



SAHARA

Account Reconciliation
Application



Agenda



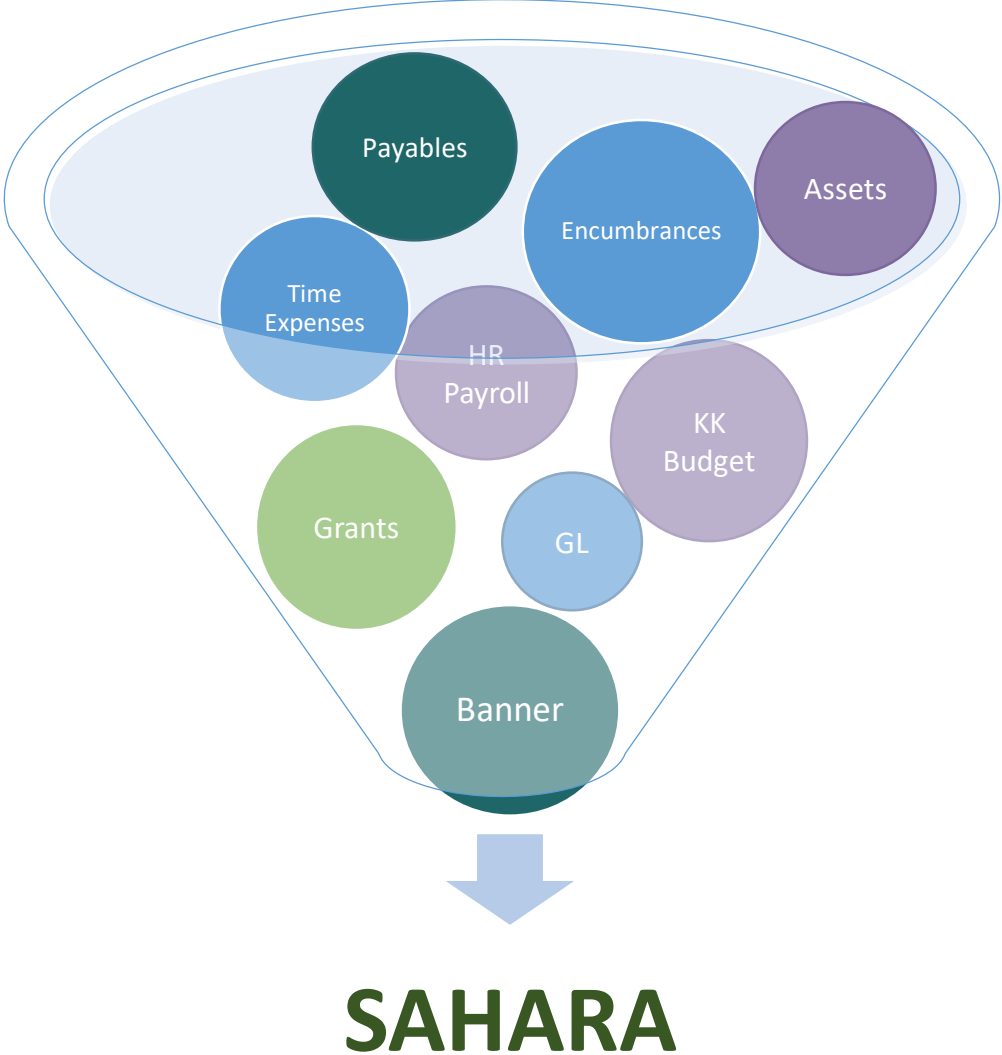
- SAHARA Overview
- Business Process
- Roles & Responsibilities
- Account Reconciliation
- Why Reconcile?
- Retaining Documentation
- How to Reconcile Accounts
- Adding Attachments
- Checklist
- Demo- Reconciler Process
- Questions

SAHARA Overview

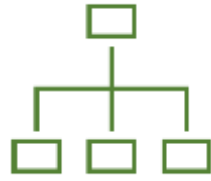


- Reconciliations are required to be completed on a monthly basis. Required in order for Annual Certification to take place.
- Maintain supporting documentation.
- Signature acknowledgement (online).
 - Reconcilers
 - Account Owners
- The University of Texas System
 - UTS 142.1 Policy on the Annual Financial Report: “Certification of Financial Responsibility”
 - Link: <https://www.utsystem.edu/sites/policy-library/policies/uts-1421-policy-annual-financial-report>
- The University of Texas at El Paso
 - Handbook of Operating Procedures (HOP);
 - Section VII, Financial Services, Chapter 5
 - Link: <https://www.utep.edu/hoop/section-7/ch-5.html>
 - VPBA: Business Process Guidelines:
 - Budget and Financial Accounting> Account Review
 - Link: <https://www.utep.edu/vpba/business-process-guidelines/budget-and-financial-accounting/account-review.html>

SAHARA Overview



Business Process



Monthly



SAHARA Roles & Responsibilities



	Cost Center	Capital Project	Sponsored Projects
Reviews transactions (Reconciler)	●	●	●
Gathers supporting documentation (Reconciler)	●	●	●
Reconciles accounts (Reconciler)	●	●	●
Account owners review and approve reconciliations (Approver)	●	●	●



Account Reconciliation

- Reconciling is comparing information from two separate sources and providing explanations for any differences.
- For departmental purposes, this consists of comparing the supporting documentation retained by the department to the information recorded in the PeopleSoft SAHARA application.
- The process encompasses two different activities/roles:
 1. Reconcilers – retain the supporting documentation for department Funding Sources & prepare the reconciliation in SAHARA.
 2. Approvers/Account Owners - complete high-level review and approval of reconciliations.

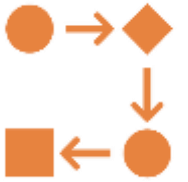


Why Reconcile?

- Monthly reconciliations provide reasonable assurance that transactions are authorized, reasonable, allowable and correct.
- To ensure that unauthorized charges have not occurred to transactions during processing.
- Serve as an internal control to mitigate instances of fraud.
- Examples of fraud:
 - East Central University employee stole \$320K worth of cash and checks by manipulating student accounts and football game receipts.
 - Ex-Yale medical school employee admits to stealing \$40 million in electronics (video below).

<https://youtu.be/8Dp13YWKwhc>

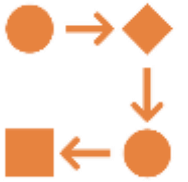
Retaining Documentation



All documentation supporting the reconciliation is required to be uploaded and maintained in SAHARA

- When uploading attachments, name files by category and include supporting documents within each respective file.
- **Note:** *Accessing external system to view supporting documents is not acceptable including Miner Mall, OneDrive, personal files, etc...*

SAHARA Attachments				
Business Unit: UTEP1		Cost Center: 19091234	Department: 512345	
Details				
File Name	Description	User ID	Name	
Salaries.xlsx	<input type="text"/>	6001001003	Gibbs, Joshamee	
Salaries_Payroll_Query.xlsx	<input type="text"/>	6001001003	Gibbs, Joshamee	
Wages-Timesheets.docx	<input type="text"/>	6001001003	Gibbs, Joshamee	
Operating_Exp.xlsx	<input type="text"/>	6001001003	Gibbs, Joshamee	
Misc_Revenue.xlsx	<input type="text"/>	6001001003	Gibbs, Joshamee	



