Monthly Reconciliation and Approval Requirements Guide

Reconciliation, Approval, Training, and Compliance Requirements

Please retain this document as a handy reference for monthly reconciliation and approval responsibilities.

The University requires all cost centers and projects to be reconciled and approved monthly in accordance with the UTRGV Monitoring Plan and UT System Administration Policy 142 (UTS 142). This reference notice summarizes the responsibilities of Account Reconcilers and Cost Center/Project Managers, as well as related compliance reviews and resources.

1. Actions for the Account Reconciler

Account Reconcilers are required to:

- **Complete financial account reconciliations in SAHARA within 30 calendar days** following the accounting period close. Reconciler should submit early enough to allow the manager to review and approve within the same 30-day period.
- Notify the Cost Center/Project Manager when completed reconciliations are pending approval in SAHARA.
- Confirm that the Cost Center/Project Manager has approved each reconciliation in SAHARA.
- Complete the required annual training.

2. Actions for the Cost Center/Project Manager

Cost Center/Project Managers are required to:

- **Review and approve reconciliations in SAHARA within 30 calendar days** following the accounting period close. Approval is required each month from September through August.
- Complete the required annual training.
- At fiscal year-end, submit the annual financial certification as the final step.

Monthly Reconciliation and Approval Checklist:

1. Reconciler completes and submits in SAHARA.
2. Reconciler notifies the manager.
3. Manager reviews and approves in SAHARA.
4. Reconciler verifies approval.
5. Both roles remain current on annual training.

3. Semi-annual Inspections

Cost centers and projects are selected for inspection via a combination of random sampling and risk-based assessment to evaluate the timeliness, accuracy, completeness, validity, reasonableness, and compliance with policy.

Review frequency	Timing
Semiannual inspection of monthly reconciliations	April and October of each fiscal year

4. Reference Resources and Role Definitions

Resource file	Includes general ledger resources, training information, and contact information.
Key Member Role Definitions file	Provides additional fiscal compliance information, including applicable terms and conditions.

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