SAHARA – Manager Approval Quick Guide

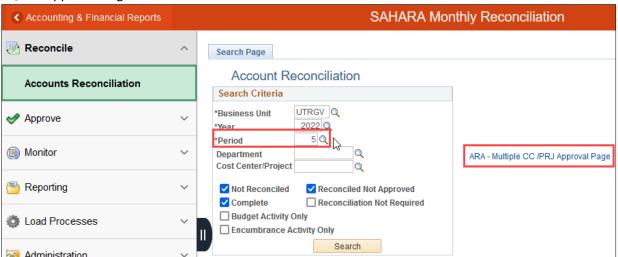
- 1. Login to PeopleSoft
- 2. Navigate to Accounting & Financial Reports (you may use the Employee Self Service Drop down).



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.



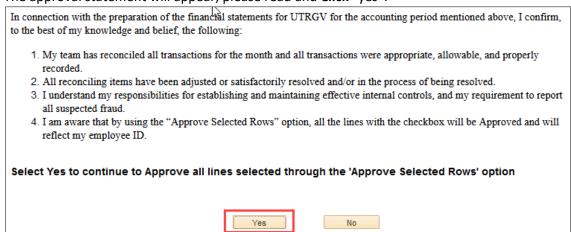
5. Select "All Cost Centers/Projects" on the drop-down menu and **Click** Update results. This will update the table to show all the cost centers/projects that have been reconciled and are ready for your approval



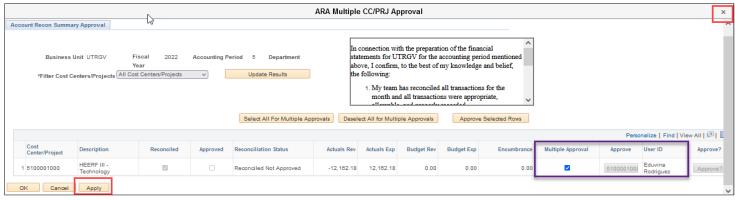
6. Click the "Select All for Multiple Approvals" button. All the rows under the "Multiple Approval" column will be checked. **Click** the "Approve Selected Rows" button to approve the cost centers/projects selected.



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



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.



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.



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



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

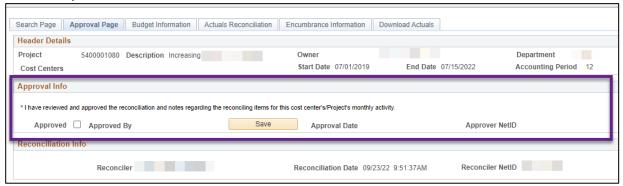


7. The screen will then change. You can review all the content in all tabs across the top of the screen. When ready, click on the APPROVAL PAGE tab.



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.



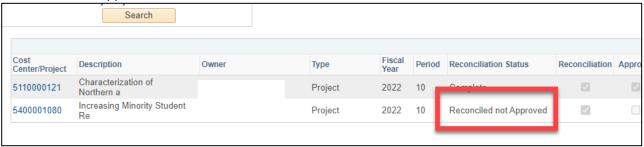
9. At the top of the screen, look for and click on the **SEARCH** tab.



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.



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"



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.

