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
  o accurate,
  o allowable and
  o 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.
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
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

Click this link to approve multiple reconciliations.
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
- After clicking Search, various information will populate (see below diagram)
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

![6 tabs in SAHARA](image)
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.

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**Rowdy Admin Ops**

<table>
<thead>
<tr>
<th>DRV123</th>
<th>Sue Blue</th>
<th>XXXXXXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Reconciler’s name, date of approval and EMPL ID</td>
<td>Reconciler's name, date of approval and EMPL ID</td>
</tr>
</tbody>
</table>
### Summary of monthly activity summary by type

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget (02/13/12)</th>
<th>Actuals (02/11/12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Budget</td>
<td>$25,132.00</td>
<td>Revenue Actuals</td>
</tr>
<tr>
<td>Expense Budget</td>
<td>$25,281.12</td>
<td>Expense Actuals</td>
</tr>
</tbody>
</table>

### Summary of monthly activity summary by account

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Monetary Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A4000 Operating Expenses</td>
<td>$25,281.12</td>
</tr>
<tr>
<td>1</td>
<td>60302 Data Processing Serv</td>
<td>$24,583.34</td>
</tr>
<tr>
<td>2</td>
<td>63003 Office/Computer Supplies</td>
<td>$189.17</td>
</tr>
<tr>
<td>3</td>
<td>53141 Computer Software Expense</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>63001 Computer Time</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>67707 Workshop/Seminar Costs</td>
<td></td>
</tr>
</tbody>
</table>
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

[Search Criteria]

- Business Unit: begins with UTSA1
- Fiscal Year: 2020
- Accounting Period: 11
- Department: begins with RDX099

[Search]  [Clear]  [Basic Search]  [Save Search Criteria]

- 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
1. Approver reviews pertinent information of the reconciliation
2. Click the Approve button for the cost center/project
   - This will need to be done for each cost center/project to be approved
3. Click the Approve? checkbox for the cost center/project
   - 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: