Access to Budget Overview Report.  
If you do not have the access, the How To Request Access guide is available in UTRGV  
PeopleSoft Academy > Commitment Control > Budget Overview Report

Revenue Estimate	50,000.00
Recognized Revenue	10,000.00
Available Budget	40,000.00
Collected Revenue	3,500.00
Uncollected Revenue (Rec-Coll)	6,500.00

Available Budget*	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Uncollected Revenue (Rec-Coll)*	Pe
557.82	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	
1,363.63	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	
0.00	63,268.41	63,268.41	0.00	0.00	63,268.41	
0.00	11,600.00	0.00	11,806.00	11,600.00	-11,806.00	

## BUDGET OVERVIEW & Billing Revenue

Revenue Estimate	50,000.00
Recognized Revenue	10,000.00
Available Budget	40,000.00
Collected Revenue	3,500.00
Uncollected Revenue (Rec-Coll)	6,500.00

- **Revenue Estimate:** generated by Budget Office. In this case, \$50,000.
- **Recognized Revenue:** total of all collected & uncollected revenue. **Collected + Uncollected.** (\$3500 + \$6500)
- **Available Budget:** amount available for use. **Revenue Estimate - Recognized Revenue** (\$50,000 - \$10,000)
- **Collected Revenue:** Amount (i.e., invoice payment) received/paid. (\$3500)
- **Uncollected Revenue:** Amount (payments) NOT yet received on outstanding invoices. (\$10,000 - \$3500 = \$6500)  
(Recognized Revenue - Collected Revenue)



# DEMONSTRATION – Reconciling Revenue from uPay, IDT, Check Deposit

To Reconcile:

- Go line by line ensuring both **SAHARA & YOUR DEPARTMENTAL TRACKING** match.
- Identify small fluctuations
- Note Discrepancies and Proceed To Resolve

**Account** 42306 Sales - Other Source Interdepartmental Transfer Acctg Def Name Account Subtotal \$-985.00

Reviewed ☐ Review Date

Details

Flag	Journal ID	Journal Date	Journal Line Description	Journal Header Descr	Journal Line Ref	Monetary Amount
1	0000034996	08/18/2020	Sales - Other	GL-REHAB-TAG-IDT08		\$-685.00
2	0000035211	08/21/2020	Sales - Other	GL-REHAB-TAG-IDT08		\$-100.00
3	0000035741	08/31/2020	Sales - Other	GL-REHAB-TG-511-15		\$-200.00

Account 42306 Sales - Other Source Accounts Receivable Acctg Def Name AR Direct Journal Account Subtotal \$-1,370.00

Reviewed ☐ Review Date

Details

Flag	Deposit ID	Deposit Line Descr	Payment ID	Monetary Amount
1	O20200802-1G		20215007-1-1	\$-100.00
2	O20200803-29G		20216004-13-1	\$-100.00
3	O20200817-46G		20230007-2-1	\$-100.00
4	C201082820G	Registration fee f	20241008-8-1	\$-400.00
5	O20200805-35G		20218004-18-1	\$-65.00
6	O20200811-63G		20224001-9-1	\$-300.00
7	O20200806-48G		20219005-15-1	\$-100.00
8	O20200811-63G		20224001-2-1	\$-165.00
9	O20200814-40G		20227004-7-1	\$-40.00

FY2020							
Reference #	Date	Description of Transaction	Encumber	Credit/Entered	Date Paid	Amount Paid	Original Total
Carryover from FY2019							\$ 5,614.18
Budget Revision							\$ -
Revised Budget							\$ 5,614.18
	8/2/20	Rehab Conference - Registration	\$ -		08/02/20	(100.00)	\$ 9,275.36
	8/3/20	Rehab Conference - Registration	\$ -		08/03/20	(100.00)	\$ 9,375.36
	8/5/20	Rehab Conference - Registration	\$ -		08/05/20	(65.00)	\$ 9,440.36
	8/6/20	Rehab Conference - Registration	\$ -		08/06/20	(100.00)	\$ 9,540.36
	8/11/20	Rehab Conference - Registration	\$ -		08/11/20	(465.00)	\$ 10,005.36
	8/14/20	Rehab Conference - Registration	\$ -		08/14/20	(40.00)	\$ 10,045.36
	8/17/20	Rehab Conference - Registration	\$ -		08/17/20	(100.00)	\$ 10,145.36
	8/18/20	Rehab Conference - Registration	\$ -		08/18/20	(685.00)	\$ 10,830.36
	8/21/20	Rehab Conference - Registration	\$ -		08/21/20	(100.00)	\$ 10,930.36
	8/24/20	Rehab Conference - Registration	\$ -		08/28/20	(400.00)	\$ 11,330.36
							\$ 11,330.36
							\$ 11,330.36
							\$ 11,330.36

