

Annual Financial Certification

Frequently Asked Questions

- 1. What if all of my cost centers/projects are not reconciled when I am ready to certify?**
 - Reconciliations are required to be completed monthly by each department. Certification is validation by department managers that the funds have been reconciled and reviewed for accuracy. Department reconciliation and certification are a critical component of the required university certification process with UT System.
- 2. What if I can't access my certification?**
 - Open a ticket with [Tech Café for assistance](#).
- 3. How can I check the status of my reconciliations?**
 - In PeopleSoft, navigate to the **SAHARA Monthly Reconciliation screen** (Employee Self-Service menu/Accounting and Financial Reports/SAHARA Monthly Reconciliation)
 - Next, click on the **Monitor** drop-down menu on the left-hand side of the screen.
 - Then, click on **Reconciliation Summary**.
 - The business unit should be **UTSA1**.
 - The fiscal year should be **2021**.
 - Reconcilers can fill in parameters, such as Owner ID or Dept ID.
 - Click **Search**
 - On the **ARA Summary** tab:
 - The left side of the screen shows the **reconciliation** status where:
 - Dashes above the checkbox indicate that no reconciliation is required.
 - Checkmarks indicate that the reconciler has completed the reconciliation.
 - Blank boxes indicate the reconciliation has not been reconciled.
 - The right side of the screen shows the **approval** status where:
 - Dashes above the checkbox indicate that no reconciliation is required.
 - Checkmarks indicate the reconciliation is approved.
 - Blank boxes indicate the reconciliation has not been approved.
 - The **Download** tab provides the same information as the ARA Summary tab, but with a download to Excel feature on the far right.
- 4. Are there any queries available to help me?**
 - UTS_SAHARA_ARA_SUMMARY lists cost centers and projects and their reconciliation and approval statuses. (The information provided in this query is the same type of information provided on the Reconciliation Summary screens mentioned in #3 above.)

- The right side of the query shows the **reconciliation** status.
 - Y indicates the reconciliation has been completed by the reconciler.
 - Blank indicates the reconciliation has not been reconciled, **or** reconciliation is not required.
- The left side of the query shows the **approval** status.
 - N indicates the reconciliation is not approved.
 - Y indicates the reconciliation is approved.
 - Blank indicates the reconciliation has not been reconciled **or** reconciliation is not required.
- UTS_SAHARA_SECURITY lists cost centers and projects and their reconciler and department manager/owner.

5. Why can't I see all of my cost centers and projects listed in the certification?

- If a cost center or project did not have revenue or expense (actuals) activities for the entire year, it would be excluded from the certification.

6. My department reconciled and/or approved a cost center/project today; why is it still unreconciled/unapproved on the certification?

- The Annual Certification in SAHARA updates nightly. You will see the changes the following day.