# SAHARA - ARA Query

**Employee Self Service** ▾

- Employee Self Service
- Workforce Administrator
- **Accounting & Financial Reports** ①
- Commitment Control
- Procurement Operations
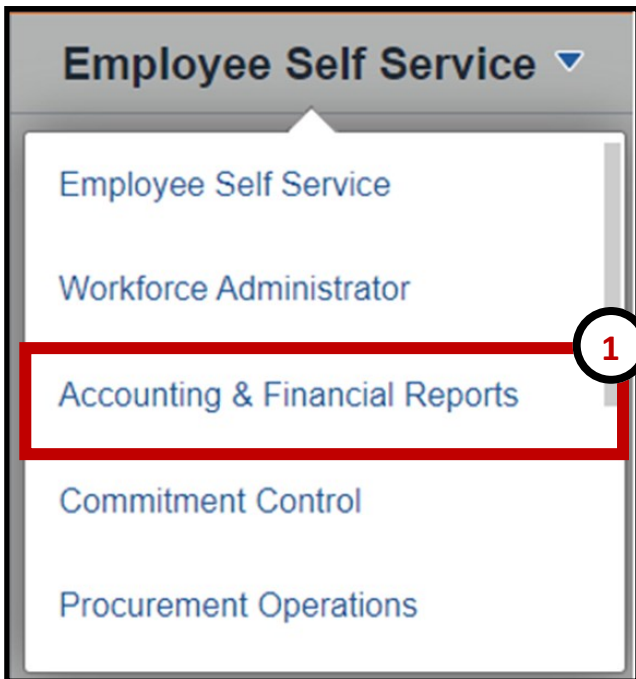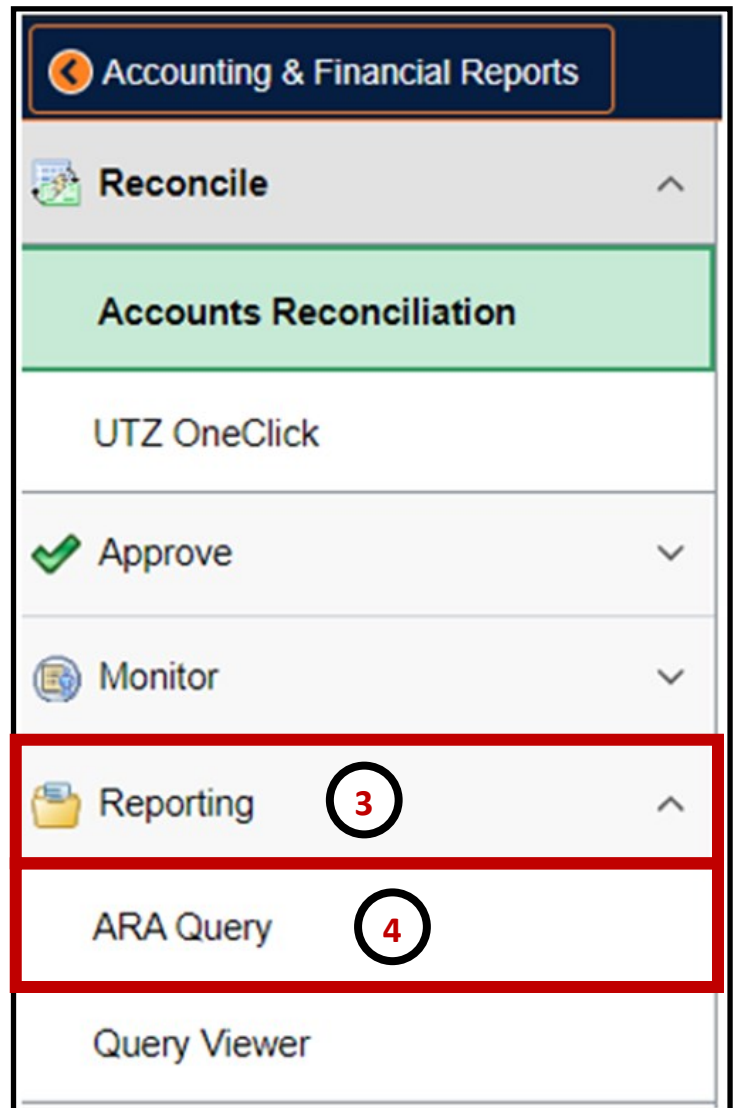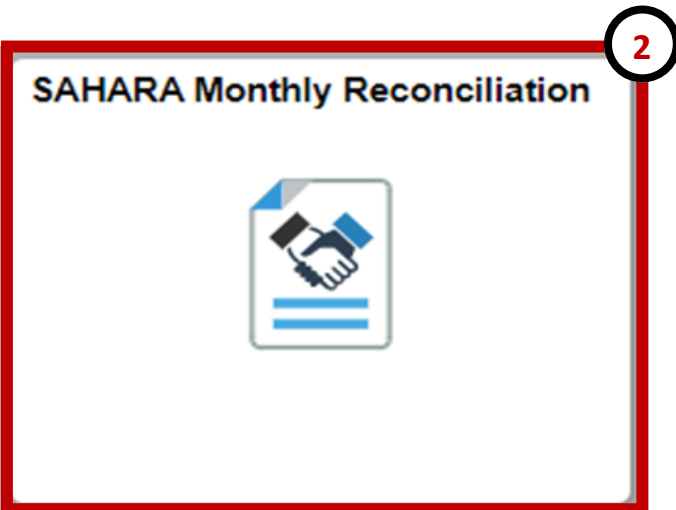
1. From the **Employee Self-Service** dropdown menu, select **Accounting & Financial Reports.**
2. Select the **SAHARA Monthly Reconciliation** tile.
3. On the **Reporting dropdown**
4. Click on **ARA Query.**

