

SAHARA – Manager Approval Quick Guide

1. Login to **PeopleSoft**
2. Navigate to **Accounting & Financial Reports** (you may use the Employee Self Service Drop down).



3. Locate & Click on the **SAHARA MONTHLY RECONCILIATION** tile.



4. The page will open on the most recent open period. Update the period if needed and then **Click** on the “ARA – Multiple CC/PRJ Approval Page” link.

The screenshot shows the 'SAHARA Monthly Reconciliation' page. The left sidebar has 'Reconcile' selected, and 'Accounts Reconciliation' is the active sub-section. The main area shows search criteria: *Business Unit (UTRGV), *Year (2022), *Period (5), Department, and Cost Center/Project. There are checkboxes for 'Not Reconciled', 'Reconciled Not Approved', 'Complete', 'Reconciliation Not Required', 'Budget Activity Only', and 'Encumbrance Activity Only'. A 'Search' button is at the bottom. On the right, a red box highlights the link 'ARA - Multiple CC /PRJ Approval Page'.

5. Select “All Cost Centers/Projects” on the drop-down menu and **Click** Update results. This will update the table to show all the cost centers/projects that have been reconciled and are ready for your approval

The screenshot shows the 'ARA Multiple CC/PRJ Approval' page. The top bar says 'Account Recon Summary Approval'. Below it, there are fields for Business Unit (UTRGV), Fiscal Year (2022), Accounting Period (5), and Department. A dropdown menu for '*Filter Cost Centers/Projects' is open, showing options: All Cost Centers, All Cost Centers/Projects (highlighted with a red box), and All Projects. A red box highlights the 'Update Results' button. A confirmation message is displayed: 'In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following: 1. My team has reconciled all transactions for the month and all transactions were appropriate,'. Below the message are buttons for 'Select All For Multiple Approvals', 'Deselect All for Multiple Approvals', and 'Approve Selected Rows'. At the bottom is a table with columns: Cost Center/Project, Description, Reconciled, Approved, Reconciliation Status, Actuals Rev, Actuals Exp, Budget Rev, Budget Exp, Encumbrance, Multiple Approval, and Approve. The first row shows a cost center with 'Reconciled' and 'Approved' checkboxes, 'Reconciled Not Approved' status, and an 'Approve' button.

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1		<input type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	Approve

6. Click the “Select All for Multiple Approvals” button. All the rows under the “Multiple Approval” column will be checked. Click the “Approve Selected Rows” button to approve the cost centers/projects selected.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2022 Accounting Period 5 Department

*Filter Cost Centers/Projects All Cost Centers/Projects Update Results

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate,

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	5100001000

OK Cancel Apply

7. The approval statement will appear, please read and Click “yes”.

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate, allowable, and properly recorded.

2. All reconciling items have been adjusted or satisfactorily resolved and/or in the process of being resolved.

3. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud.

4. I am aware that by using the “Approve Selected Rows” option, all the lines with the checkbox will be Approved and will reflect my employee ID.

Select Yes to continue to Approve all lines selected through the 'Approve Selected Rows' option

Yes No

8. The “Approve” button will now be gray and your name will show under the “User ID” column. Click the “Apply” button and click the “x” button to exit the screen and return to the Account Reconciliation screen.

ARA Multiple CC/PRJ Approval

Account Recon Summary Approval

Business Unit UTRGV Fiscal Year 2022 Accounting Period 5 Department

*Filter Cost Centers/Projects All Cost Centers/Projects Update Results

In connection with the preparation of the financial statements for UTRGV for the accounting period mentioned above, I confirm, to the best of my knowledge and belief, the following:

1. My team has reconciled all transactions for the month and all transactions were appropriate,

Select All For Multiple Approvals Deselect All for Multiple Approvals Approve Selected Rows

Cost Center/Project	Description	Reconciled	Approved	Reconciliation Status	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Multiple Approval	Approve	User ID	Approve?
1 5100001000	HEERF III - Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	-12,162.18	12,162.18	0.00	0.00	0.00	<input checked="" type="checkbox"/>	5100001000	Eduvina Rodriguez	Approve?

