

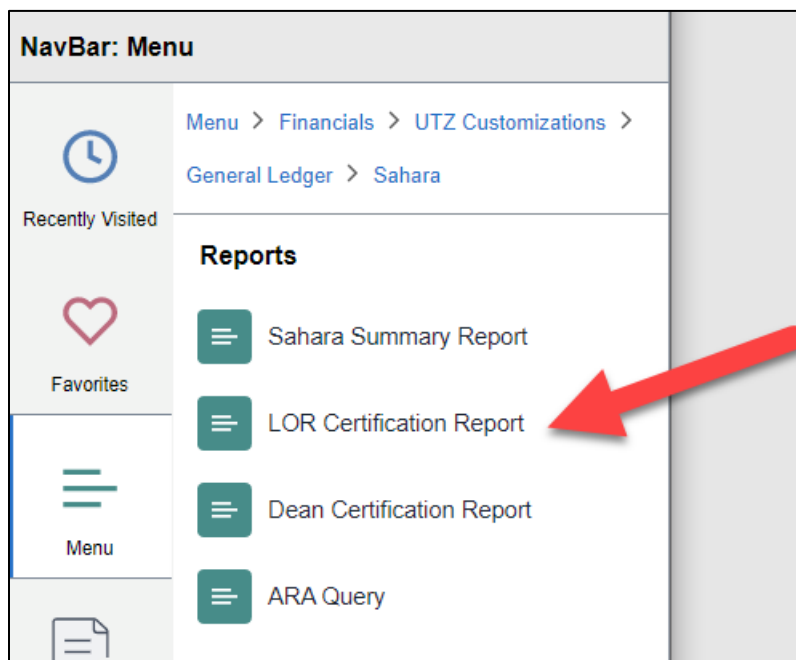
SAHARA LOR CERTIFICATION REPORT PROCESS

To review the status of ANNUAL FINANCIAL CERTIFICATION

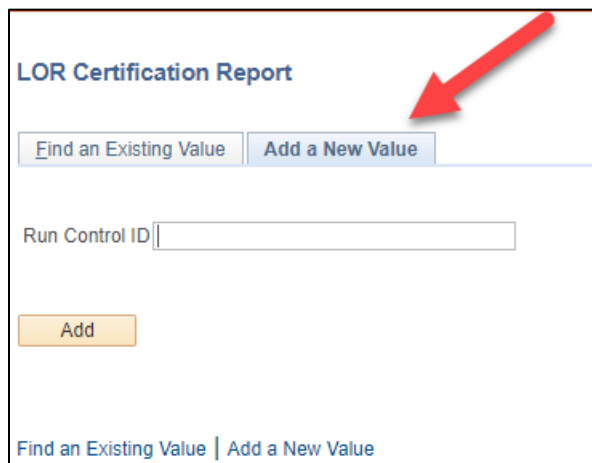
1. Login to PeopleSoft



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

A screenshot of the "LOR Certification Report" form. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". A red arrow points to the "Add a New Value" tab. Below the tabs, there is a text input field labeled "Run Control ID". Below the input field is an "Add" button. At the bottom of the form, there is a link that says "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)

The screenshot shows the 'LOR Certification Report' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, the 'Run Control ID' field is populated with 'LOR-certification-report'. A red arrow points to this field. Below the field, there is an 'Add' button. A purple arrow points to this button. 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' form after clicking the 'Add' button. The 'Run Control ID' field is still populated with 'LOR-certification-report'. The 'Report Manager' and 'Process Monitor' tabs are visible. A red box highlights the 'Run' button. Below the tabs, there is a 'Search Filter' section. The 'Business Unit' field is populated with 'UTRGV'. The 'Fiscal Year' field is populated with '2022'. The 'Department' field is empty. The 'Cost Center/Project From' field is empty. The 'CC Owner ID' field is empty. The 'Certified By' field is empty. The 'To Department' field is empty. The 'Cost Center/Project To' field is empty. The 'Pending Certification' checkbox is unchecked. The 'Exclude CC/Project Without Owner' checkbox is unchecked. A red arrow points to the 'Save' button at the bottom left. A green arrow points to the 'Business Unit' field. A yellow arrow points to the 'Fiscal Year' field. A yellow arrow points to the 'Department' field. A yellow arrow points to the 'Cost Center/Project From' field. A yellow arrow points to the 'To Department' field. A yellow arrow points to the 'Cost Center/Project To' field. A purple arrow points to the 'CC Owner ID' field. A purple arrow points to the 'Certified By' field. A purple arrow points to the 'Pending Certification' checkbox. A purple arrow points to the 'Exclude CC/Project Without Owner' checkbox. At the bottom right, there are buttons for 'Add' and '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

The dialog box is titled 'Process Scheduler Request'. It contains fields for 'User ID' (6001245932), 'Run Control ID' (LOR-certification-report), 'Server Name', 'Run Date' (09/08/2022), 'Run Time' (2:56:58PM), and 'Time Zone'. There is a 'Reset to Current Date/Time' button. Below these fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table has one row with a checked 'Select' box, 'UTZLORRPT' in Description and Process Name, 'Application Engine' in Process Type, 'Web' in *Type, 'TXT' in *Format, and 'Distribution' in Distribution. At the bottom left, there is an 'OK' button, which is highlighted by a red arrow.