**SAHARA Monthly Reconciliation** ②

**Accounting & Financial Reports**

- **Reconcile** ⌃
  - **Accounts Reconciliation**
  - UTZ OneClick
- ✔ Approve ⌄
- Monitor ⌄
- 📁 Reporting ③ ⌃
  - ARA Query ④
  - Query Viewer

# SAHARA - ARA Query

## ARA Query

Find an Existing Value | **Add a New Value** ⑤

Run Control ID | Name ⑥

Add ⑦

Find an Existing Value | Add a New Value

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

6. Enter the name of your query in the **Run Control ID** box.

7. Click **Add.**

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

9. Enter **Acct Period, Dept** or **Cost Center/Project.**

10. Click on **Hide Blank Columns** box.

11. Click on **Save.**

12. Click on **Run.**

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## ARA Query

### ARA Query

Run Control ID    Name                    Report Manager    Process Monitor    ⑫ Run

⑧
*Business Unit  UTEP1 🔍
*Fiscal Year    2023

Acctg Def    [        ] 🔍

⑨

**Include**

| Acct Period : | *From | 1 | *To | 1 |
| Dept : | From | 🔍 | To | 🔍 |
| Cost Center/Project : | From 7654321 | 🔍 | To 7654321 | 🔍 |
| Account : | From | 🔍 | To | 🔍 |

☑ Hide Blank Columns ⑩

**Exclude**

| | Field Name | Value | |
|---|---|---|---|
| 1 | COSTCENTER/PROJECT 🔍 | 🔍 | ➕ ➖ |

⑪ 🖫 Save  ✉ Notify                    ➕ Add    📝 Update/Display

# SAHARA - ARA Query



**Process Scheduler Request**

User ID 6001142777    Run Control ID  Name

Server Name [        ⌄]    Run Date 12/20/2022
Recurrence [        ⌄]    Run Time 12:04:48PM    Reset to Current Date/Time
Time Zone [     ] 🔍

**Process List**

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|--------|-------------|--------------|--------------|-------|---------|--------------|
| ☑ | New ARA Extract Actuals Report | UTZ_ARA_NQRY | Application Engine | Web ⌄ | XLS ⌄ | Distribution |
| ☐ | ARA Extract Actuals | UTZ_ARA_QRY | Application Engine | Web ⌄ | XLS ⌄ | Distribution |

**13**

OK    Cancel

**14**

> 13. Select the **New ARA Extract Actuals Report** box.
> 14. Click **OK**.

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**ARA Query**

## ARA Query

Run Control ID    Name                     Report Manager     Process Monitor    Run

**16**

Process Instance: 11177387

**15**

*Business Unit [UTEP1] 🔍
*Fiscal Year [2023]
Acctg Def [        ] 🔍

**Include**

Acct Period :    *From [        1]    *To [        1]

Dept :    From [        ] 🔍    To [        ] 🔍

Cost Center/Project :    From [7654321] 🔍    To [7654321] 🔍

Account :    From [        ] 🔍    To [        ] 🔍

☑ Hide Blank Columns

**Exclude**

| | Field Name | Value | | |
|--|-----------|-------|--|--|
| 1 | COSTCENTER/PROJECT 🔍 | [        ] 🔍 | ➕ ➖ |

> 15. The **Process Instance #** will appear (write it down).
> 16. Click on **Process Monitor**.

# SAHARA - ARA Query

17. Locate your **Instance #.**

18.
    a) Verify **Run Status =** *Success* and **Distribution Status =** *Posted*

    b) If status is not updated, click **Refresh.**

19. Click on **Report Manager.**

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

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

# 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.