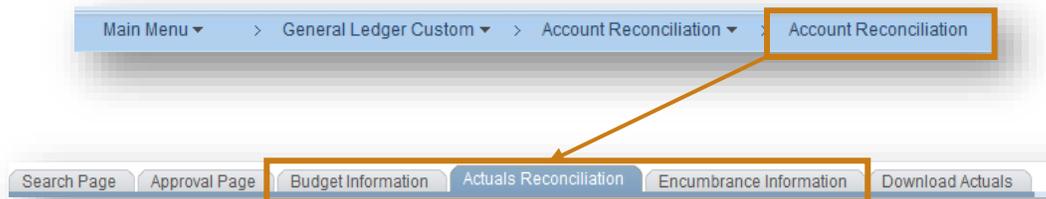


Flagging Transactions in ARA

This is a quick guide for using the ARA (Account Reconciliation Application) functionality to flag transactions for future follow-up. This guide intended to help reconcilers, approvers and others with ARA access.

Navigation

Initially, transactions are flagged on one of the three ARA pages: Budget Information, Actuals Reconciliation, or Encumbrance Information.



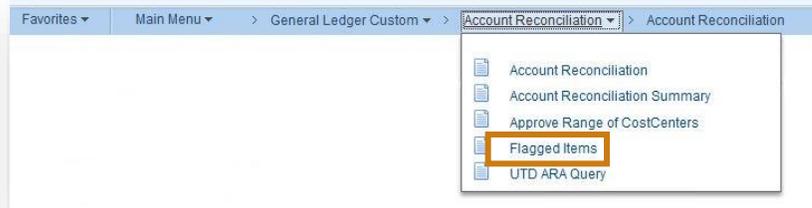
Step One – Adding a Flag

In ARA, you will see the white flag icon next to all transactions on the Actuals, Budget and Encumbrance pages with the exception of pre-encumbrance transactions. Click on the icon of the white flag to flag the transaction. You will receive a message asking you to add a comment in order to complete the flagging process. Once you add the comment explaining why the transaction is being flagged, and you save your comment, you will be returned to the previous page. The flag next to the transaction will now be red.

Account	62201	Out-St Public Fare		
Reviewed	<input checked="" type="checkbox"/>	Review Date 04/16/18 12:44:54PM		
Details Key Values				
	Flag	Easy IDT	Journal ID	Journal Date
1			0000446046	03/15/2018
2			0000446046	03/15/2018

Step Two – Reviewing Flagged Items

To see a list of flagged transactions, navigate to the 'Flagged Items' page using the following navigation:



On the flagged items page, you can view flagged transactions using four filter types:

- Fiscal Year
- Department (or Department Range)
- Cost Center (or Cost Center Range)
- Net ID of the person who flagged the transaction. The Net ID should be followed by “-utd” [eg; abc123456-utd]

Flagged Items | Field Reference

Fiscal Year:

Department From: Department To:

Cost Center From: Cost Center To:

Flagged by Net ID: Temoc Fireball

Actuals

Flag	Year	Period	Cost Center	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2017	1	12345678	B6200	501000		0001192835	07/30/2016		Budget - Travel	\$5,500.00	Amount should be \$5,800.00		temoc-utd	Temoc Fireball	05/22/18 7:59AM
2	2018	1	99876551	A6300	201000		0001459897	09/12/2017		Budget - Other Expenses	12,000.00		Check on this...	temoc-utd	Temoc Fireball	05/24/18 1:12PM
3	2018	1	12345678	B5011	601070		0001423504	07/28/2017		Budget - Admin Salaries	\$4,300.00	Salaries s/b on ops cost cntr		temoc-utd	Temoc Fireball	05/23/18 10:12AM
4	2017	1	87654321	A5050	301000		0001192825	07/30/2016		Budget - Other Salary & Wages	\$ 25,000.00		Is this the right amount?	temoc-utd	Temoc Fireball	05/23/18 10:22AM

Budget

Flag	Year	Period	Cost Center	Account	Department	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account Description	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
1	2017	1	12345678	B6200	501000	0001192835	07/30/2016	119	BD17EX0463	OEB	Original	Budget - Travel	\$5,500.00	Amount should be \$5,800.00		temoc-utd	Temoc Fireball	05/22/18 7:59AM
2	2018	1	99876551	A6300	201000	0001459897	09/12/2017	20	ENCB18TR4	OEA	Xlter Adj.	Budget - Other Expenses	12,000.00		Check on this...	temoc-utd	Temoc Fireball	05/24/18 1:12PM
3	2018	1	12345678	B5011	601070	0001423504	07/28/2017	155	BD18EX4002	OEB	Original	Budget - Admin Salaries	\$4,300.00	Salaries s/b on ops cost cntr		temoc-utd	Temoc Fireball	05/23/18 10:12AM
4	2017	1	87654321	A5050	301000	0001192825	07/30/2016	61	BD17EX0427	OEA	Adjustment	Budget - Other Salary & Wages	\$ 25,000.00		Is this the right amount?	temoc-utd	Temoc Fireball	05/23/18 10:22AM

You have to search based on one of the four options (filter types), but as long as one is used, the other three can be left blank, if desired.

Above is an example of a list of items flagged by Net ID temoc-utd. The list shows all items flagged by temoc-utd across all fiscal years, all departments and all cost centers. However, the search will only return the data that is available to the user searching. If you do not have access to a cost center or department, you will not be able to see the flagged comments.

Step Three – Un-flagging Transactions

There are two ways to un-flag a transaction. If you are on the Flagged Items page, simply click the red flag icon and follow the message prompts to make an update to the comment. The update should include a message that explains the resolution of the initial issue. A comment box will open up for you to add additional information. When finished, click 'enter' and your comment will be saved. The comment you add here will also be updated in the ARA transaction bubble.

Vendor/Employee Name	Description	Amount	Reconciler Comments
print shop billing-104924	poster	\$31.1	5/30 IDTd to cc 12345678

You can also un-flag a transaction from ARA. Just click the red flag icon and follow the message prompts to update and save a comment explaining the resolution of the issue.

A few Notes

- Flags can be added or removed by anyone with reconciler or approver access and with security access to the cost center in question.
- Flags can be added or removed even after a cost center has been reconciled and approved.
- Data on the Flagged Items page has been consolidated. If you have questions about what data is included in each field, look at the Field Reference tab for further explanation.
- The cost center number on the Flagged Items page is a hyperlink. If you click on the link, it will open the page in ARA that corresponds to the transaction flagged.



For any questions about flagging transactions, please email fincompliance@utdallas.edu.