



Finance and Fiscal Reporting

# SAHARA in PEOPLESOFT for Managers, Reconcilers, & Inquiry

Organizer(s):  
Updated:

David Guerra, Training Coordinator  
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# NOTICE

BEFORE BEGINNING THE MONTHLY FINANCIAL RECONCILIATION PROCESS USING SAHARA, PLEASE REVIEW THE CONTENTS OF THIS TRAINING DOCUMENT.

Please Periodically Check For UPDATES, REVISIONS, or MODIFICATIONS to this Document on BLACKBOARD:  
[https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content\\_id= 8284114\\_1&course\\_id= 61417\\_1](https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=8284114_1&course_id=61417_1)

Accounting & Reporting Resources Webpage:  
<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

If you have any comments, concerns, or questions please do not hesitate to contact Training Coordinator ([accountingandtimekeepingtraining@utrgv.edu](mailto:accountingandtimekeepingtraining@utrgv.edu)) or Accounting and Reporting ([accountingandreporting@utrgv.edu](mailto:accountingandreporting@utrgv.edu))

## OVERVIEW/OBJECTIVES

In this document:

- Introduction
- How To Acknowledge Reconciliation
- How To Acknowledge Approval of Reconciliation
- Track Flagged Items
- Review Account Reconciliations & Approvals
- Conducting Annual Financial Certifications (Managers Only)
- How To Acquire Access for Managers, Reconcilers, Inquiry

Until further notice please use SANDBOX for training:

<https://zbih-sbx.utshare.utsystem.edu/psp/ZBIHSBX/?cmd=start>

*If are already logged into a different instance of PeopleSoft (PRD, RPT, TRN) please use a DIFFERENT browser*

# INTRODUCTION

## Why SAHARA?

UTRGV's continued compliance with UTS 142 policy (*Segregation of Duties & Accounts Reconciliation*)  
Facilitate faster and accurate Reconciliation & Approval process  
To expedite the Manager's role in the Annual Financial Certification Process.

## How is this happening?

All Reconciliation data on one screen w/multiple tabs

**ONLY** Reconcilers & Managers have access to SAHARA to Reconcile or Approve

Important to keep KEY MEMBER listing up-to-date

Comment & Flag Transaction(s)

Those with **INQUIRY ONLY** access can view specific CC/Project content

# INTRODUCTION

What has NOT changed?

Reconciliations continue to be done on a monthly basis  
ONLY after accounting period has closed

Maintain In-House Tracking (i.e., your department excel file) You are reconciling what UTRGV (SAHARA) says your CC/Proj has against what your department tracking says you have.

Maintaining Supporting Documentation

All Reports will continue to be available

Formerly Signature Acknowledgement: **NOW ONLINE & ELECTRONIC** Reconcilers & Managers ONLY

## MONITORING REQUIREMENTS

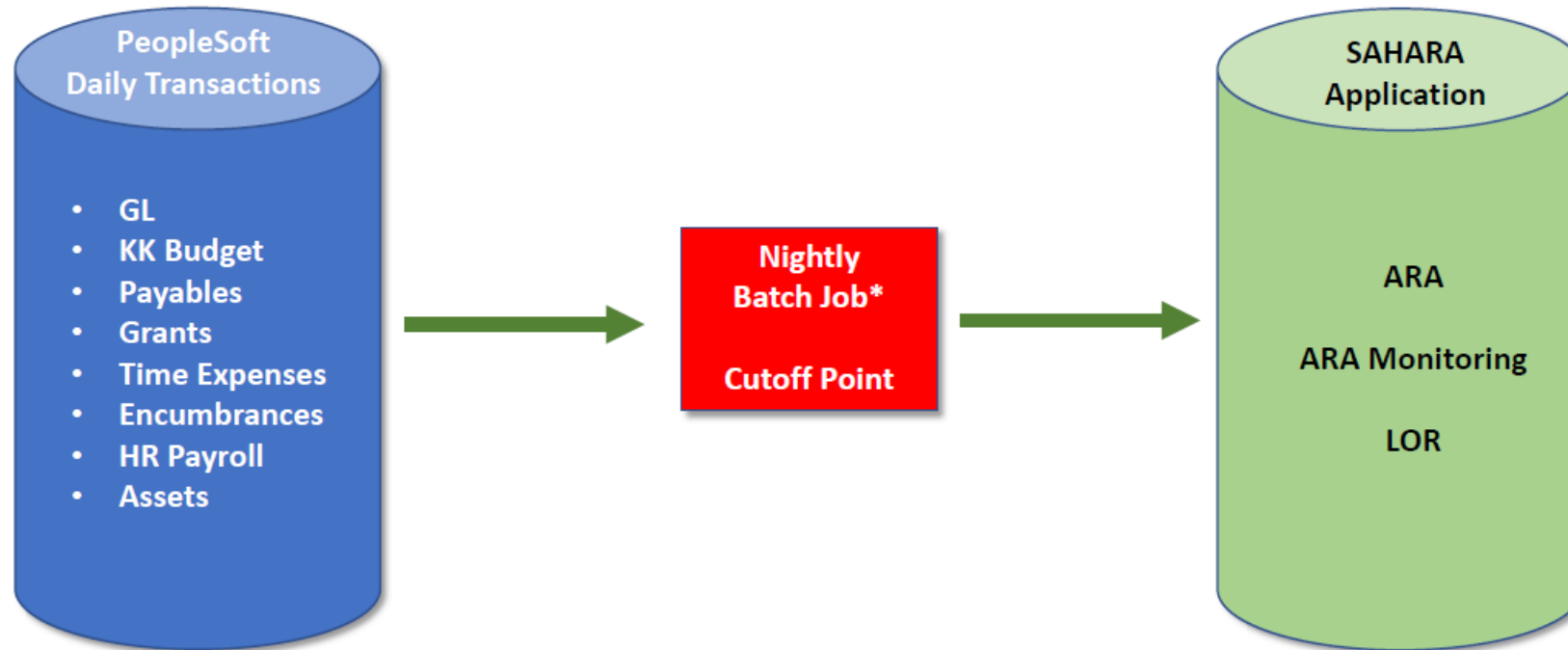
In accordance with University of Texas System Policy 142, Segregation of Duties and Account Reconciliations, to provide an annual certification of compliance with financial reporting requirements:

Cost Center/Project Reconcilers are required to reconcile accounts on a monthly basis, shortly after the month-end close, in accordance with UTS 142. This ensures any errors are identified and corrected in a timely manner.

Cost Center/Project Managers are required to approve account reconciliations on a monthly basis, shortly after the month-end close, in accordance with UTS142. This ensures any errors are identified and availability of funds is determined.

Management requires that all certifiers and reconcilers attend training for the Monthly Financial Reconciliation Process on a fiscal year basis.

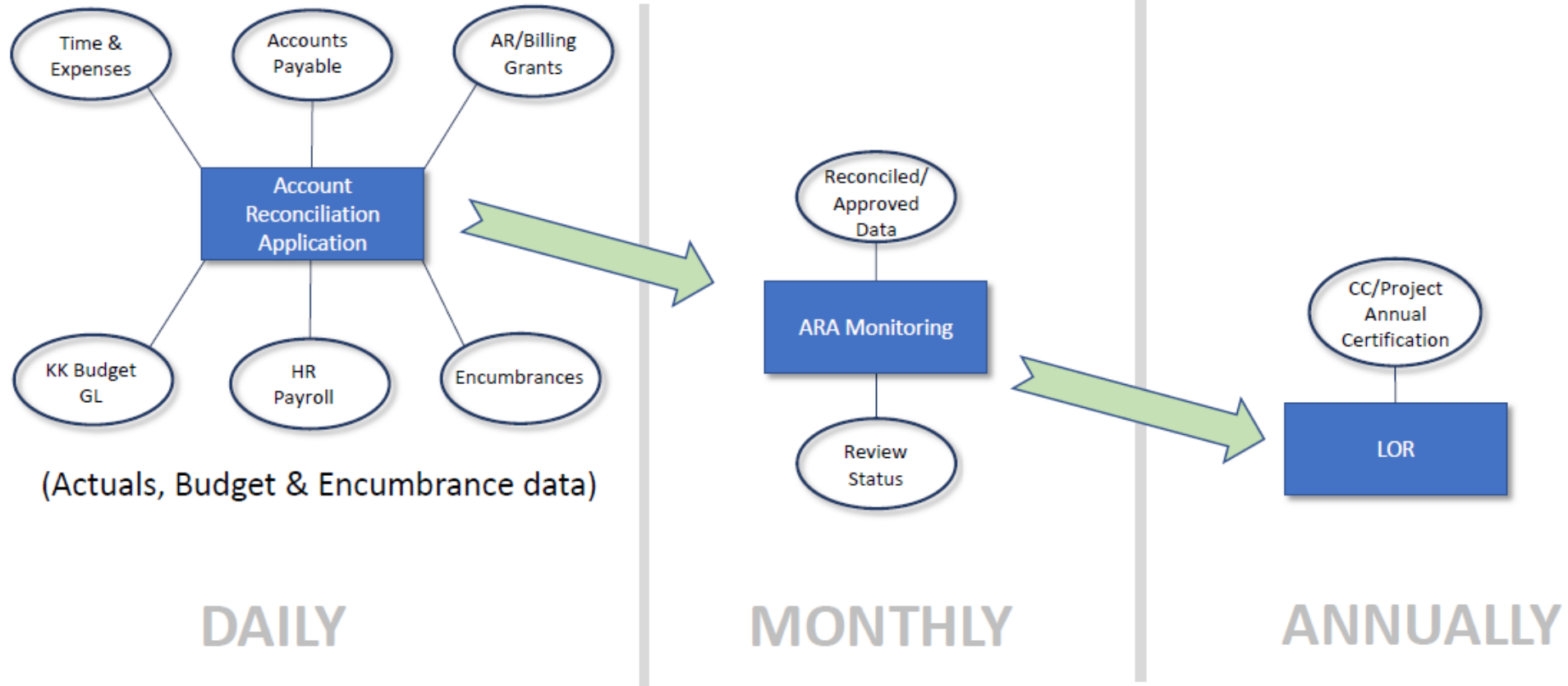
# SAHARA ARCHITECTURE



*\* Data in SAHARA will be one day behind*



# SAHARA – THREE MAIN COMPONENTS



## THE MONTHLY PROCESS



Throughout the month Expenses & Revenues are entered into Peoplesoft FMS

After Accounting Period Close Announcement is made & using SAHARA

Reconcilers perform Account Reconciliation



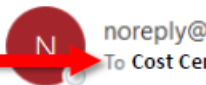
Auto notification to Managers is sent via email

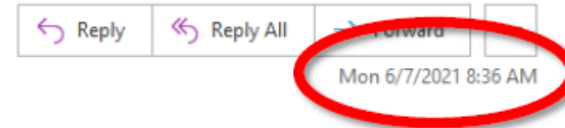
Managers review & approve the monthly reconciliation


**NOTE:** At the time of Accounting Period Close Notification, you are ready to proceed in SAHARA




# AUTO NOTIFICATION VIA EMAIL - EXAMPLE

Approval is Requested for SAHARA Account Reconciliation

   noreply@utsystem.edu  
To Cost Center/ Project Manager



 This is to inform you that you have a SAHARA Account Reconciliation ready for approval:

 Business Unit:UTRGV  
 Fiscal Year:2020  
 Accounting Period:12  
CostCenter/Project:5300000109  
Funding Source Description:FY20 Chess Classes

You can navigate directly to the approval page by clicking the link below.

