






# SAHARA - Summary Report

**Employee Self Service** ▼

- Employee Self Service
- Workforce Administrator
- Accounting & Financial Reports**
- Commitment Control
- Procurement Operations

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

▼ Accounting & Financial Reports

<b>Journal Inquiry</b> 	<b>GL Reporting</b> 	<b>SAHARA Account Reconciliation</b> 
<b>Budgets Overview</b> 	<b>SAHARA Monthly Reconciliation</b>  <b>2</b>	

# SAHARA - Summary Report

Accounting & Financial Reports

Reconcile

Accounts Reconciliation

UTZ OneClick

Approve

Monitor

Reporting

ARA Query

Sahara Summary Report

Query Viewer

- 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

Find an Existing Value | Add a New Value

Run Control ID Report

Add

Find an Existing Value | Add a New Value

# SAHARA - Summary Report

ARA Summary Report

Run Control ID Sah Report Manager Process Monitor **Run** 12

### Account Reconciliation Summary Report

Search Filter

Business Unit  8

Fiscal Year  8

Department From  9 Department To  10

Cost Center/Project From  9 Cost Center/Project To  10

CC Owner ID

Manager ID

Alt Manager ID

Reconciler ID

Reconciliation Status  Approved Status

All Periods

**Save** 11 **Return to Search** **Notify** **Add** **Update/Display**

8. Enter **Business Unit / Fiscal Year**.
9. Enter **Department or Cost Center/Project**.
10. Click on **All Periods**.
11. **Save**
12. **Run**.

# SAHARA - Summary Report

Process Scheduler Request X

Help

User ID 6001142777      Run Control ID Sah

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Server Name       Run Date

Recurrence       Run Time      

Time Zone

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. Select **UTZ\_ARA\_SMRT**.  
 14. Click **OK**.  
 15. **Process Instance #** will appear (*write it down*).  
 16. Click on **Process Monitor**.

ARA Summary Report

Run Control ID Sah      Report Manager           

**Process Instance: 11676474**

**Account Reconciliation Summary Report**

▼ Search Filter

Business Unit

Fiscal Year         All Periods

Department From        Department To

Cost Center/Project From        Cost Center/Project To

CC Owner ID

Manager ID

Alt Manager ID

Reconciler ID

Reconciliation Status        Approved Status

# SAHARA - Summary Report

Process List    Server List

**View Process Request For**

User ID: 6001142777    Type: [ ]    Last: [ ]    1 Days    Refresh

Server: [ ]    Name: [ ]    Instance From: [ ]    To: [ ]    Clear

Run Status: [ ]    Distribution Status: [ ]    Save On Refresh: [x]    Report Manager    Reset

**Process List**    Personalize    View All [ ]    First    1-8 of 8    Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	1167647		Application Engine	UTZ_ARA_SMRT	6001142777	02/16/2023 11:45:38AM CST	Success	Posted	Details	Actions

- 17. Locate your **Instance #**.
- 18. Verify **Run Status = Success** and **Distribution Status = Posted** (click Refresh to update status).
- 19. Click on **Report Manager**.

# 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	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

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20. Locate your **Process Instance #** (click on **UTZ\_ARA\_SMRT** link).

21. Click on **ARA\_SUMMARY\_REPORT.csv**

# SAHARA - Summary Report

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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.