OK Cancel Apply

HOW TO APPROVE A COST CENTER/PROJECT ONE AT A TIME

1. Login to **PeopleSoft**

2. Navigate to **Accounting & Financial Reports** (you may use the Employee Self Service Drop down).



3. Locate & Click on the **SAHARA MONTHLY RECONCILIATION** tile



4. The page will open on the most recent open period. Update the Period, if needed. Next, click on **Search** button.

Accounting & Financial Reports

SAHARA Monthly Reconciliation

Reconcile

Accounts Reconciliation

Approve

Monitor

Reporting

Security

Search Page

Account Reconciliation

Search Criteria

*Business Unit: UTRGV

*Year: 2022

*Period: 5

Department:

Cost Center/Project:

☒ Not Reconciled ☒ Reconciled Not Approved

☒ Complete ☐ Reconciliation Not Required

☐ Budget Activity Only

☐ Encumbrance Activity Only

Search

ARA - Multiple CC /PRJ Approval Page

5. In the **Search Results** look for the Cost Centers/Projects that contain "Reconciled Not Approved" in the Reconciliation Status column.

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
5110000121	Characterization of Northern a		Project	2022	10	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-1,441.06	1,441.06	0.00	0.00	-1,253.12
5400001080	Increasing Minority Student Re		Project	2022	10	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-4,956.01	4,956.01	0.00	0.00	0.00

6. When ready to proceed, click on the Cost Center/Project ID # for the Cost Center/Project you are ready to review and approve.

Search														
Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance	
5110000121	Characterization of Northern a		Project	2022	10	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-1,441.06	1,441.06	0.00	0.00	-1,253.12	
5400001080	Increasing Minority Student		Project	2022	10	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-4,956.01	4,956.01	0.00	0.00	0.00	

7. The screen will then change. You can review all the content in all tabs across the top of the screen. When ready, click on the **APPROVAL PAGE** tab.

Accounting & Financial Reports

SAHARA Monthly Reconciliation

Search Page Approval Page Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

Project 5110000121 Description Characterization of Northern a Owner Department 410315 Civil Engineering

Cost centers (2) Cost centers Start Date 09/24/2018 End Date 08/31/2022 Accounting Period 10 Fiscal Year 2022

Expense Summary

Revenue Summary

Revised Expense Budget \$98,542.00

Year To Date Actuals Expense \$10,470.73

Project To Date Actuals Expense \$83,737.94

Encumbrance Total \$2,506.21

Available Expense Budget \$12,297.85

Revised Revenue Budget \$0.00

Year To Date Actuals Revenue \$10,470.73

Project To Date Actuals Revenue \$83,737.94

Revenue Budget Balance \$-83,737.94

Reconciliation

I have reconciled all Actuals transactions for this Cost Center/Project to appropriate supporting documentation and noted all reconciling items in the comment fields.

Reconciliation ☒ Reconciled By Reconcile Date 08/17/2022 9:37:10AM Reconciled Opid

Save

Comments

Reconciler Comments Approver Comments

8. Review the content on this tab. When ready, review the acknowledgement statement and click on the Approved check box. Once click you should see your name, date & time check box clicked, & your EIN.

When ready click on the **Save** button.

Search Page Approval Page Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

Project 5400001080 Description Increasing Owner Department

Cost Centers Start Date 07/01/2019 End Date 07/15/2022 Accounting Period 12

Approval Info

* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.

Approved ☐ Approved By Save Approval Date Approver NetID

Reconciliation Info

Reconciler Reconciliation Date 09/23/22 9:51:37AM Reconciler NetID

9. At the top of the screen, look for and click on the **SEARCH** tab.

SAHARA Monthly Reconciliation

Search Page Approval Page Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

Header Details

10. The screen then changes. Please clear the Cost Center/Project ID number that appears in the Cost Center/Project ID field. Please note the PERIOD will revert to the most recent period. Thus, if you changed it back in step 4 of this process you will need to update it, again.

SAHARA Monthly Reconciliation

Search Page

Account Reconciliation

Search Criteria

*Business Unit

UTRGV

*Year

2022

*Period

12

Department

Cost Center/Project

5110000121

☒ Not Reconciled

☒ Reconciled Not Approved

☒ Complete

☐ Reconciliation Not Required

☐ Budget Activity Only

☐ Encumbrance Activity Only

Search

ARA - Multiple CC /PRJ Approval Page

11. You can now click the **SEARCH** button to repeat the Approval process for next Cost Center or Project that shows as “Reconciled not Approved”

Search								
Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval
5110000121	Characterization of Northern a		Project	2022	10	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5400001080	Increasing Minority Student Re		Project	2022	10	Reconciled not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>

12. Please go back to step 6 of this process to proceed with the next approval. Repeat until **all** assigned Cost Center/Projects are identified as **COMPLETE** for the Accounting Period you are working on.

Search								
Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval
5110000121	Characterization of Northern a		Project	2022	10	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5400001080	Increasing Minority Student Re		Project	2022	10	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>