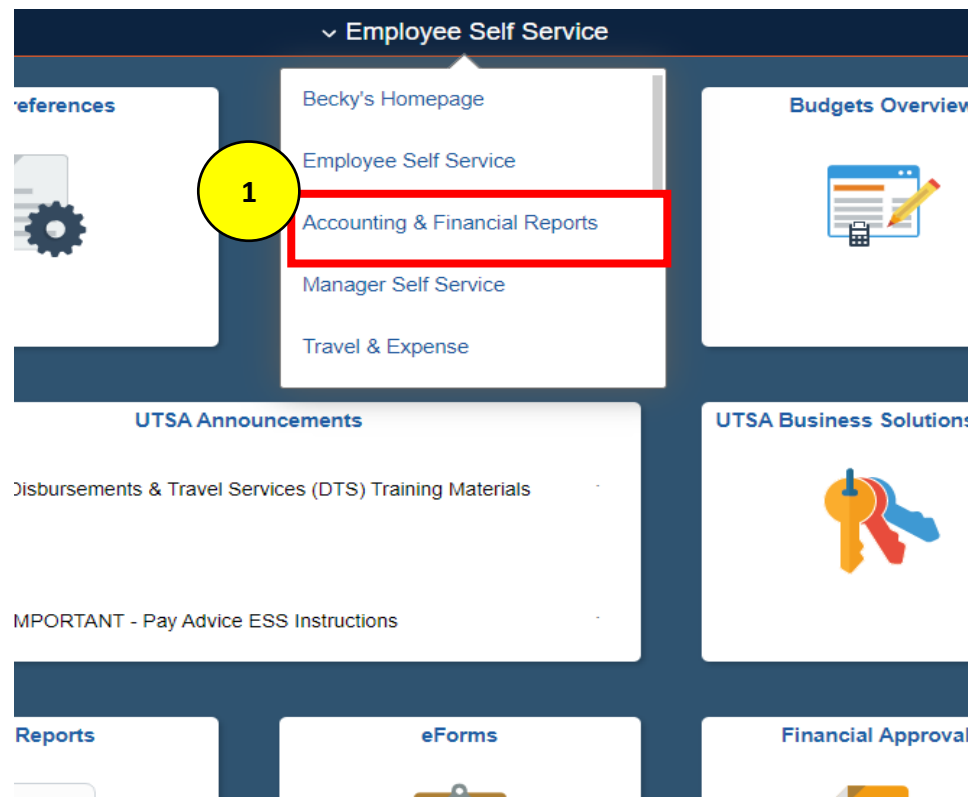


UTSA Accounting Services

Annual Financial Certification Process Job Aid

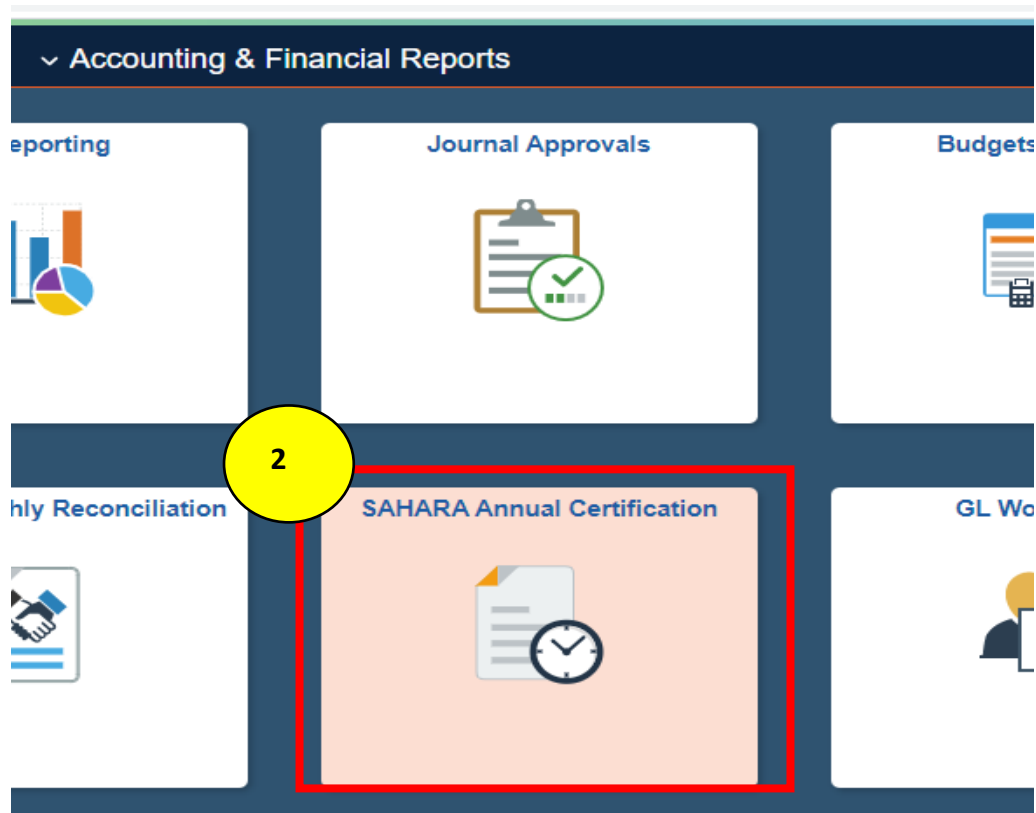
The Fiscal Management Sub-Certification, also known as the Annual Financial Certification, must be completed by department managers annually in the PeopleSoft system. It is in accordance with the UTSA [Fiscal Management Sub-Certification](#) guideline and [UT System Policy 142.1](#).