 [https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbih-sbx.utshare.utsystem.edu%2Fpsp%2FZBIHSBX%2FEMPLOYEE%2FERP%2Fc%2FUTZ\\_CUSTOMIZATIONS.UTZ\\_FM\\_ACCT\\_RECON.GBL%3FPage%3DUTZ\\_FM\\_RECON\\_APPR%26Action%3DU%26ACCOUNTING\\_PERIOD%3D12%26BUSINESS\\_UNIT%3DUTRGV%26FISCAL\\_YEAR%3D2020%26UTZ\\_ARA\\_CCPRJ\\_FL%3D5300000109&data=04%7C01%7C david.guerra%40utrgv.edu%7Cfd7a3f5e42944a0d602808d929b92680%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637586697458211183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=b3n5aUbkFrHHLqk18QqrkVpcbBjbNWswlW6PH41SOQo%3D&reserved=0](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbih-sbx.utshare.utsystem.edu%2Fpsp%2FZBIHSBX%2FEMPLOYEE%2FERP%2Fc%2FUTZ_CUSTOMIZATIONS.UTZ_FM_ACCT_RECON.GBL%3FPage%3DUTZ_FM_RECON_APPR%26Action%3DU%26ACCOUNTING_PERIOD%3D12%26BUSINESS_UNIT%3DUTRGV%26FISCAL_YEAR%3D2020%26UTZ_ARA_CCPRJ_FL%3D5300000109&data=04%7C01%7C david.guerra%40utrgv.edu%7Cfd7a3f5e42944a0d602808d929b92680%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637586697458211183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C1000&sdata=b3n5aUbkFrHHLqk18QqrkVpcbBjbNWswlW6PH41SOQo%3D&reserved=0)

## ABOUT RECONCILING - SALARIES

### Reconcilers consider the following, if applicable and if feasible:

- Review SAHARA reconciliation reports for both current and prior periods.
- Compare Salary balances between the two months.
- If differences, identify transactions causing discrepancies and include supporting documentation (PAF, Additional Pay Requests, Separation/Retirement forms, etc.).
- **Re: Separated Employees:** identify & confirm if any such employees exist from CC/Project Manager on a monthly basis prior to actual reconciliation & take immediate action on these type of discrepancies
- If no differences, include screenshots of prior month and current month Salaries showing no change between periods.

## ABOUT RECONCILING – SALARIES – PAYROLL COSTS REMINDERS

1. Payroll expenses should be charged to the correct cost center/project and accounting period. This validation is required every month.
2. Obtain from your supervisor/manager a current roster/listing of employees in your department. This list should be updated each month the department has a new hire, or an employee separates from the department.
3. Confirm that the employees from the list above (Step #2) are being charged to the cost centers/projects and only expenses for those employees are present.
4. Confirm that payments agree to the budgeted position, ePAF or cPAF.
5. Take immediate action with HR when discrepancies are identified. Employees being charged incorrectly to a cost center/project is a **RED FLAG** that something is wrong and requires prompt action to resolve.
6. Ensure employee Separations are submitted timely

## ABOUT RECONCILING - WAGES

**Reconcilers consider the following, if applicable and if feasible:**

- Provide PeopleSoft timesheet to verify total hours.
  - Calculate pay (Hours x Rate).
- Validate wages are correct for each employee in SAHARA.

## ABOUT RECONCILING - EXPENSES

### **Reconcilers consider the following, if applicable and if feasible :**

- Review transactions in SAHARA and gather documentation that support the transactions.
- Types of documents to include are Expense Reports (travel and non-travel), Vouchers (PO and Non-PO invoices), ProCard(Citibank) summary page and Journal Entries.
- In Reporting environment queries such as UTZ\_ADHOC\_TRANS\_HR\_AP\_EX, UTZ\_GL\_ADHOC\_JOURNALS\_RPT\_ALL, UTRGV\_PO\_ENCUMB\_RECON\_ALL, etc. may be utilized
- Once transactions are validated, complete reconciliation process by clicking on Reconciliation check box in SAHARA.

## ABOUT REVIEWING CONTENT IN SAHARA

### **Reviewer should consider the following:**

- Do the transactions appear appropriate for department/University business?
- Are there any suspicious looking transactions?
- Does it appear the accounts have been reviewed (i.e., the Reconciler has noted transactions)?
- Has the Reconciler explained any unrecognized transactions?
  - Using Comment(s) and/or Flag(s)



# RECONCILIATION SUPPORT DOCUMENTATION

Review Type	Supporting Documentation
Salaries	<ul style="list-style-type: none"><li>▪ <u>HR Separation / Retirement Form</u></li><li>▪ Other HR salary related forms with supporting documentation</li><li>▪ Additional Pay Request</li><li>▪ PAFs</li></ul>
Wages	<ul style="list-style-type: none"><li>▪ PeopleSoft Time Sheet (hours entered) (if applicable)</li><li>▪ Calculate pay amount (Hours x Rate) (if applicable)</li><li>▪ Validate wages amount for each employee (if applicable)</li></ul>
Fringe Benefits	<ul style="list-style-type: none"><li>▪ No supporting documents required</li><li>▪ Verify there is little fluctuation between months</li><li>▪ Notify Budget Office of any discrepancies</li></ul>
Operating Expenses	<ul style="list-style-type: none"><li>▪ Copies of Purchase Orders</li><li>▪ Invoices for both PO and Non-PO Vouchers</li><li>▪ IDT Journals with supporting documentation</li><li>▪ Pro Card Transaction Logs (note: keep receipts separate)</li><li>▪ Expense Reports with attachments and supporting documentation</li></ul>

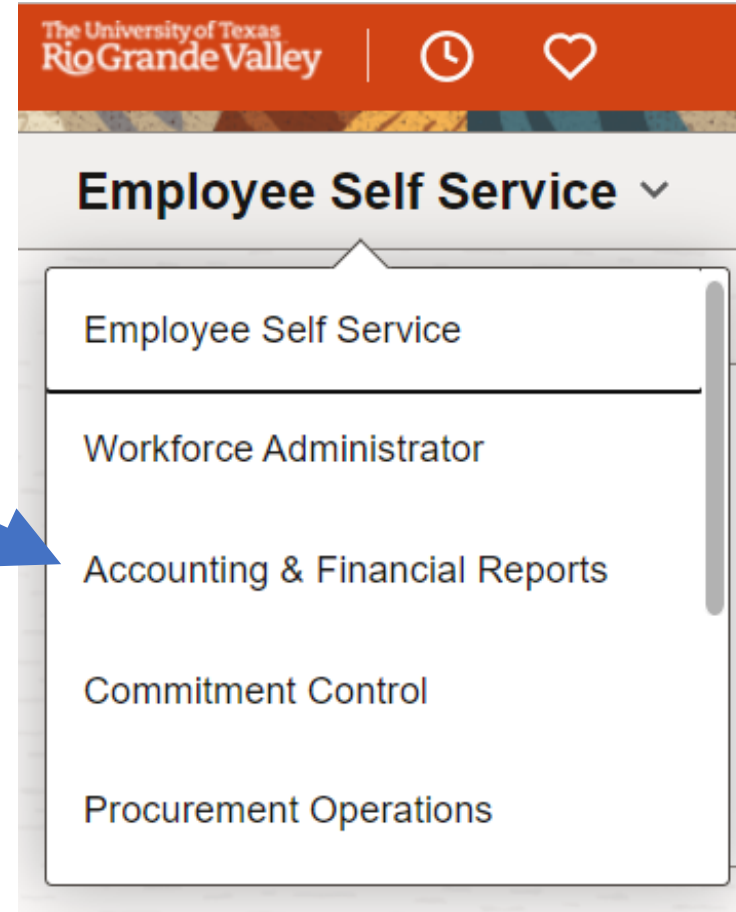
## ABOUT RETAINING DOCUMENTATION

**Documents may be retained in *any manner deemed most efficient by each department* so long as the documentation may be easily accessed and produced on request.**

- Ensure UTRGV Retention Schedule Compliance
- If retaining Hardcopy documents, create a monthly packet (by month) and include all supporting documentation.
- If retaining Electronic documents, create a monthly PDF packet and save to departmental shared drive (create monthly folders).
- Include all supporting documentation.

## RECONCILING WITH SAHARA

1. Login to PeopleSoft 9.2
2. From the *Employee Self-Service* drop-down menu select *Accounting & Financial Reports*



## RECONCILING WITH SAHARA

On the Accounting & Financial Reports screen  
Click on **SAHARA Monthly Reconciliation** tile  
The Account Reconciliation Search page will open



## RECONCILING WITH SAHARA

The Account Reconciliation Search page opens.

Enter the Search Criteria information:

Business Unit: UTRGV

Year: <<defaults current fiscal year>>

Period: <<defaults to most recent closed accounting period>>

Department: <<optional or enter Department ID number & leave Cost Center/Project field blank>>

Cost Center/Project: <<one value at a time>> or LEAVE BLANK

Click **Search** button

CC or Project will be revealed in Search

Results section below

If you do not see the Cost Center or Projects you are looking for please click on the remaining check boxes (Reconciliation Not Required, Budget activity Only, Encumbrance Activity Only)

The screenshot displays the 'SAHARA Monthly Reconciliation' interface. On the left is a navigation menu with options: Reconcile, Accounts Reconciliation (highlighted), Approve, Monitor, Reporting, and Security. The main content area is titled 'Account Reconciliation' and contains a 'Search Page' section. Under 'Search Criteria', there are input fields for Business Unit (UTRGV), Year (2023), and Period (7). There are also empty fields for Department and Cost Center/Project. Below the fields are several checkboxes: 'Not Reconciled' (checked), 'Complete' (checked), 'Budget Activity Only' (unchecked), 'Encumbrance Activity Only' (unchecked), 'Reconciled Not Approved' (checked), and 'Reconciliation Not Required' (unchecked). A 'Search' button is located at the bottom of the criteria section. The page title 'ARA - Multiple CC /PRJ Approval Page' is visible on the right side.

# RECONCILING WITH SAHARA

1. Click **Search** button
2. CC or Project will be revealed in Search Results Section
3. Click on the **Cost Center** or **Project ID**

**NOTE:** A cost center/project will show “Inactive\Unauthorized” or “Reconciliation not Required” because they do not have any activity for the fiscal year, once they have activity content will appear.

“Inactive\Unauthorized” or “Reconciliation not Required” will **NOT** allow reconciliation in SAHARA.

Once activity appears, RECONCILIATION will be allowed for the rest of the Fiscal Year.

Search Page

### Account Reconciliation

Search Criteria

\*Business Unit: UTRGV  
\*Year: 2023  
\*Period: 12  
Department:  
Cost Center/Project:

Not Reconciled     Reconciled Not Approved  
 Complete     Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

Search

ARA - Multiple CC /PRJ Approval Page

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp
21000008	Recruitment and Staffing		Costcenter	2021	1	Reconciliation not Required	0.00	0.00	0.00	2,774.88

# RECONCILING WITH SAHARA

Search Page New Wind

## Account Reconciliation

**Search Criteria**

\*Business Unit:

\*Year:

\*Period:

Department:

Cost Center/Project:

Not Reconciled     Reconciled Not Approved  
 Complete         Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

ARA - Multiple CC /PRJ Approval Page

Personalize | Find | View All |  |     First 1-4 of 4 Last

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
21000073	Ofc of Deputy President		Costoenter	2021		Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	9,985.50	0.00	89,467.00	109,900.42
31000013	University Events		Costoenter	2021		Reconciled Not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	10.81	-10,000.00	10,000.00	0.00
31050073	DES-Ofc of Deputy President		Costoenter	2021		Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	40,072.77	0.00	456,440.00	447,131.08
31050097	DES-Ofc of University Events		Costoenter	2021		Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	6,441.73	0.00	20,800.00	70,844.28

Reconciliation Status, Reconciliation, & Approval is current and up to date

# RECONCILING WITH SAHARA

On the RECONCILIATION screen

1. Six (6) tabs will appear across the top
  1. Search Page
  2. Approval Page
  3. Budget Information
  4. Actuals Reconciliation
  5. Encumbrance Information
  6. Download Actuals

Search Page | **Approval Page** | Budget Information | Actuals Reconciliation | Encumbrance Information | Download Actuals

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects				Start Date	End Date	Accounting Period	1	Fiscal Year 2021



# ACTUALS RECONCILIATION TAB OVERVIEW

New Window

Search Page
Approval Page
Budget Information
Actuals Reconciliation
Encumbrance Information
Download Actuals

**Header Details**

Cost Center	2100008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt	
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year	2021

**Month End Expense Summary**

Revised Expense Budget	\$2,774.88
YTD Actuals Expense	\$0.00
PTD Actuals Expense	\$0.00
Encumbrance Total	\$2,774.88
Available Expense Budget	\$0.00

**Month End Revenue Summary**

Revised Revenue Budget	\$0.00
YTD Actuals Revenue	\$0.00
PTD Actuals Revenue	\$0.00
Revenue Budget Balance	\$0.00

**Reconciliation**

Reconciliation  Reconciled By \_\_\_\_\_ Reconcile Date \_\_\_\_\_ Reconciled Oprid \_\_\_\_\_

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

**Comments**

Reconciler Comments

Approver Comments

No Actuals Transaction Data available for this period

# ACTUALS RECONCILIATION TAB OVERVIEW

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Dev.
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$2,774.88	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$0.00	YTD Actuals Revenue	\$0.00
PTD Actuals Expense	\$0.00	PTD Actuals Revenue	\$0.00
Encumbrance Total	\$2,774.88	Revenue Budget Balance	\$0.00
Available Expense Budget	\$0.00		

Reconciliation

Reconciliation  Reconciled By \_\_\_\_\_ Reconcile Date \_\_\_\_\_ Reconciled On/Off \_\_\_\_\_

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment field.

