

# Annual Financial Certification Job Aid

**This job aid provides step-by-step instructions for department managers to complete the SAHARA annual financial certification process.**

# Important note

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.

# SAHARA Annual Certification

Department managers must annually complete the Fiscal Management Sub-Certification, also known as the SAHARA annual financial certification process or the SAHARA Annual Certification.

This certification is located in the PeopleSoft Shared Accounts Reconciliation Application (SAHARA) module.

This requirement is established in the UTSA [Fiscal Management Sub-Certification](#) financial guideline and [UT System Policy 142 — Financial Accounting and Reporting](#).

# Access PeopleSoft

Log into PeopleSoft: Go to <https://my.utsa.edu/>, select UTShare/PeopleSoft, select UTSA if prompted, then log in with your myUTSA ID.

# Review SAHARA security query (1)

Before completing the SAHARA Annual Certification, review the SAHARA security query to verify that information for your area is correct.

This query shows all SAHARA users (department managers, managers, reconcilers and view-only users).

Confirm that the users listed will be university employees for the upcoming fiscal year.

See the following slides to learn how to run and use this query.

# Review SAHARA security query (2)

In 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\_SECURITY\_NOEMID (the query name). Select **Search**.

In the **Query** table that displays, select **Excel**.

The screenshot shows the PeopleSoft Query Viewer interface. At the top, the search criteria are set to "Query Name" and "begins with" UTS\_SAHARA\_ARA\_SECURITY\_NOEMID. Below the search bar, the "Search Results" section displays a table with one query result. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The query result is UTS\_SAHARA\_ARA\_SECURITY\_NOEMID, with a description of UTS\_SAHARA\_ARA\_SECURITY\_NOEMID, owned by Public. The "Run to Excel" link is highlighted in blue.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

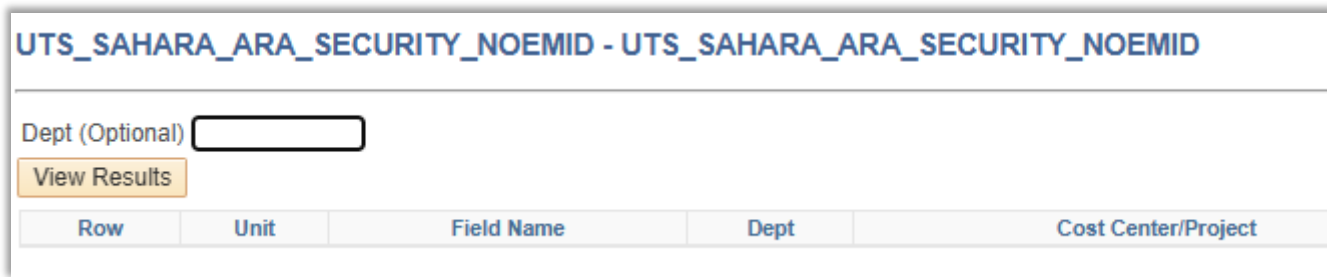
Query										Personalize	Find	View All			First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites								
UTS_SAHARA_ARA_SECURITY_NOEMID	UTS_SAHARA_ARA_SECURITY_NOEMID	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite								

# Review SAHARA security query (3)

This displays the **UTS\_SAHARA\_ARA\_SECURITY\_NOEMID** page.

Enter the **Dept** ID to help the query generate more efficiently.

Select **View Results**. The query will download as an Excel file.



The screenshot shows a web interface for the query 'UTS\_SAHARA\_ARA\_SECURITY\_NOEMID - UTS\_SAHARA\_ARA\_SECURITY\_NOEMID'. It includes a text input field for 'Dept (Optional)' and a 'View Results' button. Below these is a table header with five columns: Row, Unit, Field Name, Dept, and Cost Center/Project.

Row	Unit	Field Name	Dept	Cost Center/Project
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# Review SAHARA security query (4)

Open the Excel file/query. The Attributes column shows each user's role:

- Owner: The department manager's role. Also known as an Approver, this role completes the SAHARA Annual Certification. This role can also approve monthly SAHARA reviews (known as SAHARA Monthly Reconciliations) during the fiscal year.
- Manager: This role approves monthly SAHARA reviews but does not complete the SAHARA Annual Certification.
- Reconciler: This role completes monthly SAHARA reviews.
- None: This role has view-only access to SAHARA.



