

The ARA Summary Page

This is a quick guide for using the ARA (Account Reconciliation Application) Summary Page. This page will provide you with an easy method to obtain financial reconciliation status information.

Navigation

The ARA Summary page is located under the General Ledger Custom menu in the Account Reconciliation folder.

Main Menu > General Ledger Custom > Account Reconciliation > Account Reconciliation Summary

Search Page

Once you navigate to the page, and before you enter search criteria, the page will look like this:

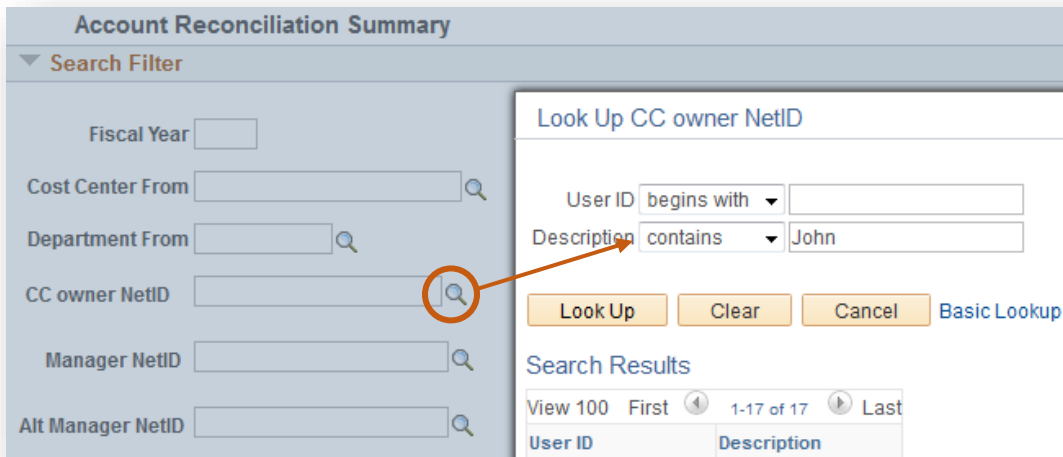
The screenshot shows the ARA Summary page with a search filter section and two data tables. The search filter section includes fields for Fiscal Year, Cost Center From, Cost center To, Department From, Department To, CC owner NetID, Manager NetID, and Alt Manager NetID. Below the search filter is a table titled 'Cost Center Owner' with columns for Status and Reconciled Periods (01-12). To the right is a table titled 'Dept ID' with columns for Status and Approved Periods (01-12). Both tables have checkboxes in the Status column.

ARA Summary | Download

Search Parameters

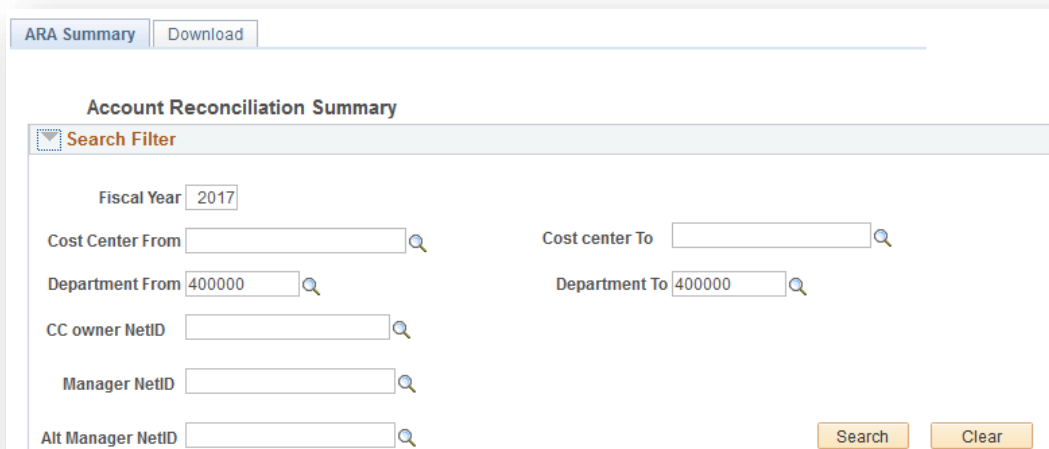
All search parameters must include a 4-digit fiscal year. Then, in addition, you can narrow your search to look at just one cost center or a range of cost centers, just one department or a range of departments, a particular cost center owner, cost center manager or cost center alternate.

