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 intends 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.
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]

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.

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.