# RECONCILIATION PROCESS RECAP

When It Comes To Monthly Financial Reconciliation Always Remember:

- UTRGV Monthly Financial Reconciliation is conducted in compliance with [UTS 142](#) (UT System Policy), [UTRGV HOP ADM 10-703](#) (Accounting Policy) and the [Monitoring Plan](#).
- Cost Center/Project Manager assumes the overall fiscal compliance responsibilities for a Cost Center/Project.
- Reconciler reviews each financial transaction posted against the cost center/project, ensuring its accuracy and validating that sufficient source documentation exists.
- Verify Employee & Payroll information and amounts are correct and up-to-date
- Identify and Correct mistakes in a timely manner.
- Use The Reporting Tools as often as possible.
- Complete Reconciliation within **30 days** of Accounting Period Close notification, allowing for Manager to approve within the same 30 days.
- Submit IDTs by close of the 1<sup>st</sup> business day of following month.
- ONLY Reconciler and Certifier electronically acknowledge in SAHARA.
- Keep all MFR & related content for Current FY + 3 years (see Grants Accountant for Projects).
- Save Your Work & File Documentation for Inspection/Audit Purposes
- Ask For Assistance.

# How To Request Access: CC/Project Reconciler

\*\*\*Please login at <http://SUPPORT.UTRGV.EDU>

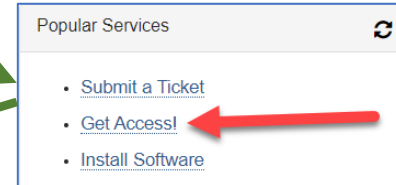
1. Click on **INFORMATION TECHNOLOGY** button

Information Technology

2. Click on **Get Access**

3. Then click on **REQUEST ACCESS** button

Request Access



4. In the following fields please enter the associated information:

**Category:** PeopleSoft Financials

**Resource:** PeopleSoft – General Ledger

**Description:** As part of duties and responsibilities as RECONCILER, I will need access to the following for Monthly Financial Reconciliation in PRD environment of PeopleSoft:

UTZ\_FI\_GL\_JOURNAL\_INQUIRY

UTZ\_FI\_GL\_LEDGER\_INQUIRY

UTZ\_FI\_GL\_QRY\_ACCGRP

UTZ\_FI\_GL\_ACCT\_RECONCILIATION

UTZ\_FI\_GL\_COSTCENTER\_APPROVAL

UTZ\_FI\_GL\_CHARTFLD\_REQUEST

UTZ\_FI\_GL\_MODULE\_READ\_ONLY

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access. **PLEASE NOTE:** This part of the process can take up to 3 Business Days to complete.

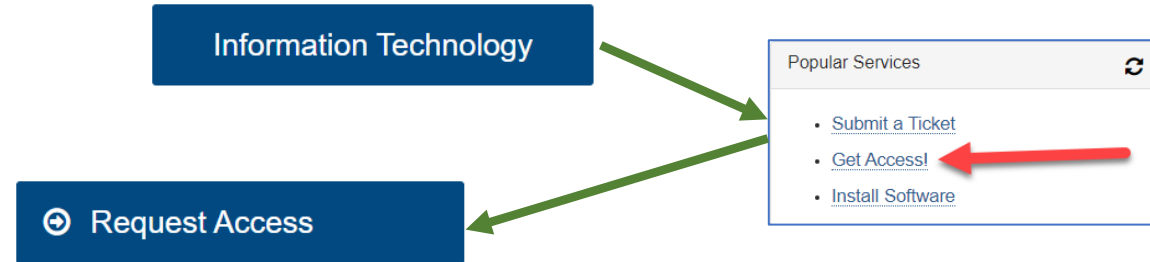
# SAHARA – How To Request Access: CC/Project RECONCILER

\*\*\*Please login at <http://SUPPORT.UTRGV.EDU>

1. Click on **INFORMATION TECHNOLOGY** button

2. Click on **Get Access**

3. Click on **Request Access** button



4. Then click on **REQUEST ACCESS** button In the following fields please enter the associated information:

Category: PeopleSoft –Financials

Resource: PeopleSoft –General Ledger

Description: As a **Cost Center/Project Reconciler**, I am requesting access to SAHARA with the role:

