SAHARA Overview
For Approvers

This job aid provides high-level guidance for approvers/owners (department managers) to approve reconciliations in SAHARA.

For **comprehensive** guidance on SAHARA and the reconciliation process, refer to the following job aids and/or training that can be found at: [Accounting Services Training](#)

- AM 0710 Introduction to Monthly Reconciliation Training
    - Reconciliation Training Job Aid for Reconcilers and Approvers
- AM 0711 SAHARA Reconciliation Application Training
    - SAHARA Application Job Aid
- AM 0711.01 SAHARA Open Lab

Reconcilers and approvers are responsible for determining funds available. This involves

1. Reviewing activity that has posted to the cost center/project
2. Considering transactions that have not yet posted
3. Focusing on areas needing more attention, such as:
    a. salary activity
    b. accounting corrections
    c. negative balances

The **reconciler's** role is to:

- Review and reconcile the information
- Initiate corrections when needed
- Electronically sign the reconciliation in SAHARA
- Notify the approver when reconciliation is complete

The **approver's** role as a steward of UTSA assets is to:

- Prevent overspending of departmental budgets each month
- Review actual revenues and expenditures compared to budgets
- Ensure all financial transactions are
    - accurate,
    - allowable and
    - appropriate
- Ensure accounting records are maintained
- Electronically sign the reconciliation in SAHARA

> **!** Once Reconcilers electronically sign the reconciliation, they must notify the approver (via email, etc.) **PeopleSoft does not automatically notify the approver when reconciliations are ready for approval.**

UTSA Accounting Services

SAHARA Navigation

Approvers have the ability to approve **single** or **multiple** reconciliations. Both methods are covered in the sections below.

- Log in to PeopleSoft
- Use tile navigation or breadcrumb navigation:
  - Tile Navigation (also see screenshots below):
    - Select **Accounting and Financial Reports** in the drop-down menu
    - Select **SAHARA Monthly Reconciliation**
  - Breadcrumb navigation:
    - Financials/UTZ Customization/General Ledger/SAHARA/ Process/ARA Process/ ARA-Accounts Reconciliation

UTSA Accounting Services
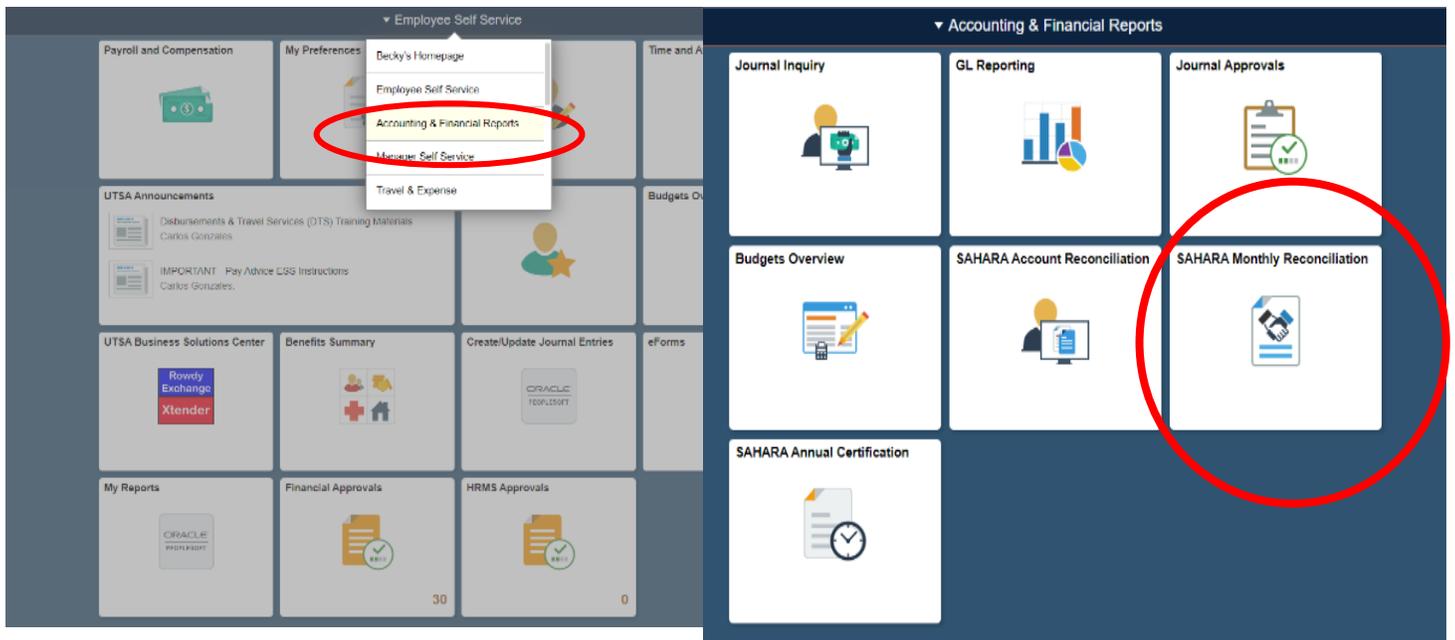
This brings you to the **Search** page