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

The screenshot shows the top navigation bar with three links: 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Monitor' link is highlighted by a red arrow. Below the links, the text 'Process Instance:2227690' is displayed.

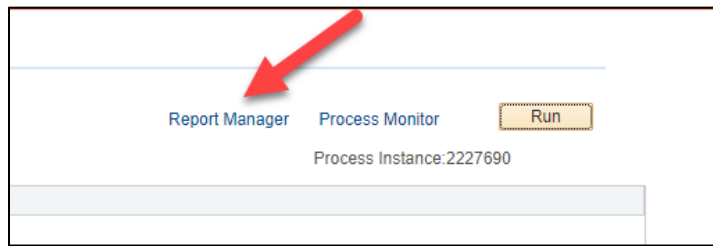
10. The screen will change. In this screen, periodically click on the **REFRESH** button until the **RUN STATUS** and **DISTRIBUTION STATUS** read **Success** and **Posted** respectively.

The screenshot shows the 'Process List' screen. At the top, there are filters for 'View Process Request For' including 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. There are buttons for 'Refresh', 'Clear', and 'Reset'. Below the filters is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table has one row with Instance 2227690, Process Type Application Engine, Process Name UTZLORRPT, Run Date/Time 09/08/2022 2:56:58PM CDT, Run Status Success, and Distribution Status Posted. A red arrow points to the 'Refresh' button, and a red box highlights the 'Run Status' and 'Distribution Status' columns.

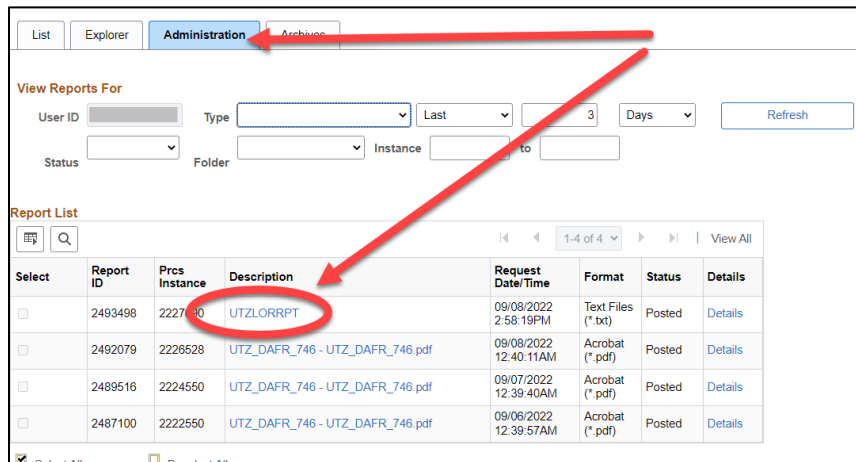
11. In the lower left corner of that screen, look for and click on the link that reads:
Go back to LOR Certification Report

The screenshot shows the 'Process List' screen. At the bottom left, there is a link that reads 'Go back to LOR Certification Report', which is highlighted by a red arrow. There are also 'Save' and 'Notify' buttons.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Business	Fiscal Year	Cost Cent	CC/Projec	CC/Projec	Owner De	EmailID	Departme	Departme	Certify Fl	Last User	Last User	DateTime	Certifier	Header	Comments
2	UTRGV	2021	42000016	Housing A	6E+09		rk	202001	Financial	Y	6E+09		2021-10-0		None	
3	UTRGV	2021	31001002	STCA - Sh	6E+09			202001	Financial	Y	6E+09		2021-09-2			
4	UTRGV	2021	21000000	E&G Reve	6E+09			202001	Financial	Y	6E+09		2021-09-3			
5	UTRGV	2021	21000061	Financial	6E+09			202001	Financial	Y	6E+09		2021-09-3			
6	UTRGV	2021	21000063	Receiving	6E+09			202001	Financial	Y	6E+09		2021-09-3			
7	UTRGV	2021	21000066	E&G Exem	6E+09			202001	Financial	Y	6E+09		2021-09-3			
8	UTRGV	2021	21000067	Accountin	6E+09			202001	Financial	Y	6E+09		2021-09-3			
9	UTRGV	2021	21000068	Accounts	6E+09			202001	Financial	Y	6E+09		2021-09-3			
10	UTRGV	2021	21000069	Treasury	6E+09			202001	Financial	Y	6E+09		2021-09-3			
11	UTRGV	2021	21000075	E&G Staff	6E+09			202001	Financial	Y	6E+09		2021-09-3			
12	UTRGV	2021	21000076	E&G Staff	6E+09			202001	Financial	Y	6E+09		2021-09-3			
13	UTRGV	2021	21000077	E&G Staff	6E+09			202001	Financial	Y	6E+09		2021-09-3			

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.

[illegible]

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 'Search by:' dropdown set to 'Run Control ID begins with' and an empty text input field. A 'Case Sensitive' checkbox is present and unchecked. Below this is a 'Search' button and a link for 'Advanced Search'. The 'Search Results' section shows 'View All', 'First', '1 of 1', and 'Last' navigation options. A table lists the results with the header 'Run Control ID' and one entry: 'LOR-certification-report'. Red arrows point to the 'Find an Existing Value' tab, the 'Search' button, and the 'LOR-certification-report' result.

LOR Certification Report
Enter any information you have and click 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 accountingandtimekeepingtraining@utrgv.edu