

## Online Monthly Activity Reconciliation (OMAR) Instructions

1. OMAR is located in MyPack Portal under Financial Systems - > Monitoring Tools & Reports - > Online Monthly Activity Recon.
2. Security for OMAR is based on the user's entry security - access is to the Projects and Departments in which the user can make financial entries.
3. OMAR search defaults to the previous accounting period, but the accounting period and fiscal year can be changed. However, the fiscal year must be 2010 or later.
4. Enter either Project ID or Department # to retrieve the transactions for reconciliation. (Either Project ID or Department # and the Fiscal Year and the Accounting Period are required fields for the search to be completed.)
5. The Search Results will provide up to 250 transactions. If the results exceed 250, the user should either narrow the search criteria or reconcile some transactions, save, and then perform the search again.
6. The search request can be narrowed by using the provided fields: Recon Opid, Account (*Non-Budgetary Revenue & Expense accounts only*), Source (*click on lookup to see applicable Sources*), Reference, Journal Opid, and Recon Status.
7. Each transaction should be reviewed for support, appropriateness, and classification. (Use the monthly review checklist on the Controller's Office website or the department's own checklist.)
8. Reconciliation status options are: Corrected (*reconciled with corrections*), Investigate, or Reconciled.
9. The user may change the reconciliation status for individual transactions; or select (*use checkbox*) and change the status for several transactions; or click Select All and change the status on all transactions in the search results section. Please note, the user should not reconcile their own transactions.
10. When changing several selected transactions or all selected transactions, use the 'Change Status of Selected Rows To:' dropdown box to select the appropriate status for the selected transaction(s). Click on Apply.
11. After a status has been applied to selected transactions, OMAR will complete the fields for Recon Operator and Recon Date with the username and the date/time.
12. To retain the change in reconciliation status, the file must be saved. Click Save on the bottom left under Search Results.
13. OMAR has several optional features the user may find helpful in completing the reconciliations:
  - a. In the Search Requests section, the user may check the 'Show Reconciled Items' box to include transactions that have been reconciled (*Reconciled and Corrected*) in the Search

Results. Otherwise, only transactions not yet marked Reconciled or Corrected will be shown.

- b. In the Search Results section, checking the 'Display Acct/Source Descriptions' box will add two more columns for this information. Simply uncheck the box to remove those columns.
  - c. The user may sort the Search Results by clicking on the different column headers.
  - d. At the end of each transaction row, there is a Comments bubble. Clicking on the bubble will open up a comments subpage. The user may enter comments and click OK. To retain comments, the user must click Save at the bottom of the Search Results. Once the comments have been saved, the comment bubble will be filled with tiny dots. Also, if comments are resolved or are to be deleted for any other reason, the user may delete the comments and click Save to remove the comments.
  - e. At the upper right corner of the Search Results section, there is a download icon (*square with grid and arrow*). The user can click on this icon and download the Search Results to Excel.
14. Because of the introduction of OMAR, three new columns (*Recon Status, Recon Operid, and Recon Date*) have been added to the WRS Journal drilldown report. Thus, WRS can be used to monitor the reconciliation process. Note that changes to the reconciliation status in OMAR will be posted overnight to WRS.