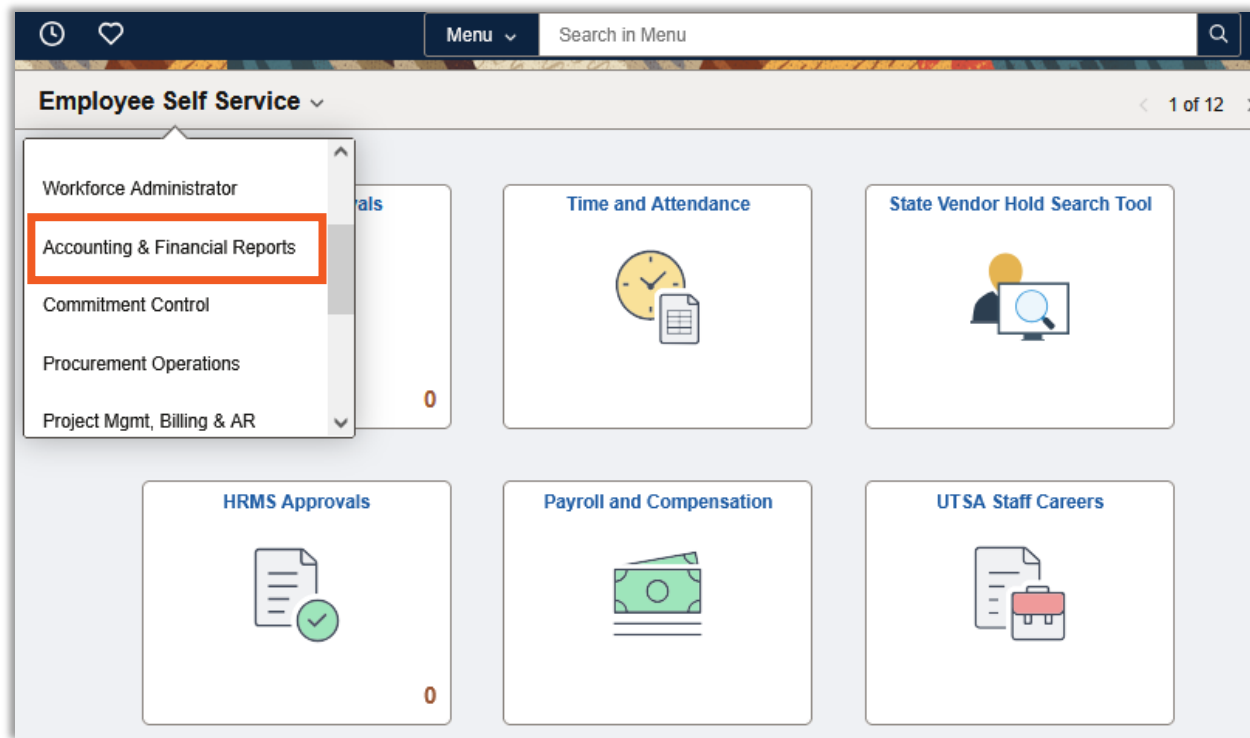
# Review SAHARA security query (5)

If you need to update any users/roles, submit a [Chart of Accounts Maintenance Request Form](#) prior to Aug. 31 and include the effective date of change. Be sure to provide the **correct** effective date of change. This correct date needs to be reflected in PeopleSoft to avoid issues with the certification.

Note: Please ensure user access is kept up-to-date throughout the year—not only at the time of the SAHARA Annual Certification.