Save

Comments

Reconciler Comments \_\_\_\_\_ Approver Comments \_\_\_\_\_

Save Comments

No Actuals Transaction Data available for this period

## Expense Summary:

- YTD Actuals Expense (Fiscal YTD –2020)
- PTD Actuals Expense (Project to Date –Inception)

## Revenue Summary:

- YTD Actuals Revenue (Fiscal YTD –2020)
- PTD Actuals Revenue (Project to Date –Inception)

## Revenue / Expenses for the Period:

- Month to Date activity  
(no transactions data notice displays if applicable)  
(Note: even if no data is displayed you will need to continue in-house tracking)

# ACTUALS RECONCILIATION TAB OVERVIEW

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

**Header Details**

Project 2283515894 Description Data Provenance Assurance in C Owner Gates Ann Department 720300 Computer Sci  
 Cost centers Start Date 08/08/2018 End Date 12/31/2019 Accounting Period 4 Fiscal

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$30,000.00	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$4,413.61	YTD Actuals Revenue	\$5,236.48
PTD Actuals Expense	\$52,260.98	PTD Actuals Revenue	\$89,246.22
Encumbrance Total	\$1,339.55	Revenue Budget Balance	\$-5,236.48
Pre-Encumbrance Total	\$0.00		
Available Expense Budget	\$24,246.84		

**Reconciliation**

Reconciliation  Reconciled By Narshay Eamarada Buandia Reconcile Date 01/30/2020 3:16:33PM Reconciled Opriid

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment field.

Save

**Comments**

Reconciler Comments Approver Comments

Save Comments

Account 63001 Consumable Non-Office Supplies Source Accounts Payable Acc  
 Reviewed  Review Date Acc

Details

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1	<input checked="" type="checkbox"/>	78290	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

- “Reconciliation Status” allows users to confirm if a Cost Center/Project has been **reconciled**.
  - *The reconciliation check box will NOT be available until Accounting Period has officially closed.*
- General comments can be added to the reconciliation.
- Specific comments can be added to individual lines.
- Flags can also be enabled to highlight a transaction.

# BUDGET INFORMATION TAB OVERVIEW

**ALL THE DATA IN THIS TAB IS COMING FROM COMMITMENT CONTROL**

## Permanent Revenue Budget

- Beginning Period Rev Budget Ttl
- Monthly Rev Budget Trans Ttl
- End of Period Rev Revised Budget

## Permanent Expense Budget

- sourced from KK budget data

- Beginning Period Exp Budget Ttl
- Monthly Exp Budget Trans Ttl
- End of Period Exp Revised Budget

## Budget Activity breakdown

Search Page
Approval Page
Budget Information
Actuals Reconciliation
Encumbrance Information
Download Actuals
New

**Header Details**

Cost Center	21000008	Description	Recruitment and Staffing	Owner	James, Michael S	Department	208030	Human Resources & Talent Devt	
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year	2021

**Comments**

Reconciler Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Approver Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<input type="button" value="Save Comments"/>	

**Summary**

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Permanent Revenue Budget</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Beginning of Period Rev Budget Total</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Monthly Rev Budget Transaction Total</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>End of Period Rev Revised Budget</td><td style="text-align: right;">\$0.00</td></tr> </table>	Permanent Revenue Budget	\$0.00	Beginning of Period Rev Budget Total	\$0.00	Monthly Rev Budget Transaction Total	\$0.00	End of Period Rev Revised Budget	\$0.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Permanent Expense Budget</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Beginning of Period Exp Budget Total</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Monthly Exp Budget Transaction Total</td><td style="text-align: right;">\$2,774.88</td></tr> <tr><td>End of Period Exp Revised Budget</td><td style="text-align: right;">\$2,774.88</td></tr> </table>	Permanent Expense Budget	\$0.00	Beginning of Period Exp Budget Total	\$0.00	Monthly Exp Budget Transaction Total	\$2,774.88	End of Period Exp Revised Budget	\$2,774.88
Permanent Revenue Budget	\$0.00																
Beginning of Period Rev Budget Total	\$0.00																
Monthly Rev Budget Transaction Total	\$0.00																
End of Period Rev Revised Budget	\$0.00																
Permanent Expense Budget	\$0.00																
Beginning of Period Exp Budget Total	\$0.00																
Monthly Exp Budget Transaction Total	\$2,774.88																
End of Period Exp Revised Budget	\$2,774.88																

**Budget Activity**

Personalize   Find   View All   First 1-5 of 5 Last											
	Comments	Flag	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount
1		🚩	0000884754	07/28/2020	808	OB00033350	OPE	Original	A1200	Wages	\$7,900.00
2		🚩	0000884754	07/28/2020	800	OB00033350	OPE	Original	A4000	Operating Expenses	\$28,832.00
3		🚩	0000842533	08/24/2020	300	E2D0035274	OPE	Original	A4000	Operating Expenses	\$-28,832.00
4		🚩	0000888610	09/01/2020	6	ER00035858	OPE	Adjustment	A4000	Operating Expenses	\$2,774.88
5		🚩	0000842533	08/24/2020	294	E2D0035274	OPE	Original	A1200	Wages	\$-7,900.00

# BUDGET INFORMATION TAB OVERVIEW

Search Page | Approval Page | Budget Information | Actuals Reconciliation | **Encumbrance Information** | Download Actuals

New V

**Header Details**

Cost Center	21000008	Description	Recruitment and Staffing	Owner	James.Michael S	Department	208030	Human Resources & Talent Devt
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

**Comments**

Reconciler Comments

Approver Comments

Save Comments

**Encumbrance Summary**

Beginning Balance	\$0.00	Net of Transactions	\$2,774.88	Ending Balance	\$2,774.88
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**PO Encumbrances**

Comments	Flag	PO Number	Purchase Order Date	Line	PO Line Description	Vendor Name	Requisition ID	Requisition Date	Requisition Description	Requisition Line Number
		V000078455	07/09/2020	1	TRU RED Printer Paper, 8.5" x 11", 20 lbs., 1 White, 500 Sheets/Ream, 10 Reams/Carton (TR58958)	SUMMUS INDUSTRIES INC		09/01/2020		

No transactions for Travel Expenses Encumbrances

No transactions for All other Encumbrances Such as Payroll Encumbrances (HCM Integration) & AP Encumbrances

# DOWNLOAD ACTUALS TAB OVERVIEW

The screenshot displays the 'Download Actuals' tab in a financial reporting system. The interface includes a navigation bar with tabs for 'Search Page', 'Approval Page', 'Budget Information', 'Actuals Reconciliation', 'Encumbrance Information', and 'Download Actuals'. Below the navigation bar is a 'Header Details' section with the following information:

Cost Center	21000008	Description	Recruitment and Staffing	Owner	James, Michael S	Department	208030	Human Resources & Talent Devt	
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year	2021

Below the header details is a table with the following columns: Business Unit, Fiscal Year, Accounting Period, Cost Center, Account, Ledger, Ledger Group, Source, Accounting Definition Name, Department, and Monetary Amount. A red arrow points from the 'Monetary Amount' column header in this table to the 'TR Journal Line Ref' column header in the table below.

The bottom table has the following columns: TR Journal Line Descr, TR Journal Line Ref, and Manager. The table is currently empty, and the navigation bar at the bottom right shows 'Personalize | Find | View All | First 1 of 1 Last'.

# DOWNLOAD ACTUALS TAB OVERVIEW

Search Page | Approval Page | Budget Information | Actuals Reconciliation | Encumbrance Information | **Download Actuals**

**Header Details**

Cost Center	21000008	Description	Recruitment and Staffing	Owner	James, Michael S	Department	208030	Human Resources & Talent Devt	
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year	2021

Personalize | Find | View A | **Download to Excel** | First | 1 of 1 | Last

Business Unit	Fiscal Year	Accounting Period	Cost Center	Account	Ledger	Ledger Group	Source	Accounting Definition Name	Department	Monetary Amount	TR Journal Line Descr	TR Journal Line Ref	Manager
1													

- Click on *Download Actuals* tab
- Use the **Download to Excel** icon

## DOWNLOAD ACTUALS TAB OVERVIEW

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	= Vouchers
2020	2	19080028	63633	AP	506000	694.44	00098585	
2020	2	19080028	63003	AP	506000	1,304.74	00099867	
2020	2	19080028	67645	AP	506000	400.00	00099867	
2020	2	19080028	67645	AP	506000	400.00	00099867	
2020	2	19080028	63633	AP	506000	708.10	00100171	
2020	2	19080028	86115	AP	506000	259.00	MM229676	

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID	= Expense ID
2020	2	19080028	67645	EX	506000	300.00		232718	
2020	2	19080028	63004	EX	506000	81.42		234483	
2020	2	19080028	62102	EX	506000	11.60		235743	

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID	Journal ID	= Journals
2020	2	19080028	63801	IDT	506000	13.20			SC028FS001	
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001	
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001	
2020	2	19080028	67106	IDT	506000	806.25			SC028SOD01	
2020	2	19080028	63632	IDT	506000	0.06			SC028TI135	

*Note: Once all documents identified, gather all supporting documentation that supports transactions*



## DOWNLOAD ACTUALS TAB OVERVIEW

*Apply Filter for specific Account reconciliation.*

Fiscal Year	Accounting Period	Cost Center	Account	Department	Monetary Amount	Exp Line Descr	Exp Doc ID	Exp Emp Name
2020	2	19080028	62106	506000	145.00	Lodging	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo
2020	2	19080028	62106	506000	145.00	Lodging	235818	Lugo
2020	2	19080028	62106	506000	135.50	Lodg	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher,
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher,
2020	2	19080028	62106	609000	135.50	Lodging Over Per D	236010	Pitcher
2020	2	19080028	62106	506000	145.00	Lodging	236010	Pitcher
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher
2020	2	19080028	62106	609000	145.00	Lodging	236010	Pitcher
					<b>1,400.00</b>			

*Verify total to SAHARA reconciliation GL Account #.*

# ACTUALS RECONCILIATION TAB – ACCOUNTS – REVIEWED CHECK BOX

Account		62106	Trvl In St Meals Lodging		Source	Expenses		Accto Def Name		Expenses Definition	
Reviewed	<input type="checkbox"/>	Review Date		Account Subtotal		\$1,400.00					
Personalize   Find   View 10   First 1-16 of 16 Last											
Details											
	Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant	Line Descr	Monetary Amount	
1		0000236010			10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75	
2		<div style="background-color: #4a86e8; color: white; padding: 10px;"> <ol style="list-style-type: none"> <li>1. Review by Account</li> <li>2. Review Account Subtotal</li> <li>3. Review specific amounts</li> <li>4. Once reviewed, click "Reviewed" check box</li> </ol> </div>						Staylo	Lodging	\$145.00	
3								Staylo	Over Per Diem Lodg	\$135.50	
4									Meals	\$45.75	
5								Staylo	Lodging	\$145.00	
6									Meals	\$61.00	
7								Staylo	Lodging	\$145.00	
8									Meals	\$61.00	
9									Meals	\$61.00	
10									Meals	\$45.75	
11								0000235818			10/11/2019
12		0000235818			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00	
13		0000235818			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00	
14		0000236010			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00	
15		0000236010			10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00	
16		0000236010			10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging Over Per D	\$135.50	

# ACTUALS RECONCILIATION TAB – ADDING COMMENTS

The screenshot displays the 'Actuals Reconciliation' tab in a software application. It includes sections for 'Header Details', 'Expense Summary', 'Revenue Summary', and 'Reconciliation'. A 'Comments' section is highlighted with a red box, containing a text area for 'Reconciler Comments' and a 'Save Comments' button. Below this is a table of transactions with columns for Invoice ID, Invoice Date, Due Date, Voucher ID, Voucher Line Descr, Vendor Name, Customer Name, PO #, PO Descr, and Monetary Amount. The first row of the table is highlighted with a red box.

Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

- a) General comments can be added in the **Reconciler Comments** box
- b) Click **Save Comments** button to retain comments
- c) To leave specific comment on individual accounts, click on the **comments bubble** (don't forget to click that save button)

**NOTICE**

All Comments are kept between Reconciler and Manager. Accounting & Reporting does NOT monitor flags. All action items will need Notification to appropriate Financial Services office for action.