**UTZ\_FI\_GL\_SAHARA\_RECONCILER**

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access.  
**PLEASE NOTE:** *This part of the process can take up to 3 Business Days to complete.*

**THE PROCESS ON THIS PAGE  
IS  
ONLY FOR  
NEW RECONCILERS**

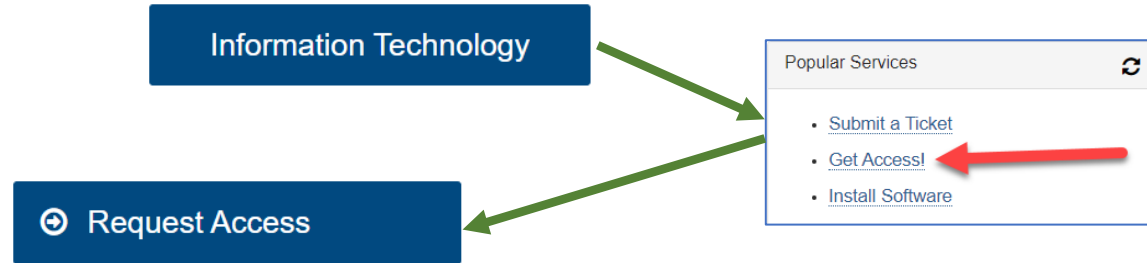
# SAHARA – How To Request Access: CC/Project MANAGER

\*\*\*Please login at <http://SUPPORT.UTRGV.EDU>

1. Click on **INFORMATION TECHNOLOGY** button

2. Click on **Get Access**

3. Click on **Request Access** button



4. Then click on **REQUEST ACCESS** button In the following fields please enter the associated information:

Category: PeopleSoft –Financials

Resource: PeopleSoft –General Ledger

Description: As a **Cost Center/Project Manager**, I am requesting access to SAHARA with the role: **UTZ\_FI\_GL\_SAHARA\_APPROVER**

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access.  
**PLEASE NOTE:** *This part of the process can take up to 3 Business Days to complete.*

**THE PROCESS ON THIS  
PAGE IS  
ONLY FOR  
NEW MANAGERS**

# SAHARA – How To Request Access: INQUIRY ONLY

\*\*\*Please login at <http://SUPPORT.UTRGV.EDU>

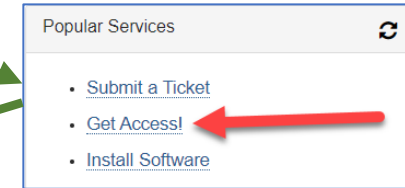
1. Click on **INFORMATION TECHNOLOGY** button

Information Technology

2. Click on **Get Access**

3. Click on **Request Access** button

Request Access



4. Then click on **REQUEST ACCESS** button In the following fields please enter the associated information:

Category: PeopleSoft –Financials

Resource: PeopleSoft –General Ledger

Description: I am requesting access to SAHARA with the role: **UTZ\_FI\_GL\_SAHARA\_INQUIRY\_ARA**

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access.

**PLEASE NOTE:** *This part of the process can take up to 3 Business Days to complete.*

9. Once access is granted by I.T.

Send an email to [AccountingandReporting@utrgv.edu](mailto:AccountingandReporting@utrgv.edu) with the following information:

- Your Name
- Your Employee ID Number
- List of Cost Centers and/or Projects
- Respective Manager(s) Approval

THE PROCESS ON THIS  
PAGE IS FOR  
**INQUIRY ONLY**

# How To Request Access: REPORTING ENVIRONMENT

\*\*\*Please login at <http://SUPPORT.UTRGV.EDU>

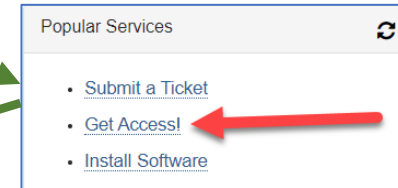
1. Click on **INFORMATION TECHNOLOGY** button

Information Technology

2. Click on **Get Access**

3. Click on **Request Access** button

Request Access



4. Then click on **REQUEST ACCESS** button In the following fields please enter the associated information:

Category: PeopleSoft – Financials

Resource: PeopleSoft – General Ledger

Description: As part of duties and responsibilities, I request access to the RPT environment and the following queries:

- UTZ\_GL\_TRANSACTIONS\_AFRNODE
- UTRGV\_PO\_ENCUMB\_RECON\_ALL

UTZ\_AR\_PYMT\_RECON\_DETAIL\_BAN  
UTZ\_GM\_ITEM\_ACTIVITY\_AR  
UTZ\_ADHOC\_MFR\_KK\_DETAIL  
UTR\_PLANT\_TRAN\_DETAIL

**REQUEST ONLY WHAT IS  
NEEDED**

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access. **PLEASE NOTE:** This part of the process can take up to 3 Business Days to complete.