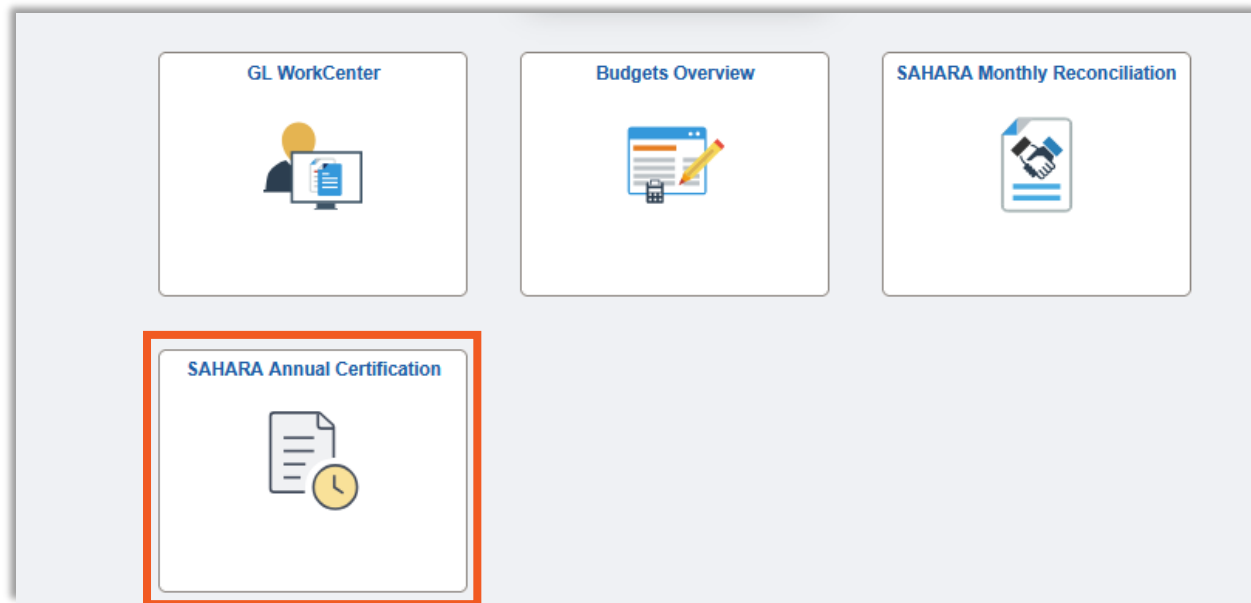
# Complete SAHARA Annual Certification (1)

In PeopleSoft, from the **Employee Self Service** drop-down menu, select **Accounting & Financial Reports**.



# Complete SAHARA Annual Certification (2)

Select the **SAHARA Annual Certification** tile.



# Complete SAHARA Annual Certification (3)

Select **CC/Project Owner Certification** if needed.

Ensure the **Business Unit** is UTSA1, and the **Fiscal Year** is the year for which you are certifying, entered in YYYY format.

Select **Search**.

The screenshot shows the 'SAHARA Annual Certification' web application. On the left is a navigation menu with the following items: 'Owner Certification' (with a dropdown arrow), 'CC/Project Owner Certification' (highlighted with a red box), 'Dean/Div Head Certification' (with a dropdown arrow), 'Administration' (with a dropdown arrow), and 'Security' (with a dropdown arrow). The 'CC/Project Owner Certification' option is highlighted in orange. On the right, there are three tabs: 'LOR Search Page' (selected), 'Recon Status and Comments', and 'Certification Statement'. Below the tabs is a 'Search Parameters' section containing two input fields: '\*Business Unit' with the value 'UTSA1' and a search icon, and '\*Fiscal Year' with the value '20XX' (both fields are highlighted with red boxes). Below these fields is a 'Search' button (also highlighted with a red box). At the bottom of the page, there is a breadcrumb trail: 'LOR Search Page | Recon Status and Comments | Certification Statement'.

# Complete SAHARA Annual Certification (4)

Review the **Recon Status and Comments** tab that opens. This tab lists all cost centers and projects to be certified. It shows the review and approval status of each cost center and project. Cost centers and projects with no actuals activity (revenue or expense) during the year are excluded from the certification.