# ACTUALS RECONCILIATION TAB – FLAGGING A TRANSACTION

Account 63001 Consumable Non-Office Supplies Source Accounts Payable

Reviewed  Review Date

Details

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name
<input type="checkbox"/>	712490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

Reconciliation Comments

Header Details

Cost Center 21000204 Description Economics and Finance Owner Department 410115 Economics & Finance  
 Projects Start Date End Date Accounting Period 11 Fiscal Year 2021

Line Details

Employee ID:  
 Employee Name: Velasco  
 Position: Part Time Lecturer  
 Job Code: 10052  
 Pay End Date: 2021-05-31  
 Paycheck Number: 4100255322  
 Journal ID: HPY0050637  
 Monetary Amount: \$1139.36

Chartfields

\*Please do not use Double quotes, Single Quotes and Commas in the comments.

Reconciler Comments

Last Updated Opri	Last Updated Date/Time
David G Guerra	11/09/21 9:24AM

11/09/2021: Adding comments here

Approver Comments

Return to Previous Page Save **Save and Return to Previous Page**


*Flags enabled by Reconcilers to highlight transactions.*

Please add comments before flagging this transaction.






OK Cancel

- 1) Select the transaction to flag by clicking on the **white flag**
- 2) Pop up appears: "Please add comments before flagging this transaction." click **OK**.
- 3) **NEW ADDITION**: LINE DETAILS (to ensure you are on the correct line item to flag)
- 4) Add your comment (s).
- 5) Please note user's name and the date & time stamp for when comment was made.
- 6) Click on **Save and Return to Previous Page** button

# ACTUALS RECONCILIATION TAB – FLAGGING A TRANSACTION

Account	63001	Consumable Non-Office Supplies	Source	Accounts Payable	Acc			
Reviewed	<input type="checkbox"/>	Review Date			Acc			
<div style="border: 1px solid #ccc; padding: 2px;"> <span>Details</span> <span>⌵</span> </div>								
	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1		780490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

The WHITE flag has now turned RED

Account	64101	Copying/Printing Services	Source	Accounts Payable	Acctg Def Name	Payables Definition					
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$406.50					
						Personalize   Find   View All      					
						First  1-2 of 2  Last					
<div style="border: 1px solid #ccc; padding: 2px;"> <span>Details</span> <span>⌵</span> </div>											
	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1		60368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

# ACTUALS RECONCILIATION TAB – REMOVING A FLAGGED TRANSACTION

The screenshot displays the 'Actuals Reconciliation' interface. At the top, account details are shown: Account 64101, Copying/Printing Services, Source Accounts Payable, Acctg Def Name, and Payables Definition. A 'Reviewed' checkbox and 'Review Date' field are present. Below this is a table of transactions. The first transaction is highlighted with a red box around its 'Flag' icon (a red flag) and 'Invoice ID' (61368-2020). The table columns include Flag, Invoice ID, Invoice Date, Due Date, Voucher ID, Voucher Line Descr, and Vendor Name.

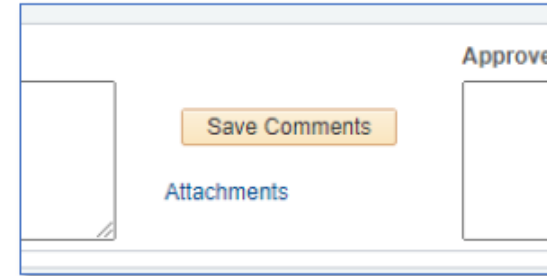
A yellow callout box on the right provides a 5-step process:

- 1) Click on the **red Flag** (flagged account)
- 2) Pop up appears, click **YES** to remove flag
- 3) Unflag comments required, click **YES** to add those comments
- 4) Update or Remove(???) comment
- 5) Click on **Save and Return to Previous Page** button

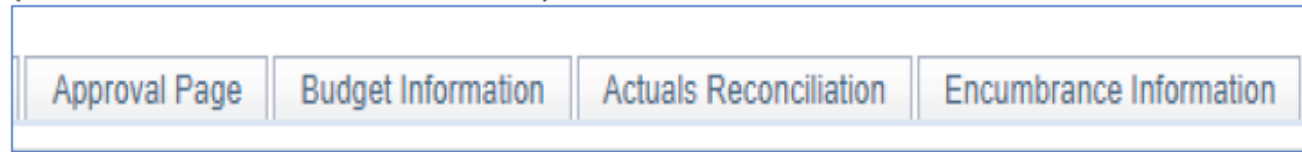
The interface shows a 'Message' dialog box with the text: 'Are you sure you want to remove this item from your Flagged Items list?' and 'Yes' and 'No' buttons. Below this, another 'Message' dialog box contains the text: 'Please update the comment before un-flagging this transaction.' and an 'OK' button. At the bottom, there is a 'Reconciler Comments' field containing the text 'Received receipt.' and two buttons: 'Save' and 'Save and Return to Previous Page'.

# ATTACHMENTS

SAHARA now allows attaching files at Header level.  
SAHARA Reconcilers/Managers able to upload attachments at the Header level



Attachments link with counter **Attachments (1)** to be added to Approval Page tab, Budget Information tab, Actuals Reconciliation tab, and Encumbrance Information tab.



## REGARDING UPLOADS

Please follow IT policy on storing information

(<https://www.utrgv.edu/is/files/documents/data-storage-guide.pdf>)

**DO NOT UPLOAD** anything containing confidential information onto SAHARA

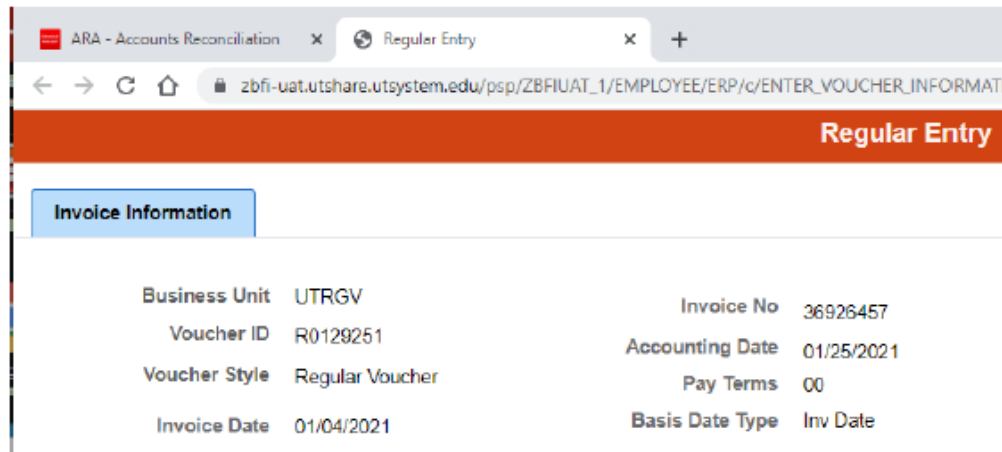
**DO NOT UPLOAD** anything that will violate HIPAA and/or FERPA onto SAHARA

Upload Specific Reconciling Items

Upload Specific Documents that have signatures, such as forms requiring approval.

# DRILL DOWN TO SOURCE

Ability to drilldown into a source transaction - the user should have the ability to select a relevant transaction (voucher, expense report, journal, etc.) to see the detail of that transaction and the attachments on that transaction.



Check Number	Monetary Amount
20981	\$214.82
24157	\$291.06
20982	\$645.96
23278	<u>\$730.58</u>
20982	\$1,894.00
20982	\$222.00

## NOTICE:

Monetary Amount links do not go outside of General Ledger (will not go to iShop)

For Journal Entries results will not take you to specific line.



# RECONCILIATION

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

**Header Details**

Cost Center	21000204	Description	Economics and Finance	Owner		Department	410115	Economics & Finance
Projects		Start Date		End Date		Accounting Period	11	Fiscal Year 2021

Expense Summary		Revenue Summary	
Revised Expense Budget	\$2,905,790.13	Revised Revenue Budget	\$0.00
Year To Date Actuals Expense	\$2,765,294.13	Year To Date Actuals Revenue	\$0.00
Project To Date Actuals Expense	\$2,765,294.13	Project To Date Actuals Revenue	\$0.00
Encumbrance Total	\$68,026.70	Revenue Budget Balance	\$0.00
Available Expense Budget	\$72,469.30		

**Reconciliation**

I have reconciled all Actuals transactions for this Cost Center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Reconciliation  Reconciled By \_\_\_\_\_ Reconcile Date \_\_\_\_\_ Reconciled Opid \_\_\_\_\_

Save

**Comments**

Reconciler Comments \_\_\_\_\_ Approver Comments \_\_\_\_\_

Save Comments

Attachments

- Once transactions have been *reviewed*, scroll to top of page (**Reconciliation** section)
- Read the revised acknowledgement statement
- **Click** “Reconciliation” box & click on Save button (**failing** to click **SAVE** will **NOT** lock the **Reconciliation** checkbox, please click **SAVE**).

# APPROVAL PAGE TAB

[Approval Info](#)  
 Approved check box  
 Approved by  
 Approval date  
 Approver NetID

Search Page | **Approval Page** | Budget Information | Actuals Reconciliation | Encumbrance Information | Download Actuals | New Window | Help

---

**Header Details**

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

---

**Approval Info**

\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's Project's monthly activity.

Approved   
  Approved By   
  Approval Date   
  Approver NetID

---

Reconciler	Reconciliation Date	Reconciler NetID
------------	---------------------	------------------

---

**Net Monthly Activity**

Revenue Budget	\$0.00	Revenue Actuals	\$0.00	Encumbrances	\$2,774.88
Expense Budget	\$2,774.88	Expense Actuals	\$0.00		

---

**Account Summaries**

Total Budgets	\$2,774.88	Total Actuals	\$0.00	Total Encumbrances	\$2,774.88
---------------	------------	---------------	--------	--------------------	------------

---

<b>Budget Accounts</b>	Personalize   Find   View All   1 of 2   First   Last	<b>Actuals Accounts</b>	Personalize   Find   View All   1 of 1   First   Last	<b>Encumbrance Accounts</b>	Personalize   Find   View All   1 of 2   First   Last																	
<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 A1200</td> <td>Wages</td> <td></td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 A1200	Wages			<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1				<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 63003</td> <td>Office/Computer Supplies</td> <td>\$114.48</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 63003	Office/Computer Supplies	\$114.48
Account	Description	Monetary Amount																				
1 A1200	Wages																					
Account	Description	Monetary Amount																				
1																						
Account	Description	Monetary Amount																				
1 63003	Office/Computer Supplies	\$114.48																				

---

**Transaction Comments**

**Budget Comments**    Personalize | Find | View All | 1 of 1 | First | Last

Account	Reconciler Comments	Approver Comments
1		

---

**Actuals Comments**    Personalize | Find | View All | 1 of 1 | First | Last

Account	Reconciler Comments	Approver Comments
1		

---

**Encumbrance Comments**    Personalize | Find | View All | 1 of 1 | First | Last

Account	Reconciler Comments	Approver Comments
1		

---

## RECONCILIATION REMINDER

Department Your Department

Accounting Period 1

Fiscal Year 2021

**RECONCILERS ENSURE YOU ARE RECONCILING USING SAHARA.**

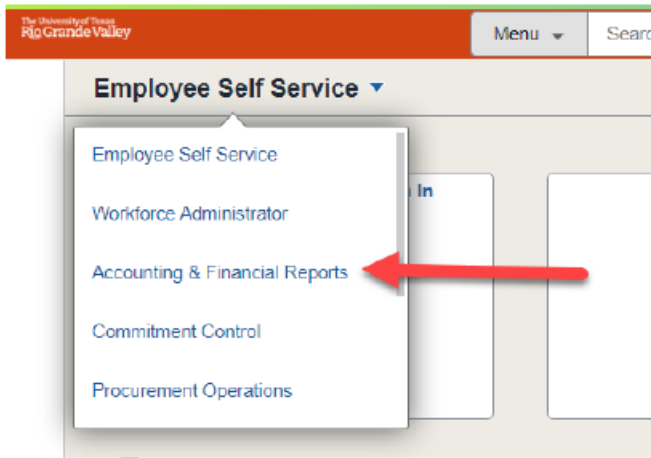
**The first reconciling period is FISCAL YEAR 2021 PERIOD 1  
(September 2020)**

## SAHARA MONTHLY RECONCILIATION - APPROVAL

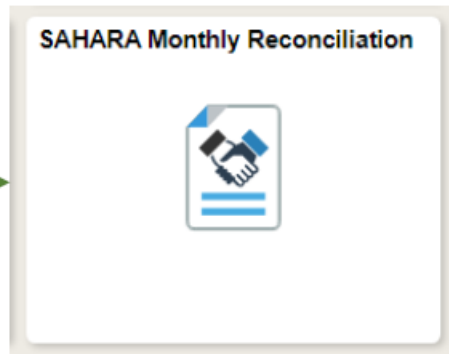


**The following process is for Cost Center and/or Project Managers ONLY**

# SAHARA MONTHLY RECONCILIATION - APPROVAL



**Navigate -**  
Peoplesoft >  
Employee Self Service >  
Accounting & Financial Reports >  
SAHARA Monthly Reconciliation >  
Reconcile >  
Accounts Reconciliation



Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit

\*Year

\*Period

Department

Cost Center/Project

Not Reconciled     Reconciled Not Approved  
 Complete         Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

ARA - Multiple CC /PRJ Approval Page

# SAHARA MONTHLY RECONCILIATION - APPROVAL

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit: UTRGV

\*Year: 2021

\*Period: 1

Department:

Cost Center/Project:

Not Reconciled     Reconciled Not Approved  
 Complete     Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

Search

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actual
70000099	Multipurpose Academic Bldg	Salinas	Project	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	

- Fill "Search Criteria"
  - Business Unit
  - Year
  - Period
  - Department or CC/Project
- Click Search
- Select the Cost Center/Project appearing in results

**NOTE:** A cost center/project will show "Inactive\Unauthorized" or "Reconciliation not Required" because they do not have any activity for the fiscal year, once they have activity content will appear.