How to Reconcile Salaries

At a minimum, the department must comply with the following steps:

1. Create and attach spreadsheet comparing salary balances and headcounts for both current and prior periods, based on the SAHARA reconciliation reports.
2. Attach screen shots of prior month and current month Salaries from SAHARA reconciliation (required even if there is no change from month to month, as evidence of review).
3. **Sponsored Projects:** run query **UTE_BUDGET_TRANS_PAYROL_W_GRNT** and compare current and prior period salaries. Review accounts such as Classified, Student, Research Assistant salaries. Query is a required attachment.
4. For differences, attach supporting documentation explaining difference, such as:
 - Appointment Actions Request e-Form
 - HR Separation / Retirement e-Form
 - Additional Pay Request
 - Supplemental Authorization Request (SAR)



Reconciling Salaries in SAHARA

Employee Self Service 1 of 12

- Analytics & Reporting
- Workforce Administrator
- Accounting & Financial Reports**
- Commitment Control
- Procurement Operations

Financial Delegations

My News Content

Performance

Next Due Date **03/31/2022**

Benefits Summary

eForms

My Reports

ORACLE
PEOPLESOFT

Financial Approvals

1

HRMS Approvals

8

UTEP Careers

Personal Details

Talent Profile



Reconciling Salaries in SAHARA

Accounting & Financial Reports ▾ < 5 of 12 >

<p>Journal Inquiry</p>	<p>GL Reporting</p>	<p>SAHARA Account Reconciliation</p>
<p>GL WorkCenter</p>	<p>Budgets Overview</p>	<p>SAHARA Monthly Reconciliation</p>

Reconciler Tile

Reconciling Salaries in SAHARA

The Account Reconciliation Search Page will be displayed.

1. Enter details in the **Search Criteria**.
2. Click **Search**.
3. Click on the **Cost Center/Project**.

Search Page

Account Reconciliation

ARA - Multiple CC /PRJ Approval Page

Search Criteria

*Business Unit: UTEP1
*Year: 2022
*Period: 7
Department:
Cost Center/Project: 19012345

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

Search

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
19012345	PEOPLESOFT	Jones, Davy	Costcenter	2022	7	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	2,720.68	53,011.60	0.00	0.00	4,693.50

PeopleSoft Tips

- Reconciliation Status indicates whether period has been reconciled/approved.

Reconciling Salaries in SAHARA

Salary GL Account will appear:

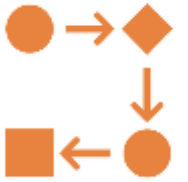
Account											Find	View 1	First	1-8 of 8	Last	
Account	51101	SW Admin Prof	Source	HR Payroll	Acctg Def Name	HR Payroll Definition					Account Subtotal	\$22,790.17				
Reviewed	<input type="checkbox"/>	Review Date														

Personalize Find View All											First	1-12 of 12	Last	
Details	Journal Info	Key Values												
	Flag	Employee ID	Employee Name	Position	Job Code	Pay End Date	Trans Type	Trans Code	Paycheck Number	Monetary Amount				
1		6001001002	Turner, Will	Assistant Director	10404	07/31/2022			2100611704	\$1,500.00				
2		6001001003	Gibbs, Joshamee	Coordinator	10407	07/31/2022			2100611706	\$171.37				
3		6001001002	Turner, Will	Assistant Director	10404	07/31/2022			2100611704	\$250.00				
4		6001001001	Jones, Davy	Assistant VP and D	10205	07/31/2022			2100611702	\$438.17				

When reconciling:

1. Compare salary balances for both current and prior periods
2. If differences, research and attach supporting documents

Faculty and Staff Reconciliation: Salary and Headcount



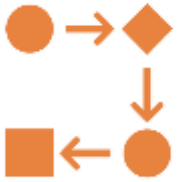
	(A) Current Month's Salaries	(B) Prior Month's Salaries	Variance (A) - (B)	Variance Explanation	Did you attach supporting documentation?
Faculty			\$ -		
TAs, GAs			\$ -		
Staff			\$ -		
Total	\$ -	\$ -	\$ -		

	(A) Current Month's Headcount	(B) Prior Month's Headcount	Variance (A) - (B)	Variance Explanation	Did you attach supporting documentation?
Faculty			0		
TAs, GAs			0		
Staff			0		
Total	0	0	0		

Note: Month to month comparison is required for all periods. In the case of Period 1 (September), comparison is required against August from the previous fiscal year. For variances related to Merit Increases, include comment "This month's variance is due to merit increases approved by the University".

Sponsored Projects: Payroll Query Navigation

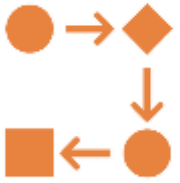
Run query `UTE_BUDGET_TRANS_PAYROL_W_GRNT` to compare current and prior period salaries.



The screenshot displays the Employee Self Service interface. The main dashboard features several tiles: Financial Approvals (12), HRMS Approvals (0), UTEP Careers, My Reports, Delegations, Payroll and Compensation, Personal Details, and Talent Profile. A sidebar on the right contains the NavBar with options for HRMS Approvals, Financial Approvals, Recently Visited, Favorites, and Menu. Below the main dashboard, a detailed view of the NavBar: Menu is shown, with the breadcrumb path: Menu > Financials > Reporting Tools. The 'Query' option is selected, and the 'Query Viewer' option is highlighted.

From the PeopleSoft main page:

1. Click **NavBar**.
2. Click **Menu**.
3. Click **Financials**.
4. Click **Reporting Tools**.
5. Click **Query**.
6. Click **Query Viewer**.



Sponsored Projects: Payroll Query Navigation

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values. 7

8 *Search By begins with 7

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UTE_BUDGET_TRANS_PAYROL_W_GRNT	Dept Bdgt Payroll Exp	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

10 9

UTE_BUDGET_TRANS_PAYROL_W_GRNT - Dept Bdgt Payroll Exp

Enter Department Number 11

Cost Centr

Project

Budget Year (YYYY)

Budget Period (MM) From

Budget Period (MM) To

12

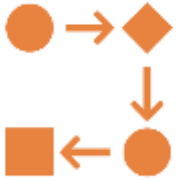
- From the **Query Viewer** page:
- 7. Enter query name.
 - 8. Click **Search**.
 - 9. Click **Favorite** (to add to Favorites).
 - 10. Click **Excel** (report will download to Excel).
 - 11. Enter Search Criteria
 - 12. Click **View Results**.