Accounting & Financial Reports

SAHARA Annual Certification

New Window

LOR Search Page

Recon Status and Comments

Certification Statement

THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
ANNUAL FINANCIAL CERTIFICATION  
FISCAL YEAR 20XX

Refresh

\*Certifying For: Jane Doe

CostCenters/Projects to be Certified

Find First 1-37 of 37 Last

1000001234

Department: Rowdy 1

Comments

Status -- Reconciled Periods

--	--	--	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status -- Approved Periods

--	--	--	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1000001222

Department: Rowdy 2

Comments

Status -- Reconciled Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Status -- Approved Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1000002958

Department: Rowdy 3

Comments

Status -- Reconciled Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status -- Approved Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Complete SAHARA Annual Certification (5)

The **Status – Reconciled Periods** section shows the **review status** of each cost center/project for each period:

- i. Dashes above checkboxes indicate review by the reconciler is not required.
- ii. A checkmark indicates the reconciler has completed the review.
- iii. A blank checkbox indicates the period **has not been reviewed**. If a review is incomplete, you may need to explain in a [Quality Assurance Review \(QAR\)](#) how the year-end numbers are accurate; please provide comments in the “Please note any comments or concerns below...” field

CostCenters/Projects to be Certified

1000001234

Status – Reconciled Periods											
--	--	04	05	08	09	10					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

1000001222

Status – Reconciled Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1000002958

Status – Reconciled Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note any comments or concerns below, or indicate "None."

# Complete SAHARA Annual Certification (6)

The **Status – Approved Periods** section shows the **approval status** of each cost center/project for each period:

The screenshot displays three sections for different departments, each with a 'Status – Approved Periods' table. The tables show checkboxes for periods 01 through 12. Annotations i, ii, and iii point to specific checkboxes:

- Department: Rowdy 1**

Status – Approved Periods												
	01	02	03	04	05	06	07	08	09	10	11	12
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Department: Rowdy 2**

Status – Approved Periods												
	01	02	03	04	05	06	07	08	09	10	11	12
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Department: Rowdy 3**

Status – Approved Periods												
	01	02	03	04	05	06	07	08	09	10	11	12
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Dashes above checkboxes indicate review and approval are not required.
- ii. A checkmark indicates the review has been approved.
- iii. A blank checkbox indicates the review **has not been approved**.

# Complete SAHARA Annual Certification (7)

**(Optional)** Selecting any checkbox opens the Account Reconciliation Application page in SAHARA for that cost center/project and period.

Note: Please ensure your browser settings allow pop-ups.

Department: Rowdy 1

Status -- Approved Periods											
--	--	--	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Department: Rowdy 2

Status -- Approved Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Department: Rowdy 3

Status -- Approved Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Complete SAHARA Annual Certification (8)

**(Optional)** As the department manager, you can enter comments in the Comments field for each cost center/project, in the section to the right.

CostCenters/Projects to be Certified

1000001234

Department: Rowdy 1

Status -- Reconciled Periods

--	--	--	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status -- Approved Periods

--	--	--	04	05	06	07	08	09	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

1000001222

Department: Rowdy 2

Status -- Reconciled Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Status -- Approved Periods

01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments

Select **Save Comments** if comments were entered.

# Complete SAHARA Annual Certification (9)

You can enter comments in the “Please note any comments or concerns below...” field for your certification on **all** cost centers/projects or enter “none.”

Remember, if there is an incomplete monthly review, you will need to provide comments.

Select **Save Comments** if comments were entered.

1000002958

Department: Rowdy 3

Status -- Reconciled Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status -- Approved Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Please note any comments or concerns below, or indicate "None."

Optional Review/Approval by: \_\_\_\_\_ on: \_\_\_\_\_

Save Comments

Save Optional Review and Comments

Go To Certification Page

# Complete SAHARA Annual Certification (10)

Financial Affairs and the Office of Institutional Compliance & Risk Services will review the above comments during the final step of the certification process.

Now that you have reviewed the Recon Status and Comments tab, select **Go to Certification Page**.

The screenshot displays the SAHARA Annual Certification form. At the top left, the ID '1000002958' is shown. To its right, the 'Department' is 'Rowdy 3'. Below the ID is a table titled 'Status -- Reconciled Periods' with columns 01 through 12. All columns 01-07 contain a checked checkbox, while columns 08-12 are empty. To the right of this table is another table titled 'Status -- Approved Periods' with columns 01 through 12. All columns 01-07 contain a checked checkbox, while columns 08-12 are empty. Further right is a 'Comments' text box. Below these tables, there are two large text areas. The left one is preceded by the instruction 'Please note any comments or concerns below, or indicate "None."'. The right one is preceded by 'Optional Review/Approval by:'. Below the left text area is a 'Save Comments' button. Below the right text area is a 'Save Optional Review and Comments' button. At the bottom left, a 'Go To Certification Page' button is highlighted with a red rectangle.

