



Finance and Fiscal Reporting

SAHARA in PEOPLESOFT for Managers, Reconcilers, & Inquiry

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NOTICE

BEFORE BEGINNING THE MONTHLY FINANCIAL RECONCILIATION PROCESS USING SAHARA, PLEASE REVIEW THE CONTENTS OF THIS TRAINING DOCUMENT.

Please Periodically Check For UPDATES, REVISIONS, or MODIFICATIONS to this Document on BLACKBOARD:

https://mycourses.utrgv.edu/webapps/blackboard/content/listContentEditable.jsp?content_id= 8284114 1&course_id= 61417 1

Accounting & Reporting Resources Webpage:

<https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/resources/index.htm>

If you have any comments, concerns, or questions please do not hesitate to contact
Training Coordinator (accountingandtimekeepingtraining@utrgv.edu) or
Accounting and Reporting (accountingandreporting@utrgv.edu)

OVERVIEW/OBJECTIVES

In this document:

- Introduction
- How To Acknowledge Reconciliation
- How To Acknowledge Approval of Reconciliation
- Track Flagged Items
- Review Account Reconciliations & Approvals
- Conducting Annual Financial Certifications (Managers Only)
- How To Acquire Access for Managers, Reconcilers, Inquiry

Until further notice please use SANDBOX for training:

<https://zbih-sbx.utshare.utsystem.edu/psp/ZBIHSBX/?cmd=start>

If are already logged into a different instance of PeopleSoft (PRD, RPT, TRN) please use a DIFFERENT browser

INTRODUCTION

Why SAHARA?

UTRGV's continued compliance with UTS 142 policy (*Segregation of Duties & Accounts Reconciliation*)
Facilitate faster and accurate Reconciliation & Approval process
To expedite the Manager's role in the Annual Financial Certification Process.

How is this happening?

All Reconciliation data on one screen w/multiple tabs

ONLY Reconcilers & Managers have access to SAHARA to Reconcile or Approve

Important to keep KEY MEMBER listing up-to-date

Comment & Flag Transaction(s)

Those with **INQUIRY ONLY** access can view specific CC/Project content

INTRODUCTION

What has NOT changed?

Reconciliations continue to be done on a monthly basis
ONLY after accounting period has closed

Maintain In-House Tracking (i.e., your department excel file) You are reconciling what UTRGV (SAHARA) says your CC/Proj has against what your department tracking says you have.

Maintaining Supporting Documentation

All Reports will continue to be available

Formerly Signature Acknowledgement: **NOW ONLINE & ELECTRONIC** Reconcilers & Managers ONLY

MONITORING REQUIREMENTS

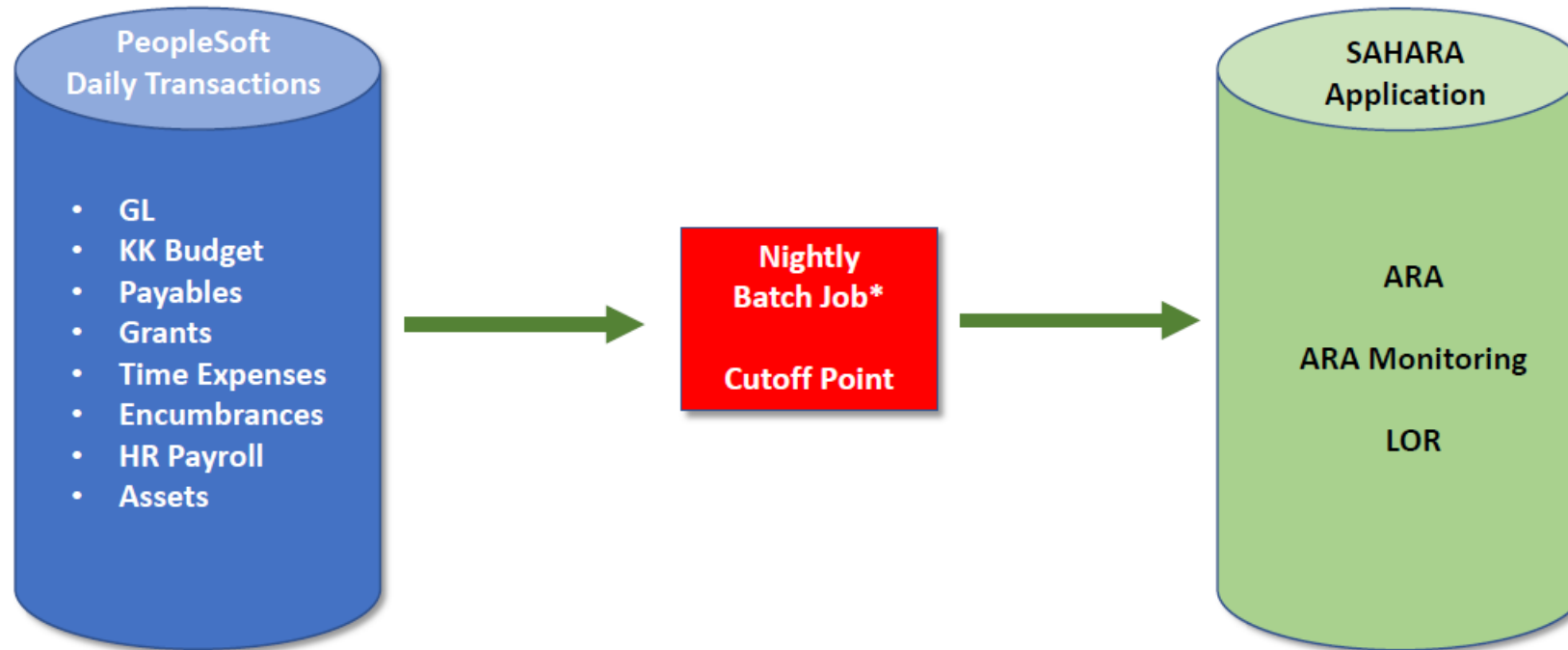
In accordance with University of Texas System Policy 142, Segregation of Duties and Account Reconciliations, to provide an annual certification of compliance with financial reporting requirements:

Cost Center/Project Reconcilers are required to reconcile accounts on a monthly basis, shortly after the month-end close, in accordance with UTS 142. This ensures any errors are identified and corrected in a timely manner.

Cost Center/Project Managers are required to approve account reconciliations on a monthly basis, shortly after the month-end close, in accordance with UTS142. This ensures any errors are identified and availability of funds is determined.

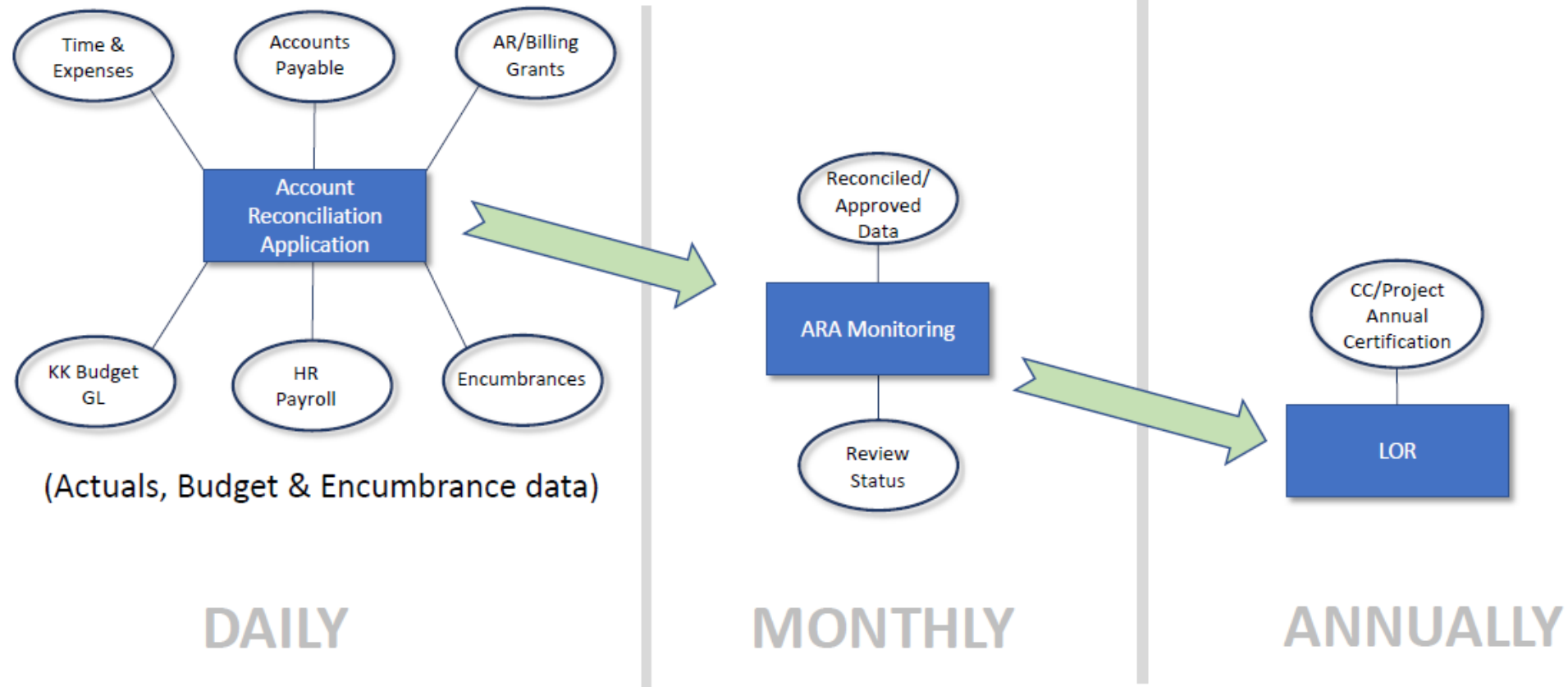
Management requires that all certifiers and reconcilers attend training for the Monthly Financial Reconciliation Process on a fiscal year basis.

SAHARA ARCHITECTURE



** Data in SAHARA will be one day behind*

SAHARA – THREE MAIN COMPONENTS



THE MONTHLY PROCESS



Throughout the month Expenses & Revenues are entered into Peoplesoft FMS

After Accounting Period Close Announcement is made & using SAHARA

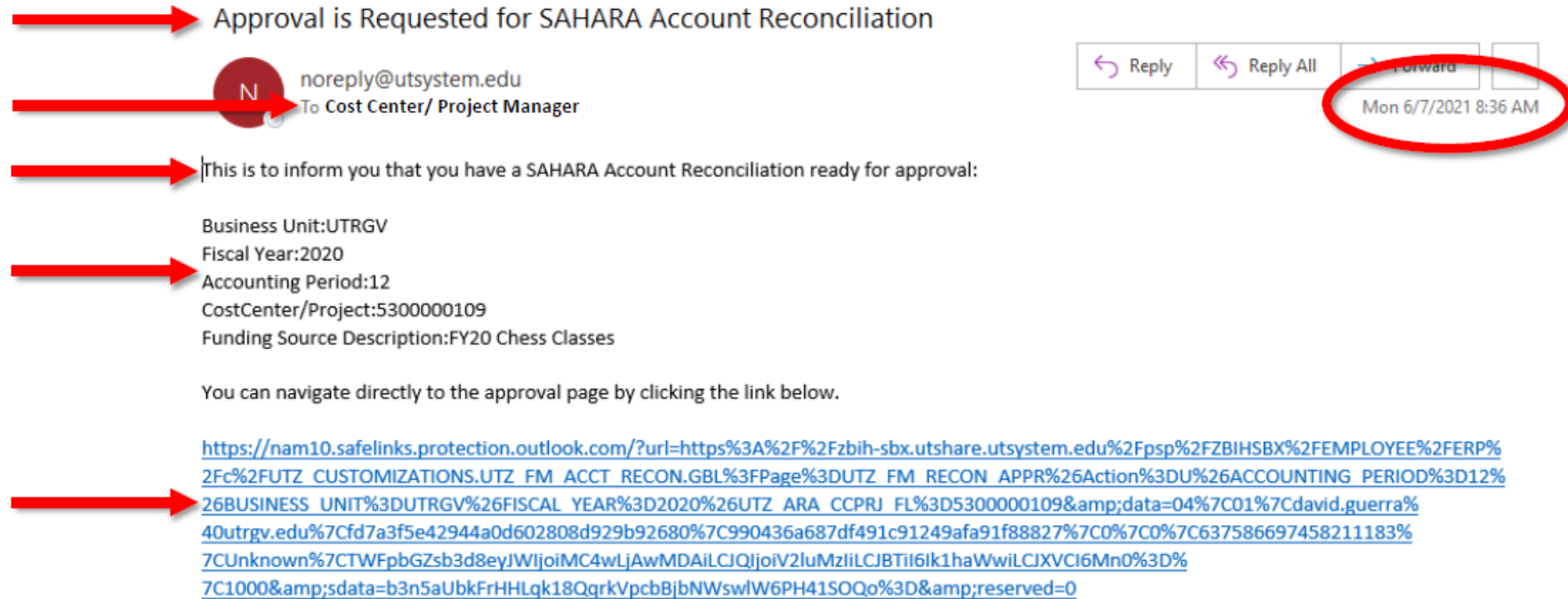
Reconcilers perform Account Reconciliation

Auto notification to Managers is sent via email

Managers review & approve the monthly reconciliation

NOTE: At the time of Accounting Period Close Notification, you are ready to proceed in SAHARA

AUTO NOTIFICATION VIA EMAIL - *EXAMPLE*



Accounting Periods

Accounting Period	Calendar Month
1	SEPTEMBER
2	OCTOBER
3	NOVEMBER
4	DECEMBER
5	JANUARY
6	FEBRUARY
7	MARCH
8	APRIL
9	MAY
10	JUNE
11	JULY
12	AUGUST

SAHARA FOR RECONCILERS

HOW TO REQUEST ACCESS – COST CENTER / PROJECT RECONCILERS ONLY

a. Ensure your assignment as Cost Center and/or Project Reconciler is confirmed

b. Please **login** at <http://SUPPORT.UTRGV.EDU>

c. Click on the blue **INFORMATION TECHNOLOGY** button

Information Technology

d. Click on **Get Access**



e. In the following fields (below your name) please enter the associated information:

a. Category: **PeopleSoft – Financials**

b. Resource: PeopleSoft – General Ledger

c. Description: As a **Cost Center/Project RECONCILER**, I am requesting access to SAHARA with the role: **UTZ_FI_GL_SAHARA_RECONCILER**

f. Click on **REQUEST** (blue button at the bottom of screen)

g. EULA agreement: **Check Your Email**

The screenshot shows a web form with the following fields:

- Category ***: PeopleSoft - Financials
- Resource ***: PeopleSoft - General Ledger
- Description ***: A text area containing the text: "As a Cost Center/Project RECONCILER, I am requesting access to SAHARA with the role: UTZ_FI_GL_SAHARA_RECONCILER". Above the text area is a rich text editor toolbar with options for Format, Font, Size, Bold, Italic, Underline, Link, and Unlink.

