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

| ~ Employee S | elf Service | | <u> </u> | |
|--------------|------------------|------------------------------|----------|---------------|
| | UTRGV HOP Policy | Visa Permit/Citizenship Data | | NavBar |
| | | | | Recent Places |
| 14 | | | | My Favorites |
| OnBoard | ing • | Time and Attendance | _ | Navigator |

- 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.

| Sahara Summary Re | port | | | | | | | |
|--------------------------------------|-----------------|--|--|--|--|--|--|--|
| Find an Existing Value | Add a New Value | | | | | | | |
| Run Control ID Sahara_Summary_Report | | | | | | | | |
| Add | | | | | | | | |

- 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)

| *Business Unit Fiscal Year | UTRGV Q | Accountin | ng Period 🔄 🛛 🗸 | All Periods | | |
|----------------------------------|---------|----------------|------------------|-------------|---|---|
| Department From | | ۹ | Department To | | Q | 1 |
| Cost Center/Project From | | Q | Cost Center/Proj | ect To | Q | |
| CC Owner ID | | Q | | | | |
| Manager ID | | Q | | | | - |
| Alt Manager ID | | ٩ | | | | |
| Reconciler ID | | | ٩ | | | |
| Reconciliation Status | A | pproved Status | | | | |

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

| Return to Search 🖾 Notify |
|---------------------------|

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 Reconcilia | ation Summary Report | | | |

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

| Proce | ss Scheduler Request | | | | | |
|----------|----------------------------------|--------------|------------------------------------|----------|------------------|--------------|
| | User ID | | Run Control ID | SAHARA_S | SUMMARY_RPT | |
| | Server Name Recurrence Time Zone | | Date 01/19/2022 Time 10:47:17AM | Ħ | Reset to Current | : Date/Time |
| | ess List Description | Process Name | Process Type | *Type | *Format | Distribution |
| Z | UTZ_ARA_SMRT | UTZ_ARA_SMRT | Application Engine | Web | V TXT V | 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 II |) SAHARA_SUMMARY_RPT | Report Manager | Process Monitor | Run |
| Account Reconci | iation 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**

| Proc | ess List | Server List | | | | | | | |
|-----------|--|-------------|--------------------|-----------------|------|---------------------------|-----------------------------|------------------------|----------|
| View Pro | ocess Requ | est For | | | | | | | |
| User | ID | Q | Туре | ✓ Last | ~ | 1 Days 🗸 | Refresh | | |
| Serv | /er | ~ | Name | Q Instance From | | Instance To Report | rt Manager | | |
| Run S | Run Status V Distribution Status V Save On Refresh | | | | | | | | |
| | | | | | | | | | |
| Process I | ist | | | | | | | | |
| | _ | | | | | M | 1-12 of | 12 🕶 🕨 🕨 | View All |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
| | 1843890 | | Application Engine | UTZ_ARA_SMRT | | 01/19/2022 10:47:17AM CST | Success | Posted | Details |

11. 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

| List | Explorer | Administ | ration Archives | | | | | | | |
|-------------|--------------|------------------|-----------------|------------|------|--------------------------|-----------------------|--------|----------|---------|
| View Repo | rts For | | | | | | | | | |
| User ID | | Тур | De | ~ | Last | ~ | 1 D | ays 🗸 | | Refresh |
| Status | | ► Fold | er | ✓ Instance | e | to | | | | |
| Report List | | | | | | | | | | |
| ■ Q | | | | | | l€ € 1-16 | 6 of 16 💙 | | View All | |
| Select | Report ID | Prcs Instance | Description | | | Request Date/Time | Format | Status | Details | |
| • | 2050668 | 1843890 | UTZ_ARA_SMRT | | | 01/19/2022 10:48:11AM | Text Files (*.txt) | Posted | Details | |

- 12. 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

| А | В | С | 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 | Н | I. | J | K | L | М | N | 0 | Р | Q | R |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Reconciled |
| Period1 | Period2 | Period3 | Period4 | Period5 | Period6 | Period7 | Period8 | Period9 | Period10 | Period11 | Period12 |
| | | Y | Y | N | N | N | N | N | N | N | N |

Columns S-AD will show the managers approval status

| Т | U | V | W | Х | Y | Z | AA | AB | AC | AD |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Approved |
| Period2 | Period3 | Period4 | Period5 | Period6 | Period7 | Period8 | Period9 | Period10 | Period11 | Period12 |
| | Υ | Υ | N | Ν | N | N | Ν | N | N | Ν |