Sponsored Projects: Payroll Query Output

UTE_BUDGET_TRANS_PAYROL_W_GRNT

Grant Budget	Dept	Account	Fund	Function	PC Bus Uni	Project	Budget	Year	Budget	Posted Transaction	Document	Reference	Account Name
G6030	750400	51201	5100	200	UTESP	2269999999A	2022	2022	8	-1950.00	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	51201 - SW Classified
G6040	750400	54204	5100	200	UTESP	2269999999A	2022	2022	8	-2444.46	Payroll	Ref Jnl# HPY0616450 Check# 2100591970 Employee ID# 6009999991 - Dion, Celine	54204 - SW Research Assistant
G6040	750400	54204	5100	200	UTESP	2269999999A	2022	2022	8	-1347.73	Payroll	Ref Jnl# HPY0616450 Check# 2100591976 Employee ID# 6009999992 - Miller, Glenn	54204 - SW Research Assistant
G6040	750400	54204	5100	200	UTESP	2269999999A	2022	2022	8	-1083.33	Payroll	Ref Jnl# HPY0616450 Check# 2100592091 Employee ID# 6009999993 - Knight, Gladys	54204 - SW Research Assistant
G6030	750400	54402	5100	200	UTESP	2269999999A	2022	2022	8	-20.00	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	54402 - Longevity Pay
G6050	750400	57103	5100	200	UTESP	2269999999A	2022	2022	8	-329.75	Payroll	Ref Jnl# HPY0616450 Check# 2100591970 Employee ID# 6009999991 - Dion, Celine	57103 - Prem Share Active - HEGI
G6050	750400	57103	5100	200	UTESP	2269999999A	2022	2022	8	-164.89	Payroll	Ref Jnl# HPY0616450 Check# 2100592091 Employee ID# 6009999993 - Knight, Gladys	57103 - Prem Share Active - HEGI
G6050	750400	57302	5100	200	UTESP	2269999999A	2022	2022	8	-150.71	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	57302 - OASI Employer Match
G6050	750400	57501	5100	200	UTESP	2269999999A	2022	2022	8	-152.68	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	57501 - Teacher Retirement Match
G6050	750400	57603	5100	200	UTESP	2269999999A	2022	2022	8	-29.55	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	57603 - VSL Assessment
G6050	750400	57701	5100	200	UTESP	2269999999A	2022	2022	8	-4.40	Payroll	Ref Jnl# HPY0616450 Check# 2100591970 Employee ID# 6009999991 - Dion, Celine	57701 - Workers Compensation
G6050	750400	57701	5100	200	UTESP	2269999999A	2022	2022	8	-2.43	Payroll	Ref Jnl# HPY0616450 Check# 2100591976 Employee ID# 6009999992 - Miller, Glenn	57701 - Workers Compensation
G6050	750400	57701	5100	200	UTESP	2269999999A	2022	2022	8	-1.93	Payroll	Ref Jnl# HPY0616450 Check# 2100592091 Employee ID# 6009999993 - Knight, Gladys	57701 - Workers Compensation
G6050	750400	57701	5100	200	UTESP	2269999999A	2022	2022	8	-3.55	Payroll	Ref Jnl# HPY0616450 Check# 2100592818 Employee ID# 6009999990 - Sinatra, Frank	57701 - Workers Compensation

Query is used for Sponsored Projects to compare current & prior period salaries. This is a required attachment.



How to Reconcile Wages

At a minimum, the department must comply with the following steps:

1. Attach PeopleSoft Timesheet screen shot to verify total hours. All Timesheets for different employees can be attached in one file in SAHARA.
2. Calculate pay (Hours x Rate).
3. Confirm wage expense calculated (in spreadsheet) matches the expensed amount in the SAHARA Account Reconciliation screen.
4. Investigate any differences and attach supporting documentation to confirm differences.

Note: If Timekeeper submits timesheet on behalf of the employee, a Time Record Form is required to attach.

PeopleSoft - Timesheets

Time and Labor Administration

Timesheet

Teague, Edward
Undergraduate Assistant II

Manager Name Diana Espino

[Actions](#)

Employee ID 6001596447 FTE 0.475000

Empl Record 0 Empl Type Hourly

Empl Class Student

Earliest Change Date 09/01/2022 FLSA Status Nonexempt

PeopleSoft Tips

- You can also use the **Print Timesheet** option to display Timesheet in PDF format.

Select Another Timesheet

*View By Calendar Period

*Date 08/01/2022

[Previous Period](#) [Next Period](#)

[Previous Employee](#) [Next Employee](#)

[Print Timesheet](#) [Elapsed Timesheet](#)

Reported Hours 46.00

From 08/01/2022 to 08/15/2022

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Date		
<input type="text"/>	Mon	8/1	Approved	11:00:00AM	3:00:00PM	4.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/1	+	-
<input type="text"/>	Tue	8/2	Approved	11:00:00AM	4:00:00PM	5.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/2	+	-
<input type="text"/>	Wed	8/3	Approved	11:00:00AM	3:00:00PM	4.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/3	+	-
<input type="text"/>	Thu	8/4	Approved	11:00:00AM	3:00:00PM	4.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/4	+	-
<input type="text"/>	Fri	8/5	Approved	11:00:00AM	2:00:00PM	3.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/5	+	-
<input type="text"/>	Sat	8/6	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	PSNONCATSK	8/6	+	-
<input type="text"/>	Sun	8/7	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	PSNONCATSK	8/7	+	-
<input type="text"/>	Mon	8/8	Approved	11:00:00AM	3:30:00PM	4.50	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/8	+	-
<input type="text"/>	Tue	8/9	Approved	11:00:00AM	3:00:00PM	4.00	<input type="text"/>	<input type="text"/>	PSNONCATSK	8/9	+	-

Reconciling Wages in SAHARA

The Account Reconciliation Search Page will be displayed.

1. Enter details in the **Search Criteria**.
2. Click **Search**.
3. Click on the **Cost Center/Project**.

Search Page

Account Reconciliation

ARA - Multiple CC /PRJ Approval Page

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	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
19012345	PEOPLESOFT	Jones, Davy	Costcenter	2022	7	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	2,720.68	53,011.60	0.00	0.00	4,693.50

PeopleSoft Tips

- Reconciliation Status indicates whether period has been reconciled/approved.

Reconciling Wages in SAHARA

Wage GL Account will appear:

Account Find | View 1 First 1-7 of 7 Last

Account	53201	SW Student	Source	HR Payroll	Acctg Def Name	HR Payroll Definition
Reviewed	<input type="checkbox"/>	Review Date			Account Subtotal	\$1,245.21

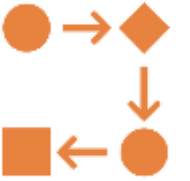
Personalize | Find | View All | First 1-4 of 4 Last

Details	Journal Info	Key Values								
	Flag	Employee ID	Employee Name	Position	Job Code	Pay End Date	Trans Type	Trans Code	Paycheck Number	Monetary Amount
1			6001001006	Teague, Edward	Undergraduate Assi	10072	07/15/2022		.111111111	\$380.63
2			6001001005	Sparrow, Jack	Undergraduate Assi	10072	07/15/2022		.111111111	\$248.32
3			6001001005	Sparrow, Jack	Undergraduate Assi	10072	07/31/2022		.111111111	\$275.50
4			6001001006	Teague, Edward	Undergraduate Assi	10072	07/31/2022		.111111111	\$340.76

When reconciling:

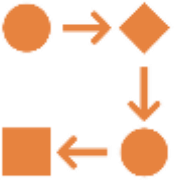
1. Calculate pay (Hours x Rate)
2. Confirm calculated amount matches the expensed amount in SAHARA
3. Research any differences and contact Payroll of findings

Student Reconciliation: Wages and Headcount



	Number of Employees	Wages paid current month	Verify calculation (hours worked x rate)	Did you attach supporting documentation (timesheets, rate per hours)?
Student		\$ -	\$ -	
Other non-staff		\$ -	\$ -	
Total		\$ -	\$ -	

Fringe Benefits



- No supporting documentation required.
- Verify there is little fluctuation between months. Large variations may indicate there's a problem.
- Changes in headcount and/or salaries may explain these variances.
- Notify the Budget Office of any unexplained discrepancies in excess of 5%.