- To approve a **single reconciliation**, follow the steps in the next section of this document, titled: **To Approve Single Reconciliations**
- To approve **multiple reconciliations**, click on the **Multiple Cost Center/Project Approval Page** link and follow the steps in a later section of this document, titled: **To Approve Multiple Reconciliations**

Search Page

Account Reconciliation

Search Criteria

*Business Unit UTSA1

*Year 2021

*Period 1

Department

Cost Center/Project DRV123

[Search]

Click this link to approve multiple reconciliations.

Multiple Cost Center/Project Approval Page

UTSA Accounting Services
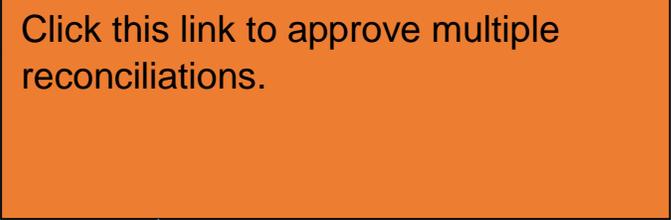
To Approve Single Reconciliations

After following the steps outlined above:

- From Search Page, input
    - Fiscal year
    - Period
    - Cost center or project, or department ID
- Click **Search**

Accounting & Financial Reports

Search Page

Account Reconciliation

Search Criteria

*Business Unit	UTSA1
*Year	2021
*Period	1
Department	
Cost Center/Project	DRV123

Search

Enter **Year**, **Period**, **Cost Center or Project OR Department ID**, then click Search

- After clicking **Search**, various information will populate (see below diagram)

Search Page

Account Reconciliation

Search Criteria

*Business Unit	UTSA1
*Year	2021
*Period	1
Department	
Cost Center/Project	DRV123

Search

Multiple Cost Center/Project Approval Page

Reconciliation or approval status

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

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
DRV123	Rowdy Admin Ops	Bunton,Bianca G	Costcenter	2021	1	Not Reconciled	☐	☐	0.00	21,117.51	-25,132.00	25,281.12	182.24

Click here to drill into the reconciliation

Cost center or Project owner/Department Manager

Monthly totals

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- Next, click the link of the cost center or project you will approve
- After clicking the cost center or project link, SAHARA opens to six tabs:
    1. **Search Page**: To return to the Search Page
    2. **Approval Page:** Where approvers can electronically approve reconciliations
    3. **Budget Information:** To review budget information
    4. **Actuals Reconciliation:** To review actuals transactions and where reconcilers can electronically sign reconciliation
    5. **Encumbrance Information:** To review encumbrance information
    6. **Download Actuals:** To access a listing of actuals transactions that can be exported into Excel (same data as Actuals Reconciliation tab)
- Click on the Approval Page tab
    - **The Approval Page contains:**
        - The electronic signature section for the approver
        - Evidence of the reconciler's electronic signature
        - Monthly activity summary by **type**
        - Monthly activity summary by **account**
        - Comments entered by the reconciler

Accounting & Financial Reports

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

6 tabs in SAHARA

Header Details

| Cost Center | DXM003 | Description | FINANCIAL AFFAIRS ADMIN OPS | Owner | Bunton,Bianca G |
| Projects | | | | Start Date | End Date |

Click here to go to Approval Page

UTSA Accounting Services

Approver should:

1. Review pertinent information of the reconciliation.
2. Click **Approved** checkbox toward the top of the screen.
3. Click **Save** (at the bottom of the screen) so approver's name and employee ID populates

   - No further action is needed
   - The reconciliation is in **Complete** status

Below are the details you will find on the Approval Page tab.