At the bottom of the form, there is a blue **Submit** button and a small disclaimer about FERPA and data privacy.

THE MONTHLY PROCESS



Throughout the month Expenses & Revenues are entered into Peoplesoft FMS

After Accounting Period Close Announcement is made & using SAHARA

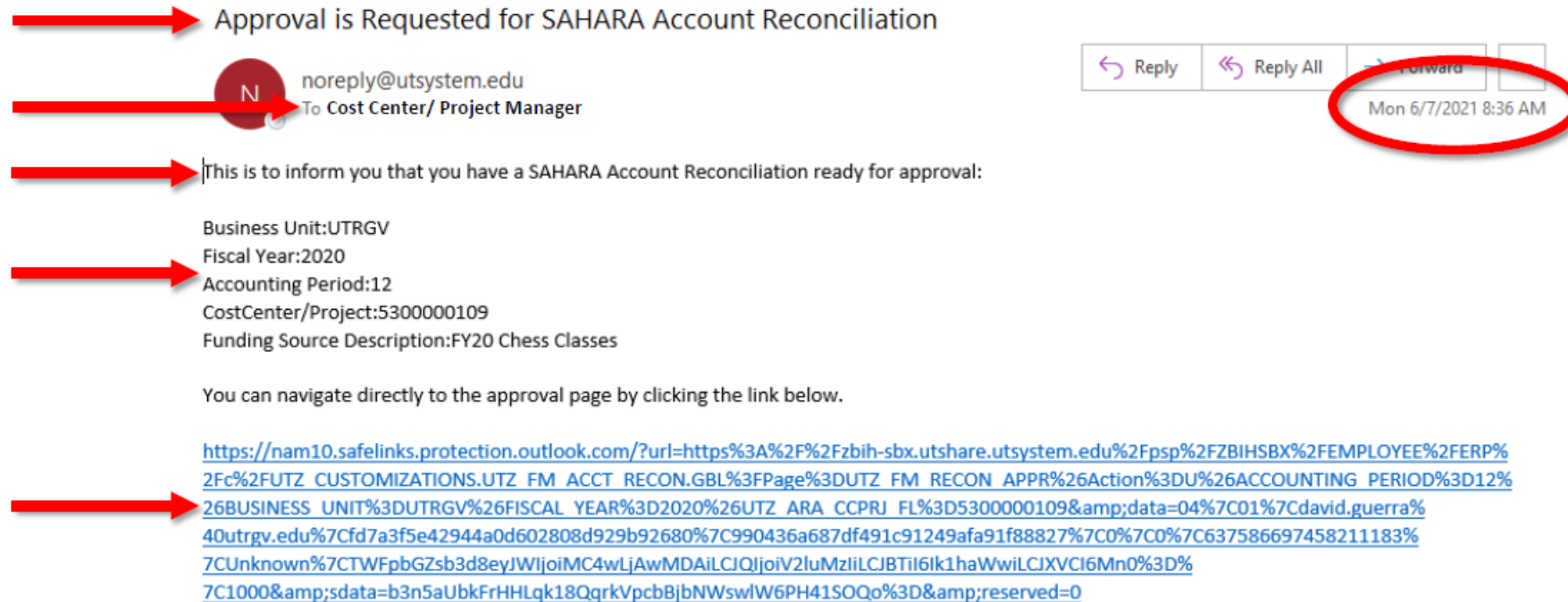
Reconcilers perform Account Reconciliation

Auto notification to Managers is sent via email

Managers review & approve the monthly reconciliation

NOTE: At the time of Accounting Period Close Notification, you are ready to proceed in SAHARA

AUTO NOTIFICATION VIA EMAIL - *EXAMPLE*



ABOUT RECONCILING - SALARIES

Reconcilers consider the following, if applicable and if feasible:

- Review SAHARA reconciliation reports for both current and prior periods.
- Compare Salary balances between the two months.
- If differences, identify transactions causing discrepancies and include supporting documentation (PAF, Additional Pay Requests, Separation/Retirement forms, etc.).
- **Re: Separated Employees:** identify & confirm if any such employees exist from CC/Project Manager on a monthly basis prior to actual reconciliation & take immediate action on these type of discrepancies
- If no differences, include screenshots of prior month and current month Salaries showing no change between periods.

ABOUT RECONCILING – SALARIES – PAYROLL COSTS REMINDERS

1. Payroll expenses should be charged to the correct cost center/project and accounting period. This validation is required every month.
2. Obtain from your supervisor/manager a current roster/listing of employees in your department. This list should be updated each month the department has a new hire, or an employee separates from the department.
3. Confirm that the employees from the list above (Step #2) are being charged to the cost centers/projects and only expenses for those employees are present.
4. Confirm that payments agree to the budgeted position, ePAF or cPAF.
5. Take immediate action with HR when discrepancies are identified. Employees being charged incorrectly to a cost center/project is a **RED FLAG** that something is wrong and requires prompt action to resolve.
6. Ensure employee Separations are submitted timely

ABOUT RECONCILING - WAGES

Reconcilers consider the following, if applicable and if feasible:

- Provide PeopleSoft timesheet to verify total hours.
 - Calculate pay (Hours x Rate).
- Validate wages are correct for each employee in SAHARA.

ABOUT RECONCILING - EXPENSES

Reconcilers consider the following, if applicable and if feasible :

- Review transactions in SAHARA and gather documentation that support the transactions.
- Types of documents to include are Expense Reports (travel and non-travel), Vouchers (PO and Non-PO invoices), ProCard(Citibank) summary page and Journal Entries.
- In Reporting environment queries such as UTZ_ADHOC_TRANS_HR_AP_EX, UTZ_GL_ADHOC_JOURNALS_RPT_ALL, UTRGV_PO_ENCUMB_RECON_ALL, etc. may be utilized
- Once transactions are validated, complete reconciliation process by clicking on Reconciliation check box in SAHARA.

ABOUT REVIEWING CONTENT IN SAHARA

Reviewer should consider the following:

- Do the transactions appear appropriate for department/University business?
- Are there any suspicious looking transactions?
- Does it appear the accounts have been reviewed (i.e., the Reconciler has noted transactions)?
- Has the Reconciler explained any unrecognized transactions?
 - Using Comment(s) and/or Flag(s)

RECONCILIATION SUPPORT DOCUMENTATION

Review Type	Supporting Documentation
Salaries	<ul style="list-style-type: none">▪ <u>HR Separation / Retirement Form</u>▪ Other HR salary related forms with supporting documentation▪ Additional Pay Request▪ PAFs
Wages	<ul style="list-style-type: none">▪ PeopleSoft Time Sheet (hours entered) (if applicable)▪ Calculate pay amount (Hours x Rate) (if applicable)▪ Validate wages amount for each employee (if applicable)
Fringe Benefits	<ul style="list-style-type: none">▪ No supporting documents required▪ Verify there is little fluctuation between months▪ Notify Budget Office of any discrepancies
Operating Expenses	<ul style="list-style-type: none">▪ Copies of Purchase Orders▪ Invoices for both PO and Non-PO Vouchers▪ IDT Journals with supporting documentation▪ Pro Card Transaction Logs (note: keep receipts separate)▪ Expense Reports with attachments and supporting documentation

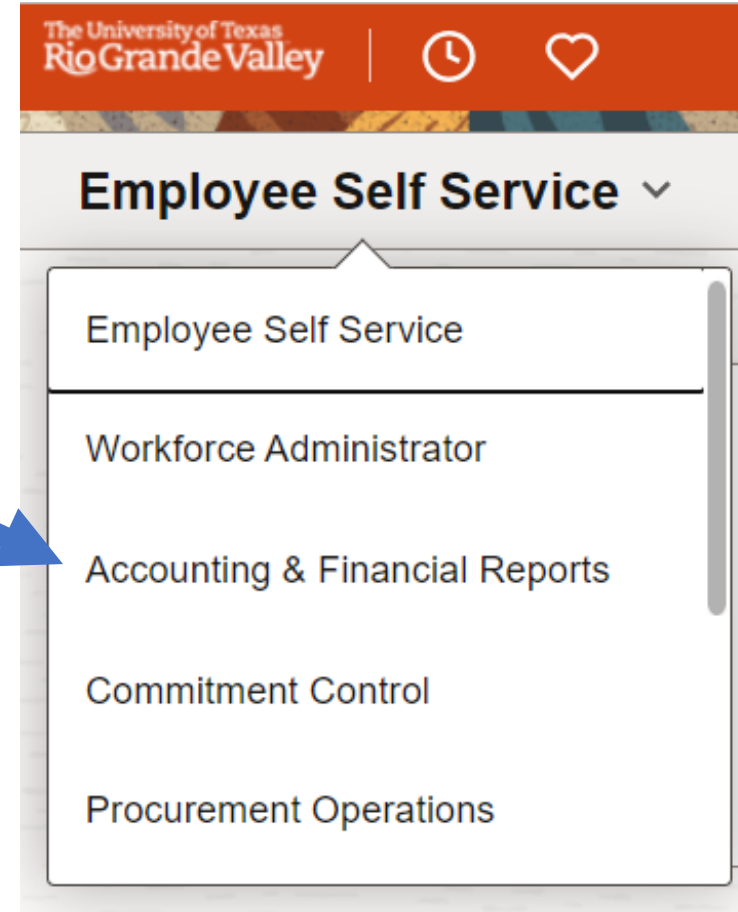
ABOUT RETAINING DOCUMENTATION

Documents may be retained in *any manner deemed most efficient by each department* so long as the documentation may be easily accessed and produced on request.

- Ensure continued compliance with UTRGV Retention Schedule
- If retaining Hardcopy documents, create a monthly packet (by month) and include all supporting documentation.
- If retaining Electronic documents, create a monthly PDF packet and save to departmental shared drive (create monthly folders).
- Include all supporting documentation.

RECONCILING WITH SAHARA

1. Login to PeopleSoft 9.2
2. From the *Employee Self-Service* drop-down menu select *Accounting & Financial Reports*



RECONCILING WITH SAHARA

On the Accounting & Financial Reports screen
Click on **SAHARA Monthly Reconciliation** tile
The Account Reconciliation Search page will open



RECONCILING WITH SAHARA

The Account Reconciliation Search page opens.

Enter the Search Criteria information:

Business Unit: UTRGV

Year: <<defaults current fiscal year>>

Period: <<defaults to most recent closed accounting period>>

Department: <<optional or enter Department ID number & leave Cost Center/Project field blank>>

Cost Center/Project: <<one value at a time>> or LEAVE BLANK

Click **Search** button

CC or Project will be revealed in Search

Results section below

If you do not see the Cost Center or Projects you are looking for please click on the remaining check boxes (Reconciliation Not Required, Budget activity Only, Encumbrance Activity Only)

The screenshot shows the 'SAHARA Monthly Reconciliation' interface. On the left is a sidebar with a 'Reconcile' menu and sub-items: 'Accounts Reconciliation' (highlighted), 'Approve', 'Monitor', 'Reporting', and 'Security'. The main area is titled 'Account Reconciliation' and contains a 'Search Page' section. Under 'Search Criteria', there are input fields for '*Business Unit' (filled with 'UTRGV'), '*Year' (filled with '2023'), '*Period' (filled with '7'), 'Department', and 'Cost Center/Project'. Below these are several checkboxes: 'Not Reconciled' (checked), 'Complete' (checked), 'Budget Activity Only' (unchecked), 'Encumbrance Activity Only' (unchecked), 'Reconciled Not Approved' (checked), and 'Reconciliation Not Required' (unchecked). A 'Search' button is at the bottom right of the criteria section. On the far right, there is a link that says 'ARA - Multiple CC /PRJ Approval Page'.

RECONCILING WITH SAHARA

1. Click **Search** button
2. CC or Project will be revealed in Search Results Section
3. Click on the **Cost Center** or **Project ID**

Search Page

Account Reconciliation

Search Criteria

*Business Unit

*Year

*Period

Department

Cost Center/Project

☒ Not Reconciled ☒ Reconciled Not Approved
☒ Complete ☒ Reconciliation Not Required
☒ Budget Activity Only
☒ Encumbrance Activity Only

ARA - Multiple CC /PRJ Approval Page

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp
21000003	Recruitment and Staffing		Costcenter	2021	1	Reconciliation not Required	0.00	0.00	0.00	2,774.88

NOTE: A cost center/project will show “Inactive\Unauthorized” or “Reconciliation not Required” because they do not have any activity for the fiscal year, once they have activity content will appear.

“Inactive\Unauthorized” or “Reconciliation not Required” will **NOT** allow reconciliation in SAHARA.

Once activity appears, RECONCILIATION will be allowed for the rest of the Fiscal Year.

