

HOW TO RUN SAHARA SUMMARY REPORT:

To view the status of SAHARA reconciliations and approvals

1. Login to **PeopleSoft**
2. Navigate to & click **NAVBAR** on the far-right side of the **Employee Self Service** tab and click on the **NAVIGATOR** menu option

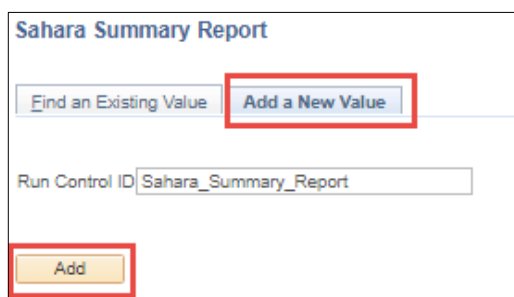


3. The screen will change revealing a vertical menu on the right side of the screen. Click on the menu options in the following order:
 - a. **FINANCIALS**
 - b. **UTZ CUSTOMIZATIONS**
 - c. **GENERAL LEDGER**
 - d. **SAHARA**
 - e. **REPORTS**
 - f. **SAHARA SUMMARY REPORT**



4. 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:
 - a. Click on the **"Add a New Value"** tab
 - b. In the Run Control ID box enter: **Sahara_Summary_Report**
 - c. Click on the **Add** button

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.



5. The screen will then change to reveal the **Account Reconciliation Summary Report**. To create the report, you will need to populate the following fields:
 - a. REQUIRED: Business Unit field will be pre-populated with **UTRGV**
 - b. REQUIRED: **Fiscal Year**
 - c. REQUIRED: **Accounting Period** or check the **All Periods**
 - d. OPTIONAL: Department From & Department To
 - e. OPTIONAL: Cost Center/Project From & Cost Center/Project To
 - f. OPTIONAL: CC Owner ID (Manager Employee ID Number)
 - g. OPTIONAL: Reconciler ID (Reconciler Employee ID Number)
 - h. OPTIONAL: Reconciliation Status (Y or N)
 - i. OPTIONAL: Approved Status (Y or N)

ARA Summary Report

Run Control ID SAHARA_SUMMARY_RPT Report Manager Process Monitor Run

Account Reconciliation Summary Report

Search Filter

*Business Unit UTRGV
 Fiscal Year 2022 Accounting Period All Periods

Department From Department To
 Cost Center/Project From Cost Center/Project To
 CC Owner ID

Manager ID
 Alt Manager ID

Reconciler ID
 Reconciliation Status Approved Status

Save Return to Search Notify Add Update/Display

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

Save Return to Search Notify Add Update/Display

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

ARA Summary Report

Run Control ID SAHARA_SUMMARY_RPT Report Manager Process Monitor Run

Account Reconciliation Summary Report

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

Process Scheduler Request

User ID | Run Control ID SAHARA_SUMMARY_RPT

Server Name | Run Date | 01/19/2022 |

Recurrence | Run Time | 10:47:17AM | [Reset to Current Date/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	TXT	Distribution

[OK](#) [Cancel](#)

9. 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

10. 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 | 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		01/19/2022 10:47:17AM CST	Success	Posted	Details