"Inactive\Unauthorized" or "Reconciliation not Required" will NOT allow reconciliation in SAHARA.

Once activity appears, RECONCILIATION will be allowed for the rest of the Fiscal Year.

# SAHARA MONTHLY RECONCILIATION - APPROVAL

New Wind

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit:

\*Year:

\*Period:

Department:

Cost Center/Project:

Not Reconciled     Reconciled Not Approved  
 Complete             Reconciliation Not Required  
 Budget Activity Only  
 Encumbrance Activity Only

Multiple Cost Center/Project Approval Page

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
21000073	Ofc of Deputy President		Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	9,985.50	0.00	89,467.00	109,900.42
31000013	University Events		Costcenter	2021	1	Reconciled Not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	10.81	-10,000.00	10,000.00	0.00
31050073	DES-Ofc of Deputy President		Costcenter	2021	1	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	40,072.77	0.00	456,440.00	447,131.08
31050097	DES-Ofc of University Events		Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	6,441.73	0.00	20,800.00	70,844.28

Reconciliation Status, Reconciliation, & Approval is current and up to date

## SAHARA MONTHLY RECONCILIATION - APPROVAL

- Click on the **Approval Page** tab
- The approval process will be completed by checking the “Approved” checkbox
- Click on **Save** button

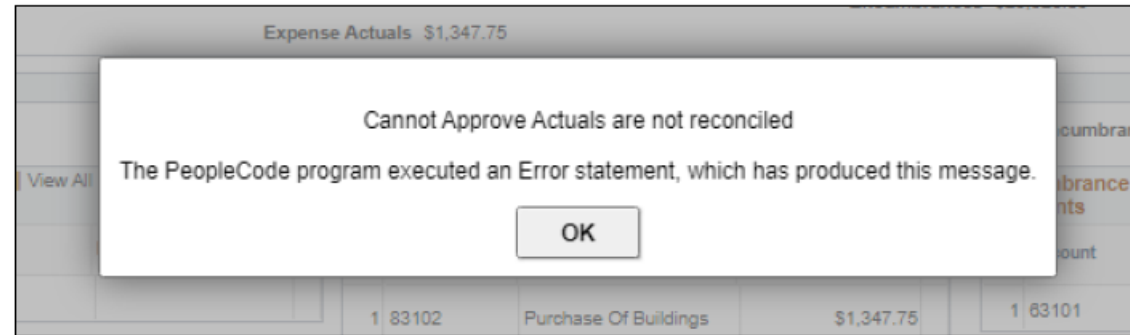
Search Page	<b>Approval Page</b>	Budget Information	Actuals Reconciliation	Encumbrance Information	Download Actuals
<b>Header Details</b>					
Project	5400001080	Description	Increasing	Owner	Department
Cost Centers		Start Date	07/01/2019	End Date	07/15/2022
		Accounting Period	12		
<b>Approval Info</b>					
* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.					
Approved	<input type="checkbox"/>	Approved By	<input type="text"/>	Save	Approval Date
					Approver NetID
<b>Reconciliation Info</b>					
Reconciler	<input type="text"/>	Reconciliation Date	09/23/22 9:51:37AM	Reconciler NetID	<input type="text"/>

**Note: failing to click SAVE will NOT lock the Approved checkbox. Please click SAVE button.**



## SAHARA MONTHLY RECONCILIATION - APPROVAL

APPROVAL cannot be completed until  
Cost Center/Project is reconciled



SAHARA RECONCILIATION & APPROVAL IS AN A-B-C PROCESS

A = Reconciler Reconciles CC/Project

B = Manager Reviews and Approves Reconciliation of CC or Project

C = Process is complete.

# ADDING COMMENTS – MANAGERS ONLY

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | Download Actuals

**Header Details**  
 Cost Center: 29249710 | Description: SEUP-ROAD SHOWS AND SPECIAL EV Owner | Department: | Account: | Projects: | Start Date: | End Date: |

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,646,459.21	Revised Revenue Budget	\$11,439,500.00
YTD Actuals Expense	\$62,476.64	YTD Actuals Revenue	\$3,376,144.72
PTD Actuals Expense	\$62,476.64	PTD Actuals Revenue	\$3,376,144.72
Encumbrance Total	\$274,840.11	Revenue Budget Balance	\$8,063,355.28
Available Expense Budget	\$31,309,141.46		

**Reconciliation**  
 Reconciliation  Reconciled By: | Reconcile Date: | Reconciled OprId: |  
 I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.  
 Save

**Comments**  
 Reconciler Comments: | **Save Comments** | Approver Comments: |

Revenue for the period: \$-652,643.56 | Expenses for the period: \$12,999.10

Account: 64101 Copying/Printing Services | Source: Accounts Payable | Acctg Def Name: Payables Definition | Account Subtotal: \$406.  
 Reviewed  Review Date: |

Details	Class/Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	6368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

- a) General comments can be added in the **Approver Comments** box
- b) Click **Save Comments** button to retain comments
- c) To leave specific comment on individual accounts, click on the **comments bubble** (don't forget to click that save button)

**NOTICE**  
 All Comments are kept between Reconciler and Manager. Accounting & Reporting does NOT monitor flags. All action items will need Notification to appropriate Financial Services office for action.

# MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

Accounting & Financial Reports **SAHARA Monthly Reconciliation**

Reconcile ^

**Accounts Reconciliation**

Approve v

Monitor v

Reporting v

Administration v

Security v

Search Page

### Account Reconciliation

**Search Criteria**

\*Business Unit  🔍

\*Year  🔍

\*Period  🔍

Department  🔍

Cost Center/Project  🔍

Not Reconciled     Reconciled Not Approved

Complete     Reconciliation Not Required

Budget Activity Only

Encumbrance Activity Only

[Multiple Cost Center/Project Approval Page](#)

**MANAGERS ONLY**  
Click Here

# MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

Select “All Cost Centers/Projects” in the drop-down menu and **Click** Update results. This will update the table to show all the cost centers/projects that have been reconciled and are ready for your approval

**ARA Multiple CC/PRJ Approval**

Account Recon Summary Approval

Business Unit UTRGV    Fiscal Year 2022    Accounting Period 5    Department

\*Filter Cost Centers/Projects: All Cost Centers All Cost Centers **All Cost Centers/Projects** All Projects

**Update Results**

Select All For Multiple Approvals    Deselect All for Multiple Approvals    Approve Selected Rows

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate,

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1		<input type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<b>Approve</b>

# MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

Click the “Select All for Multiple Approvals” button. All the rows under the “Multiple Approval” column will be checked. Click the “Approve Selected Rows” button to approve the cost centers/projects selected.

**ARA Multiple CC/PRJ Approval**

Account Recon Summary Approval

Business Unit UTRGV    Fiscal Year 2022    Accounting Period 5    Department

\*Filter Cost Centers/Projects    

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate,

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="button" value="5100001000"/>

## MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

The approval statement will appear, please read and **Click “yes”**.

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate, allowable, and properly recorded.
2. All reconciling items have been adjusted or satisfactorily resolved and/or in the process of being resolved.
3. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud.
4. I am aware that by using the “Approve Selected Rows” option, all the lines with the checkbox will be Approved and will reflect my employee ID.

**Select Yes to continue to Approve all lines selected through the 'Approve Selected Rows' option**

Yes

No

# MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

The “Approve” button will now be gray and your name will show under the “User ID” column. **Click** the “Apply” button and **click** the “x” button to exit the screen and return to the Account Reconciliation screen.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2022 Accounting Period 5 Department

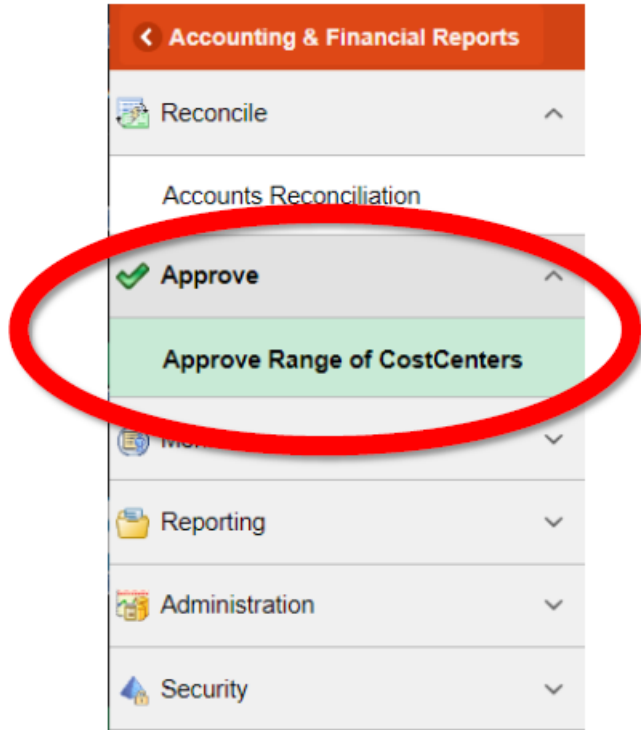
\*Filter Cost Centers/Projects All Cost Centers/Projects Update Results

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve	User ID	Approve?
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input type="button" value="Approve"/>	5100001000 Eduvina Rodriguez	<input type="button" value="Approve?"/>

OK Cancel Apply

# APPROVE RANGE OF COST CENTERS



## MANAGERS ONLY PROCESS

Using this option will display all assigned cost centers and/or projects assigned to you.

Displays list of assigned Cost Centers / Projects with the ability to look up CC/Projs ready for your approval (after reconciliation by Reconciler)

Additionally, Manager can review the reconciliation details for the CC/Project listed.



# APPROVE RANGE OF COST CENTERS

The screenshot displays the SAHARA Monthly Reconciliation interface. On the left is a navigation menu with the following items: Reconcile, Accounts Reconciliation, Approve (with a green checkmark), Approve Range of CostCenters (highlighted in green), Monitor, Reporting, Administration, and Security. The main content area is titled 'SAHARA Monthly Reconciliation' and contains the following elements:

- ARA - Multiple CC Approval**
- Instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Buttons: "Find an Existing Value", "Search", "Clear", "Basic Search", and "Save Search Criteria".
- Search Criteria** section with four input fields:
  - Business Unit: begins with [dropdown] [text box] [magnifying glass]
  - Fiscal Year: [=] [dropdown] [text box] [magnifying glass]
  - Accounting Period: [=] [dropdown] [text box] [magnifying glass]
  - Department: begins with [dropdown] [text box] [magnifying glass]

In the Approve menu option is the Approve Range of CostCenters submenu option to reveal the ARA – Multiple CC Approval screen.

There are four fields in the Search Criteria of which three (3) are required entry.