RECONCILING WITH SAHARA

Search Page

New Wind

Account Reconciliation

Search Criteria

*Business Unit

UTRGV

*Year

2023

*Period

12

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

Reconciliation Status, Reconciliation, & Approval is current and up to date

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
21000073	Ofc of Deputy President		Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	9,965.50	0.00	89,467.00	109,900.42
31000013	University Events		Costcenter	2021	1	Reconciled Not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	10.81	-10,000.00	10,000.00	0.00
31050073	DES-Ofc of Deputy President		Costcenter	2021	1	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	40,072.77	0.00	456,440.00	447,131.08
31050097	DES-Ofc of University Events		Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	6,441.73	0.00	20,800.00	70,844.28

RECONCILING WITH SAHARA

On the RECONCILIATION screen

- 1. Six (6) tabs will appear across the top
 - 1. Search Page
 - 2. Approval Page
 - 3. Budget Information
 - 4. Actuals Reconciliation
 - 5. Encumbrance Information
 - 6. Download Actuals

New Win

Search Page

Approval Page

Budget Information

Actuals Reconciliation

Encumbrance Information

Download Actuals

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects				Start Date	End Date	Accounting Period	1	Fiscal Year 2021

ACTUALS RECONCILIATION TAB OVERVIEW

Search Page

Approval Page

Budget Information

Actuals Reconciliation

Encumbrance Information

Download Actuals

New Window

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

Month End Expense Summary

Revised Expense Budget	\$2,774.88
YTD Actuals Expense	\$0.00
PTD Actuals Expense	\$0.00
Encumbrance Total	\$2,774.88
Available Expense Budget	\$0.00

Month End Revenue Summary

Revised Revenue Budget	\$0.00
YTD Actuals Revenue	\$0.00
PTD Actuals Revenue	\$0.00
Revenue Budget Balance	\$0.00

Reconciliation

Reconciliation

☐

Reconciled By

Reconcile Date

Reconciled Opid

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

Save

Comments

Reconciler Comments

Approver Comments

Save Comments

No Actuals Transaction Data available for this period

ACTUALS RECONCILIATION TAB OVERVIEW

Month End Expense Summary	
Revised Expense Budget	\$2,774.88
YTD Actuals Expense	\$0.00
PTD Actuals Expense	\$0.00
Encumbrance Total	\$2,774.88
Available Expense Budget	\$0.00

Month End Revenue Summary	
Revised Revenue Budget	\$0.00
YTD Actuals Revenue	\$0.00
PTD Actuals Revenue	\$0.00
Revenue Budget Balance	\$0.00

Reconciliation: ☐ Reconciled By: Reconcile Date: Reconciled On/Off:

I have reconciled all Actuals transactions for this cost center/Project to appropriate supporting documentation and noted all reconciling items in the comment field.

Save

Comments: Reconciler Comments: Approver Comments:

Save Comments

No Actuals Transaction Data available for this period

Expense Summary:

- YTD Actuals Expense (Fiscal YTD –2020)
- PTD Actuals Expense (Project to Date –Inception)

Revenue Summary:

- YTD Actuals Revenue (Fiscal YTD –2020)
- PTD Actuals Revenue (Project to Date –Inception)

Revenue / Expenses for the Period:

- Month to Date activity
(no transactions data notice displays if applicable)
(Note: even if no data is displayed you will need to continue in-house tracking)

ACTUALS RECONCILIATION TAB OVERVIEW

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

Header Details

Project: 228351589A Description: Data Provenance Assurance in C Owner: Start Date: 08/08/2018 End Date: 12/31/2019 Department: 720300 Computer Sci
Cost centers: Accounting Period: 4 Fiscal

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$30,000.00	Revised Revenue Budget	\$0.00
YTD Actuals Expense	\$4,413.51	YTD Actuals Revenue	\$5,238.48
PTD Actuals Expense	\$52,260.98	PTD Actuals Revenue	\$89,246.22
Encumbrance Total	\$1,339.55	Revenue Budget Balance	\$-5,238.48
Pre-Encumbrance Total	\$0.00		
Available Expense Budget	\$24,246.54		

Reconciliation

Reconciliation ☒ Reconciled By: Narshay Esmarada Buendia Reconcile Date: 01/30/2020 3:16:33PM Reconciled Opid: 1


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

Save

Comments

Reconciler Comments: Approver Comments:

Save Comments

Account	63001	Consumable Non-Office Supplies	Source	Accounts Payable	Acc			
Reviewed	<input type="checkbox"/>	Review Date			Acc			
Details								
		Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1	782890	2019-09-16	2019-10-16	00098236	water supply	WATER KING		

- “Reconciliation Status” allows users to confirm if a Cost Center/Project has been **reconciled**.
 - *The reconciliation check box will NOT be available until Accounting Period has officially closed.*
- General comments can be added to the reconciliation.
- Specific comments can be added to individual lines.
- Flags can also be enabled to highlight a transaction.

BUDGET INFORMATION TAB OVERVIEW

ALL THE DATA IN THIS TAB IS COMING FROM COMMITMENT CONTROL

Permanent Revenue Budget

- Beginning Period Rev Budget Ttl
- Monthly Rev Budget Trans Ttl
- End of Period Rev Revised Budget

Permanent Expense Budget

- sourced from KK budget data

- Beginning Period Exp Budget Ttl
- Monthly Exp Budget Trans Ttl
- End of Period Exp Revised Budget

Budget Activity breakdown

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

New

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

Comments

Reconciler Comments	Approver Comments
<div></div>	<div></div>
<div>Save Comments</div>	

Summary

Permanent Revenue Budget	\$0.00	Permanent Expense Budget	\$0.00
Beginning of Period Rev Budget Total	\$0.00	Beginning of Period Exp Budget Total	\$0.00
Monthly Rev Budget Transaction Total	\$0.00	Monthly Exp Budget Transaction Total	\$2,774.88
End of Period Rev Revised Budget	\$0.00	End of Period Exp Revised Budget	\$2,774.88

Budget Activity

	Comments	Flag	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount
1		🚩	0000884754	07/28/2020	808	0800033850	OPE	Original	A1200	Wages	\$7,900.00
2		🚩	0000884754	07/28/2020	800	0800033850	OPE	Original	A4000	Operating Expenses	\$28,832.00
3		🚩	0000842533	08/24/2020	300	E2D0035274	OPE	Original	A4000	Operating Expenses	\$-28,832.00
4		🚩	0000989810	09/01/2020	6	ER00035858	OPE	Adjustment	A4000	Operating Expenses	\$2,774.88
5		🚩	0000842533	08/24/2020	294	E2D0035274	OPE	Original	A1200	Wages	\$-7,900.00

ENCUMBRANCE INFORMATION TAB OVERVIEW

Search Page

Approval Page

Budget Information

Actuals Reconciliation

Encumbrance Information

Download Actuals

New V

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

Comments

Reconciler Comments

Approver Comments

Save Comments

Encumbrance Summary

Beginning Balance	\$0.00	Net of Transactions	\$2,774.88	Ending Balance	\$2,774.88
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PO Encumbrances

	Comments	Flag	PO Number	Purchase Order Date	Line	PO Line Description	Vendor Name	Requisition ID	Requisition Date	Requisition Description	Requisition Line Number	A
1			V000078455	07/09/2020		TRU RED Printer Paper, 8.5" x 11", 20 lbs., 1 White, 500 Sheets/Ream, 10 Reams/Carton (TR58958)	SUMMUS INDUSTRIES INC		09/01/2020			A

No transactions for Travel Expenses Encumbrances

No transactions for All other Encumbrances

Such as Payroll Encumbrances (HCM Integration) & AP Encumbrances

DOWNLOAD ACTUALS TAB OVERVIEW

Search PageApproval PageBudget InformationActuals ReconciliationEncumbrance InformationDownload Actuals

Header Details

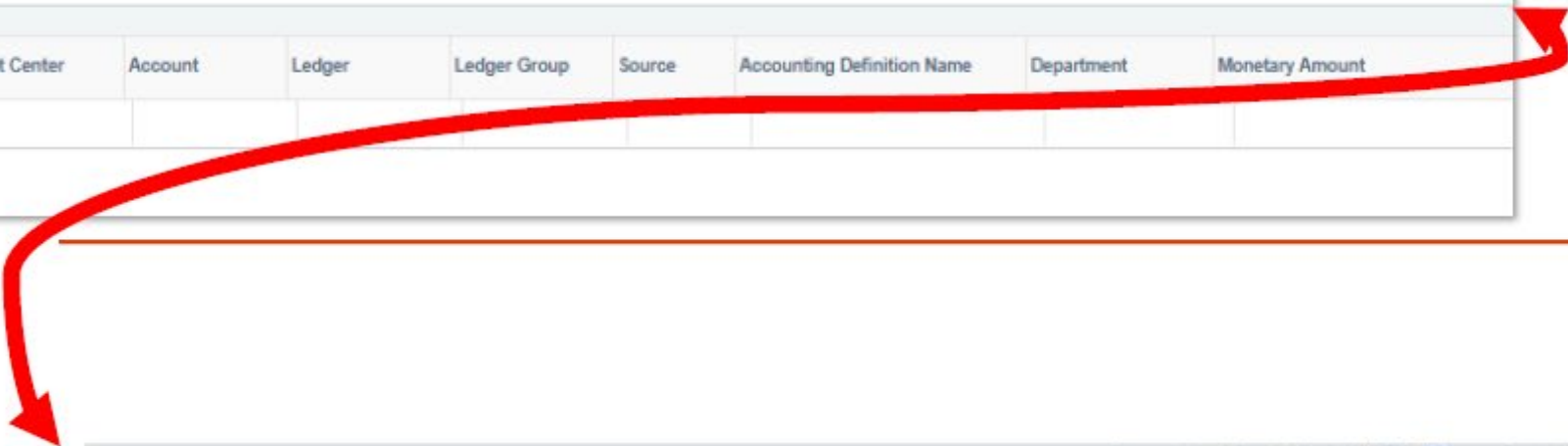
Cost Center21000008DescriptionRecruitment and StaffingOwnerStart DateEnd DateDepartment208030Human Resources & Talent DevtAccounting Period1Fiscal Year2021

Projects

Business Unit	Fiscal Year	Accounting Period	Cost Center	Account	Ledger	Ledger Group	Source	Accounting Definition Name	Department	Monetary Amount
1										

PersonalizeFindView All1 of 1Last

TR Journal Line Descr	TR Journal Line Ref	Manager



DOWNLOAD ACTUALS TAB OVERVIEW

Search Page | Approval Page | Budget Information | Actuals: Reconciliation | Encumbrance Information | **Download Actuals**

Header Details

Cost Center	21000008	Description	Recruitment and Staffing	Owner		Department	208030	Human Resources & Talent Devt.
Projects		Start Date		End Date		Accounting Period	1	Fiscal Year 2021

Business Unit	Fiscal Year	Accounting Period	Cost Center	Account	Ledger	Ledger Group	Source	Accounting Definition Name	Department	Monetary Amount	TR Journal Line Descr	TR Journal Line Ref	Manager
1													

Personalize | Find | View All | **Download to Excel** | First | 1 of 1 | Last

- Click on *Download Actuals* tab
- Use the **Download to Excel** icon

DOWNLOAD ACTUALS TAB OVERVIEW

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	= Vouchers
2020	2	19080028	63633	AP	506000	694.44	00098585	
2020	2	19080028	63003	AP	506000	1,304.74	00099867	
2020	2	19080028	67645	AP	506000	400.00	00099867	
2020	2	19080028	67645	AP	506000	400.00	00099867	
2020	2	19080028	63633	AP	506000	708.10	00100171	
2020	2	19080028	86115	AP	506000	259.00	MM229676	

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID	= Expense ID
2020	2	19080028	67645	EX	506000	300.00		232718	
2020	2	19080028	63004	EX	506000	81.42		234483	
2020	2	19080028	62102	EX	506000	11.60		235743	

Fiscal Year	Accounting Period	Cost Center	Account	Source	Department	Monetary Amount	User Char 3	Exp Doc ID	Journal ID	= Journals
2020	2	19080028	63801	IDT	506000	13.20			SC028FS001	
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001	
2020	2	19080028	67606	IDT	506000	8.00			SC028HR001	
2020	2	19080028	67106	IDT	506000	806.25			SC028SOD01	
2020	2	19080028	63632	IDT	506000	0.06			SC028TI135	

Note: Once all documents identified, gather all supporting documentation that supports transactions

DOWNLOAD ACTUALS TAB OVERVIEW

Apply Filter for specific Account reconciliation.

Fiscal Year ▾	Accounting Period ▾	Cost Center ▾	Account ▾	Department ▾	Monetary Amount ▾	Exp Line Descr ▾	Exp Doc ID ▾	Exp Emp Name ▾
2020	2	19080028	62106	506000	145.00	Lodging	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	235818	Lugo
2020	2	19080028	62106	506000	45.75	Meals	235818	Lugo
2020	2	19080028	62106	506000	145.00	Lodging	235818	Lugo
2020	2	19080028	62106	506000	135.50	Lodg	235818	Lugo
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher
2020	2	19080028	62106	609000	135.50	Lodging Over Per D	236010	Pitcher
2020	2	19080028	62106	506000	145.00	Lodging	236010	Pitcher
2020	2	19080028	62106	506000	61.00	Meals	236010	Pitcher
2020	2	19080028	62106	506000	45.75	Meals	236010	Pitcher
2020	2	19080028	62106	609000	145.00	Lodging	236010	Pitcher
					1,400.00			

Verify total to SAHARA reconciliation GL Account #.

