

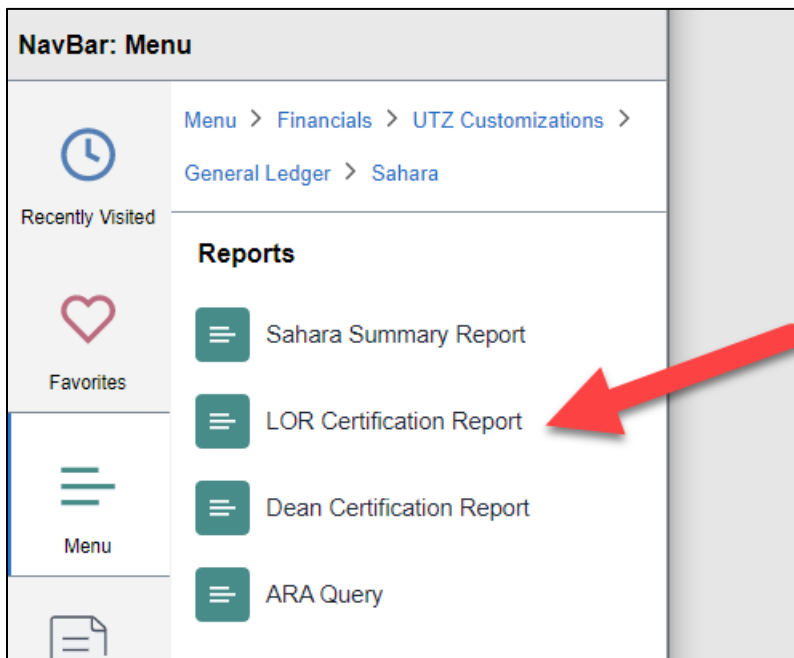
# SAHARA LOR CERTIFICATION REPORT PROCESS

*To review the status of ANNUAL FINANCIAL CERTIFICATION*

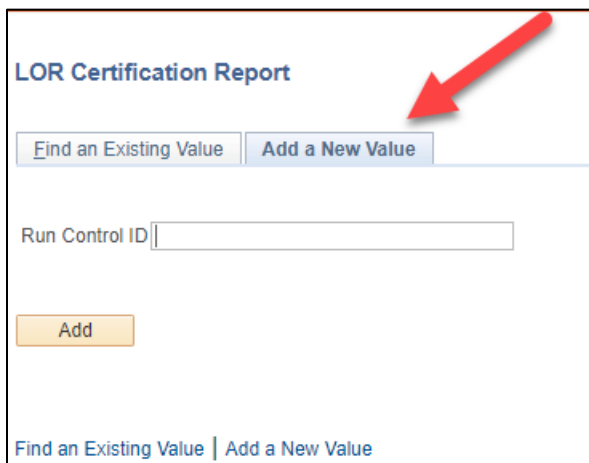
1. Login to PeopleSoft



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



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

The screenshot shows the 'LOR Certification Report' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID' containing the text 'LOR-certification-report'. A red arrow points to this field. Below the field is an orange 'Add' button, with a purple arrow pointing to it. At the bottom of the form, there are links for 'Find an Existing Value' and '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.

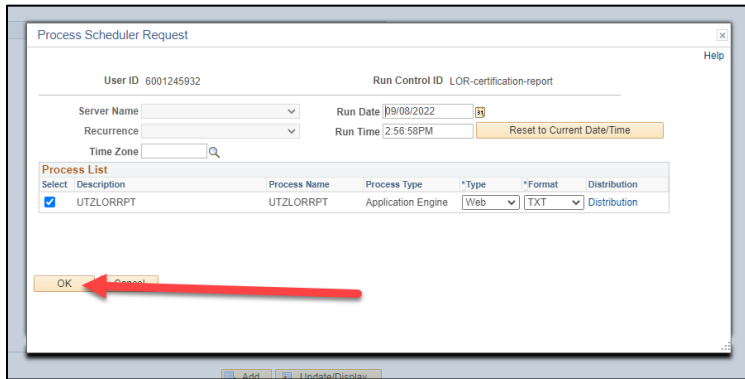
**THE FOLLOWING ARE OPTIONAL FIELDS TO POPULATE**

