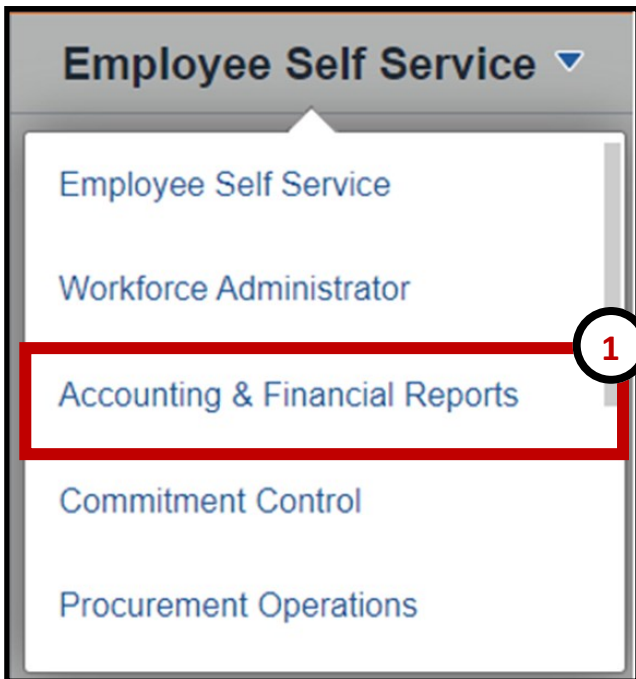
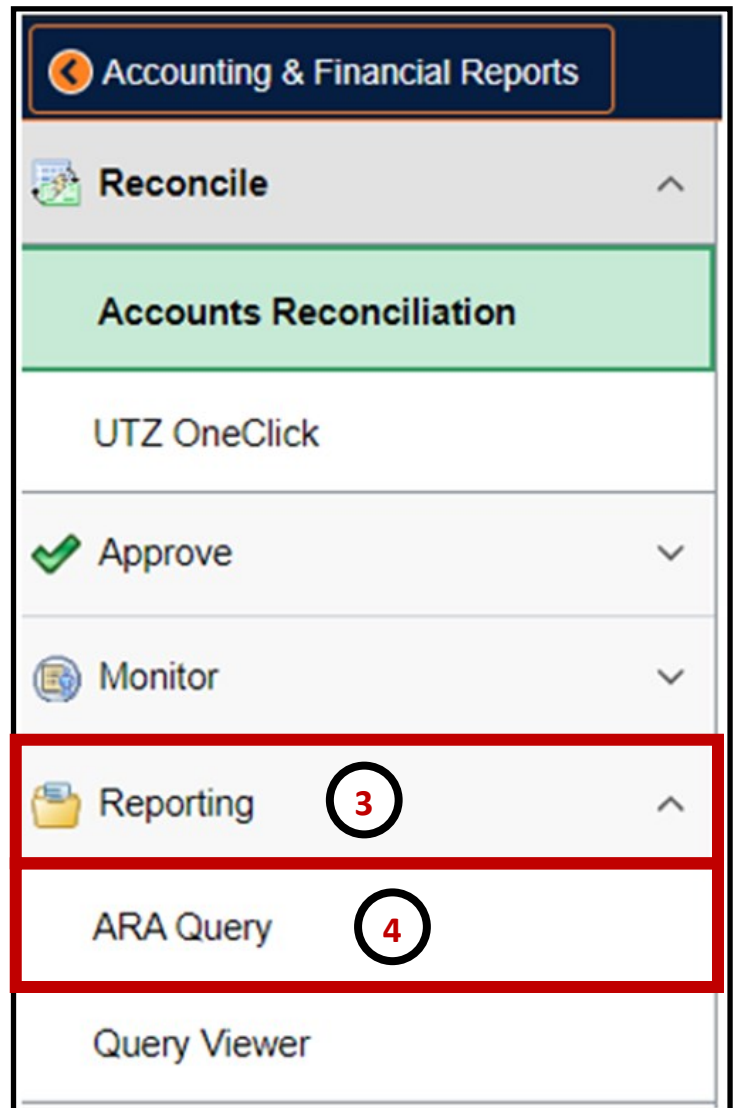
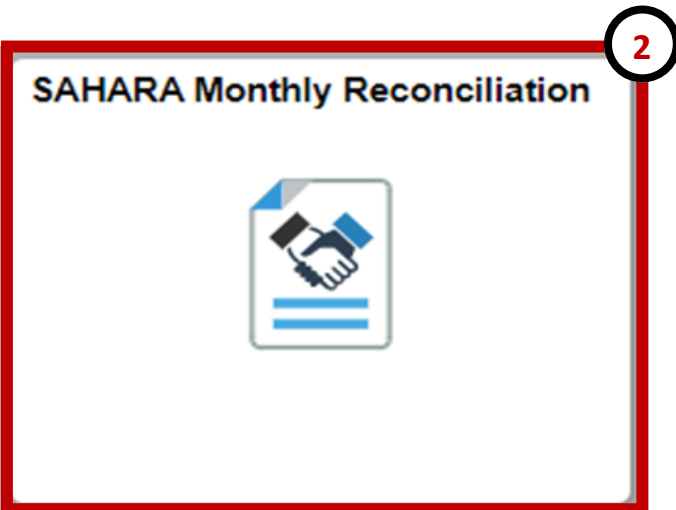


SAHARA - ARA Query



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 - 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

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**.

ARA Query

Run Control ID Name Report Manager Process Monitor **Run** (12)

***Business Unit** UTEP1 (8) ***Fiscal Year** 2023

Acctg Def

Include (9)

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	

Save (11) **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
Time Zone

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	XLS	Distribution
<input type="checkbox"/>	ARA Extract Actuals	UTZ_ARA_QRY	Application Engine	Web	XLS	Distribution

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

ARA Query

Run Control ID Name Report Manager
Process Instance: 11177387

*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="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

SAHARA - ARA Query

Process List Server List

View Process Request For

User ID: 6001142777 Type: Last 1 Days Refresh 18b

Server: Name: Instance From: To: 19

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

Process List Personalize View All First 1-4 of 4 Last

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

17. Locate your Instance #.

18.

- Verify Run Status = Success and Distribution Status = Posted
- If status is not updated, click Refresh.

19. Click on Report Manager.

List Explorer Administration Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 1 Days

Reports Personalize Find View All First 20 of 4 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZ_ARA_NQRY	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 12:07PM	12505322	11177387
2 UTZ_ARA_NQRY	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 11:04AM	12505287	11177347
3 UTZ_ARA_NQRY	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 10:55AM	12505265	11177320
4 UTZ_ARA_NQRY	NEW ARA EXTRACT ACTUALS REPORT	General	12/20/22 10:46AM	12505262	11177317

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
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

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.