Operating Expenses

- The SAHARA module allows reconcilers to drill down on Travel and Non-Travel Expense reports & for Non-PO Vouchers and Invoices.

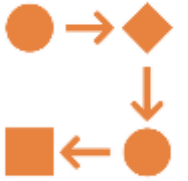
When reconciling:

1. Confirm drill-down matches amount in SAHARA. If the drill down provides sufficient backup, there is no need to attach additional documentation
- 2. After reviewing the expense, make sure to check the “Reviewed” box**

The screenshot displays the SAHARA interface for reviewing an expense. At the top, the account information is shown: Account 67645, Registration Fees Employee, Source Accounts Payable, Acctg Def Name Payables Definition, and Account Subtotal \$125.00. A red box highlights the 'Reviewed' checkbox and 'Review Date' field, with a circled '2' next to it. Below this is a 'Details' section with a table of invoice information. The table has columns for Flag, Invoice ID, Invoice Date, Due Date, Voucher ID, Voucher Line Descr, Vendor Name, Customer Name, PO #, PO Descr, and Monetary Amount. The first row shows a flag, Invoice ID 5567090001973564_0, Invoice Date 2022-04-12, Due Date 2022-04-12, Voucher ID 00134940, Voucher Line Descr WESTERN ASSOCIATIO, Vendor Name CITIBANK NA, and Monetary Amount \$125.00. A red box highlights the 'Monetary Amount' column, with a circled '1' next to it. Navigation controls like 'Personalize', 'Find', 'View All', and '1 of 1' are visible at the bottom right.

Account	67645	Registration Fees Employee	Source	Accounts Payable	Acctg Def Name	Payables Definition					
Reviewed	<input checked="" type="checkbox"/>	Review Date	05/12/22 11:12:25AM	Account Subtotal	\$125.00						
Details											
Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount	
1	5567090001973564_0	2022-04-12	2022-04-12	00134940	WESTERN ASSOCIATIO	CITIBANK NA				\$125.00	

Operating Expenses



The drill-down in some GL accounts may not give the reconciler all the necessary backup. In this case, the reconciler will need to attach documentation and ***match*** the expense amounts in the SAHARA .

Expense Type	Reconciliation Steps
ProCard Transactions	<ol style="list-style-type: none">1. Attach approved monthly ProCard Summary log.2. Individual receipts should be maintained within the CitiBank ProCard reconciliation.
Miner Mall Transactions (PO Voucher)	<ol style="list-style-type: none">1. Attach invoices and/or receipts from vendors.2. All invoices/receipts for the period can be attached in one file in SAHARA.
Scholarships (Banner)	<ol style="list-style-type: none">1. Attach query UTE_DEPT_RECON_BANNER_COSTCTR (Cost Centers).2. Attach query UTE_DEPT_RECON_BANNER_PROJECT (Sponsored Projects).3. Attach internal reconciled worksheet(s).4. Review and validate student's names are correct.

Operating Expenses - Inter-Department Transfers (IDTs)

The reconciler will need to attach supporting documentation and match the expensed amounts in SAHARA for any SC028 Journal types.

IDT Type	Reconciliation Steps
Facility Service Work Orders	<ol style="list-style-type: none">1. Go to Facilities website https://tma.utep.edu/servicedesk to access workorders/invoices for amounts expensed.2. Attach invoice/bill that details the service provided and amounts charged.
Long Distance Log	<ol style="list-style-type: none">1. Attach long distance logs detailing phone calls charged to your department.2. Email ITBilling@utep.edu for supporting documentation if logs are not available in your department.
HR Criminal Background Checks	<ol style="list-style-type: none">1. Attach screenshot of the completed Background Check Request form.2. Contact HR to obtain supporting documentation if not available in your department.
Sodexo	<ol style="list-style-type: none">1. Attach Sodexo invoice

Use query UTE_DEPT_RECON_IDT_COSTCTR (Cost Centers) or UTE_DEPT_RECON_IDT_PROJECT (Sponsored Projects) for additional detail on transactions.

Reconciling Operating Expenses in SAHARA

Search Page

Account Reconciliation

ARA - Multiple CC /PRJ Approval Page

Search Criteria

*Business Unit: UTEP1
*Year: 2022
*Period: 7
Department:
Cost Center/Project: 19012345

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

Search

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
19012345	PEOPLESOFT	Jones, Davy	Costcenter	2022	7	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	2,720.68	53,011.60	0.00	0.00	4,693.50

The Account Reconciliation Search Page will be displayed.

1. Enter details in the **Search Criteria**.
2. Click **Search**.
3. Click on the **Cost Center/Project**.

PeopleSoft Tips

- Reconciliation Status indicates whether period has been reconciled/approved.

Reconciling Operating Expenses in SAHARA

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

Header Details

Cost Center	19080000	Description	TECHNOLOGY FEE INCOME	Owner	Hernandez,Luis E	Department	500000	VP for Information Resources
Projects		Start Date		End Date		Accounting Period	7	Fiscal Year 2022

Expense Summary			Revenue Summary		
Revised Expense Budget	4	\$8,323,414.68	Revised Revenue Budget	5	\$14,091,328.00
Year To Date Actuals Expense		\$13,833,029.39	Year To Date Actuals Revenue		\$12,184,539.60
Project To Date Actuals Expense		\$13,833,029.39	Project To Date Actuals Revenue		\$12,184,539.60
Encumbrance Total		\$22,189.50	Revenue Budget Balance		\$1,906,788.40
Available Expense Budget		\$-5,531,804.21			

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 _____ Reconciled Oprid _____

Comments

Reconciler Comments



Approver Comments

6

Revenue for the period	\$2,720.68	Expenses for the Period	\$53,011.60
------------------------	------------	-------------------------	-------------

4. **Expense Summary:** YTD Actuals Expense (Fiscal YTD – 2020). PTD Actuals Expense (Project to Date – Inception)
5. **Revenue Summary:** YTD Actuals Revenue (Fiscal YTD – 2020). PTD Actuals Revenue (Project to Date – Inception).
6. **Revenue / Expenses for the Period:** Month to Date activity

Reconciling Operating Expenses in SAHARA-Download

Search Page | Approval Page | Budget Information | **Actuals Reconciliation** | Encumbrance Information | **Download Actuals** | Personalize | Find | View 100 |  | 

Header Details

Cost Center 19080000 Description TECHNOLOGY FEE INCOME Owner Hernandez, L **7** Department 500000 VP **8** Information Resources
 Projects Start Date End Date Accounting Period 7 Fiscal Year 2022

Expense Summary		Revenue Summary	
Revised Expense Budget	\$8,323,414.68	Revised Revenue Budget	\$14,091,328.00
Year To Date Actuals Expense	\$13,833,029.39	Year To Date Actuals Revenue	\$12,184,539.60
Project To Date Actuals Expense	\$13,833,029.39	Project To Date Actuals Revenue	\$12,184,539.60
Encumbrance Total	\$22,189.50	Revenue Budget Balance	\$1,906,788.40
Available Expense Budget	\$-5,531,804.21		

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 _____ Reconciled Oprid _____

Comments

Reconciler Comments

Approver Comments

[Attachments](#)

