SAHARA
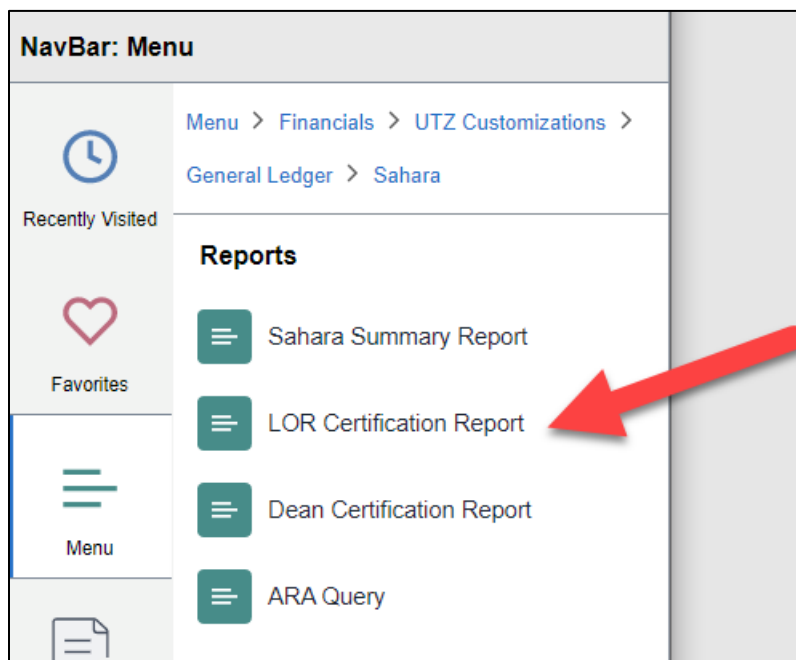# LOR CERTIFICATION REPORT
PROCESS
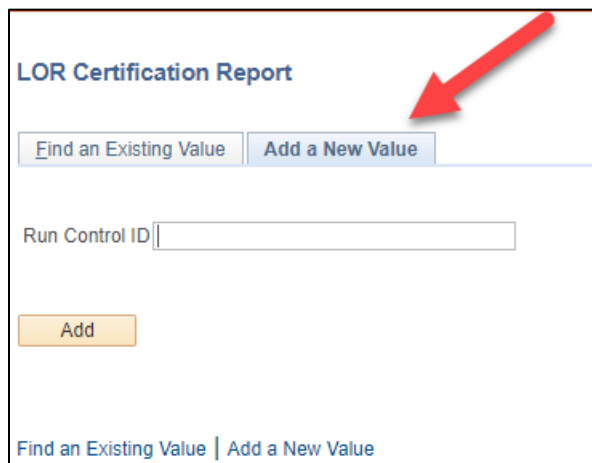*To review the status of ANNUAL FINANCIAL CERTIFICATION*

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)

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

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.
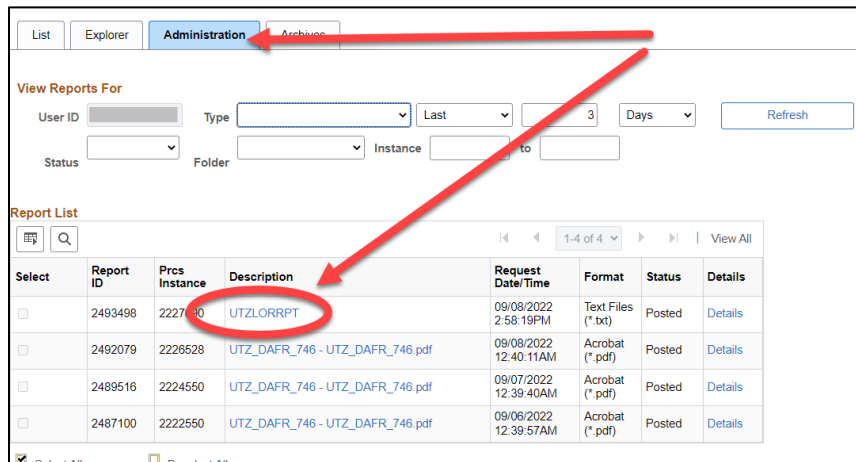

11. In the lower left corner of that screen, look for and click on the link that reads: **Go back to LOR Certification Report**

12. Again, the screen will change. At the top center, look for and click on the **REPORT MANAGER** link.
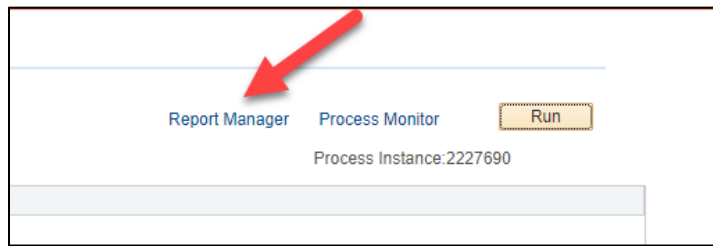
13. The screen changes. Please click on the **ADMINISTRATION** tab. In the center, in the description column look for and click on **UTZLORRPT**.

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

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.

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.

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