# APPROVE RANGE OF COST CENTERS

**ARA - Multiple CC Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit   🔍

Fiscal Year   🔍

Accounting Period   🔍

Department  🔍

[Basic Search](#) [Save Search Criteria](#)

⏸

In the Search Criteria

Business Unit = UTRGV (required)

Fiscal Year = 2021 or current fiscal year (required)

Accounting Period = any current or past period (required)

Department = department code

(required for FY 2021 Periods 1 & 2)

Once entry fields are present, click on **SEARCH** button and results will appear below.

# APPROVE RANGE OF COST CENTERS

The screenshot shows the 'SAHARA Monthly Reconciliation' interface. The title bar is orange with a home icon and a search icon. Below the title bar, the page is titled 'ARA - Multiple CC Approval'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Business Unit' (dropdown: 'begins with', text: 'UTRGV'), 'Fiscal Year' (dropdown: '=', text: '2020'), 'Accounting Period' (dropdown: '=', text: '1'), and 'Department' (dropdown: 'begins with', text: ''). Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom left, a blue icon is circled in red, and the message 'No matching values were found.' is displayed below it.

## No matching values were found

This notice shows reconciliation information is not present (i.e., selecting a period that has not yet closed, not yet occurred, or not yet reconciled by reconciler).

Check the required entry fields and adjust accordingly.

# APPROVE RANGE OF COST CENTERS

SAHARA Monthly Reconciliation

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2020 Accounting Period 5 Department

\*Filter Cost Centers/Projects All Cost Centers Update Results

\*I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's monthly activity

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget
1 00000000	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00
2 21000000	E&G Revenues	<input type="checkbox"/>	<input type="checkbox"/>	-16,067,391.05	14,757,421.82	-223,290.00	0.00
3 21000001	Otc of Instl Advancement	<input type="checkbox"/>	<input type="checkbox"/>	0.00	45,247.87	0.00	1,048.87
4 21000002	Development Services	<input type="checkbox"/>	<input type="checkbox"/>	0.00	159,222.55	0.00	2,079.43
5 21000003	Government Relations	<input type="checkbox"/>	<input type="checkbox"/>	0.00	23,766.18	0.00	35,792.92
6 21000004	Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	0.00	108.06	0.00	-244,037.63
7 21000005	Govnt'l and Comm Relations	<input type="checkbox"/>	<input type="checkbox"/>	0.00	68,895.55	0.00	93,673.04
8 21000007	Human Resources & Talent Mgmt	<input type="checkbox"/>	<input type="checkbox"/>	0.00	224,760.72	0.00	18,018.24
9 21000008	Recruitment and Staffing	<input type="checkbox"/>	<input type="checkbox"/>	0.00	3,469.39	0.00	239.56

Search results display ALL Cost Centers & Projects assigned to you whether they are ready for approval or not.

If you have numerous assigned Cost Centers/Projects, please use the **#Filter Cost Center/Projects** drop down option to narrow the content displayed.

# APPROVE RANGE OF COST CENTERS

Select “All Cost Centers/Projects” in the drop-down menu and **Click** Update results. This will update the table to show all the cost centers/projects that have been reconciled and are ready for your approval

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2022 Accounting Period 5 Department

\*Filter Cost Centers/Projects

All Cost Centers  
All Cost Centers  
**All Cost Centers/Projects**  
All Projects

Update Results

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:  
1. My team has reconciled all transactions for the month and all transactions were appropriate,

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1		<input type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	Approve

# APPROVE RANGE OF COST CENTERS

Click the “Select All for Multiple Approvals” button. All the rows under the “Multiple Approval” column will be checked. Click the “Approve Selected Rows” button to approve the cost centers/projects selected.

**ARA Multiple CC/PRJ Approval**

Account Recon Summary Approval

Business Unit UTRGV    Fiscal Year 2022    Accounting Period 5    Department

\*Filter Cost Centers/Projects All Cost Centers/Projects    Update Results

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate,

Select All For Multiple Approvals    Deselect All for Multiple Approvals    Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	5100001000

OK    Cancel    Apply

## APPROVE RANGE OF COST CENTERS

The approval statement will appear, please read and **Click “yes”**.

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate, allowable, and properly recorded.
2. All reconciling items have been adjusted or satisfactorily resolved and/or in the process of being resolved.
3. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud.
4. I am aware that by using the “Approve Selected Rows” option, all the lines with the checkbox will be Approved and will reflect my employee ID.

**Select Yes to continue to Approve all lines selected through the 'Approve Selected Rows' option**

Yes

No

# APPROVE RANGE OF COST CENTERS

The “Approve” button will now be gray and your name will show under the “User ID” column. **Click** the “Apply” button and **click** the “x” button to exit the screen and return to the Account Reconciliation screen.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2022 Accounting Period 5 Department

\*Filter Cost Centers/Projects All Cost Centers/Projects Update Results

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate, attemptable, and reconciled.

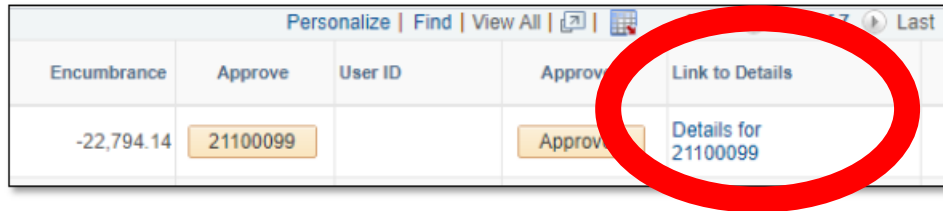
Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve	User ID	Approve?
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	5100001000	Eduvina Rodriguez	Approve?

OK Cancel Apply



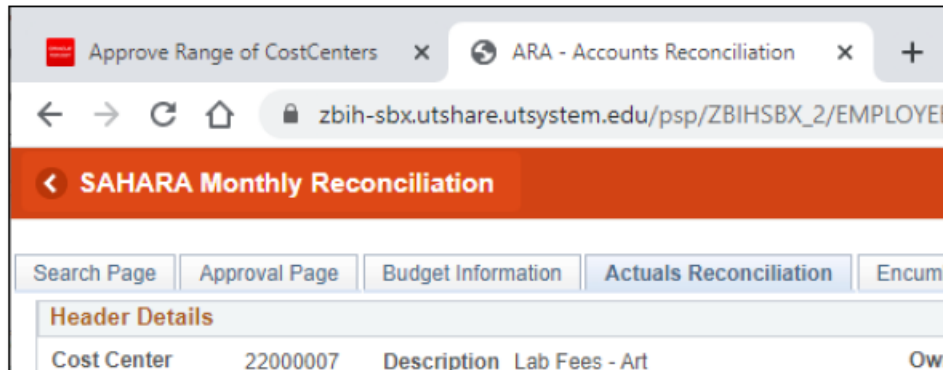
## APPROVE RANGE OF COST CENTERS



A screenshot of a web application interface showing a table with columns: Encumbrance, Approve, User ID, Approve, and Link to Details. The 'Link to Details' column is circled in red. Below the table, there is a row with the value -22,794.14 in the Encumbrance column, 21100099 in the Approve column, and an Approve button. The Link to Details column contains a link labeled 'Details for 21100099'.

Encumbrance	Approve	User ID	Approve	Link to Details
-22,794.14	21100099		Approve	Details for 21100099

Clicking on the Link to Details link will open a NEW browser tab revealing the ARA Accounts Reconciliation page for that CC/Project mentioned in the link.



A screenshot of a browser window showing the ARA Accounts Reconciliation page. The browser tabs are 'Approve Range of CostCenters' and 'ARA - Accounts Reconciliation'. The address bar shows the URL: zbih-sbx.utshare.utsystem.edu/psp/ZBIHSBX\_2/EMPLOYEE. The page title is 'SAHARA Monthly Reconciliation'. Below the title, there are navigation tabs: Search Page, Approval Page, Budget Information, Actuals Reconciliation, and Encumb. The 'Actuals Reconciliation' tab is selected. Below the tabs, there is a 'Header Details' section with a table showing Cost Center 22000007 and Description Lab Fees - Art.

Header Details
Cost Center 22000007 Description Lab Fees - Art

In the NEW browser tab, the ARA Accounts Reconciliation page, will display **ALL** reconciliation data (in tabs) for you to review, comment, flag, and approve.

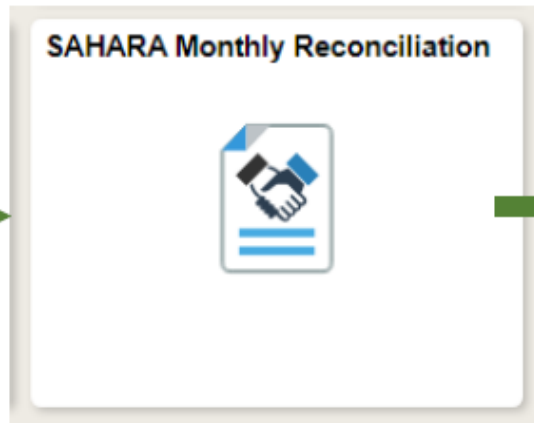
When done with reviewing, close the ARA Accounts Reconciliation browser tab.

# TRACK FLAGGED ITEMS

Employee Self Service



Accounting & Financial Reports



**Track Flagged Items**

Business Unit: [UTRGV] | Fiscal Year: [ ] | Department From: [ ] | Department To: [ ] | Cost Center/Project From: [ ] | Cost Center/Project To: [ ] | Flagged by Net ID: [ ]

Search

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description
1			Cost Center/Project							

Flag	Year	Period	Cost Center/Project	Account	Department	Trans ID	Trans Date	Trans Line	Journal ID	Ledger Group	Budget Entry Type	Account Description
1			Cost Center/Project									

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Line Description	Description
1			Cost Center/Project								

**Navigate -**  
Peoplesoft >  
Employee Self Service >  
Accounting & Financial Reports >  
SAHARA Monthly Reconciliation >  
Monitor >  
Track Flagged Items

# TRACK FLAGGED ITEMS

Flagged Items | Field Reference

Business Unit

Fiscal Year

Department From  Department To

Cost Center/Project From  Cost Center/Project To

Flagged by Net ID

- Business Unit: UTRGV
  - Fiscal Year: (i.e. 2020)
  - Cost Center or Department ID (not both)
  - or leave CC & Dept fields blank
- Click Search – YTD results will appear below

**Actuals**


Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description
1	2020	12	5300000109	53201	420320	HR Payroll	4100157446	2020-08-31	Rajes	

**Budget**

Flag	Year	Period	Cost Center/Project	Account	Department	Tran ID	Tran Date	Tran Line	Journal ID	Lodger Group	Budget Entry Type	Account Description
1	2020	5	21000242	A1000	410605	0000668205	01/29/2020	2	0000025967	OPE	Xfer Orig.	Staff Salaries

**Encumbrance**

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Line Description	Description
1	2020	3	31000311	A4000	410530	Voucher	V000048015				FY20 (9/1/19 - 8/31/20) 368

Scroll to the Right 

# TRACK FLAGGED ITEMS

Last Five (5) columns contain flagging information

1. Reconciler Comments
2. Approver Comments
3. Flagged by NetID (EIN)
4. Flagged by User
5. Flag Date/Time

Personalize   Find   View All   [Print] [Refresh] First 1 of 1 Last						
	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
- 10060 -	\$-274.00		06/07: adding comments on this flagged item		David G Guerra	06/07/21 3:12PM

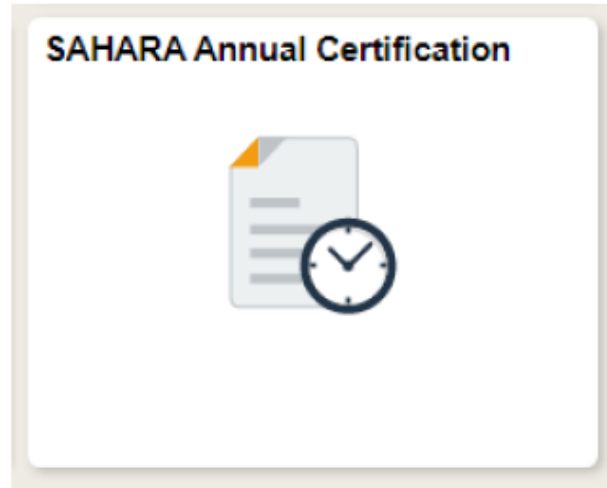
  

Personalize   Find   View All   [Print] [Refresh] First 1 of 1 Last						
ation	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
	\$8,750.00		06/07: adding comments to this flagged items		David G Guerra	06/07/21 3:13PM