1. From the PeopleSoft home menu, click on the drop-down menu and select **Accounting & Financial Reports**.



UTSA Accounting Services

2. Select the **SAHARA Annual Certification** tile.



UTSA Accounting Services

3. Select **CC/Project Owner Certification**.
4. Ensure the Business Unit is **UTSA1** and Fiscal Year is **2023**.
5. Click **Search**.

The screenshot displays the 'Accounting & Financial Reports' section of the UTSA Accounting Services interface. The left-hand navigation menu is expanded, showing several options. The option 'CC/Project Owner Certification' is highlighted with a red border and a yellow circle containing the number '3'. The main content area shows the 'LOR Search Page' with three tabs: 'LOR Search Page', 'Recon Status and Comments', and 'Certification Statement'. Below the tabs is a 'Search Parameters' section with two input fields: '*Business Unit' containing 'UTSA1' and '*Fiscal Year' containing '2023'. Both input fields are highlighted with red borders and a yellow circle containing the number '4'. Below the input fields is a 'Search' button, which is also highlighted with a red border and a yellow circle containing the number '5'. At the bottom of the page, there is a breadcrumb trail: 'LOR Search Page | Recon Status and Comments | Certification Statement'.

UTSA Accounting Services

6

Accounting & Financial Reports SAHARA Annual Certification

LOR Search Page **Recon Status and Comments** Certification Statement

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
LETTER OF REPRESENTATION
ANNUAL FINANCIAL CERTIFICATION
FISCAL YEAR 2023

Refresh

*Certifying For: Rowdy

CostCenters/Projects to be Certified

| CostCenter/Project | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1000001234 Test - 1 Status -- Reconciled Periods | <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"/> |
| 1000001222 Test - 2 Status -- Reconciled Periods | <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 Test - 3 Status -- Reconciled Periods | <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"/> |

| Department | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
|---|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| COS-Test 1 Department: COS GEOLOGICAL SCIENCES Status -- Approved Periods | <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"/> |
| COS-Test 2 Department: COS GEOLOGICAL SCIENCES Status -- Approved Periods | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| COS-Test 3 Department: COS GEOLOGICAL SCIENCES Status -- Approved Periods | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Find First 1-37 of 37 Last

Comments

Comments

Comments

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

Optional Review/Approval by: on:

Save Comments

Go To Certification Page

Save Optional Review and Comments.

