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.
2. Select the **SAHARA Annual Certification** tile.
3. Select **CC/Project Owner Certification**.
4. Ensure the Business Unit is **UTSA1** and Fiscal Year is **2023**.
5. Click **Search**.
### ANNUAL FINANCIAL CERTIFICATION

**FISCAL YEAR:** 2023

<table>
<thead>
<tr>
<th>Cost Centers/Projects to Be Certified</th>
<th>Status - Reconciled Periods</th>
<th>Status - Approved Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000001234  Test - 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000001222  Test - 2</td>
<td></td>
<td></td>
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<tr>
<td>1000002958  Test - 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department:</strong> COS geological sciences</td>
<td><strong>COS-Test 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>COS-Test 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COS-Test 3</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note any comments or concerns below, or indicate “None.”**

**Optional Review/Approval by:**

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Date</th>
</tr>
</thead>
</table>

### Certification Statement

**Certification Statement:**

**Certifying For:** Rowdy

**Certification Date:** 2023
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
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.