Status -- Reconciled Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Status -- Approved Periods											
01	02	03	04	05	06	07	08	09	10	11	12
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note any comments or concerns below, or indicate "None."

Optional Review/Approval by: \_\_\_\_\_ on: \_\_\_\_\_

Save Comments

Save Optional Review and Comments

Go To Certification Page

# Complete SAHARA Annual Certification (11)

This opens the **Certification Statement** tab.

Review the certification statement.

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
ANNUAL FINANCIAL CERTIFICATION**

**Fiscal Year** 20XX

In preparation of the financial statements for fiscal year ending August 31, 20XX, I confirm, to the best of my knowledge and belief, the following are true, accurate and complete:

1. I am responsible for establishing internal controls for the departments and functions under my scope of organizational responsibility. The controls include timely reconciliation of all cost centers and projects to ensure accuracy, validity, and completeness of financial information.
2. My team has reconciled all transactions for each of the months through August 31, 20XX. All transactions were appropriate, allowable, and properly recorded. All reconciling items have been adjusted or satisfactorily resolved with the exception of items noted in the "comments" field.
3. As department manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental cost centers and projects through August 31, 20XX. To the best of my knowledge, there are no misstatements or omissions in the department cost centers or projects for which I am responsible.
4. As department manager, I ensured my office maintained adequate segregation of duties. No single employee has responsibility for entering transactions, approving transactions, receiving cash and reconciling cost center/projects. I understand my responsibilities for establishing and maintaining effective internal controls, and my requirement to report all suspected fraud. To the best of my knowledge, there has been no:
  - a. Fraud involving any employee that has not been appropriately identified and investigated; or
  - b. Fraud involving others that could have a significant effect on the financial statements that has not been appropriately identified and investigated.

# Complete SAHARA Annual Certification (12)

When you're ready, certify by checking the **Certify Flag** box.

By checking the box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

☐ Certify Flag

Description

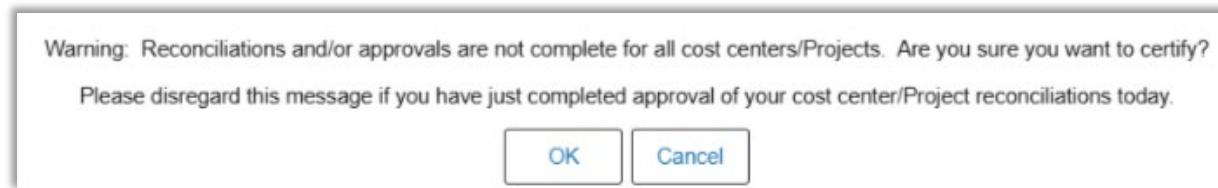
Action Taken by

DateTime

Save Certification

# Complete SAHARA Annual Certification (13)

If there are periods requiring review and/or approval, a warning will appear:



- Select **Cancel** on the warning and then follow up on the periods that need review or approval before moving forward in the certification process.
- The **SAHARA Annual Certification updates nightly**. You will see the changes to the monthly period review or approval the following day.

Note: SAHARA refers to reviews as reconciliations.

Remember: Reviews are required to be completed monthly by each department reconciler. Certification is validation by you as the department manager that timely reviews have been completed.

# Complete SAHARA Annual Certification (14)

Select **Save Certification** to complete the process.

By checking the box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

☒ Certify Flag Description Jane Doe

Action Taken by 600XXXXXXX

DateTime MM/DD/YYYY XX:XXAM

Save Certification

# Contact Us

If you have questions about this job aid, you can contact us at

## Office of Controller

[Website](#)

Email: [Controllers.Office@utsa.edu](mailto:Controllers.Office@utsa.edu)



# Thank you

The University of Texas at San Antonio

**UTSA** Financial Affairs

[utsa.edu/financialaffairs](https://utsa.edu/financialaffairs)