Revenue for the period \$2,720.68 Expenses for the Period \$53,011.60

7. Download Actuals.
8. Download to Excel.

Reconciling Operating Expenses in SAHARA-Download

Fiscal Year	Accounting Period	Account	Department	Cost Center	Source	Monetary Amount	User Char 3	Exp Doc ID	Journal ID
		3141	500000	19080000	AP	12,659.00	MM295546		
		3822	500000	19080000	AP	1,500.00	MM296208		
		0103	500000	19080000	AP	865.50	0099867		
		3822	500000	19080000	AP	5,770.00	0098585		
		7645	500000	19080000	EX	300.00		232718	
2022	7	63004	500000	19080000	EX	81.42		234483	
2022	7	62102	500000	19080000	EX	11.60		235748	
2022	7	67707	500000	19080000	IDT	16.04			SC028FS001
2022	7	67707	500000	19080000	IDT	24.06			SC028HR001
2022	7	63632	500000	19080000	IDT	75.00			SC028SOD01

9

10

11

Place filters on all Headers. To see all documents, sort (A-Z) by:
 9. **User Char 3** (Vouchers).
 10. **Exp Doc ID** (Expense Reports).
 11. **Journal ID** (Journals)

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

Reconciling Operating Expenses in SAHARA-Download

- 12. Cross check by filtering on **Account** column.
- 13. Verify total to SAHARA reconciliation GL Account #.

12

Fiscal Year	Accounting Period	Cost Center	Account	Department	Monetary Amount	Exp Line Descr	Exp Doc ID
2020	2	19080028	62106	506000	145.00	Lodging	23581
2020	2	19080028	62106	506000	61.00	Meals	23581
2020	2	19080028	62106	506000	45.75	Meals	235818
2020	2	19080028	62106	506000	61.00	Meals	235818
2020	2	19080028	62106	506000	61.00	Meals	235818
2020	2	19080028	62106	506000	45.75	Meals	235818
2020	2	19080028	62106	506000	145.00	Lodging	235818
2020	2	19080028	62106	506000	135.50	Lodg	235818
2020	2	19080028	62106	506000	61.00	Meals	236010
2020	2	19080028	62106	506000	45.75	Meals	236010
2020	2	19080028	62106	506000	61.00	Meals	236010
2020	2	19080028	62106	609000	135.50	Lodging Over Per D	236010
2020	2	19080028	62106	506000	145.00	Lodging	236010
2020	2	19080028	62106	506000	61.00	Meals	236010
2020	2	19080028	62106	506000	45.75	Meals	236010
2020	2	19080028	62106	609000	145.00	Lodging	236010
					1,400.00		

13

Reconciling Operating Expenses in SAHARA

14. **Review** by GL Account number.
15. **Review** Subtotal.
16. **Review** Amounts
17. **Once Reviewed**, click "Reviewed" box

Account 62106 Trvl In St Meals_Lodging

Reviewed Review Date

Acctg Def Name Expenses Definition

Account Subtotal \$1,400.00

17

Flag	Expenses Document ID	Emplid	Employee Name	Approval Date	Sheet Name	Expense Type	Merchant	Line Descr	Monetary Amount
1	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
2	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
3	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Over Per Diem Lodg	\$135.50
4	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
5	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
6	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
7	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
8	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
9	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
10	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
11	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$45.75
12	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
13	0000235818	6001009258	Lugo Nevarez,Hecto	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
14	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00129		Meals	\$61.00
15	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging	\$145.00
16	0000236010	6001012603	Pitcher,Michael T	10/11/2019	Digital Frontiers	TR00127	Staylo	Lodging Over Per D	\$135.50

14

15

17

16

SAHARA – Adding Attachments



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

Header Details

Cost Center	29266260	Description	ATHL-SPORTS MEDICINE	Owner	Sender,James	Department	208000	Athletics	
Projects		Start Date		End Date		Accounting Period	5	Fiscal Year	2021

Month End Expense Summary

Revised Expense Budget	\$803,109.00
YTD Actuals Expense	\$343,002.01
PTD Actuals Expense	\$343,002.01
Encumbrance Total	\$352,243.08
Available Expense Budget	\$107,863.91

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 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
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

Save Comments

1 Attachments

1. Click on Attachments link.

SAHARA – Adding Attachments



SAHARA Attachments

Business Unit UTEP1 Cost Center 29266260 Department 208000 Accounting Period 5 Fiscal Year 2021

Details

File Name	Description	User ID
View		

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment Save Return to Previous Page

File Attachment

Choose File Test Attachment Voucher.docx

Upload Cancel

2 3 4

2. Click **Add Attachment**.
3. Click **Choose File**.
4. Upload file.
5. Select **Save**.
6. Select **Return to Previous Page**.
7. The number of attachments saved will appear.

Details

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

File Name	Description	User ID	Name	Filename	Date/Time Stamp
Test_Attachment_Voucher.docx		6001001003	Gibbs, Joshamee	60011427772021-06-17-11.35.47.688Test_Attachment_Voucher.docx	06/17/2021 11:37:25AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment **Save** Return to Previous Page

Attachments (1)

5 6 7

Reconciling in SAHARA – Adding Comments

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 Department 302350 Special Events
Projects Start Date End Date Accounting Period 2 Fiscal Year 2020

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,646,458.21	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 1

Approver Comments

Save Comments 2

Revenue for the period \$-652,643.56 Expenses for the Period \$32,069.15

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

Details

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	61368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

3

1. Enter general comments under **Reconciler Comments** section (optional).
2. **Save Comments**
3. To leave specific comments on individual accounts, **click** on the **text box icon**.

Reconciling in SAHARA – Adding Flag

Reconciliation Comments

Header Details

Cost Center	29249710	Description	SEUP-ROAD SHOWS AND SPECIAL EV Owner	Department	302350	Special Events	
Projects		Start Date		End Date		Accounting Period	2

► **Chartfields**

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

Reconciler Comments:
Pending receipt

1

2

Save Save and Return to Previous Page

1. **Enter** specific comment under Reconciler Comments.
2. **Save** and **Return**.
3. **Click** on the flag - This allows the account to be "Flagged."

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

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

Details

	Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	<input checked="" type="checkbox"/>	61368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

3

Reconciling in SAHARA – Removing Flag

The screenshot displays the SAHARA interface for reconciling a transaction. The top section shows account details for 'Account 64101 Copying/Printing Services' with a 'Source' of 'Accounts Payable' and an 'Account Subtotal' of '\$406.50'. A table lists transactions, with the first row highlighted and a red flag icon next to it, circled with a '1'. Below the table, a confirmation dialog box is shown, asking 'Are you sure you want to remove this item from your Flagged Items list?' with 'Yes' and 'No' buttons, circled with a '2'. A message box follows, stating 'Please update the comment before un-flagging this transaction.' with an 'OK' button, circled with a '3'. Below the message box, a 'Reconciler Comments' field contains the text 'Received receipt.', circled with a '4'. At the bottom, there are two buttons: 'Save' and 'Save and Return to Previous Page', with the latter circled with a '5'.

