SAHARA LOR CERTIFICATION REPORT PROCESS

To review the status of ANNUAL FINANCIAL CERTIFICATION

1. Login to PeopleSoft



2. Navigate to NAVBAR > MENU > FINANCIALS > UTZ CUSTOMIZATIONS > GENERAL LEDGER > SAHARA > REPORTS > LOR CERTIFICATION REPORT



3. FOR FIRST TIMERS: Please create a RUN CONTROL ID by clicking on the Add A New Value tab

LOR Certification Report
Find an Existing Value Add a New Value
Run Control ID
Add
Find an Existing Value Add a New Value

4. In the Run Control ID field please enter a continuous string of characters (i.e., LOR-certification-report)

LOR Certification Report	
Find an Existing Value Add a New Value	
Run Control ID LOR-certification-report	
Add Find an Existin, Value Add a New Value	

- 5. Click on the **ADD** button
- 6. The screen content will change. In this section, please fill in the require fields to suit your unique needs. The Business Unit field will always be UTRGV. For the Fiscal Year enter 2022.

THE FOLLOWING ARE OPTIONAL FIELDS TO POPULATE

- DEPARTMENT FROM DEPARTMENT TO fields please enter the same value in both
- COST CENTER/PROJECT FROM COST CENTER/PROJECT TO fields please enter the same value in both
- CC OWNER ID enter the Employee ID Number of the assigned Cost Center/Project Manager
- Pending Certification Check box to view those CC/Projects that are pending certification
- Exclude CC/Project Without Owner To view those CC/Projects that do not have a manager assigned

LOR Certification Report			
Run Control ID LOR-certification-report	Report Manager	Process Monitor	Run
 Search Filter 			
Business Unit UTRGV Fiscal Year 2022 Department Cost Center/Project From CC Owner ID Certified By Pending Certification	To Department Cost Center/Project To	Without Owner	્ વ
Save Notify		📑 Add	🔊 Update/Display

7. When ready, click on **SAVE** button, then click on **RUN** button.

8. A pop-up will appear, click on the **OK** button

	User ID	6001245932		Run Control ID	LOR-certific	ation-report		
	Server Name		~	Run Date 09/08/2022	31			
	Recurrence		\sim	Run Time 2:56:58PM		Reset to Curre	nt Date/Time	
	Time Zone	Q						
Proce	ess List							
Select	Description		Process Name	Process Type	*Type	*Format	Distribution	
✓	UTZLORRPT		UTZLORRPT	Application Engine	Web	V TXT V	 Distribution 	
OK	- Comm			_				

9. The pop-up will disappear. Next, at the top, click on the **PROCESS MONITOR** link

Report Manager Process Monitor Run Process Instance:2227690	

10. The screen will change. In this screen, periodically click on the **REFRESH** button until the **RUN STATUS** and **DISTRIBUTION STATUS** read **Success** and **Posted** respectively.

Proce	ss List	Server List								
iew Pro	ocess Requ	lest For								
User	ID 600124	5932 Q	Туре	 ✓ Last 	~	3 Days 🗸	Ref	resh		
Sen	(er	~	Name	Q Instanc	e From	Instance To		ear		
0011			Hame							
Run S	Status	*	Distribution Statu:	s	🖌 🗹 Save	On Refresh Report Manag	ger Re	iset		
Proce	ss List									
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Proce	iss List २ Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	D ills	Actions
Proce	Instance	Seq.	Process Type Application Engine	Process Name	User 6001245932	Run Date/Time 09/08/2022 2:56:58PM CDT	Run Status Success	Distribution Status Posted	D ills	I View Al Actions Actions
Proce	Instance 22227690	Seq.	Process Type Application Engine	Process Name UTZLORRPT	User 6001245932	Run Date/Time 09/08/2022 2:56:58PM CDT	Run Status Success	Distribution Status Posted	D iils	View A Actions Actions
Proce	Instance 22227690	Seq.	Process Type Application Engine	Process Name UTZLORRPT	User 6001245932	Run Date/Time 09/08/2022 2:56:58PM CDT	Run Status Success	Distribution Status Posted	D iils	View A Actions Actions
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Proce	Instance 2227690 LOR Certifi	Seq.	Process Type Application Engine	UTZLORRPT	User 6001245932	Run Date/Time 09/08/2022 2:56:58PM CDT	Run Status Success	Distribution Status Posted	D nils D nils	View A Actions Actions
Proce	Instance 2227690 LOR Certifi Notify	Seq.	Process Type Application Engine	Process Name UTZLORRPT	User 6001245932	Run Date/Time 09/09/2022 2:56:58PM CDT	Run Status Success	Distribution Status Posted	D iils	View Al Actions * Actions

11. In the lower left corner of that screen, look for and click on the link that reads: Go back to LOR Certification Report