ACTUALS RECONCILIATION TAB – ACCOUNTS – REVIEWED CHECK BOX

Account 62106 Trvl In St Meals Lodging Source Expenses Accto Def Name Expenses Definition

Reviewed ☐ Review Date Account Subtotal \$1,400.00

Personalize | Find | View 10 | First 1-16 of 16 Last

Details

	Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant	Line Descr	Monetary Amount
1		0000236010			10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
2		<div>1. Review by Account</div> <div>2. Review Account Subtotal</div> <div>3. Review specific amounts</div> <div>4. Once reviewed, click "Reviewed" check box</div>						Staylo	Lodging	\$145.00
3								Staylo	Over Per Diem Lodg	\$135.50
4									Meals	\$45.75
5								Staylo	Lodging	\$145.00
6									Meals	\$61.00
7								Staylo	Lodging	\$145.00
8									Meals	\$61.00
9									Meals	\$61.00
10									Meals	\$45.75
11		0000235818			10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
12		0000235818			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
13		0000235818			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
14		0000236010			10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
15		0000236010			10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
16		0000236010			10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging Over Per D	\$135.50

ACTUALS RECONCILIATION TAB – ADDING COMMENTS

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

Header Details

Cost Center	21000204	Description	Economics and Finance	Owner	
Projects		Start Date		End Date	

Expense Summary

Revised Expense Budget	\$2,905,790.13
Year To Date Actuals Expense	\$2,765,294.13
Project To Date Actuals Expense	\$2,765,294.13
Encumbrance Total	\$68,026.70
Available Expense Budget	\$72,469.30

Revenue Summary

Revised Revenue Budget	
Year To Date Actuals Revenue	
Project To Date Actuals Revenue	
Revenue Budget Balance	

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

Comments

Reconciler Comments

[Attachments](#)

Approver Comments

Details

	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50


- a) General comments can be added in the **Reconciler Comments** box
- b) Click **Save Comments** button to retain comments
- c) To leave specific comment on individual accounts, click on the **comments bubble** (don't forget to click that save button)

NOTICE

All Comments are kept between Reconciler and Manager.
Accounting & Reporting does NOT monitor flags.
All action items will need Notification to appropriate Financial Services office for action.

ACTUALS RECONCILIATION TAB – FLAGGING A TRANSACTION

Account	63001	Consumable Non-Office Supplies	Source	Accounts Payable	Acc
Reviewed	<input type="checkbox"/>	Review Date			Acc

Details	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1		72490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

Flags enabled by Reconcilers to highlight transactions.

Please add comments before flagging this transaction.

OK

Cancel

Reconciliation Comments

Header Details

Cost Center	21000204	Description	Economics and Finance	Owner		Department	410115	Economics & Finance
Projects		Start Date		End Date		Accounting Period	11	Fiscal Year: 2021

Line Details

Employee ID:
Employee Name:
Position: Part Time Lecturer
Job Code: 10052
Pay End Date: 2021-05-31
Paycheck Number: 4100255322
Journal ID: HPY0050637
Monetary Amount: \$1139.36

Chartfields

*Please do not use Double quotes, Single Quotes and Commas in the comments.

Reconciler Comments	Last Updated Opri	David G Guerra	Last Updated Date/Time	11/09/21 9:24AM
---------------------	-------------------	----------------	------------------------	-----------------

11/09/2021: Adding comments here

Approver Comments


Return to Previous Page

Save

Save and Return to Previous Page

- 1) Select the transaction to flag by clicking on the **white** flag
- 2) Pop up appears: "Please add comments before flagging this transaction." click **OK**.
- 3) **NEW ADDITION**: LINE DETAILS (to ensure you are on the correct line item to flag)
- 4) Add your comment (s).
- 5) Please note user's name and the date & time stamp for when comment was made.
- 6) Click on **Save and Return to Previous Page** button

ACTUALS RECONCILIATION TAB – FLAGGING A TRANSACTION

Account	63001	Consumable Non-Office Supplies	Source	Accounts Payable	Acc			
Reviewed	<input type="checkbox"/>	Review Date			Acc			
Details								
	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Na
1		780490	2019-09-16	2019-10-16	00098236	water supply	WATER KING	

The WHITE flag has now turned RED

Account	64101	Copying/Printing Services	Source	Accounts Payable	Acctg Def Name	Payables Definition
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$406.50

Details

Personalize | Find | View All | First 1-2 of 2 Last

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1		60368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

ACTUALS RECONCILIATION TAB – REMOVING A FLAGGED TRANSACTION

Account 64101 Copying/Printing Services Source Accounts Payable Acctg Def Name Payables Definition
Reviewed ☐ Review Date Account Subtotal \$406.50

Personalize Find View All First 1-2 of 2 Last

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name
1	61368-2020	2019-09-06	2019-09-06	MMZ31027	ESTIMATE 34691, UT	FASTSIGNS

Message

Are you sure you want to remove this item from your Flagged Items list?

Yes No

Message

Please update the comment before un-flagging this transaction.

OK

Reconciler Comments

Received receipt.

Save Save and Return to Previous Page

- 1) Click on the **red Flag** (flagged account)
- 2) Pop up appears, click **YES** to remove flag
- 3) Unflag comments required, click **YES** to add those comments
- 4) Update or Remove(???) comment
- 5) Click on **Save and Return to Previous Page** button

RECONCILIATION

The screenshot shows a web application interface for 'Actuals Reconciliation'. A blue box highlights the 'Actuals Reconciliation' tab in the top navigation bar. Below the header, there are two summary tables: 'Expense Summary' and 'Revenue Summary'. The 'Reconciliation' section is highlighted with a red box and contains a statement, a 'Reconciliation' checkbox, and fields for 'Reconciled By', 'Reconcile Date', and 'Reconciled Opid', along with a 'Save' button. At the bottom, there are 'Comments' sections for 'Reconciler Comments' and 'Approver Comments', each with a 'Save Comments' button and an 'Attachments' link.

Header Details			
Cost Center	21000204	Description	Economics and Finance
Projects		Owner	
		Start Date	End Date
		Department	410115 Economics & Finance
		Accounting Period	11 Fiscal Year 2021

Expense Summary		Revenue Summary	
Revised Expense Budget	\$2,905,790.13	Revised Revenue Budget	\$0.00
Year To Date Actuals Expense	\$2,765,294.13	Year To Date Actuals Revenue	\$0.00
Project To Date Actuals Expense	\$2,765,294.13	Project To Date Actuals Revenue	\$0.00
Encumbrance Total	\$68,026.70	Revenue Budget Balance	\$0.00
Available Expense Budget	\$72,469.30		

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 _____ Reconciled Opid _____

Save

Comments

Reconciler Comments

Approver Comments

Save Comments Attachments

- Once transactions have been *reviewed*, scroll to top of page (**Reconciliation** section)
- Read the revised acknowledgement statement
- **Click “Reconciliation” box & click on Save button (failing to click **SAVE** will **NOT** lock the **Reconciliation** checkbox, please click **SAVE**).**

SAHARA FOR MANAGERS

HOW TO REQUEST ACCESS – COST CENTER / PROJECT MANAGERS ONLY

a. Ensure your assignment as Cost Center and/or Project Manager is confirmed.

b. Please **login** at <http://SUPPORT.UTRGV.EDU>

c. Click on the blue **INFORMATION TECHNOLOGY** button.

Information Technology

d. Click on **Get Access**



e. In the following fields please enter the associated information:

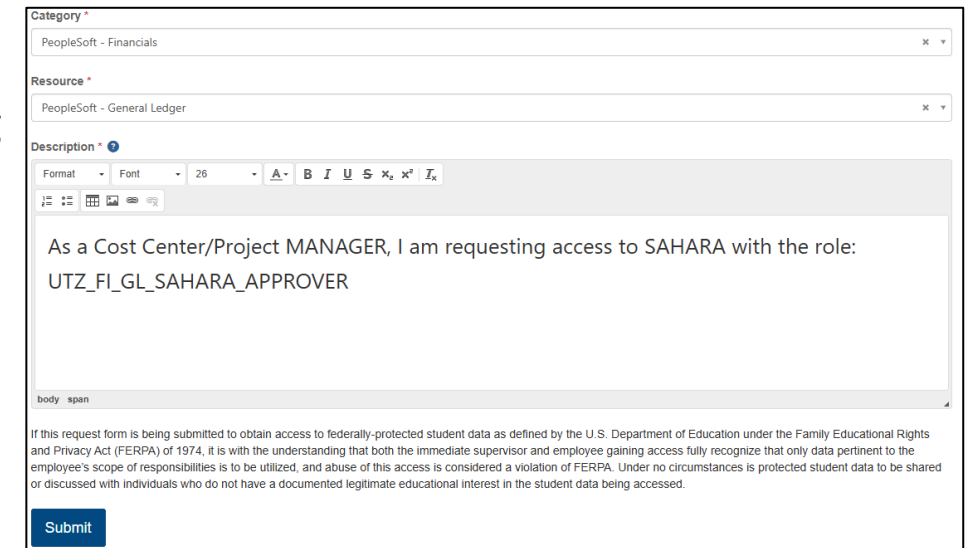
a. Category: PeopleSoft –Financials

b. Resource: PeopleSoft –General Ledger

c. Description: As a **Cost Center/Project MANAGER**, I am requesting access to SAHARA with the role: **UTZ_FI_GL_SAHARA_APPROVER**

f. Click on **REQUEST** (blue button at the bottom of screen).

g. EULA agreement: **Check Your Email**



The screenshot shows a web form for requesting access. It has three main sections: 'Category' with a dropdown menu set to 'PeopleSoft - Financials', 'Resource' with a dropdown menu set to 'PeopleSoft - General Ledger', and 'Description' with a text area containing the text 'As a Cost Center/Project MANAGER, I am requesting access to SAHARA with the role: UTZ_FI_GL_SAHARA_APPROVER'. Below the text area is a 'Submit' button. At the bottom of the form, there is a small disclaimer about FERPA and a note that the request is for access to federally-protected student data.

ABOUT REVIEWING CONTENT IN SAHARA

Reviewer should consider the following:

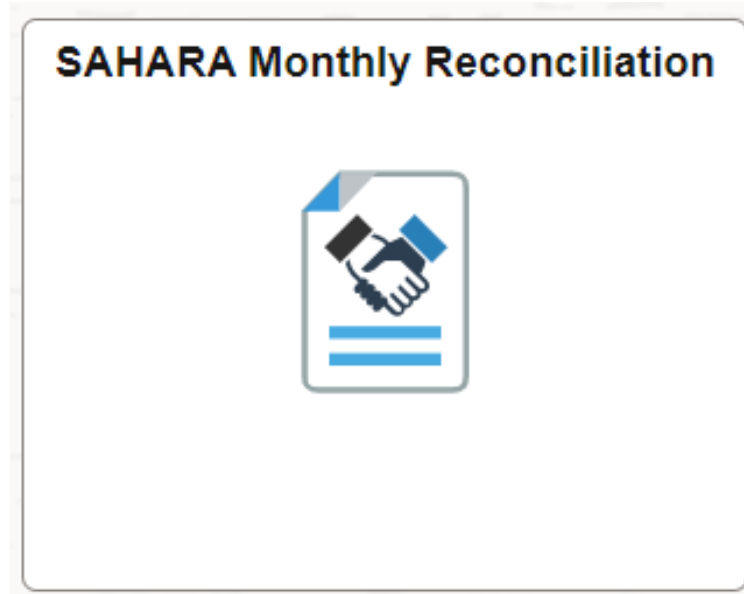
- Do the transactions appear appropriate for department/University business?
- Are there any suspicious looking transactions?
- Does it appear the accounts have been reviewed (i.e., the Reconciler has noted transactions)?
- Has the Reconciler explained any unrecognized transactions?
 - Using Comment(s) and/or Flag(s)
 - Supporting documentation
 - Follow-up emails

ABOUT RETAINING DOCUMENTATION

Documents may be retained in *any manner deemed most efficient by each department* so long as the documentation may be easily accessed and produced on request.

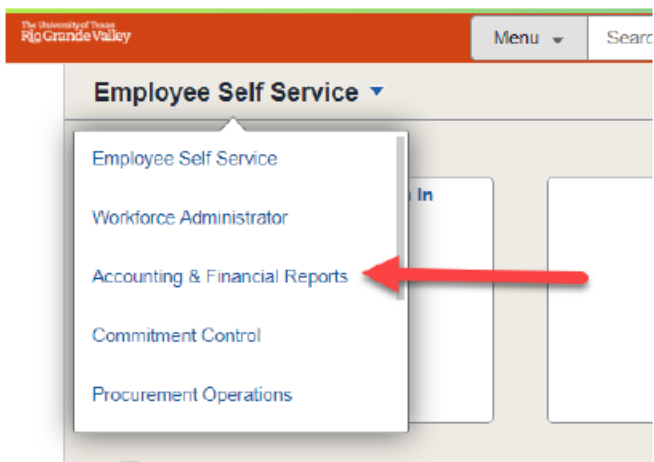
- Ensure continued compliance with UTRGV Retention Schedule
- If retaining Hardcopy documents, create a monthly packet (by month) and include all supporting documentation.
- If retaining Electronic documents, create a monthly PDF packet and save to departmental shared drive (create monthly folders).
- Include all supporting documentation.

SAHARA MONTHLY RECONCILIATION - APPROVAL

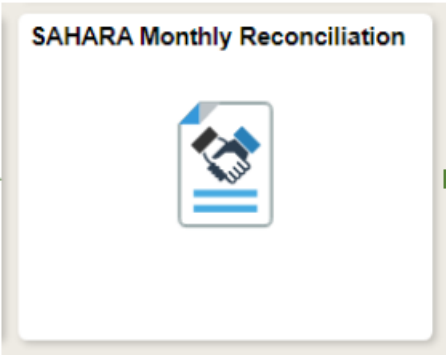


The following process is for Cost Center and/or Project Managers ONLY

SAHARA MONTHLY RECONCILIATION - APPROVAL



Navigate -
Peoplesoft >
Employee Self Service >
Accounting & Financial Reports >
SAHARA Monthly Reconciliation >
Reconcile >
Accounts Reconciliation



Search Page

Account Reconciliation

Search Criteria

*Business Unit

*Year

*Period

Department

Cost Center/Project

☒ Not Reconciled ☒ Reconciled Not Approved
☒ Complete ☒ Reconciliation Not Required
☒ Budget Activity Only
☒ Encumbrance Activity Only

ARA - Multiple CC /PRJ Approval Page

SAHARA MONTHLY RECONCILIATION - APPROVAL

Search Page

Account Reconciliation

Search Criteria

*Business Unit

*Year

*Period

Department

Cost Center/Project

☒ Not Reconciled ☒ Reconciled Not Approved
☒ Complete ☐ Reconciliation Not Required
☐ Budget Activity Only
☐ Encumbrance Activity Only

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actual
70000099	Multipurpose Academic Bldg	Salinas	Project	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	

- Fill "Search Criteria"
 - Business Unit
 - Year
 - Period
 - Department or CC/Project
- Click Search
- Select the Cost Center/Project appearing in results

NOTE: A cost center/project will show "Inactive\Unauthorized" or "Reconciliation not Required" because they do not have any activity for the fiscal year, once they have activity content will appear.