Flag	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor Name	Customer Name	PO #	PO Descr	Monetary Amount
1	61368-2020	2019-09-06	2019-09-06	MM231027	ESTIMATE 34691, UT	FASTSIGNS		2020158946	ESTIMATE 34691, UT	\$387.50

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 Flag.
2. Click "Yes" to remove flag.
3. Click "OK"
4. Update or remove comment.
5. Save and Return to Previous Page

Reconciling in SAHARA

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	Department	302350	Special Events	
Projects		Start Date		End Date		Accounting Period	2
						Fiscal Year	2020

Month End Expense Summary		Month End Revenue Summary	
Revised Expense Budget	\$31,646,458.21	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 Valerie Vanessa Sanchez Reconcile Date 04/17/2020 1:56:12PM Reconciled Opid 6001134673

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

Save

1. Once transactions have been reviewed, scroll to top of page (**Reconciliation** section).
2. Click "Reconciliation" box.
3. Save.

Review Checklist

Reviewers should consider the following:

1. Do the transactions appear appropriate for department/University business?
2. Are there any suspicious transactions?
3. Is there documented evidence of review (i.e. the reviewer has noted transactions)?
4. Has the reviewer explained any unrecognized transactions?

Demo

Approver

Things to Know:

1. To access the approval page, select the SAHARA Monthly Reconciliation tile and fill in "Search Criteria."
2. The approval process will be completed by checking the "Approved" box and clicking "Save".

SAHARA Monthly Reconciliation

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

Search Page

Account Reconciliation

Search Criteria

*Business Unit UTEP1

*Year 2020

*Period 1

Department

Cost Center/Project 29249710

Search

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 Department 302350 Special Events

Projects Start Date End Date Accounting Period 1 Fiscal Year 2020

Approval Info

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

Approved Approved By Melody Vasquez Approval Date 04/28/20 12:51:28PM Approver NetID 6001444444

Reconciliation Info

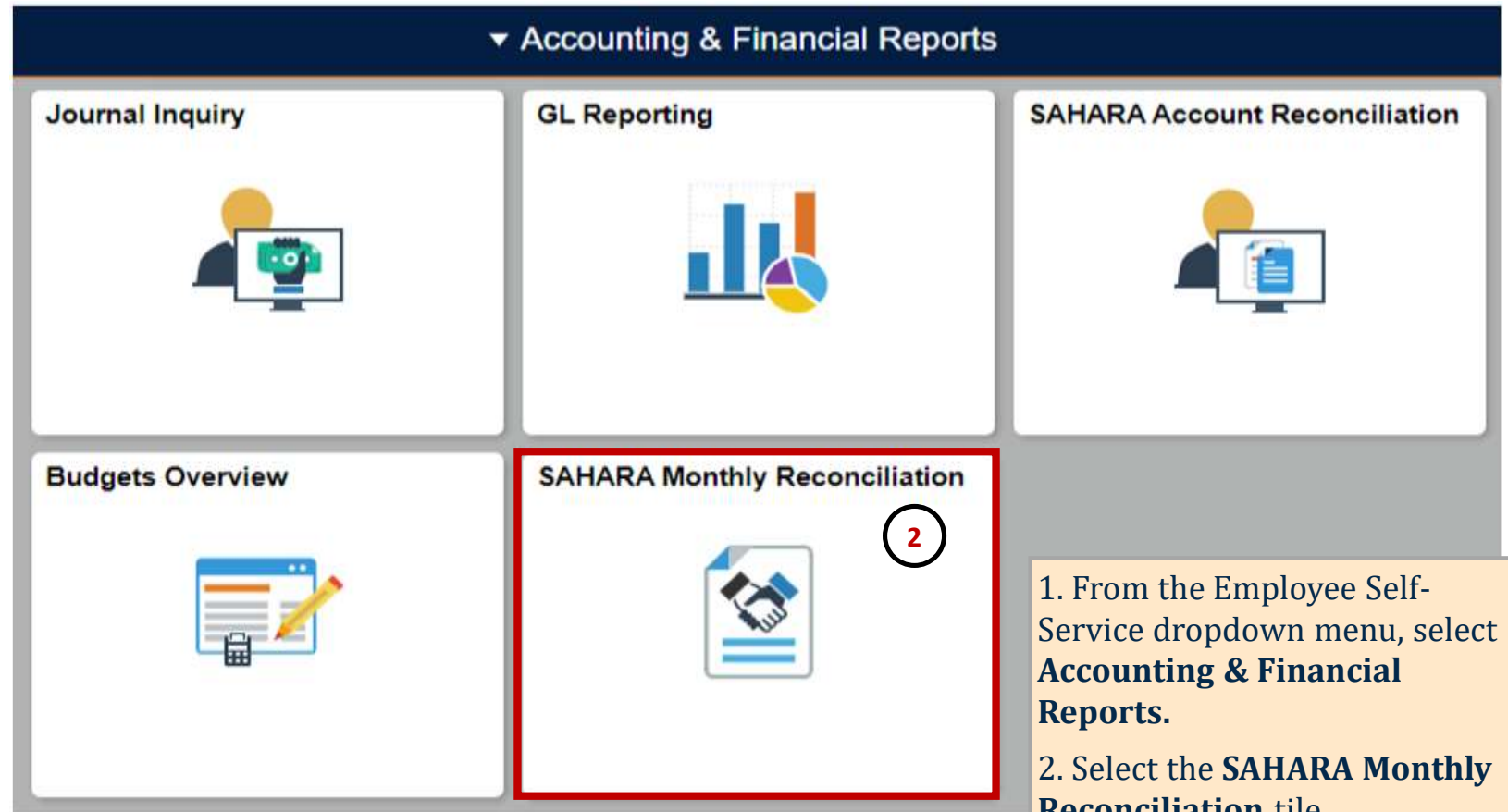
Reconciler Alejandra Torres Reconciliation Date 01/29/20 11:13:25AM Reconciler NetID 6001555555

Net Monthly Activity

Save

SAHARA – ARA Query

Follow the steps below on how to run the ARA Query Report.



1. From the Employee Self-Service dropdown menu, select **Accounting & Financial Reports**.
2. Select the **SAHARA Monthly Reconciliation** tile.



SAHARA – ARA Query

Accounting & Financial Reports

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

ARA Query

Query Viewer

ARA Query

Find an Existing Value | Add a New Value

Run Control ID Name

Add

Find an Existing Value | Add a New Value

3. Click on **Reporting**.
4. Click on **ARA Query**.
5. Click on **Add a New Value**.
6. Enter the name of your query.
7. Click **Add**.



SAHARA – ARA Query

ARA Query

ARA Query

Run Control ID Name

Report Manager

Process Monitor

Run

12

*Business Unit

*Fiscal Year **8**

Acctg Def

Include

Acct Period : *From *To

Dept : From To **9**

Cost Center/Project : From To

Account : From To

Exclude

Field Name	Value		
1 COSTCENTER/PROJECT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

10

Hide Blank Columns

11

8. Enter **Business Unit / Fiscal Year**.
9. Enter **Acct Period, Dept or Cost Center/Project**.
10. Click on **Hide Blank Columns** box.
11. **Save**.
12. **Run**.



