

SAHARA Notifications

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Objectives and Deliverables

- Mass email notification to reviewers and owners (department managers).
- Notifies reviewers to complete financial reviews and owners to complete financial approvals to cost centers and sponsored projects in SAHARA.
- Support account financial reviews and annual certification business procedures.
- Delivered report from PeopleSoft will **replace** the current process which is the Complete Your Monthly Department Review (UTS_SAHARA_ARA_MONTHLY report) that is distributed monthly to the BSC on the 18th .
- Update webpage [Process and Timeline](#) (coming soon).
- Project go-live dates:
- Notice to **not reviewed** – go live date on **10/20/2025** to reviewers.
- Notice to **reviewed not approved** – go live date on **11/01/2025** to owners (department managers).

SAHARA Email Notifications

Automated Email Notifications on Financial Reviews Status:

- Automated email notifications sent based on status in PeopleSoft
- Triggered by scheduled processes
- Tailored to the roles of Reviewer and Owner (Department Manager)

Monthly Notification Schedule:

- **18th** of the month, (Post Period Close)
 - Recipients: **Reviewers**
 - Trigger: Cost Center and/or Sponsored Projects with a status of Not Reviewed for the specific fiscal year and accounting period(s)

SAHARA Email Notifications (continued)

Monthly Notification Schedule:

- 1st working day of the month following the closed month:
 - Recipients: **Owner (Department Manager)**
 - Trigger: Cost Center and/or Sponsored Projects with a status of Not Approved for the specific fiscal year and accounting period(s)

SAHARA Email Notification – Not Reviewed

Example of Action Required: Pending SAHARA Reviews

Dear Colleague,

We're reaching out because our records show that one or more of your cost centers or project IDs were not reviewed for **Month YYYY (FYYY Period XX)**, which is now closed. The attached report provides details for your financial review.

Please complete your financial review (s) in SAHARA for Month YYYY and for any prior months for the current fiscal year, if applicable.

Accurate and timely reviews are an important part of UT San Antonio's financial oversight and help ensure the integrity of our records. Institutional Compliance and Risk Services evaluates the timeliness of reviews and in their Quality Assurance Reviews (QARs).

To ensure timeliness, department reviewers should complete reviews by the end of the month following the month being reviewed. For more details, refer to the [Monthly Department Financial Reviews](#) webpage.

We are here to support you and are happy to answer any questions you may have. For assistance, please reach out to [Office of Controller](#).

Generated Report

Example of the generated report:

Business Unit	Fiscal Year	Cost Center	CC/Project Descr	CC/Project Owner	Department	Reconciled Period1	Approved Period1	Reconciled Period2	Approved Period2	Reconciled Period3	Approved Period3
UTSA1	2025	DEFXXX	UTSA THE BEST	Michael Scott	DEPT ID	Y	Y	N	N	-	-

Report Indicators:

- Email sent to recipient: Reviewer
- Report Indicators:
 - Y – Reviewed
 - N – Not reviewed (financial review action required)
 - Dash – No activity in respective period therefore no action required

SAHARA Email Notification – Reviewed Not Approved

Example of Action Required: Pending SAHARA Approvals

Dear Colleague,

We're reaching out because our records show that one or more of your cost centers and/or Project ID's has been reviewed but not yet approved in SAHARA.

Department managers are responsible for regularly approving actual revenues and expenditures against the budget. Please complete your financial approval in SAHARA for **Month YYYY (FYYY Period XX)** and any prior months in the current fiscal year, if needed.

These approvals are a key part of UTSA's financial oversight. Institutional Compliance and Risk Services monitors the timeliness of financial approvals through their Quality Assurance Reviews (QARs).

To stay on track, department managers should complete financial approvals by the end of the month following the month being approved. Department managers should ensure approvals are completed and approved within six weeks of the month's end.

Thank you for helping maintain accuracy and accountability UT San Antonio's financial processes. For more details, refer to the [Monthly Department Financial Reviews](#) webpage.

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Questions?