"Inactive\Unauthorized" or "Reconciliation not Required" will **NOT** allow reconciliation in SAHARA.

Once activity appears, RECONCILIATION will be allowed for the rest of the Fiscal Year.

SAHARA MONTHLY RECONCILIATION - APPROVAL

Search Page New Wind

Account Reconciliation

Search Criteria

*Business Unit: UTRGV
*Year: 2021
*Period: 1
Department:
Cost Center/Project:

☒ Not Reconciled ☒ Reconciled Not Approved
☒ Complete ☐ Reconciliation Not Required
☐ Budget Activity Only
☐ Encumbrance Activity Only

Search

Multiple Cost Center/Project Approval Page

Reconciliation Status, Reconciliation, & Approval is current and up to date

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
21000073	Ofc of Deputy President	.	Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	9,965.50	0.00	89,467.00	109,900.42
31000013	University Events	.	Costcenter	2021	1	Reconciled Not Approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	10.81	-10,000.00	10,000.00	0.00
31050073	DES-Ofc of Deputy President	.	Costcenter	2021	1	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	40,072.77	0.00	456,440.00	447,131.08
31050097	DES-Ofc of University Events	.	Costcenter	2021	1	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	6,441.73	0.00	20,800.00	70,844.28

SAHARA MONTHLY RECONCILIATION - APPROVAL

- Click on the **Approval Page** tab
- The approval process will be completed by checking the “Approved” checkbox
- Click on **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	<input type="checkbox"/>	Approved By	Save	Approval Date	Approver NetID
----------	--------------------------	-------------	------	---------------	----------------

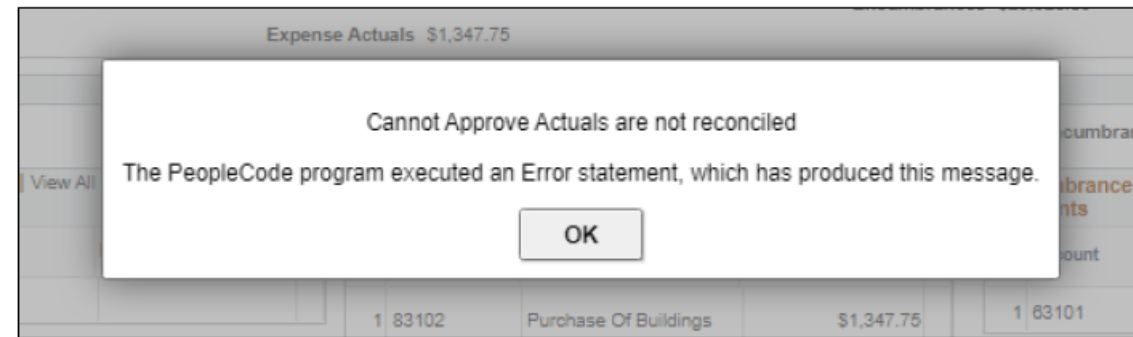
Reconciliation Info

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

Note: failing to click SAVE will NOT lock the Approved checkbox. Please click SAVE button.

SAHARA MONTHLY RECONCILIATION - APPROVAL

APPROVAL cannot be completed until
Cost Center/Project is reconciled



SAHARA RECONCILIATION & APPROVAL IS AN A-B-C PROCESS

A = Reconciler Reconciles CC/Project

B = Manager Reviews and Approves Reconciliation of CC or Project

C = Process is complete.

ADDING COMMENTS – MANAGERS ONLY

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

Header Details

Cost Center: 29249710 Description: SEUP-ROAD SHOWS AND SPECIAL EV Owner
Projects Start Date End Date Department Account

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,846,459.21	Revised Revenue Budget	\$11,439,500.00
YTD Actuals Expense	\$62,476.64	YTD Actuals Revenue	\$3,376,144.72
PTD Actuals Expense	\$62,476.64	PTD Actuals Revenue	\$3,376,144.72
Encumbrance Total	\$274,840.11	Revenue Budget Balance	\$8,063,355.28
Available Expense Budget	\$31,309,141.46		

Reconciliation

Reconciliation ☐ Reconciled By Reconcile Date Reconciled Oprid

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

Save

Comments

Reconciler Comments

Approver Comments

Save Comments

Revenue for the period: \$-652,543.56 Expenses for the period: \$12,997.10

Account: 64101 Copying/Printing Services Source: Accounts Payable Acctg Def Name: Payables Definition
Reviewed ☐ Review Date Account Subtotal: \$406.

Details **FTT**

Class/Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1 368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

- a) General comments can be added in the **Approver Comments** box
- b) Click **Save Comments** button to retain comments
- c) To leave specific comment on individual accounts, click on the **comments bubble** (don't forget to click that save button)

NOTICE

All Comments are kept between Reconciler and Manager. Accounting & Reporting does NOT monitor flags. All action items will need Notification to appropriate Financial Services office for action.

MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

The screenshot shows the SAHARA Monthly Reconciliation interface. On the left is a navigation menu with the following items: Reconcile, Accounts Reconciliation (highlighted in green), Approve, Monitor, Reporting, Administration, and Security. The main content area is titled 'SAHARA Monthly Reconciliation' and contains a 'Search Page' button and an 'Account Reconciliation' section. The 'Search Criteria' section includes fields for *Business Unit (UTRGV), *Year (2021), *Period (1), Department, and Cost Center/Project. Below these are checkboxes for 'Not Reconciled', 'Complete', 'Reconciled Not Approved', 'Reconciliation Not Required', 'Budget Activity Only', and 'Encumbrance Activity Only'. A 'Search' button is at the bottom of the criteria section. A red circle highlights a link labeled 'Multiple Cost Center/Project Approval Page' to the right of the search criteria, with a green arrow pointing to it from the text 'MANAGERS ONLY Click Here'.

Accounting & Financial Reports

SAHARA Monthly Reconciliation

Reconcile

Accounts Reconciliation

Approve

Monitor

Reporting

Administration

Security

Search Page

Account Reconciliation

Search Criteria

*Business Unit UTRGV

*Year 2021

*Period 1

Department

Cost Center/Project

☒ Not Reconciled ☒ Reconciled Not Approved

☒ Complete ☐ Reconciliation Not Required

☐ Budget Activity Only

☐ Encumbrance Activity Only

Search

Multiple Cost Center/Project Approval Page

MANAGERS ONLY
Click Here

MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

Select “All Cost Centers/Projects” in 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

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

All Cost Centers

All Cost Centers/Projects

All 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			<input type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<div>Approve</div>

MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

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

MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

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

MULTIPLE COST CENTER/PROJECT APPROVAL PAGE

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:

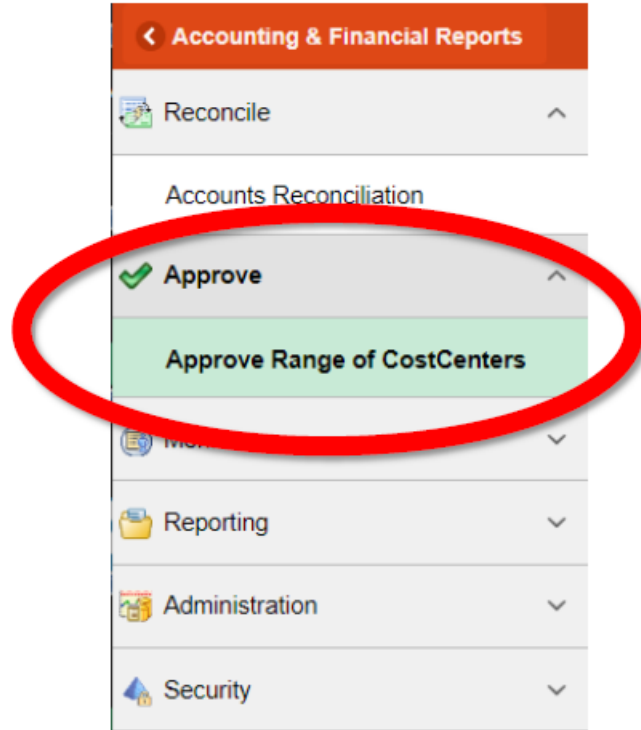
1. My team has reconciled all transactions for the month and all transactions were appropriate, attachable and approved as needed.

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"/>	<input type="button" value="5100001000"/>		<input type="button" value="Approve?"/>

OK Cancel Apply

APPROVE RANGE OF COST CENTERS



MANAGERS ONLY PROCESS

Using this option will display all assigned cost centers and/or projects assigned to you.

Displays list of assigned Cost Centers / Projects with the ability to look up CC/Projs ready for your approval (after reconciliation by Reconciler)

Additionally, Manager can review the reconciliation details for the CC/Project listed.

APPROVE RANGE OF COST CENTERS

The screenshot displays the 'SAHARA Monthly Reconciliation' interface. On the left, a sidebar under the heading '< Accounting & Financial Reports' contains several menu items: 'Reconcile', 'Accounts Reconciliation', 'Approve' (highlighted with a green checkmark), 'Approve Range of CostCenters' (highlighted in green), 'Monitor', 'Reporting', 'Administration', and 'Security'. The main content area is titled 'ARA - Multiple CC Approval' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with four input fields: 'Business Unit' (with a 'begins with' dropdown), 'Fiscal Year' (with an '=' dropdown), 'Accounting Period' (with an '=' dropdown), and 'Department' (with a 'begins with' dropdown). At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

In the Approve menu option is the Approve Range of CostCenters submenu option to reveal the ARA – Multiple CC Approval screen.

There are four fields in the Search Criteria of which three (3) are required entry.

APPROVE RANGE OF COST CENTERS

ARA - Multiple CC Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)


▼ **Search Criteria**

Business Unit 🔍

Fiscal Year 🔍

Accounting Period 🔍

Department 🔍

[Basic Search](#)  [Save Search Criteria](#)

⏏

In the Search Criteria

Business Unit = UTRGV (required)

Fiscal Year = 2021 or current fiscal year (required)

Accounting Period = any current or past period (required)

Department = department code

(required for FY 2021 Periods 1 & 2)

Once entry fields are present, click on **SEARCH** button and results will appear below.

APPROVE RANGE OF COST CENTERS



The screenshot displays the 'SAHARA Monthly Reconciliation' application. The main heading is 'ARA - Multiple CC Approval'. Below it, a message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains the following fields: 'Business Unit' (dropdown set to 'begins with', text input 'UTRGV'), 'Fiscal Year' (dropdown set to '=', text input '2020'), 'Accounting Period' (dropdown set to '=', text input '1'), and 'Department' (dropdown set to 'begins with', text input). Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom left, a red circle highlights a message box that says 'No matching values were found.'

No matching values were found

This notice shows reconciliation information is not present (i.e., selecting a period that has not yet closed, not yet occurred, or not yet reconciled by reconciler).

Check the required entry fields and adjust accordingly.

APPROVE RANGE OF COST CENTERS

SAHARA Monthly Reconciliation

Account Recon Summary Approval

Business Unit: UTRGV Fiscal Year: 2020 Accounting Period: 5 Department:

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

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

	Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp
1	00000000	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00	0.00
2	21000000	E&G Revenues	<input type="checkbox"/>	<input type="checkbox"/>	-16,067,391.05	14,757,421.82	-223,290.00	0.00
3	21000001	Ofc of Instl Advancement	<input type="checkbox"/>	<input type="checkbox"/>	0.00	45,247.87	0.00	1,048.87
4	21000002	Development Services	<input type="checkbox"/>	<input type="checkbox"/>	0.00	159,222.55	0.00	2,079.43
5	21000003	Government Relations	<input type="checkbox"/>	<input type="checkbox"/>	0.00	23,766.18	0.00	35,792.92
6	21000004	Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	0.00	108.06	0.00	-244,037.63
7	21000005	Govmt'l and Comm Relations	<input type="checkbox"/>	<input type="checkbox"/>	0.00	68,895.55	0.00	93,673.04
8	21000007	Human Resources & Talent Mgmt	<input type="checkbox"/>	<input type="checkbox"/>	0.00	224,760.72	0.00	18,018.24
9	21000008	Recruitment and Staffing	<input type="checkbox"/>	<input type="checkbox"/>	0.00	3,469.39	0.00	239.56

Search results display ALL Cost Centers & Projects assigned to you whether they are ready for approval or not.

If you have numerous assigned Cost Centers/Projects, please use the **#Filter Cost Center/Projects** drop down option to narrow the content displayed.

APPROVE RANGE OF COST CENTERS

Select “All Cost Centers/Projects” in 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

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
- All Cost Centers
- All Cost Centers/Projects
- All 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		<input type="checkbox"/>	<input type="checkbox"/>	Reconciled Not Approved	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	Approve

APPROVE RANGE OF COST CENTERS

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

APPROVE RANGE OF COST CENTERS

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

APPROVE RANGE OF COST CENTERS

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:

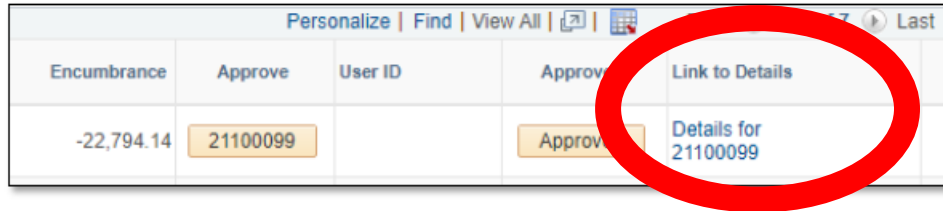
1. My team has reconciled all transactions for the month and all transactions were appropriate, attachable and approved as needed.