SAHARA – ARA Query

Process Scheduler Request [X] Help

User ID 6001142777 Run Control ID Name

Server Name [v] Run Date 12/20/2022 [c]

Recurrence [v] Run Time 12:04:48PM [Reset to Current Date/Time]

Time Zone [v]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	New ARA Extract Actuals Report	UTZ_ARA_NQRY	Application Engine	Web [v]	TXT [v]	Distribution
<input type="checkbox"/>	ARA Extract Actuals	UTZ_ARA_QRY	Application Engine	Web [v]	TXT [v]	Distribution

[OK] [Cancel]

13. Select **New ARA Extract Actuals Report**.

14. Click **OK**.

13

14

SAHARA – ARA Query



ARA Query

Run Control ID Name Report Manager

*Business Unit

*Fiscal Year

Acctg Def

Include

Acct Period : *From *To

Dept : From To

Cost Center/Project : From To

Account : From To

Hide Blank Columns

Exclude

Field Name	Value
1 COSTCENTER/PROJECT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>

16

Process Monitor

Process Instance: 11177387

15

15. **Process Instance #** will appear (*write it down*).

16. Click on **Process Monitor**.

17. Locate your **Instance #**.

18. Verify **Run Status = Success** and **Distribution Status = Posted** (click Refresh to update status).

19. Click on **Report Manager**.

Process List Server List

View Process Request For

User ID Type Last Days

Server Name Instance From To

Run Status Distribution Status Save On Refresh

17

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	11177387		Application Engine	UTZ_ARA_NQRY	6001142777	12/20/2022 12:04:48PM CST	Success	Posted	Details	Actions
<input type="checkbox"/>	11177347		Application Engine	UTZ_ARA_NQRY	6001142777	12/20/2022 11:02:33AM CST	Success	Posted	Details	Actions
<input type="checkbox"/>	11177320		Application Engine	UTZ_ARA_NQRY	6001142777	12/20/2022 10:53:24AM CST	Success	Posted	Details	Actions
<input type="checkbox"/>	11177317		Application Engine	UTZ_ARA_NQRY	6001142777	12/20/2022 10:44:18AM CST	Success	Posted	Details	Actions

18

19

SAHARA – ARA Query



List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize Find View All First 1-4 of 4 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
20	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 12:07PM	12505322	1117738
2	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 11:04AM	12505287	11177347
3	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 10:55AM	12505265	11177320
4	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 10:46AM	12505262	11177317

20. Locate your **Process Instance #** (click on **UTZ_ARA_NQRY** link).

21. Click on **NEW_ARA_DNLD_ACTLS.csv** link.

Report

Report ID 12505322 Process Instance 11177387 [Message Log](#)

Name UTZ_ARA_NQRY Process Type Application Engine

Run Status Success

New ARA Extract Actuals Report

Distribution Details

Distribution Node PS-HTTP Expiration Date 02/03/2023

File List

Name	File Size (bytes)	Datetime Created
AF_UTZ_ARA_NQRY_11177387.log	485	12/20/2022 12:07:28.333447PM CST
NEW_ARA_DNLD_ACTLS.csv	0	12/20/2022 12:07:28.333447PM CST
NEW_ARA_DNLD_ACTLS.log	16	12/20/2022 12:07:28.333447PM CST