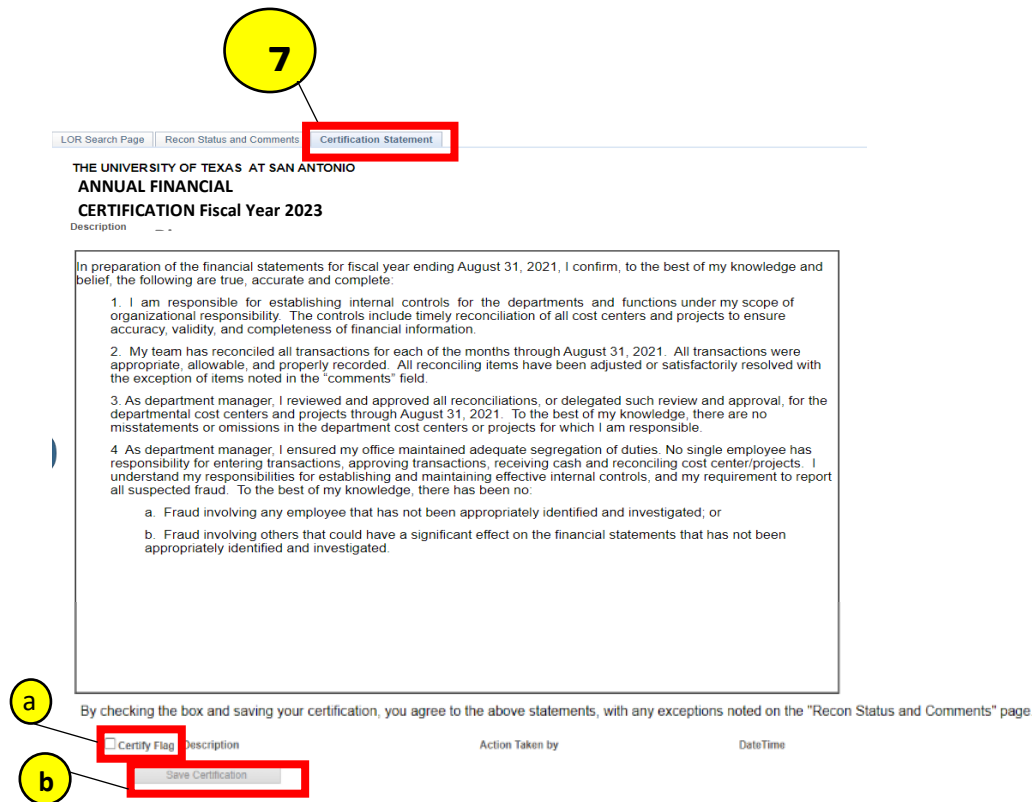
UTSA Accounting Services

6. The **Recon Status and Comments** tab will open. This tab lists all cost centers and projects to be certified. It provides the reconciliation and approval status of each cost center and project. Cost centers and projects with no actuals activity (revenue and expense) during the year are excluded from the certification.
 - a. The left side of the list shows the **reconciliation status** of each cost center/project for each period.
 - i. Dashes indicate the reconciliation is not required.
 - ii. A checkmark indicates that reconciliation for the period has been completed by the reconciler.
 - iii. A blank box indicates the period **has not been reconciled. If the reconciliation is not complete, the department manager will need to obtain assurance that year-end numbers are correct and should add comments in the section noted below regarding what alternative procedures were performed.**
 - b. The right side of the list shows the **approval status** of each cost center/project for each period.
 - iv. Dashes indicate the reconciliation is not required.
 - v. A checkmark indicates that the reconciliation is approved.
 - vi. A blank box indicates the period **is not approved.**
 - c. **(Optional)** Clicking on any checkbox opens the monthly reconciliation for that cost center/project and period. The checkbox provides easy access for unapproved reconciliations.
 - d. **(Optional)** The department manager can include comments in the Comments section to the right of each cost center/project. These comments will be visible to Financial Affairs during the final step of the certification process.
 - e. **(Optional)** The department manager can include comments in the Comments section at the bottom of the screen. These comments will be visible to Financial Affairs during the final step of the certification process.
 - f. Click **Save Comments** if comments were added to the certification.
 - g. Once the Recon Status and Comments tab has been reviewed, click **Go to Certification Page**.

Continue on to Step 7

UTSA Accounting Services

7. On the **Certification Statement** tab, review the certification statement.
 - a. When ready, certify by clicking the **Certify Flag** box.
 - i. If there are periods requiring reconciliation and/or approval, a notification will appear. Click **Cancel** and then follow up on the periods that need reconciliation or approval before moving forward in the certification process. **The Annual Certification in SAHARA updates nightly. You will see the changes the following day.**
 - ii. **All reconciliations must be complete to satisfy the certification requirements.**
 - b. Click **Save Certification** to complete the process.



7

LOR Search Page | Recon Status and Comments | **Certification Statement**

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
ANNUAL FINANCIAL
CERTIFICATION Fiscal Year 2023
Description --

In preparation of the financial statements for fiscal year ending August 31, 2021, 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, 2021. 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, 2021. 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.

a

Certify Flag

b

Save Certification

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.

| Description | Action Taken by | DateTime |
|-------------|-----------------|----------|
|-------------|-----------------|----------|