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"/>	<input type="button" value="5100001000"/>		<input type="button" value="Approve?"/>

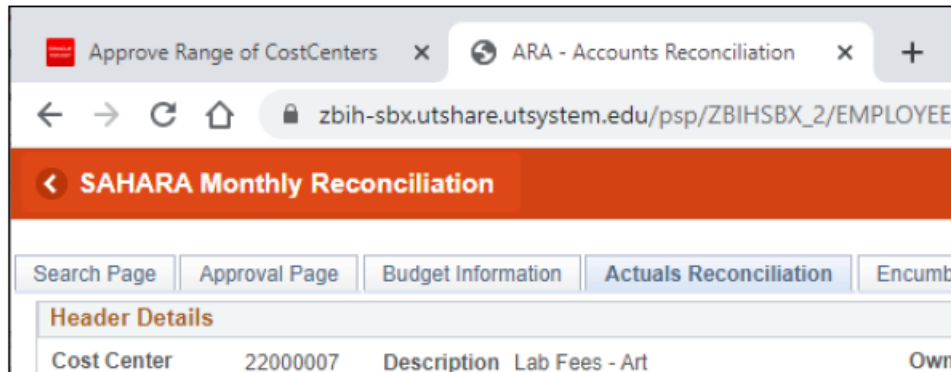
OK Cancel Apply

APPROVE RANGE OF COST CENTERS



Encumbrance	Approve	User ID	Approve	Link to Details
-22,794.14	21100099		Approve	Details for 21100099

Clicking on the Link to Details link will open a NEW browser tab revealing the ARA Accounts Reconciliation page for that CC/Project mentioned in the link.

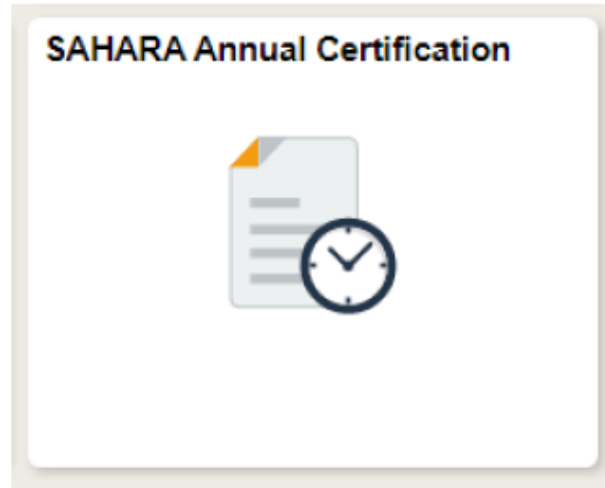


Cost Center	22000007	Description	Lab Fees - Art	Own
-------------	----------	-------------	----------------	-----

In the NEW browser tab, the ARA Accounts Reconciliation page, will display **ALL** reconciliation data (in tabs) for you to review, comment, flag, and approve.

When done with reviewing, close the ARA Accounts Reconciliation browser tab.

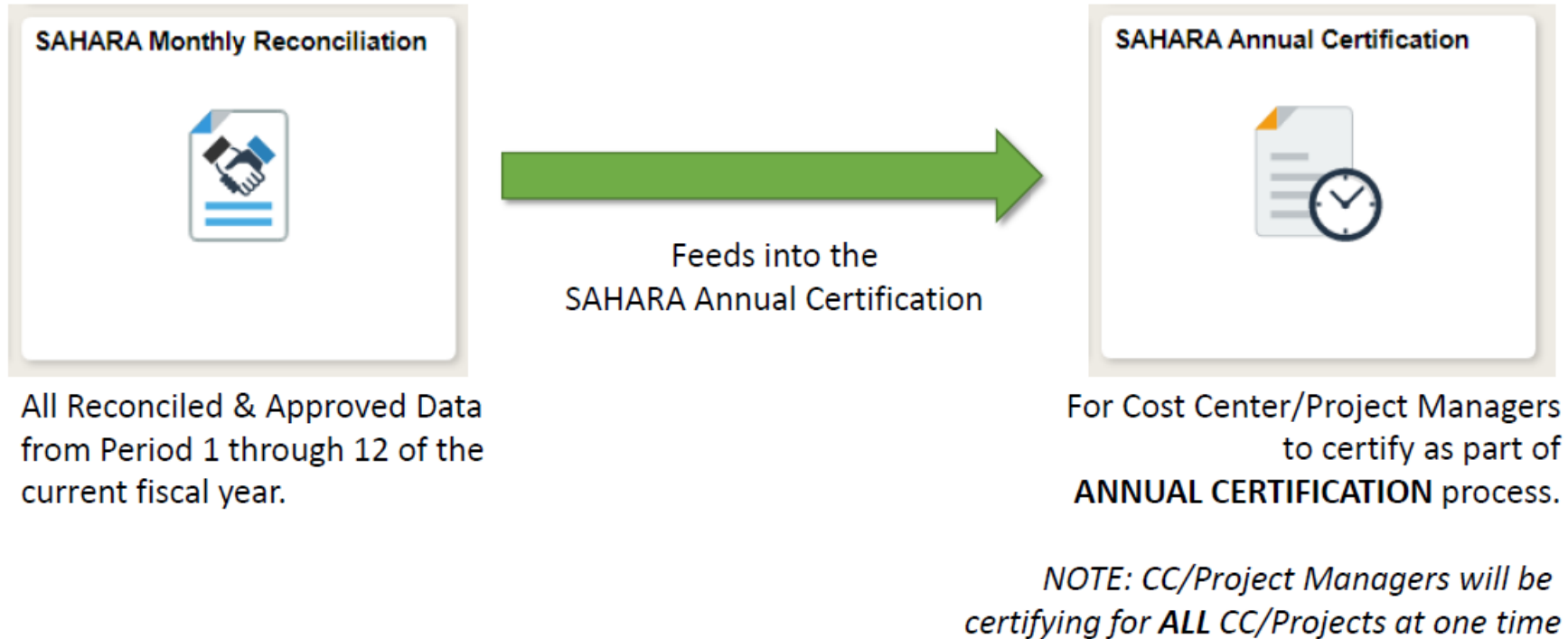
SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY



This process opens after the last accounting period of the fiscal year has closed.

This process is only for Cost Center and/or Project Managers

SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY



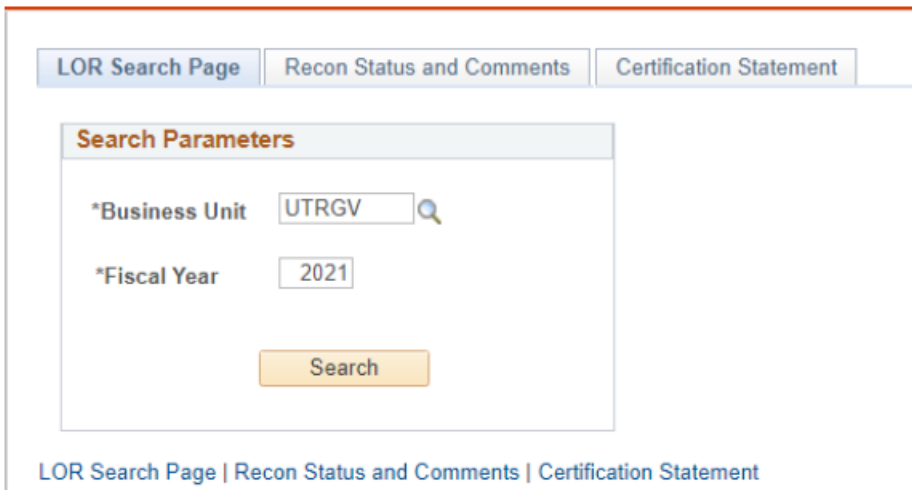
SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

The screenshot displays the 'SAHARA Annual Certification' interface. On the left, a sidebar contains three main sections: 'Owner Certification' (with an upward arrow), 'CC/Project Owner Certification' (highlighted with an orange border), and 'Dean/Div Head Certification' (with a downward arrow). The main content area features three tabs: 'LOR Search Page' (active), 'Recon Status and Comments', and 'Certification Statement'. Below the tabs is a 'Search Parameters' box containing two input fields: '*Business Unit' with the value 'UTRGV' and a search icon, and '*Fiscal Year' with the value '2021'. A 'Search' button is located at the bottom of this box. At the very bottom of the interface, a breadcrumb trail reads 'LOR Search Page | Recon Status and Comments | Certification Statement'.

Navigate -
Peoplesoft >
Employee Self Service >
Accounting & Financial Reports >
SAHARA Annual Certification >
Owner Certification >
CC/Project Owner Certification

- To the right *Default* Data is populated
- Click **Search** button
- Content in Recon Status and Comments tab will appear.

SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY



The screenshot displays the SAHARA Annual Certification interface. At the top, there are three tabs: "LOR Search Page", "Recon Status and Comments", and "Certification Statement". The "LOR Search Page" tab is selected. Below the tabs, there is a "Search Parameters" section. This section contains two input fields: "*Business Unit" with the value "UTRGV" and a magnifying glass icon, and "*Fiscal Year" with the value "2021". Below these fields is a "Search" button. At the bottom of the interface, there is a breadcrumb trail: "LOR Search Page | Recon Status and Comments | Certification Statement".

- In the LOR Search Page tab
- Business Unit = UTRGV
- Fiscal Year = (i.e., 2021)
- Click **Search** button
- Content in Recon Status and Comments tab will appear.

SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

LCR Search Page | [Recon Status and Comments](#) | [Certification Statement](#)

THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY
LETTER OF REPRESENTATION
FISCAL YEAR 2020 [Refresh](#)

*Certifying For:
Cost Centers/Projects to be Certified Find First 1-6 of 6 Last

21000015 Criminal Background Checks Status - Reconciled Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Department: Human Resources & Talent Dev Status - Approved Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments
31000001 Faculty Develop & Excellence Status - Reconciled Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Department: Ofc of Faculty Success & Dev Status - Approved Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments
32000034 Unity - DEHS Status - Reconciled Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Department: Env Health Safety & Risk Mgmt Status - Approved Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments
5300000109 FY20 Chess Classes Status - Reconciled Periods -- -- -- -- -- 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Department: Stud Rights & Responsibilities Status - Approved Periods -- -- -- -- -- 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments
55001057 Railway Safety Center Status - Reconciled Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Department: Railway Safety Center Status - Approved Periods 01 02 03 04 05 06 07 08 09 10 11 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments

Please note any comments or concerns below, or indicate "None."

[Save Comments](#)

Optional Review/Approval by: OR: NULL

[Save Optional Review and Comments](#)

[Go To Certification Page](#)

LCR Search Page | [Recon Status and Comments](#) | [Certification Statement](#)

CC/Project Manager will be able to see ALL CC and/or Projects assigned and their reconciled & approval status for the entire fiscal year.

Comments may be added
Click **Save Comments** button

When ready click on
Go To Certification Page button

SAHARA ANNUAL CERTIFICATION – MANAGERS ONLY

The screenshot shows a web interface for the 'Certification Statement' page. At the top, there are tabs for 'LOR Search Page', 'Recon Status and Comments', and 'Certification Statement'. Below the tabs, the text reads 'THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY' and 'LETTER OF REPRESENTATION'. The 'Fiscal Year' is set to '2020'. A 'Description' section contains a text box with the following content: 'In preparation of the financial statements for fiscal year ending August 31, 2020, I confirm, to the best of my knowledge and belief, the following are true, accurate and complete.' followed by four numbered statements. Statement 1: 'I am responsible for establishing internal controls for the departments and functions under my scope of organizational responsibility. The controls include timely reconciliation of all cost centers and projects to ensure accuracy, validity, and completeness of financial information.' Statement 2: 'My team has reconciled all transactions for each of the months through August 31, 2020. All transactions were appropriate, allowable, and properly recorded. All reconciling items have been adjusted or satisfactorily resolved.' Statement 3: 'As department manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental cost centers and projects through August 31, 2020. To the best of my knowledge, there are no misstatements or omissions in the department cost centers or projects for which I am responsible.' Statement 4: 'As department manager, I ensured my office maintained adequate segregation of duties. NO single employee has responsibility for entering transactions, approving transactions, receiving cash and reconciling cost center/projects. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud. To the best of my knowledge, there has been no:' followed by two bullet points: '• Fraud involving any employee that has not been appropriately identified and investigated, or' and '• Fraud involving others that could have a significant effect on the financial statements that has not been appropriately identified and investigated.' Below the text box, a note states: 'By checking the box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.' There is a 'Certify Flag' checkbox, a 'Description' field, an 'Action Taken by' field, and a 'DateTime' field. A 'Save Certification' button is at the bottom.

THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY
LETTER OF REPRESENTATION
Fiscal Year 2020

Description

In preparation of the financial statements for fiscal year ending August 31, 2020, I confirm, to the best of my knowledge and belief, the following are true, accurate and complete.

1. I am responsible for establishing internal controls for the departments and functions under my scope of organizational responsibility. The controls include timely reconciliation of all cost centers and projects to ensure accuracy, validity, and completeness of financial information.
2. My team has reconciled all transactions for each of the months through August 31, 2020. All transactions were appropriate, allowable, and properly recorded. All reconciling items have been adjusted or satisfactorily resolved.
3. As department manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental cost centers and projects through August 31, 2020. To the best of my knowledge, there are no misstatements or omissions in the department cost centers or projects for which I am responsible.
4. As department manager, I ensured my office maintained adequate segregation of duties. NO single employee has responsibility for entering transactions, approving transactions, receiving cash and reconciling cost center/projects. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud. To the best of my knowledge, there has been no:
 - Fraud involving any employee that has not been appropriately identified and investigated, or
 - Fraud involving others that could have a significant effect on the financial statements that has not been appropriately identified and investigated.