21

SAHARA – ARA Query



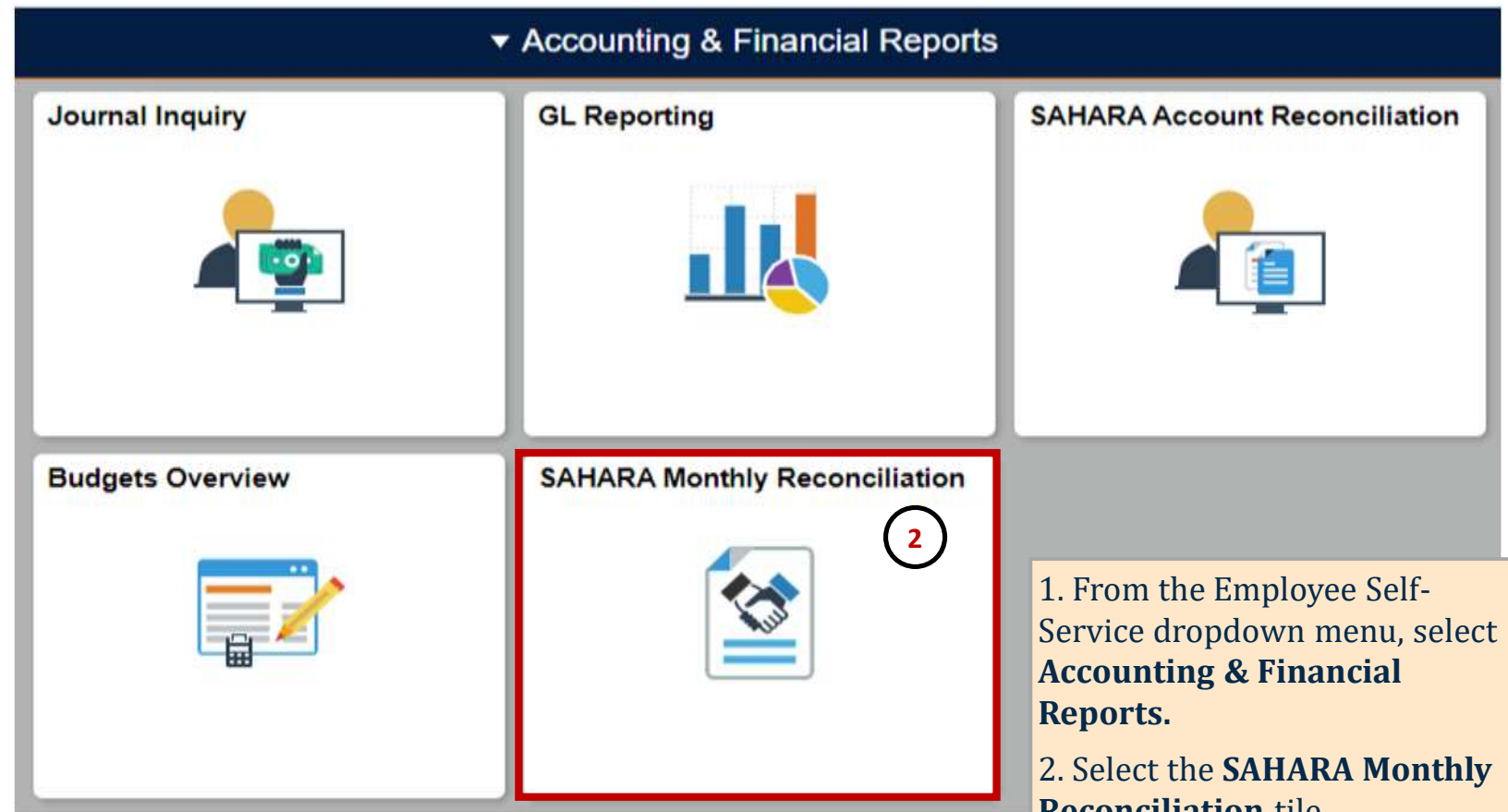
22

Business Unit	Fiscal Year	Accounting Period	Cost Center	CC DESC	Account	Account Desc	Budget Account	Source	Accounting Definition Name	Department	Monetary Amount
UTEP1	2023	1	7654321	Office of Energy	51101	SW Admin Prof	A1000	HR	PAYROLL	123456	1,400.32
UTEP1	2023	1	7654321	Office of Energy	51101	SW Admin Prof	A1000	HR	PAYROLL	123456	450.30
UTEP1	2023	1	7654321	Office of Energy	51101	SW Admin Prof	A1000	HR	PAYROLL	123456	411.00
UTEP1	2023	1	7654321	Office of Energy	53201	SW Student	A1200	HR	PAYROLL	123456	301.33
UTEP1	2023	1	7654321	Office of Energy	53201	SW Student	A1200	HR	PAYROLL	123456	221.00
UTEP1	2023	1	7654321	Office of Energy	53201	SW Student	A1200	HR	PAYROLL	123456	160.52
UTEP1	2023	1	7654321	Office of Energy	53201	SW Student	A1200	HR	PAYROLL	123456	219.85
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	2.05
UTEP1	2023	1	7654321	Office of Energy	54402	Longevity Pay	A3000	HR	PAYROLL	123456	16.00
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	(6.20)
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	0.73
UTEP1	2023	1	7654321	Office of Energy	57603	VSL Assessment	A3000	HR	PAYROLL	123456	49.00
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	3.10
UTEP1	2023	1	7654321	Office of Energy	57101	Prem Share Active Suppl	A3000	HR	PAYROLL	123456	821.44
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	9.30
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	2.17
UTEP1	2023	1	7654321	Office of Energy	57701	Workers Compensation	A3000	HR	PAYROLL	123456	0.49
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	585.66
UTEP1	2023	1	7654321	Office of Energy	57701	Workers Compensation	A3000	HR	PAYROLL	123456	0.45
UTEP1	2023	1	7654321	Office of Energy	57701	Workers Compensation	A3000	HR	PAYROLL	123456	15.93
UTEP1	2023	1	7654321	Office of Energy	57701	Workers Compensation	A3000	HR	PAYROLL	123456	0.55
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	(26.52)
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	0.72
UTEP1	2023	1	7654321	Office of Energy	57302	OASI Employer Match	A3000	HR	PAYROLL	123456	136.97
UTEP1	2023	1	7654321	Office of Energy	57701	Workers Compensation	A3000	HR	PAYROLL	123456	0.29
UTEP1	2023	1	7654321	Office of Energy	57501	Teacher Retirement Match	A3000	HR	PAYROLL	123456	75.00
UTEP1	2023	1	7654321	Office of Energy	63001	Consumable Non-Office Supplies	A4000	AP	APDEFN	123456	94.39
UTEP1	2023	1	7654321	Office of Energy	63810	Maint Repair Furniture	A4000	AP	APDEFN	123456	10.80
UTEP1	2023	1	7654321	Office of Energy	63810	Maint Repair Furniture	A4000	AP	APDEFN	123456	15.55

22. Report will download to an Excel file. Sort, delete/add columns to your preference.

SAHARA – Summary Report

Follow the steps below on how to run the SAHARA Summary Report.



1. From the Employee Self-Service dropdown menu, select **Accounting & Financial Reports**.
2. Select the **SAHARA Monthly Reconciliation** tile.



SAHARA Summary Report

Accounting & Financial Reports

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

ARA Query

Sahara Summary Report

Query Viewer

Sahara Summary Report

Find an Existing Value | Add a New Value

Run Control ID Report

Add

Find an Existing Value | Add a New Value

3. Click on **Reporting**.

4. Click on **Sahara Summary Report**.

5. Click on **Add a New Value**.

6. Enter a name for your report.

7. Click **Add**.



SAHARA – Summary Report

ARA Summary Report

Run Control ID Sah

Report Manager Process Monitor

Run

12

Account Reconciliation Summary Report

Search Filter

Business Unit	<input type="text" value="UTEP1"/>	<input type="text"/>	<input type="text"/>
Fiscal Year	<input type="text" value="2023"/>	<input checked="" type="checkbox"/> All Periods	<input type="text"/>
Department From	<input type="text"/>	Department To	<input type="text"/>
Cost Center/Project From	<input type="text" value="12345678"/>	Cost Center/Project To	<input type="text" value="12345678"/>
CC Owner ID	<input type="text"/>		
Manager ID	<input type="text"/>		
Alt Manager ID	<input type="text"/>		
Reconciler ID	<input type="text"/>		
Reconciliation Status	<input type="text"/>	Approved Status	<input type="text"/>

8. Enter **Business Unit / Fiscal Year**.

9. Enter **Department or Cost Center/Project**.

10. Click on **All Periods**.

11. **Save**.

12. **Run**.

Save Return to Search Notify

Add Update/Display

11



SAHARA Summary Report

Process Scheduler Request [X] [Help](#)

User ID 6001142777 Run Control ID Sah

Server Name [v] Run Date 02/16/2023 [H]

Recurrence [v] Run Time 11:45:38AM [Reset to Current Date/Time]

Time Zone [v]

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

13

14

- 13. Select **UTZ_ARA_SMRT**.
- 14. Click **OK**.

SAHARA Summary Report



15. **Process Instance #** will appear (*write it down*).
16. Click on **Process Monitor**.
17. Locate your **Instance #**.
18. Verify **Run Status = Success** and **Distribution Status = Posted** (click Refresh to update status).
19. Click on **Report Manager**.

ARA Summary Report

Run Control ID: Sah Report Manager **Process Monitor** Run

Process Instance: 11676474

Account Reconciliation Summary Report

Search Filter

Business Unit: UTEP1

Fiscal Year: 2023 All Periods

Department From: Department To: Cost Center/Project From: 12345678 Cost Center/Project To: 12345678

CC Owner ID: Manager ID: Alt Manager ID: Reconciler ID: Reconciliation Status: Approved Status:

Process List Server List

View Process Request For

User ID: 6001142777 Type: Last: 1 Days Refresh

Server: Name: Instance From: Inst: Clear

Run Status: Distribution Status: Save On Refresh Report Manager Reset

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	11676474		Application Engine	UTZ_ARA_SMRT	6001142777	02/16/2023 11:45:38AM CST	Success	Posted	Details	Actions

SAHARA Summary Report



List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize Find View All First 1-11 of 11 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZ_ARA_SMRT	UTZ_ARA_SMRT	General	02/16/23 11:47AM	13030478	11676474

Report

Report ID 13030478 Process Instance 11676474 Message Log

Name UTZ_ARA_SMRT Process Type Application Engine

Run Status Success

UTZ_ARA_SMRT

Distribution Details

Distribution Node PS-HTTP Expiration Date 02/23/2023

File List

Name	File Size (bytes)	Datetime Created
AE_UTZ_ARA_SMRT_11676474.log	334	02/16/2023 11:47:11.157018AM CST
ARA_SUMMARY_REPORT.csv	656	02/16/2023 11:47:11.157018AM CST

20

20. Locate your **Process Instance #** (click on **UTZ_ARA_SMRT** link).

21. Click on **ARA_SUMMARY_REPORT.csv** link.

21

SAHARA Summary Report



22

Business Unit	Fiscal Year	Cost Centr	CC/Project Descr	CC/Project Owner	Department	Reconciled Period1	Reconciled Period2	Reconciled Period3	Approved Period1	Approved Period2	Approved Period3
UTEP1	2023	12345678	Wally World	Griswold, Clark	123456	--	Y	Y	--	Y	Y

22. Report will download to an Excel file. Sort, delete/add columns to your preference.

Questions?





THANK YOU!