

# Annual Financial Certification Frequently Asked Questions

## 1. What if our cost centers/projects have not been fully reviewed by the reconciler when I am ready to certify?

As a department manager, you should be familiar with and have confidence in the transactions within your cost centers/projects; further, when you certify, you will need to provide an explanation in the comments field for the incomplete review(s). For more information, see the Annual Financial Certification job aid.

A reminder: Reviews are required to be completed monthly by each department reconciler. Certification is validation by department managers that timely reviews have been completed, segregation of duties is maintained, internal controls are established and any suspected fraud is reported. Department reviews and certifications are a critical component of the required university certification process with UT System.

## 2. What if I can't access the SAHARA Annual Certification?

Open a ticket with [Service Now – SAHARA](#).

## 3. How can I as a department manager view my cost centers/projects with their review and approval statuses?

- Log in to PeopleSoft. From the Employee Self Service drop-down menu, select **Accounting and Financial Reports**, then the **SAHARA Monthly Reconciliation** tile.
- Select **Monitor**.
- Select **Reconciliation Summary**:
  - Ensure the **Business unit** is UTSA1.
  - **Fiscal year**: Enter the relevant year in YYYY format.
  - **Cost Center/Project From**: You can enter the cost center in the format DEFXXX and/or the project in the format 100000XXXX. **Cost Center/Project To** will auto-populate.
  - **Department From**: Select the relevant department. **Department To** will auto-populate.
  - Select **Search**.
- The **ARA Summary** tab will display the following:

- The **Status – Reconciled Periods** section to the left shows the review status of each cost center/project for each period:
  - Dashes above checkboxes indicate review by the reconciler is not required.
  - Checkmarks indicate the reconciler has completed the review.
  - Blank checkboxes indicate the period has not been reviewed.
- The **Status – Approved Periods** section to the right shows the approval status of each cost center/project for each period:
  - Dashes above checkboxes indicate review and approval are not required.
  - Checkmarks indicate the review has been approved.
  - Blank checkboxes indicate the review has not been approved.
- The **Download** tab provides the same information as the ARA Summary tab—use the Download to Excel icon to the far right.

## 4. Is there a query that shows a list of cost centers/projects with their review and approval statuses?

- UTS\_SAHARA\_ARA\_SUMMARY lists cost centers/projects and their review and approval period statuses
  - Log in to PeopleSoft, select: The **NavBar** icon in the top-right > **Menu** > **Financials** > **Reporting Tools** > **Query** > **Query Viewer**
  - In the **begins with** field, enter UTS\_SAHARA\_ARA\_SUMMARY (the name of the query) and select **Search**.
  - In the **Query** table, select **Excel**.
  - Optionally, you can enter the **Dept ID**.
  - Enter the relevant **Fiscal Year**.
  - Select **View Results**. The query will download as an Excel file. Open the file/query.
  - The **Reconciled Period** columns show the review status of each period:
    - Y indicates the reconciler has completed the review.
    - N indicates the review has not been completed.
    - Blank cells indicate that no review is required.
  - The **Approved Period** columns show the approval status of each period:
    - Y indicates the review has been approved.
    - N indicates the review has not been approved.
    - Blank cells indicate that review and approval are not required.

## 5. Why doesn't the SAHARA Annual Certification list all of my department's cost centers and projects?

Cost centers and projects with no actuals activity (revenue or expense) during the year are excluded from the certification.

## 6. My department reviewed and/or approved a cost center/project today; why is it still unreviewed/unapproved on the SAHARA Annual Certification?

The SAHARA Annual Certification updates nightly. Changes are reflected the following day.