- **Hint 1:** NetIDs for owners/managers/alternates should be typed in all caps with “-UTD” at the end. Example: TEMOC-UTD.
- **Hint 2:** Use the magnifying glass to search for the net ID if you only know the name (change the description dropdown to ‘contains’):



- **Hint 3:** If you have access to many cost centers in the ARA, running a search with just the fiscal year will most likely time out. Try to narrow your search by adding cost center or department to your search parameters whenever possible.]

In the following example, the user is searching fiscal year 2017 for all cost center reconciliation information in department 400000.



Search Results

The results will show all cost centers under one owner at a time. The above search resulted in four cost center owners for department 400000.

The example below shows the second of the four cost center owners (see circle) in department 400000. This cost center owner has only one cost center (see rectangle).

ARA Summary | ARA Summary DL

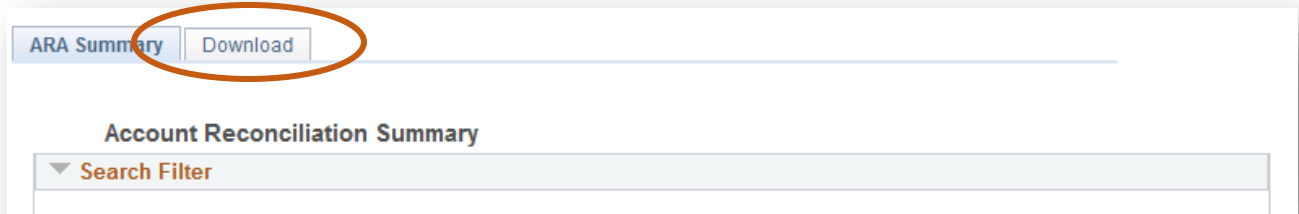
The detail for each cost center shows the cost center number, cost center description, department ID and department description. In addition, the detail shows the status of reconciliation and approval for the cost center for the fiscal year selected. In the previous example, the one cost center owned by Temoc Fireball has been reconciled and approved for period 1 only. In the example below, the cost center became active and required reconciliation beginning in period 6 and was reconciled and approved for the remainder of the year.

← Reconciliation Status → ← Approval Status →

If you would like to look at the associated Account Reconciliation (ARA) page, each box shown is a hyperlink that will take you to the ARA page related to the cost center and period of the box you clicked. In the example above, if you click where the box is, a new page would open to ARA, cost center 40045555, period 7.

Data Download

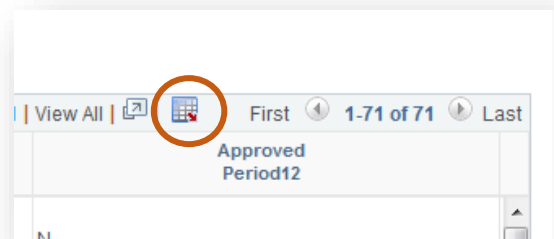
If you would like to extract the results of your ARA Summary search into an Excel file, click on the “Download” page [Hint: you must perform a search first on the ARA Summary page before you use the Download page]:



The results on the Download page are not easy to read in PeopleSoft, but are meant for use in Excel. Below is an example of the data as it appears on the Download page in PeopleSoft.

Business Unit	Fiscal Year	Cost Center	Description	Department	Description	Cost Center Owner	Manager Name	Alternate Owner	Reconciled Period1	Reconciled Period2
1 DAL01	2017	40045555	Comets are Cool	400000	Central University Funding	Fireball Temoc	Messier Charles	Fiscal-Officer Jane	N	N
2 DAL01	2017	40049876	Beyond Space	400000	Central University Funding	Fireball Temoc	Messier Charles	Fiscal-Officer Jane	-	N
3 DAL01	2017	40147878	Soaring with Science	400000	Central University Funding	Fireball Temoc	Messier Charles	Fiscal-Officer Jane	N	N

Scroll to the far right of the screen and click the download icon (circled) to download your data into Excel. Once in Excel, you can sort, filter or save as needed.



New Search

If you would like to perform a new search, click the “Clear” button to clear all previous search parameters.

The screenshot shows a web interface for 'Account Reconciliation Summary'. At the top, there are two tabs: 'ARA Summary' and 'Download'. Below the tabs is a section titled 'Account Reconciliation Summary' with a 'Search Filter' dropdown menu. The search filter contains several input fields: 'Fiscal Year' with the value '2017', 'Cost Center From' (empty), 'Cost center To' (empty), 'Department From' with the value '400000', 'Department To' with the value '400000', 'CC owner NetID' (empty), 'Manager NetID' (empty), and 'Alt Manager NetID' (empty). Each input field has a magnifying glass icon to its right. At the bottom right of the search filter section, there are two buttons: 'Search' and 'Clear'. The 'Clear' button is circled in orange.