Personalize   Find   View All   [Print] [Refresh] First 1 of 1 Last						
	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
19 - 8/31/20) 368E E	\$-88.69	06/07: adding comments to this flagged items as reconciler			David G Guerra	06/07/21 3:14PM

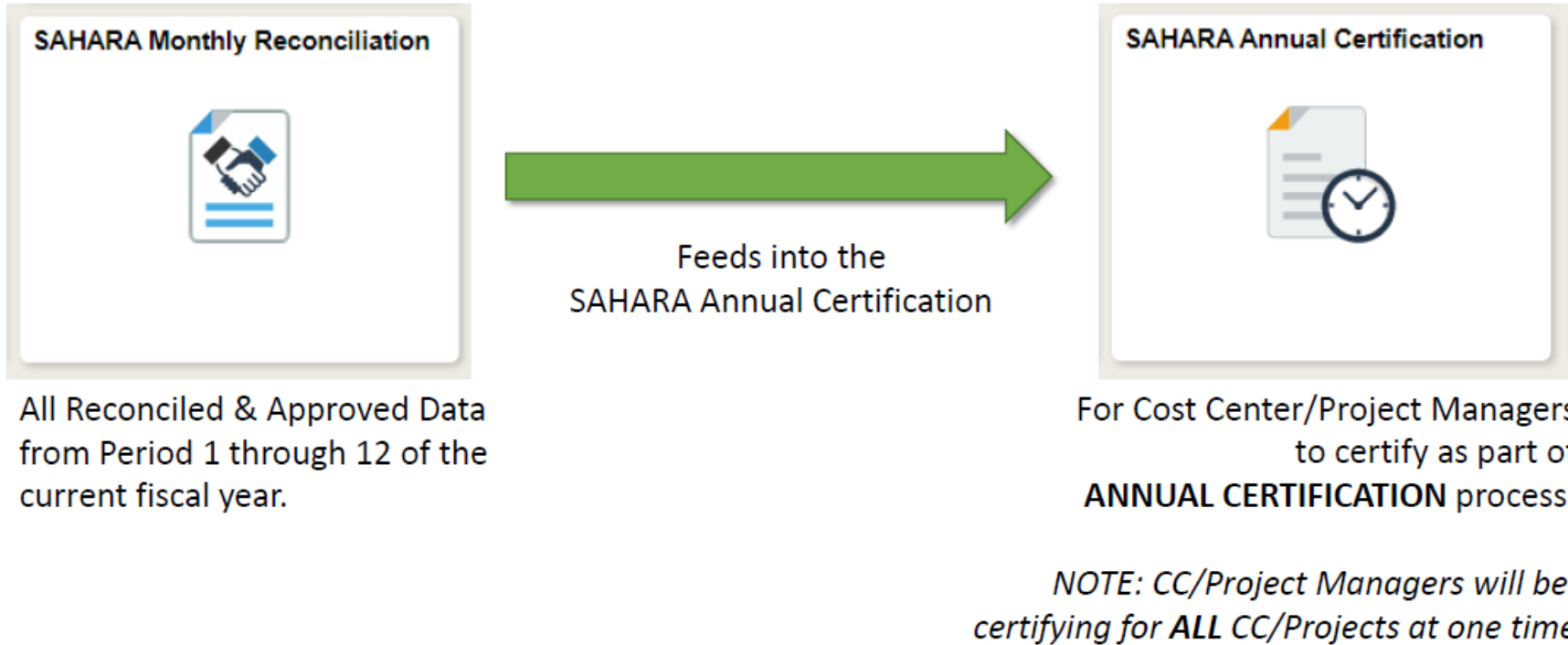
## SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY



**This process opens after the last accounting period of the fiscal year has closed.**

**This process is only for Cost Center and/or Project Managers**

# SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY



# SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

The screenshot displays the SAHARA Annual Certification interface. On the left is a navigation menu with three items: 'Owner Certification' (with an upward arrow), 'CC/Project Owner Certification' (highlighted in orange), and 'Dean/Div Head Certification' (with a downward arrow). The main content area has three tabs: 'LOR Search Page' (selected), 'Recon Status and Comments', and 'Certification Statement'. Below the tabs is a 'Search Parameters' box containing two input fields: '\*Business Unit' with the value 'UTRGV' and a search icon, and '\*Fiscal Year' with the value '2021'. A 'Search' button is located below these fields. At the bottom of the main content area, there is a breadcrumb trail: 'LOR Search Page | Recon Status and Comments | Certification Statement'.

Navigate -  
Peoplesoft >  
Employee Self Service >  
Accounting & Financial Reports >  
SAHARA Annual Certification >  
Owner Certification >  
CC/Project Owner Certification

- To the right *Default* Data is populated
- Click **Search** button
- Content in Recon Status and Comments tab will appear.

# SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

The screenshot shows a web application interface with three tabs: "LOR Search Page", "Recon Status and Comments", and "Certification Statement". The "LOR Search Page" tab is active. Below the tabs is a "Search Parameters" section with two input fields: "\*Business Unit" containing "UTRGV" and "\*Fiscal Year" containing "2021". A magnifying glass icon is next to the Business Unit field, and a "Search" button is located below the fields. At the bottom of the page, there is a breadcrumb trail: "LOR Search Page | Recon Status and Comments | Certification Statement".

- In the LOR Search Page tab
- Business Unit = UTRGV
- Fiscal Year = (i.e., 2021)
- Click **Search** button
- Content in Recon Status and Comments tab will appear.



# SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

LCR Search Page | Reason Status and Comments | Certification Statement

THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY  
LETTER OF REPRESENTATION  
FISCAL YEAR 2020

Refresh

---Certifying For: 2000030001

Cost Centers/Projects to be Certified

Cost Center	Project Name	Department	Status - Reconciled Periods	Status - Approved Periods	Comments
21000015	Criminal Background Checks	Human Resources & Talent Devt	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	
31000001	Faculty Develop & Excellence	Ofc of Faculty Success & Dev	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	
32000034	Utility - DEHS	Env Health Safety & Risk Mgmt	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	
530000109	FY20 Chess Classes	Stud Rights & Responsibilities	-- -- -- -- -- 07 08 09 10 11 12	-- -- -- -- -- 07 08 09 10 11 12	
55001057	Railway Safety Center	Railway Safety Center	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	

Please note any comments or concerns below, or indicate "None."

Optional Review/Approval by: on: NULL

Save Comments

Go To Certification Page

Save Optional Review and Comments

LCR Search Page | Reason Status and Comments | Certification Statement

CC/Project Manager will be able to see ALL CC and/or Projects assigned and their reconciled & approval status for the entire fiscal year.

Comments may be added  
Click **Save Comments** button

When ready click on  
**Go To Certification Page** button

# SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

LOR Search Page | Recon Status and Comments | Certification Statement

THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY  
**LETTER OF REPRESENTATION**  
Fiscal Year 2020  
Description David G Guerra

In preparation of the financial statements for fiscal year ending August 31, 2020, I confirm, to the best of my knowledge and belief, the following are true, accurate and complete:

1. I am responsible for establishing internal controls for the departments and functions under my scope of organizational responsibility. The controls include timely reconciliation of all cost centers and projects to ensure accuracy, validity, and completeness of financial information.
2. My team has reconciled all transactions for each of the months through August 31, 2020. All transactions were appropriate, allowable, and properly recorded. All reconciling items have been adjusted or satisfactorily resolved.
3. As department manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental cost centers and projects through August 31, 2020. To the best of my knowledge, there are no misstatements or omissions in the department cost centers or projects for which I am responsible.
4. As department manager, I ensured my office maintained adequate segregation of duties. NO single employee has responsibility for entering transactions, approving transactions, receiving cash and reconciling cost center/projects. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud. To the best of my knowledge, there has been no:
  - Fraud involving any employee that has not been appropriately identified and investigated, or
  - Fraud involving others that could have a significant effect on the financial statements that has not been appropriately identified and investigated.

By checking the box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

Certify Flag Description Action Taken by DateTime

Save Certification

When the CC/Project Manager is ready to complete the ANNUAL CERTIFICATION process for the entire fiscal year.

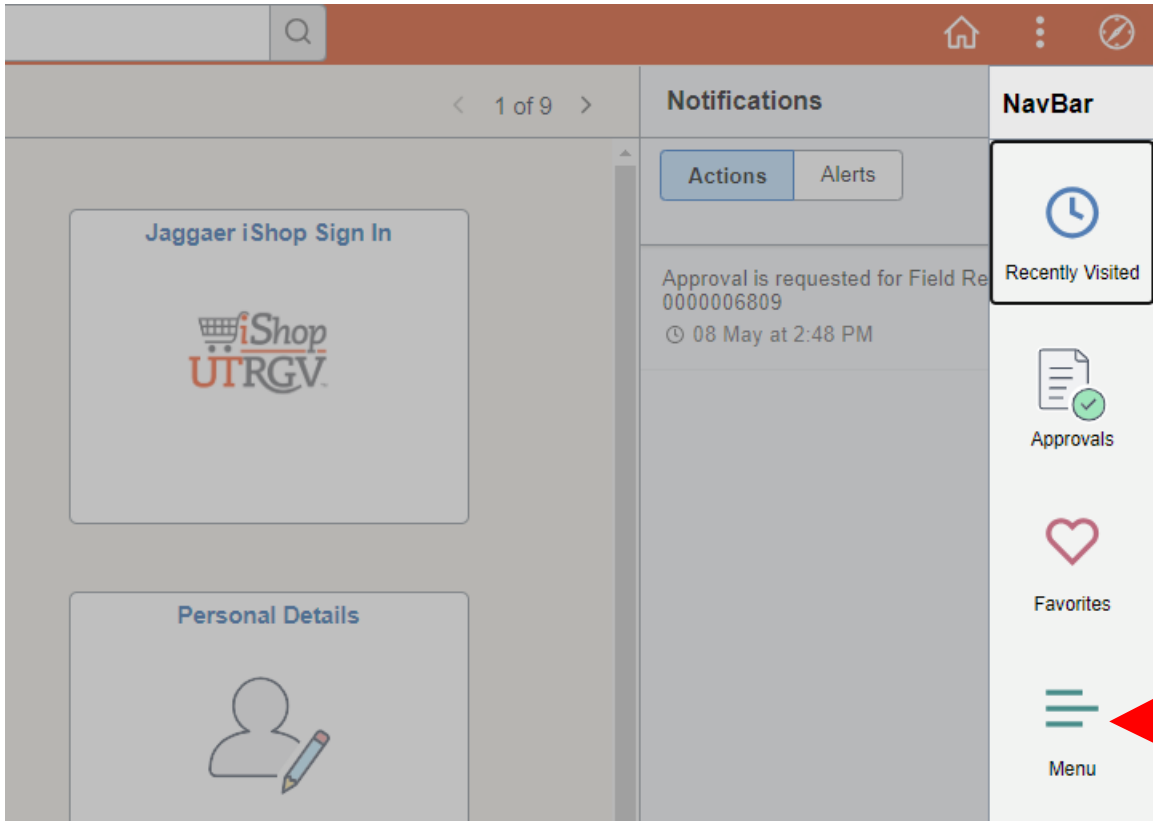
After reading the "Letter of Representation" the Manager will then click on the CERTIFY Flag check box.

NOTE: The Annual Certification is for ALL CC/Projects assigned to the manager. The certification is all or nothing.

NOTE: A pop-up notice will appear if any CC/Projects are NOT reconciled and/or approved. It will allow you to proceed with Annual Certification.