Proces	ss List	Server List				
View Pro	ocess Requ	est For				
User	ID 6001245	932 Q	Туре	 ✓ Last 	~	
Serv	rer	~	Name	Q, Instan	ce From	Instan
Run S	itatus	•	Distribution Status		✓ Save	On Refresh
 Proce 	ss List					
	2					
	~					
Select	Instance	Seq.	Process Type	Pro:ame	User	Run Date/Tim
Select	Instance 2227690	Seq.	Process Type Application Engine	Proame UTZLORRPT	User 6001245932	Run Date/Tin 09/08/2022 2
Select	Instance 2227690	Seq.	Process Type Application Engine	Protessame UTZLORRPT	User 6001245932	Run Date/Tin 09/08/2022 2
Select Go back to	Instance 2227690	Seq.	Process Type Application Engine	Pros .came UTZLORRPT	User 6001245932	Run Date/Tin 09/08/2022 2
Select Go back to Save	Instance 2227690 LOR Certific Notify	Seq.	Process Type Application Engine	Prot vame	User 6001245932	Run Date/Tim

12. Again, the screen will change. At the top center, look for and click on the **REPORT MANAGER** link.

Report Manager	Process Monitor	Run
	Process Instance:2227	7690

13. The screen changes. Please click on the **ADMINISTRATION** tab. In the center, in the description column look for and click on **UTZLORRPT**.

List	Explorer	Administ	ation Archives					
View Rep	orts For							
User I	600124593	32 Ty	pe 🔽 🗸 Last	•	3 Da	ays 🗸		Refresh
Statu		▼ Fela	✓ Instance	to				
Statu	5	Foic						
ceport Lis	t							
				II I	-4 of 4 💙		View All	
Select	Report ID	Prcs Instance	Description	Request Date/Time	-4 of 4 V	Status	View All Details	
Select	Report 2493498	Prcs Instance	Description	Request Date/Time 09/08/2022 2:58:19PM	Format Text Files (*.txt)	Status Posted	View All Details Details	
Select	Report 2493498 2492079 2492079	Prcs Instance 2227 40 2226528	Description UTZLORPT UTZ_DAFR_746 - UTZ_DAFR_746 pdf	Request Date/Time 1 09/08/2022 2:58:19PM 09/08/2022 12:40:11AM	-4 of 4 ∨ Format Text Files (*.txt) Acrobat (*.pdf)	Status Posted Posted	 View All Details Details Details 	
Select	Report 2493498 2492079 2489516	Prcs Instance 2227 2226528 2224550	Description UTZLORRPT UTZ_DAFR_746 - UTZ_DAFR_746 pdf UTZ_DAFR_746 - UTZ_DAFR_746 pdf	Id 4 1 Request Date/Time 09/08/2022 2:58:19PM 1 09/08/2022 12:40:11AM 09/07/2022 12:39:40AM 1	Format Format Text Files (*.txt) Acrobat (*.pdf) Acrobat (*.pdf)	Status Posted Posted Posted	View All Details Details Details Details	

- 14. Depending on your settings, the **UTZLORRPT** file will either download to your PC or download and automatically open in Microsoft Excel.
- 15. When you open the UTZLORRPT file, you may need to format the column width to view the data

	Α	В	С	D	E	F	G	н	1.1	J	К	L	м	N	0	Р
1	Business l	Fiscal Year	Cost Cent	CC/Projec	CC/Projec	Owner D	EmailID	Departme	Departme	Certify Fl	Last User	Last User	DateTime	Certifier I	Header Co	omments
2	UTRGV	2021	42000016	Housing A	6E+09	1.1	richard.wi	202001	Financial S	Y	6E+09		2021-10-0		None	
3	UTRGV	2021	31001002	STCA - Sho	6E+09	r	alaura.silva	202001	Financial S	Y	6E+09		2021-09-2			
4	UTRGV	2021	21000000	E&G Reve	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
5	UTRGV	2021	21000061	Financial S	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
6	UTRGV	2021	21000063	Receiving	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
7	UTRGV	2021	21000066	E&G Exem	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
8	UTRGV	2021	21000067	Accountin	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
9	UTRGV	2021	21000068	Accounts	6E+09	0	geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
10	UTRGV	2021	21000069	Treasury	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
11	UTRGV	2021	21000075	E&G Staff	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-30			
12	UTRGV	2021	21000076	E&G Staff	6E+09	(geoffrey.s	202001	Financial S	Y	6E+09		2021-09-3			
13	UTRGV	2021	21000077	E&G Staff	6E+09		geoffrey s	202001	Einancial	v	6E+09		2021-09-30			

16. Once the data is visible, please refer to Column J (Certify Flag). You are looking for the letter Y denoting the Cost Center/Project has been certified for the Fiscal Year.

н	I. I.	J	к
partment	Department Descr	Certify Flag	Last User ID to
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	
202001	Financial Services-Comptroller	Y	

17. You can re-run this report at any time. Attention: if you clicked on the **SAVE** button back on Step 7, upon your return to the STEP 3, ensure you are on the **FIND AN EXISTING VALUE** tab, the click on the SEARCH button. In the SEARCH RESULTS below you will see the RUN CONTROL ID you created in STEPS 6 & 7. Click on that Run Control ID and proceed to STEP 6.

LOR Certification Report
Enter any information you have and a search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Search by: Run Control ID begins with Case Sensitive Search Advanced Search Search Results
View All First 🕢 1 of 1 🕟 Last
Run Control ID LOR-certification-report
Find an Existing Value Add a New Value

IMPORTANT: Should you have any comments, concerns, or questions running the LOR CERTIFICATION report, please send an email to <u>accountingandtimekeepingtraining@utrgv.edu</u>