By checking the box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

☐ Certify Flag Description Action Taken by DateTime

Save Certification

When the CC/Project Manager is ready to complete the ANNUAL CERTIFICATION process for the entire fiscal year.

After reading the "Letter of Representation" the Manager will then click on the CERTIFY Flag check box.


NOTE: The Annual Certification is for ALL CC/Projects assigned to the manager. The certification is all or nothing.

NOTE: A pop-up notice will appear if any CC/Projects are NOT reconciled and/or approved. It will allow you to proceed with Annual Certification.

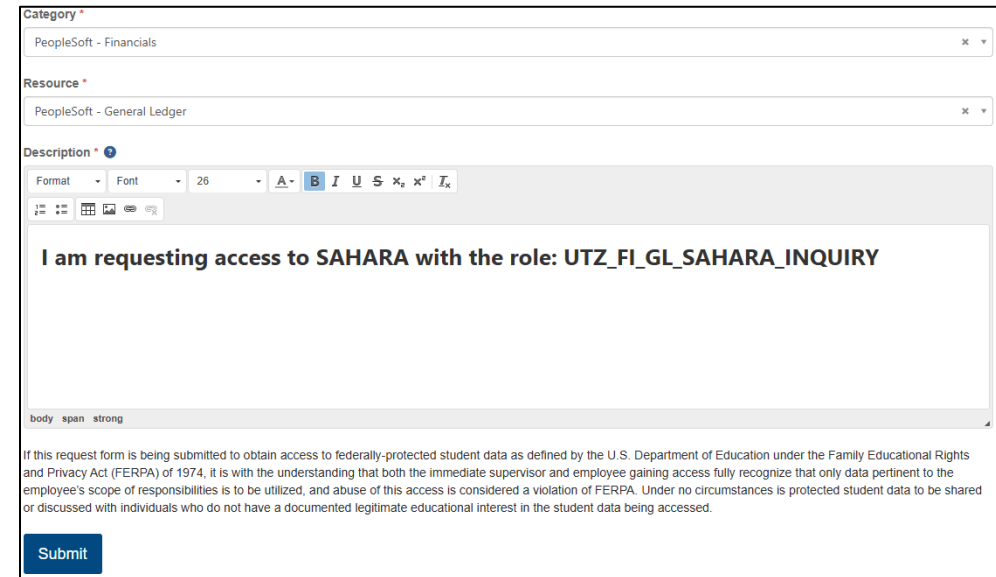
Lastly, click the **Save Certification** button to save and lock down the *Certification* for this fiscal year.

SAHARA FOR INQUIRY ONLY

HOW TO REQUEST ACCESS – INQUIRY ONLY

- a. Please **login** at <http://SUPPORT.UTRGV.EDU>
- b. Click on the blue **INFORMATION TECHNOLOGY** button
- c. Click on **Get Access!** 
- d. In the following fields please enter the associated information:
 - a. Category: PeopleSoft –Financials
 - b. Resource: PeopleSoft –General Ledger
 - c. Description: I am requesting access to SAHARA with the role:
UTZ_FI_GL_SAHARA_INQUIRY
- e. Click on **REQUEST** (blue button at the bottom of screen)
- f. EULA agreement: **Check Your Email**
- g. **IMPORTANT:** Once access is granted by I.T. you must do the following to get access to view the CC/Projects.
 - a. Send an email to AccountingandReporting@utrgv.edu with the following information:
 - a. Your Name & Employee ID Number
 - b. The list of Cost Centers and/or Projects you want to view
 - c. The respective CC/Project Managers' approval
 - b. Delaying this email will delay your access to view CC/Projects

Information Technology



The screenshot shows a web form for requesting access. It has three main sections: 'Category' with a dropdown menu set to 'PeopleSoft - Financials', 'Resource' with a dropdown menu set to 'PeopleSoft - General Ledger', and 'Description' with a text area containing the text 'I am requesting access to SAHARA with the role: UTZ_FI_GL_SAHARA_INQUIRY'. Below the text area is a 'Submit' button. At the bottom of the form, there is a small disclaimer about FERPA and a 'Submit' button.

SAHARA FOR INQUIRY ONLY

Individuals with SAHARA FOR INQUIRY ONLY are limited to the following:

1. Able to view all financial data posted in SAHARA
2. Able to view attachments uploaded by the Reconciler and/or Manager
3. Ability to view comments on flagged items as well as general comments in the Budget Information, Actuals Reconciliations, and Encumbrances tabs

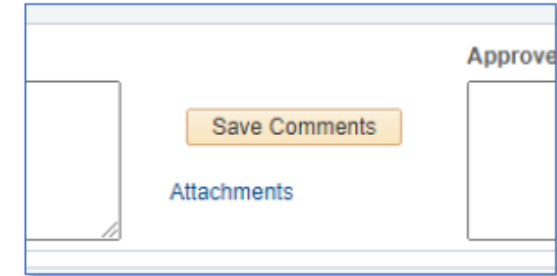
SAHARA FOR INQUIRY ONLY access has these additional limitations:

1. Cannot Reconcile on behalf of the Reconciler
2. Cannot Approve reconciliations on behalf of the Manager
3. Cannot initiate Flagging of transactions
4. Cannot remove flags on transactions
5. Cannot upload attachments

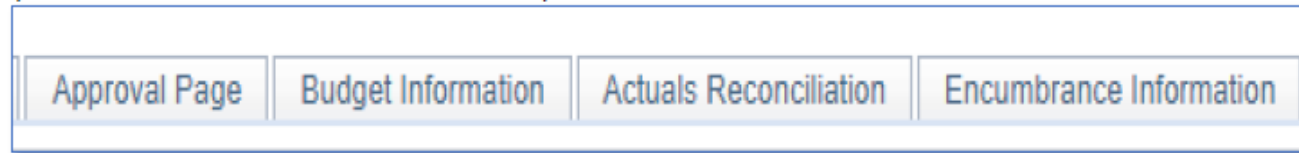
SAHARA PROCESSES & REPORTS

UPLOADING ATTACHMENTS

SAHARA now allows attaching files at Header level.
SAHARA Reconcilers/Managers able to upload attachments at the Header level



Attachments link with counter **Attachments (1)** to be added to Approval Page tab, Budget Information tab, Actuals Reconciliation tab, and Encumbrance Information tab.



REGARDING UPLOADS

Please follow IT policy on storing information

(https://www.utrgv.edu/is/_files/documents/data-storage-guide.pdf)

DO NOT UPLOAD anything containing confidential information onto SAHARA

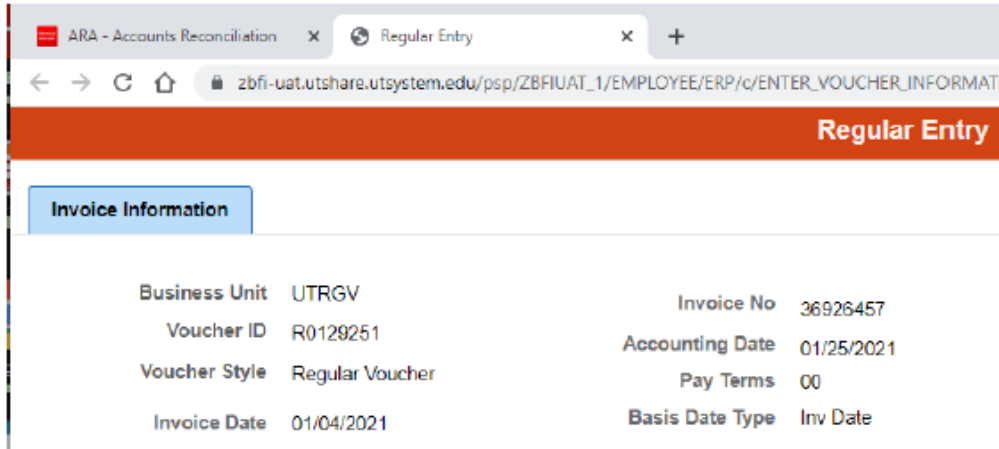
DO NOT UPLOAD anything that will violate HIPAA and/or FERPA onto SAHARA

Upload Specific Reconciling Items

Upload Specific Documents that have signatures, such as forms requiring approval.

DRILL DOWN TO SOURCE

Ability to drilldown into a source transaction - the user should have the ability to select a relevant transaction (voucher, expense report, journal, etc.) to see the detail of that transaction and the attachments on that transaction.



ARA - Accounts Reconciliation x Regular Entry x +

zbfu-uat.utshare.utsystem.edu/psp/ZBFIUAT_1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION

Regular Entry

Invoice Information

Business Unit	UTRGV	Invoice No	36926457
Voucher ID	R0129251	Accounting Date	01/25/2021
Voucher Style	Regular Voucher	Pay Terms	00
Invoice Date	01/04/2021	Basis Date Type	Inv Date

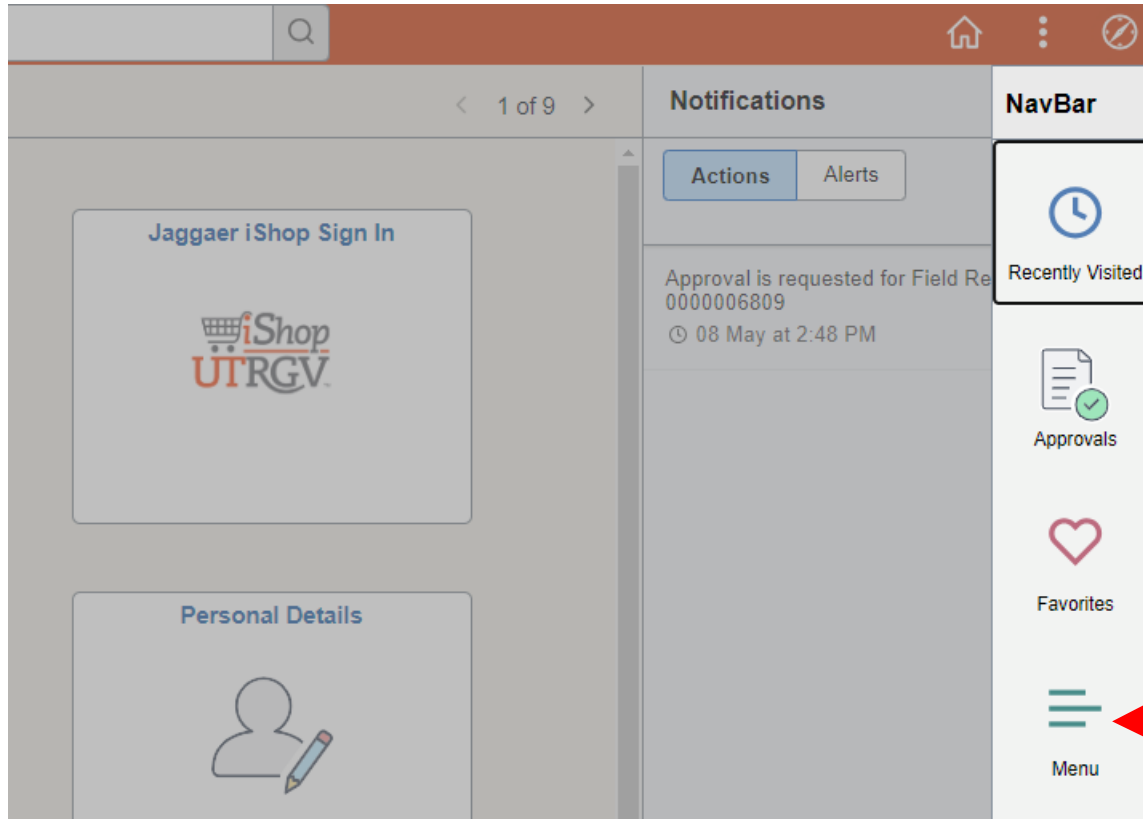
Check Number	Monetary Amount		
20981	\$214.82		
24157	\$291.06		
20982	\$645.96		
23278	<u>\$730.58</u>		
20982	\$1,894.00		Monetary Amount
20982	\$222.00		

NOTICE:

Monetary Amount links do not go outside of General Ledger (will not go to iShop)

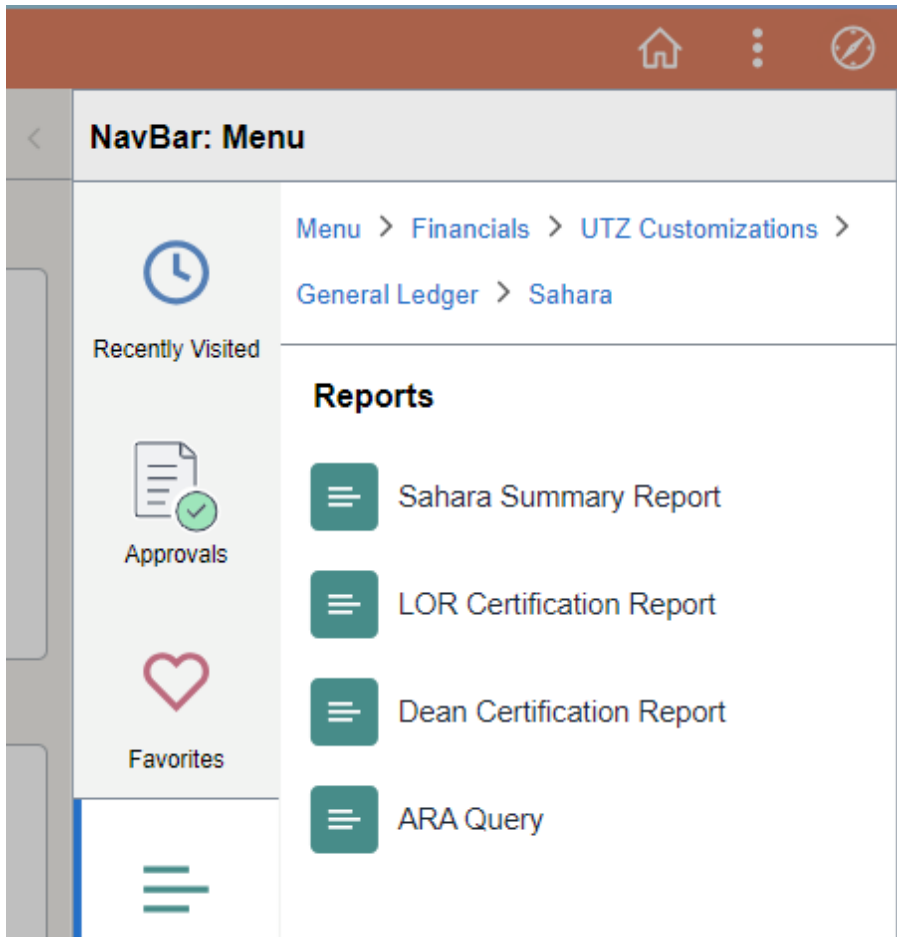
For Journal Entries results will not take you to specific line.