- 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

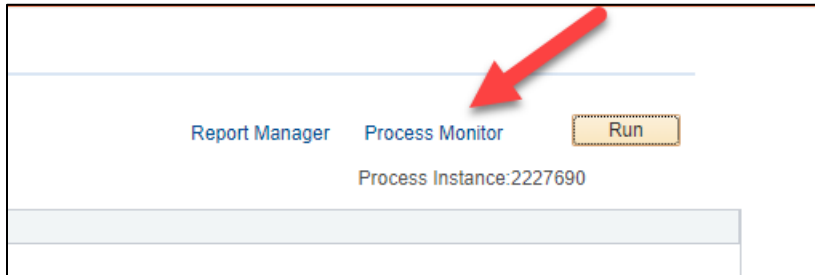
The screenshot shows the 'LOR Certification Report' interface after clicking the 'Add' button. The 'Run Control ID' is 'LOR-certification-report'. There are links for 'Report Manager' and 'Process Monitor', and a red-bordered 'Run' button. Below is a 'Search Filter' section with the following fields: 'Business Unit' (UTRGV), 'Fiscal Year' (2022), 'Department' (empty), 'To Department' (empty), 'Cost Center/Project From' (empty), 'Cost Center/Project To' (empty), 'CC Owner ID' (empty), and 'Certified By' (empty). There are two checkboxes: 'Pending Certification' and 'Exclude CC/Project Without Owner'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. Colored arrows point to various fields: green for Business Unit and Fiscal Year, yellow for Department and Cost Center/Project fields, purple for CC Owner ID and Certified By, and red for the Save button.

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

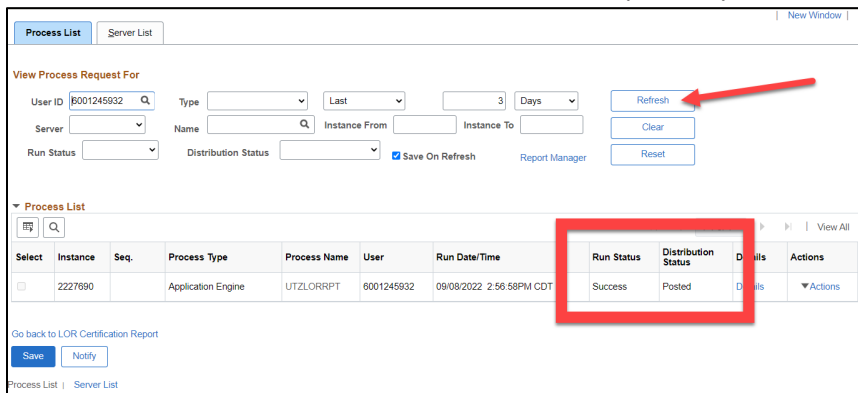
8. A pop-up will appear, click on the **OK** button



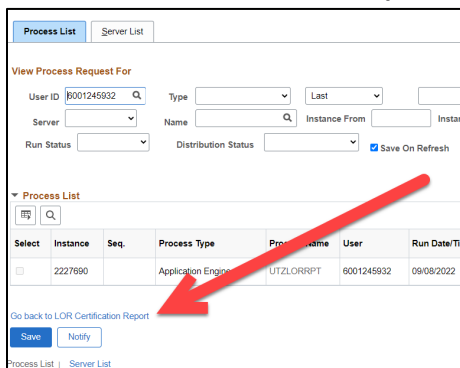
9. The pop-up will disappear. Next, at the top, click on the **PROCESS MONITOR** link



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.



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





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.

The screenshot shows the 'LOR Certification Report' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with a dropdown menu. Underneath, there is a 'Search by:' field with the text 'Run Control ID begins with' and an empty input box. A 'Case Sensitive' checkbox is present and unchecked. Below the search criteria is a 'Search' button and a link for 'Advanced Search'. The 'Search Results' section shows 'View All', 'First', '1 of 1', and 'Last'. Underneath, there is a table with one entry: 'Run Control ID' and 'LOR-certification-report'. At the bottom, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Three red arrows point to the 'Find an Existing Value' tab, the 'Search' button, and the 'LOR-certification-report' link in the search results.

**IMPORTANT:** Should you have any comments, concerns, or questions running the LOR CERTIFICATION report, please send an email to [accountingandtimekeepingtraining@utrgv.edu](mailto:accountingandtimekeepingtraining@utrgv.edu)