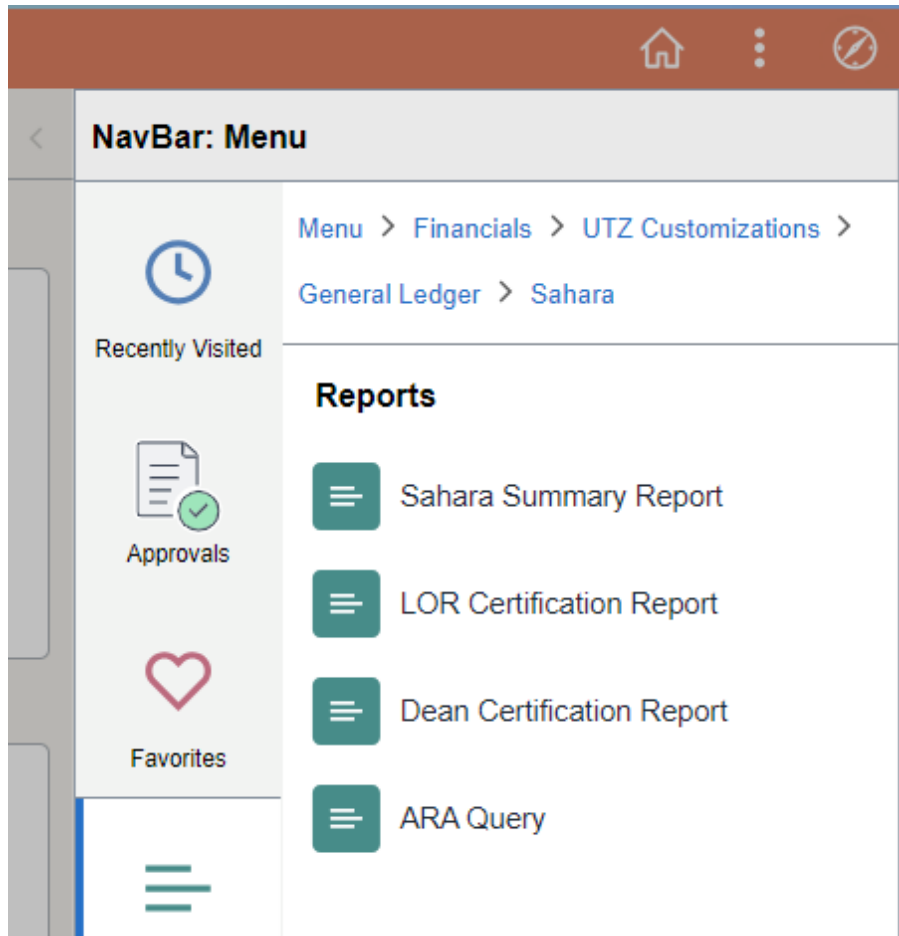
Lastly, click the **Save Certification** button to save and lock down the *Certification* for this fiscal year.

# SAHARA SUMMARY REPORT



Navigate to & click **NAVBAR** on the far-right side of the **Employee Self Service** tab and click on the **MENU** option

# SAHARA SUMMARY REPORT



The screen will change revealing a vertical menu on the right side of the screen. Click on the menu options in the following order:

- a. FINANCIALS
- b. UTZ CUSTOMIZATIONS
- c. GENERAL LEDGER
- d. SAHARA
- e. REPORTS
- f. **SAHARA SUMMARY REPORT**

## SAHARA SUMMARY REPORT

The center workspace will change to **SAHARA Summary Report** screen. **FIRST TIME USERS:** You will need to create a **RUN CONTROL ID**. Follow the steps in this order to do so:

- Click on the “**Add a New Value**” tab
- In the Run Control ID box enter:  
**Sahara\_Summary\_Report**
- Click on the **Add** button

### Sahara Summary Report

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

After you add search criteria and click on the **SAVE** button (see next step) you will **NOT** need to create a new Run Control ID. Click on the **Find an Existing Value** tab and then click on **Search** button, revealing the saved search criteria.

# SAHARA SUMMARY REPORT

The screen will then change to reveal the **Account Reconciliation Summary Report**. To create the report, you will need to populate the following fields:

- REQUIRED: Business Unit field will be pre-populated with **UTRGV**
- REQUIRED: **Fiscal Year**
- REQUIRED: **Accounting Period** or check the **All Periods**
- OPTIONAL: Department From & Department To
- OPTIONAL: Cost Center/Project From & Cost Center/Project To
- OPTIONAL: CC Owner ID (Manager Employee ID Number)
- OPTIONAL: Reconciler ID (Reconciler Employee ID Number)
- OPTIONAL: Reconciliation Status (Y or N)
- OPTIONAL: Approved Status (Y or N)

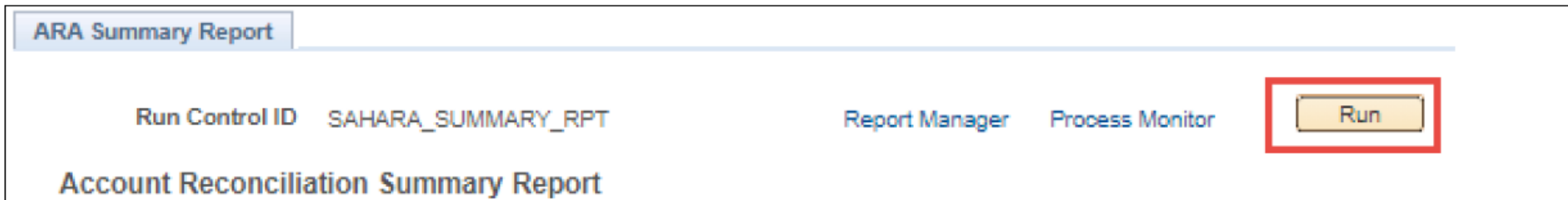
The screenshot displays the 'ARA Summary Report' interface. At the top, it shows 'Run Control ID SAHARA\_SUMMARY\_RPT' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. The main title is 'Account Reconciliation Summary Report'. Below this is a 'Search Filter' section with several input fields: '\*Business Unit' (pre-filled with 'UTRGV'), 'Fiscal Year' (pre-filled with '2022'), 'Accounting Period' (checkbox), and 'All Periods' (checkbox). A red box highlights the first three fields. Below these are 'Department From', 'Department To', 'Cost Center/Project From', and 'Cost Center/Project To' fields, with a blue box highlighting the last four. Further down are 'CC Owner ID', 'Manager ID', and 'Alt Manager ID' fields. At the bottom of the filter section are 'Reconciler ID', 'Reconciliation Status', and 'Approved Status' fields, with a blue box highlighting the last three. At the very bottom of the interface are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

# SAHARA SUMMARY REPORT

Once you have made your selection(s) click on **Save** button.



Next click on the **Run** button (upper right side)



# SAHARA SUMMARY REPORT

A pop-up window will appear. As there is only one option click on the **OK** button

Process Scheduler Request

User ID 6001138413      Run Control ID SAHARA\_SUMMARY\_RPT

Server Name       Run Date

Recurrence       Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UTZ_ARA_SMRT	UTZ_ARA_SMRT	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution



# SAHARA SUMMARY REPORT

The pop-up will disappear. Next, click on the **Process Monitor** link (just to the left of Run button)

ARA Summary Report

Run Control ID SAHARA\_SUMMARY\_RPT Report Manager **Process Monitor** Run

Account Reconciliation Summary Report

The screen will then change, periodically click on the **Refresh** button, and monitor the **Run Status & Distribution Status** columns until you see Success and Posted, respectively. Click on the link: **Report Manager**

Process List Server List

View Process Request For

User ID 6001136413 Type Last 1 Days Refresh

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1843890		Application Engine	UTZ_ARA_SMRT	6001136413	01/19/2022 10:47:17AM CST	Success	Posted	Details

# SAHARA SUMMARY REPORT

On the new screen changes, click on the **Administration** tab. In the Report List section (center of screen) look for and click on UTZ\_ARA\_SMRT in the Description field. This will begin the downloading of the file titled: ARA\_SUMMARY\_REPORT.csv

The screenshot displays the SAHARA Administration interface. At the top, there are four tabs: 'List', 'Explorer', 'Administration' (which is highlighted with a red box), and 'Archives'. Below the tabs, the 'View Reports For' section contains several filters: 'User ID' (6001136413), 'Type' (dropdown), 'Last' (dropdown), '1' (input field), 'Days' (dropdown), and a 'Refresh' button. Below these are 'Status' (dropdown), 'Folder' (dropdown), 'Instance' (input field), and 'to' (input field). The 'Report List' section features a table with columns: 'Select', 'Report ID', 'PrCs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table shows one entry with 'Description' 'UTZ\_ARA\_SMRT' highlighted by a red box. The table also includes a search icon, a 'View All' link, and a pagination indicator '1-16 of 16'.

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2050668	1843890	UTZ_ARA_SMRT	01/19/2022 10:48:11AM	Text Files (*.txt)	Posted	<a href="#">Details</a>

# SAHARA SUMMARY REPORT

The **ARA\_SUMMARY\_REPORT.csv** file will open using Microsoft Excel. Based on criteria entered, the Search Result will return requested information. The file content depicts:

- a. **N**: Pending reconciliation/Approval
- b. **Y**: Reconciled/Approved
- c. **--**: Reconciliation not required

Columns A-F will show the cost center/project detail

A	B	C	D	E	F
Business Unit	Fiscal Year	Cost Centr	CC/Project Descr	CC/Project Owner	Department

Columns G-R will show the reconciler status

G	H	I	J	K	L	M	N	O	P	Q	R
Reconciled Period1	Reconciled Period2	Reconciled Period3	Reconciled Period4	Reconciled Period5	Reconciled Period6	Reconciled Period7	Reconciled Period8	Reconciled Period9	Reconciled Period10	Reconciled Period11	Reconciled Period12
--	--	Y	Y	N	N	N	N	N	N	N	N

Columns S-AD will show the managers approval status

T	U	V	W	X	Y	Z	AA	AB	AC	AD
Approved Period2	Approved Period3	Approved Period4	Approved Period5	Approved Period6	Approved Period7	Approved Period8	Approved Period9	Approved Period10	Approved Period11	Approved Period12
--	Y	Y	N	N	N	N	N	N	N	N

# Accounting Periods

Accounting Period	Calendar Month
1	SEPTEMBER
2	OCTOBER
3	NOVEMBER
4	DECEMBER
5	JANUARY
6	FEBRUARY
7	MARCH
8	APRIL
9	MAY
10	JUNE
11	JULY
12	AUGUST

## HOW TO REQUEST ACCESS – COST CENTER / PROJECT MANAGERS ONLY

- a. Please **login** at <http://SUPPORT.UTRGV.EDU>
- b. Click on the blue **INFORMATION TECHNOLOGY** button
- c. Click on **Get Access!**
- d. Then click on **REQUEST ACCESS** button
- e. In the following fields please enter the associated information:
  - a. Category: PeopleSoft –Financials
  - b. Resource: PeopleSoft –General Ledger
  - c. Description: As a **Cost Center/Project MANAGER**, I am requesting access to SAHARA with the role: **UTZ\_FI\_GL\_SAHARA\_APPROVER**
- f. Click on **REQUEST** (blue button at the bottom of screen)
- g. EULA agreement: **Check Your Email**

## HOW TO REQUEST ACCESS – COST CENTER / PROJECT RECONCILERS ONLY

- a. Please **login** at <http://SUPPORT.UTRGV.EDU>
- b. Click on the blue **INFORMATION TECHNOLOGY** button
- c. Click on **Get Access!**
- d. Then click on **REQUEST ACCESS** button
- e. In the following fields please enter the associated information:
  - a. Category: PeopleSoft –Financials
  - b. Resource: PeopleSoft –General Ledger
  - c. Description: As a **Cost Center/Project RECONCILER**, I am requesting access to SAHARA with the role: **UTZ\_FI\_GL\_SAHARA\_RECONCILER**
- f. Click on **REQUEST** (blue button at the bottom of screen)
- g. EULA agreement: **Check Your Email**

## HOW TO REQUEST ACCESS – INQUIRY ONLY

- a. Please **login** at <http://SUPPORT.UTRGV.EDU>
- b. Click on the blue **INFORMATION TECHNOLOGY** button
- c. Click on **Get Access!**
- d. Then click on **REQUEST ACCESS** button
- e. In the following fields please enter the associated information:
  - a. Category: PeopleSoft –Financials
  - b. Resource: PeopleSoft –General Ledger
  - c. Description: I am requesting access to SAHARA with the role:  
**UTZ\_FI\_GL\_SAHARA\_INQUIRY**
- f. Click on **REQUEST** (blue button at the bottom of screen)
- g. EULA agreement: **Check Your Email**
- h. **IMPORTANT:** Once access is granted by I.T. you must do the following to get access to view the CC/Projects
  - a. Send an email to [AccountingandReporting@utrgv.edu](mailto:AccountingandReporting@utrgv.edu) with the following information:
    - a. Your Name & Employee ID Number
    - b. The list of Cost Centers and/or Projects you want to view
    - c. The respect CC/Project Managers' approval
  - b. Delaying this email will delay your access to view CC/Projects

# Contact Us:

Training Coordinator: [AccountingandTimekeepingTraining@utrgv.edu](mailto:AccountingandTimekeepingTraining@utrgv.edu)

Accounting and Reporting: [AccountingandReporting@utrgv.edu](mailto:AccountingandReporting@utrgv.edu)

WWW: <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/index.htm>



Finance and Fiscal Reporting