SAHARA SUMMARY REPORT



Navigate to & click **NAVBAR** on the far-right side of the **Employee Self Service** tab and click on the **MENU** option

SAHARA SUMMARY REPORT



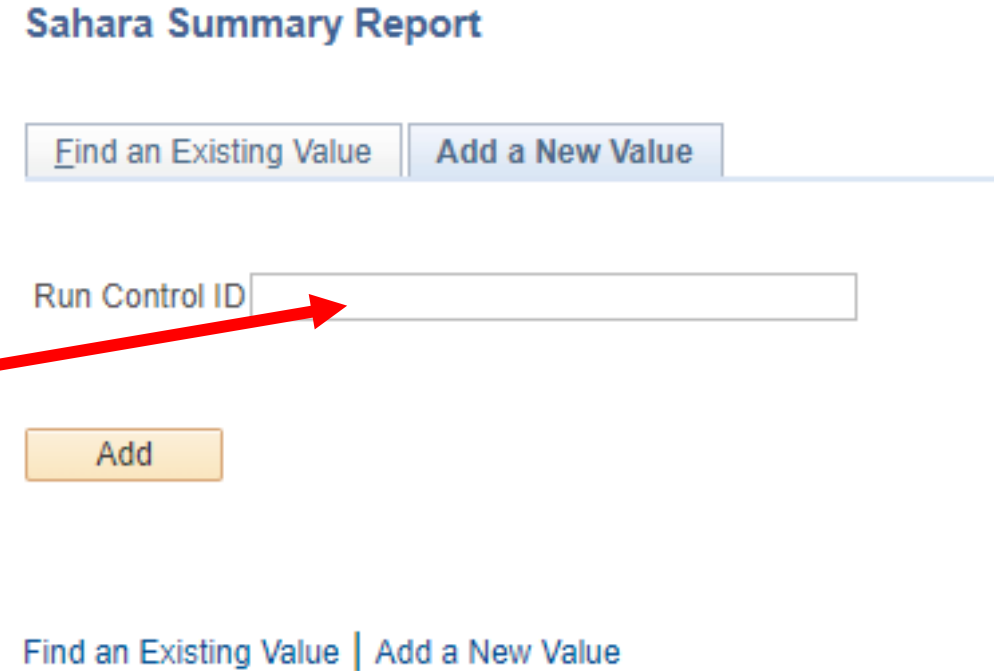
The screen will change revealing a vertical menu on the right side of the screen. Click on the menu options in the following order:

- a. FINANCIALS
- b. UTZ CUSTOMIZATIONS
- c. GENERAL LEDGER
- d. SAHARA
- e. REPORTS
- f. **SAHARA SUMMARY REPORT**

SAHARA SUMMARY REPORT

The center workspace will change to **SAHARA Summary Report** screen. **FIRST TIME USERS:** You will need to create a **RUN CONTROL ID**. Follow the steps in this order to do so:

- Click on the “**Add a New Value**” tab
- In the Run Control ID box enter:
Sahara_Summary_Report
- Click on the **Add** button



The screenshot shows the 'Sahara Summary Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a text input field labeled 'Run Control ID'. A red arrow points from the text 'Sahara_Summary_Report' in the list to this input field. Below the input field is an 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

After you add search criteria and click on the **SAVE** button (see next step) you will **NOT** need to create a new Run Control ID. Click on the **Find an Existing Value** tab and then click on **Search** button, revealing the saved search criteria.

SAHARA SUMMARY REPORT

The screen will then change to reveal the **Account Reconciliation Summary Report**. To create the report, you will need to populate the following fields:

- REQUIRED: Business Unit field will be pre-populated with **UTRGV**
- REQUIRED: **Fiscal Year**
- REQUIRED: **Accounting Period** or check the **All Periods**
- OPTIONAL: Department From & Department To
- OPTIONAL: Cost Center/Project From & Cost Center/Project To
- OPTIONAL: CC Owner ID (Manager Employee ID Number)
- OPTIONAL: Reconciler ID (Reconciler Employee ID Number)
- OPTIONAL: Reconciliation Status (Y or N)
- OPTIONAL: Approved Status (Y or N)

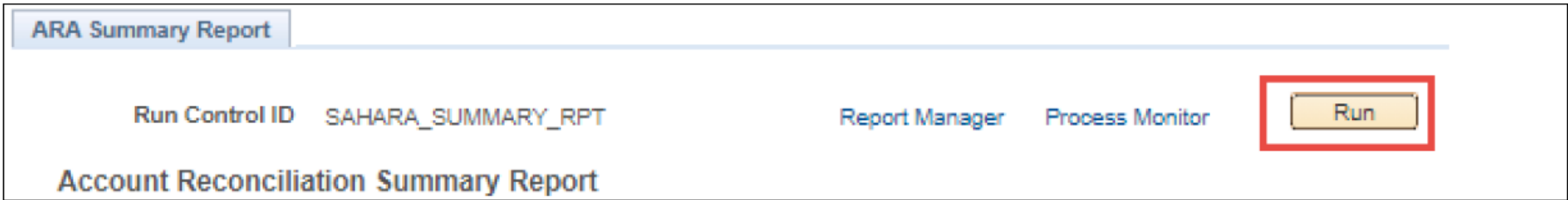
The screenshot displays the 'ARA Summary Report' interface. At the top, there's a tab labeled 'ARA Summary Report'. Below it, the 'Run Control ID' is 'SAHARA_SUMMARY_RPT', and there are links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. The main title is 'Account Reconciliation Summary Report'. A 'Search Filter' section is highlighted with a red box, containing fields for '*Business Unit' (pre-filled with 'UTRGV'), 'Fiscal Year' (pre-filled with '2022'), 'Accounting Period' (with a dropdown arrow), and an 'All Periods' checkbox. Below this, a blue box highlights a group of optional fields: 'Department From', 'Department To', 'Cost Center/Project From', 'Cost Center/Project To', and 'CC Owner ID'. Another blue box highlights the 'Reconciler ID', 'Reconciliation Status', and 'Approved Status' fields. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

SAHARA SUMMARY REPORT

Once you have made your selection(s) click on **Save** button.



Next click on the **Run** button (upper right side)



SAHARA SUMMARY REPORT

A pop-up window will appear. As there is only one option click on the **OK** button

Process Scheduler Request

User ID

Run Control ID SAHARA_SUMMARY_RPT

Server Name

Run Date 01/19/2022

Recurrence

Run Time 10:47:17AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UTZ_ARA_SMRT	UTZ_ARA_SMRT	Application Engine	Web	TXT	Distribution

OK

Cancel

SAHARA SUMMARY REPORT

The pop-up will disappear. Next, click on the **Process Monitor** link (just to the left of Run button)

ARA Summary Report

Run Control ID

SAHARA_SUMMARY_RPT

Report Manager

Process Monitor

Run

Account Reconciliation Summary Report

The screen will then change, periodically click on the **Refresh** button, and monitor the **Run Status & Distribution Status** columns until you see Success and Posted, respectively. Click on the link: **Report Manager**

Process List

Server List

View Process Request For

User ID

6001136413

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

1-12 of 12

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1843890		Application Engine	UTZ_ARA_SMRT		01/19/2022 10:47:17AM CST	Success	Posted	Details

SAHARA SUMMARY REPORT

On the new screen changes, click on the **Administration** tab. In the Report List section (center of screen) look for and click on UTZ_ARA_SMRT in the Description field. This will begin the downloading of the file titled: ARA_SUMMARY_REPORT.csv

ListExplorerAdministrationArchives

View Reports For

User ID

Type

Last

Days

Refresh

Status

Folder

Instance

to

Report List

1-16 of 16

View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2050668	1843890	UTZ_ARA_SMRT	01/19/2022 10:48:11AM	Text Files (*.txt)	Posted	Details

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SAHARA SUMMARY REPORT

The **ARA_SUMMARY_REPORT.csv** file will open using Microsoft Excel. Based on criteria entered, the Search Result will return requested information. The file content depicts:

- a. **N**: Pending reconciliation/Approval
- b. **Y**: Reconciled/Approved
- c. **--**: Reconciliation not required

Columns A-F will show the cost center/project detail

A	B	C	D	E	F
Business Unit	Fiscal Year	Cost Centr	CC/Project Descr	CC/Project Owner	Department

Columns G-R will show the reconciler status

G	H	I	J	K	L	M	N	O	P	Q	R
Reconciled Period1	Reconciled Period2	Reconciled Period3	Reconciled Period4	Reconciled Period5	Reconciled Period6	Reconciled Period7	Reconciled Period8	Reconciled Period9	Reconciled Period10	Reconciled Period11	Reconciled Period12
--	--	Y	Y	N	N	N	N	N	N	N	N

Columns S-AD will show the managers approval status

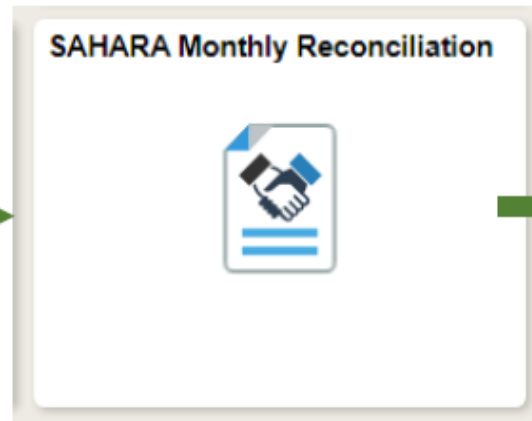
T	U	V	W	X	Y	Z	AA	AB	AC	AD
Approved Period2	Approved Period3	Approved Period4	Approved Period5	Approved Period6	Approved Period7	Approved Period8	Approved Period9	Approved Period10	Approved Period11	Approved Period12
--	Y	Y	N	N	N	N	N	N	N	N

TRACK FLAGGED ITEMS

▼ Employee Self Service



▼ Accounting & Financial Reports



Track Flagged Items

Business Unit: Fiscal Year: Department From: Department To: Cost Center/Project From: Cost Center/Project To: Flagged by Net ID: Search

Actuals

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description
1			Cost Center/Project							

Budget

Flag	Year	Period	Cost Center/Project	Account	Department	Trans ID	Trans Date	Trans Line	Journal ID	Ledger Group	Budget Entry Type	Account Description
1			Cost Center/Project									

Encumbrance

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Line Description	Description
1			Cost Center/Project								

Navigate -
Peoplesoft >
Employee Self Service >
Accounting & Financial Reports >
SAHARA Monthly Reconciliation >
Monitor >
Track Flagged Items

TRACK FLAGGED ITEMS

Flagged Items Field Reference

Business Unit

Fiscal Year

Department From Department To

Cost Center/Project From Cost Center/Project To

Flagged by Net ID

Actuals

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Description	
1		2020	12	5300000109	53201	420320	HR Payroll	4100157446	2020-08-31	Rajes	

Budget

Flag	Year	Period	Cost Center/Project	Account	Department	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account Description
1		2020	5	21000242	A1000	410605	0000668205	01/29/2020	2	0000025967	OPE	Xfer Orig. Staff Salaries

Encumbrance

Flag	Year	Period	Cost Center/Project	Account	Department	Source Name	Document ID	Date	Vendor/Employee Name	Line Description	Description	
1		2020	3	31000311	A4000	410530	Voucher	V000048015				FY20 (9/1/19 - 8/31/20) 368

- Business Unit: **UTRGV**
- Fiscal Year: (i.e. 2020)
- **Cost Center or Department ID (not both)**
- or leave CC & Dept fields blank

Click **Search** – YTD results will appear below

Scroll to the Right



TRACK FLAGGED ITEMS

Last Five (5) columns contain flagging information

1. Reconciler Comments
2. Approver Comments
3. Flagged by NetID (EIN)
4. Flagged by User
5. Flag Date/Time

Personalize Find View All First 1 of 1 Last						
	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
- 10060 -	\$-274.00		06/07: adding comments on this flagged item			06/07/21 3:12PM

Personalize Find View All First 1 of 1 Last						
tion	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
	\$8,750.00		06/07: adding comments to this flagged items			06/07/21 3:13PM

Personalize Find View All First 1 of 1 Last						
	Amount	Reconciler Comments	Approver Comments	Flagged by NetID	Flagged by User	Flag Date/Time
19 - 8/31/20) 368E E	\$-88.69	06/07: adding comments to this flagged items as reconciler			Di	06/07/21 3:14PM

Contact Us:

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WWW: <https://www.utrgv.edu/finance-and-fiscal-reporting/departments/accounting-and-reporting/index.htm>



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