Approvers check this box to electronically sign the reconciliation. **Remember to hit Save at the bottom of the screen.**

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

Header Details

Cost Center	DRV123	Description	Rowdy Admin Ops		Owner	Bunton,Bianca G		Department	E
Projects					Start Date		End Date	Accounting Period

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		Approval Date		Approver NetID	

Reconciliation Info

	Reconciler	Sue Blue	Reconciliation Date	10/20/20 10:49:06AM	Reconciler NetID	XXXXXXXXX

Net Monthly Activity

Reconciler's name, date of approval and EMPL ID

UTSA. Accounting Services

Summary of monthly activity summary by type

Net Monthly Activity

Revenue Budget $-25,132.00   Revenue Actuals $0.00

Expense Budget $25,281.12   Expense Actuals $21,117.51   Encumbrances $182.24

Account Summaries

Total Budgets $149.12   Total Actuals $21,117.51   Total Encumbrances $182.24

Budget Accounts — Personalize | Find | View All | 🗗 | 🏢   First ◀ 1 of 2 ▶ Last

	Account	Description	Monetary Amount
1	A4000	Operating Expenses	$25,281.12

Actuals Accounts — Personalize | Find | View 1 | 🗗 | 🏢   First ◀ 1-6 of 6 ▶ Last

	Account	Description	Monetary Amount
1	60302	Data Processing Serv	$24,583.34
2	63003	Office/Computer Supplies	$189.17
3	63141	Computer Software Expensed	
4	63601	Computer Time	
5	67117	Workshop/Seminar Costs	

Encumbrance Accounts — Personalize | Find | View All | 🗗 | 🏢   First ◀ 1 of 1 ▶ Last

	Account	Description	Monetary Amount
1	63003	Office/Computer Supplies	$182.24

Summary of monthly activity summary by account

UTSA Accounting Services

To Approve *Multiple* Reconciliations

From the Search page, click **Multiple Cost Center/Project Approval Page**

- From the **Multiple Cost Center/Project Approval** input:
    - Fiscal year
    - Period
    - Department ID
- Click **Search**

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	begins with ▼	UTSA1 🔍
Fiscal Year	= ▼	2020 🔍
Accounting Period	= ▼	11 🔍
Department	begins with ▼	RDX099 🔍

Search   **Clear**   Basic Search 🔍 Save Search Criteria

Enter Search Criteria and click **Search**

- You are now on the **Account Recon Summary Approval** page, which:
    - Allows owners/approvers to approve multiple cost centers or projects
    - Provides high-level totals of Actuals, Budget and Encumbrances for the period

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1. Approver reviews pertinent information of the reconciliation
2. Click the **Approve** button for the cost center/project
   o This will need to be done for each cost center/project to be approved
3. Click the **Approve?** checkbox for the cost center/project
   o This will need to be done for each cost center/project to be approved
4. Click **Apply**
5. No further action is needed
6. The reconciliation is in **Complete** status

Below are details you will find on the Multiple Cost Center/Project Approval Page tab:

EGY124

These links will take you to the reconciliation details.

Business Unit UTSA1   Fiscal Year 2020   Accounting Period 6   Department RDX099
*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/project's monthly activity.

Personalize | Find | View All | 🗗 | 🎟   First ④ 1-3 of 3 ⑨ Last

	Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Approve	User ID	Approve?	Link to Details
1	DRV123	Rowdy Admin Ops	☑	☑	0.00	3,666.59	0.00	0.00	0.00	DRV123	Bianca Renteria Granado	Approve?	Details for DRV123
2	DRV124	Rowdy Admin Ops Plant	☑	☑	0.00	8,822.29	0.00	0.00	-8,150.29	DRV124	Bianca Renteria Granado	Approve?	Details for DRV124
3	EGY124	Rowdy Admin Ops	☐	☐	0.00	115,832.78	0.00	24,912.11	-87,802.42	EGY124		Approve?	Details for EGY124

⏸ OK   Cancel   Apply

Totals of Actuals, Budget and Encumbrances for the period

Click on the applicable cost center/project "**Approve**" button, then click "**Approve?**". Then click **Apply**.

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