# How To Request Access: UTR\_CA\_BUDGET\_ENCUMB

**\*\*\*FIRST, PLEASE OBTAIN GUIDANCE FROM [COMMITMENT\\_ACCOUNTING@UTRGV.EDU](mailto:COMMITMENT_ACCOUNTING@UTRGV.EDU)**

Login at <http://SUPPORT.UTRGV.EDU>

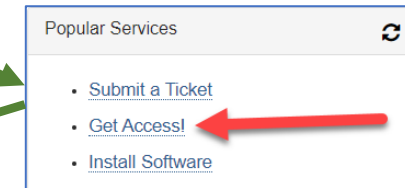
1. Click on **INFORMATION TECHNOLOGY** button

Information Technology

2. Click on **Get Access**

3. Click on **Request Access** button

Request Access



4. Then click on **REQUEST ACCESS** button In the following fields please enter the associated information:

Category: PeopleSoft – Human Capital Management

Resource: PeopleSoft – Commitment Accounting

Description: As part of duties and responsibilities, I request access to the following query: **UTR\_CA\_BUDGET\_ENCUMB**

5. Click on **REQUEST** (blue button at the bottom of screen)

Request

6. EULA agreement: **Check Your Email**

7. Your Supervisor will then be notified to **APPROVE** this request.

8. Once Approved by Your Supervisor, I.T. will begin to work on granting the access.

**PLEASE NOTE:** This part of the process can take up to 3 Business Days to complete.

**IMPORTANT!!!  
COMMUNICATE WITH  
COMMITMENT  
ACCOUNTING  
BEFORE REQUESTING  
ACCESS**



## RESOURCES: Important Contacts When Reconciling

Use the [Accounting Contact Guide](#) to promptly report any unusual transactions to the appropriate accounting staff for feedback and/or corrections.

Should you find that you need specific information please refer to the points of contact listed below:

ISSUE	CONTACT
Encumbrances Posting to Payroll Related Costs	<a href="mailto:Commitment_Accounting@utrgv.edu">Commitment_Accounting@utrgv.edu</a>
Payroll Expenses	<a href="mailto:Payroll@utrgv.edu">Payroll@utrgv.edu</a>
Prior Period Postings (i.e., updated P.O.s)	<a href="mailto:AccountingandReporting@utrgv.edu">AccountingandReporting@utrgv.edu</a>
Payroll Related Costs (i.e., Longevity, Retirement Match, Fringe Benefit Errors, other deductions, etc.)	<a href="mailto:HR@utrgv.edu">HR@utrgv.edu</a>

*When communicating please include as much information as possible to include names, EINs, supervisor names, specific issue content, when you first noticed the issue/concern, etc.*

# Definitions

## **PRD** - Production Environment

The instance of PeopleSoft 9.2 where day-to-day Financial activities transact including SAHARA (i.e., Journal Entry, IDT processing, iShop, etc.)

## **RPT** – Reporting Environment

A separate & functional instance of PeopleSoft9.2 where data is withdrawn using queries to deliver reporting information based on financial transactions.

## **Queries:**

Used to extract the information that you request, based on various input parameters (CC #, Project #, Account Code, etc.), and results are output as .PDF, .CSV, and/or .XLS formats.

## **RECONCILING ITEM:**

A discrepancy between SAHARA and Departmental Records or Pending items to post. They must be addressed, preferably resolved, in order to properly reconcile.

# Contact Us:

Training Coordinator: [AccountingandTimekeepingTraining@utrgv.edu](mailto:AccountingandTimekeepingTraining@utrgv.edu)

Accounting and Reporting: [AccountingandReporting@utrgv.edu](mailto:AccountingandReporting@utrgv.edu)

WWW: <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/index.htm>



Finance and Fiscal Reporting