



Business Information Systems
Semi-Annual Project Certification Guide

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Business Information Systems
Semi Annual Project Certification

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Semi Annual Project Certification

Purpose

Departments are required to reconcile their accounts on a monthly basis. With the monthly accounts reconciliation in place it will greatly facilitate the Project Manager to complete the **required** Semi-Annual Project Certification.

Reporting Period	1st Semi-Annual	2nd Semi-Annual
	September 1 - February 28	March 1 - August 31
	↓	↓
	Deadlines	
Certification	March 31st	September 30th
Review	April 7th	October 7th
Inspection	May 1st	November 1st

UT System Requirement

As required by The University of Texas System, the Office of Comptroller is to obtain a certification from each Project Manager.

By responding **yes** to the Semi Annual Project Certification, the Project Manager is certifying:

1. I am responsible for the reconciliation of the projects for the departments and functions under my scope of organizational responsibility.
2. I have reconciled all of my Statements of Account(s).
3. All revenues and expenses were appropriate, allowable, and properly recorded.
4. All reconciling items have been adjusted or satisfactorily resolved.
5. As project manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental projects.
6. Our department maintains adequate **segregation of financial duties**; no single employee has responsibility for

- a) Entering transactions,
- b) Approving transactions,
- c) Receiving cash, and
- d) Reconciling projects.

(Note: if there are any exceptions, I will submit an explanation to Internal Audits to explain controls which mitigate or compensate for the absence of adequate separation of duties. Alternately, for areas where a limitation of the system of internal controls exists, I will also submit to Internal Audits my proposed plan to address this limitation.)

7. All significant deficiencies in the design or operation of internal controls over financial reporting which could adversely affect our department's ability to record, process, summarize, and report Financial data and any material weaknesses in internal controls that have been identified have been appropriately reported and addressed.
8. To the best of my knowledge, there are no misstatements or omissions in the department projects for which I am responsible.
9. To the best of my knowledge, there has been no - Fraud, whether or not material, involving any employees who have significant roles in internal control, that has not been appropriately reported and addressed; or Fraud involving others that could have a material effect on the financial statements other than those previously reported to the Financial Reporting Officer in writing (if any).
10. All officers and employees in the department who are authorized to execute contracts on behalf of the University of Texas Rio Grande Valley or who exercise discretion with regard to the award of contracts or other pecuniary transactions of government are in compliance with BPM 70 Code of Ethics for Financial Officers and Employees.

Contact

If you have questions regarding the Monitoring plan please contact us via email:

accountingandreporting@utrgv.edu

Project Manager's Note

If the Project Manager assumed this role any time during either of the certification periods:

- It is the new Project Manager's responsibility to obtain a partial off-line certification (in writing) from the outgoing Project Manager, covering transactions during the certification period to the point of transition. If the outgoing PM is no longer on campus, request this from the outgoing PM's staff.

The University of Texas Rio Grande Valley

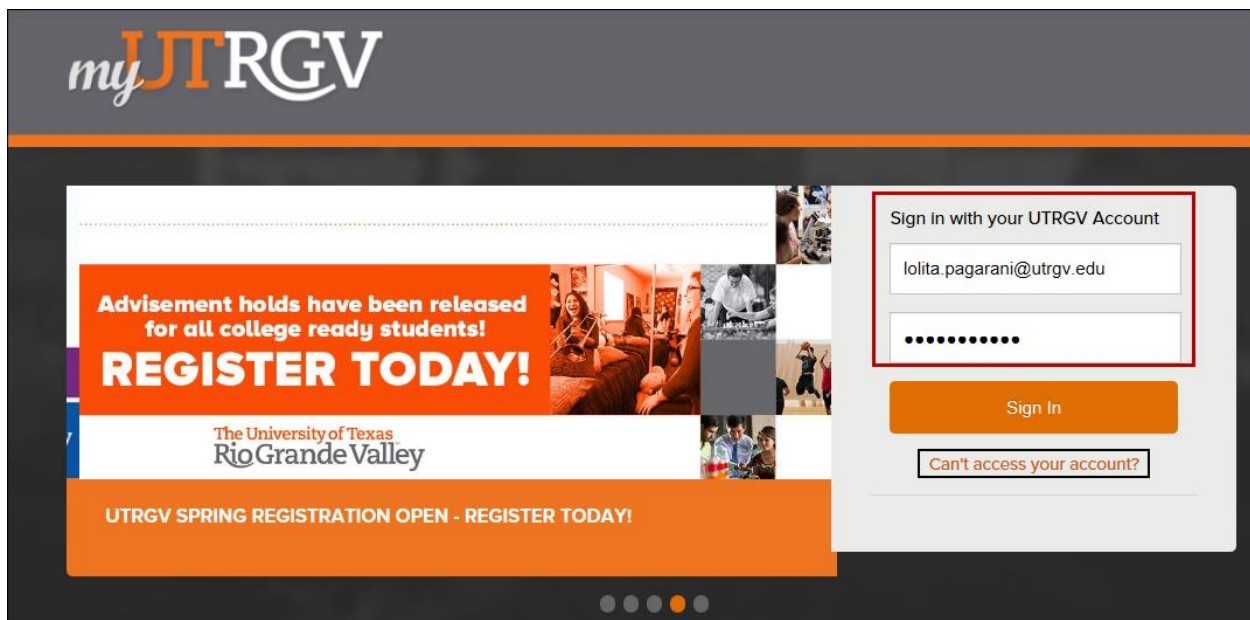
- If the PM has changed numerous times during the certification period, the latest outgoing PM should have a certification on file from the previous outgoing PM. The new Project Manager should obtain copies of those partial certifications as well.
- These partial certifications will be used by the current Project Manager as justification to support his/her semiannual project certification

Navigation

- Log-in to Oracle through www.utrgv.edu . On the UTRGV homepage click on the button myUTRGV

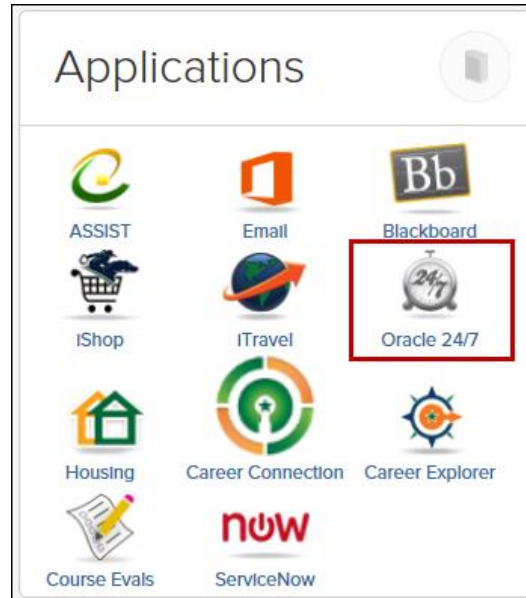


- Sign in to your UTRGV account using your credentials username and password per example below:



Please note: If you cannot access your account please click on “Can’t access your account?” You will be taken to the UTRGV Account Self-Service Website.

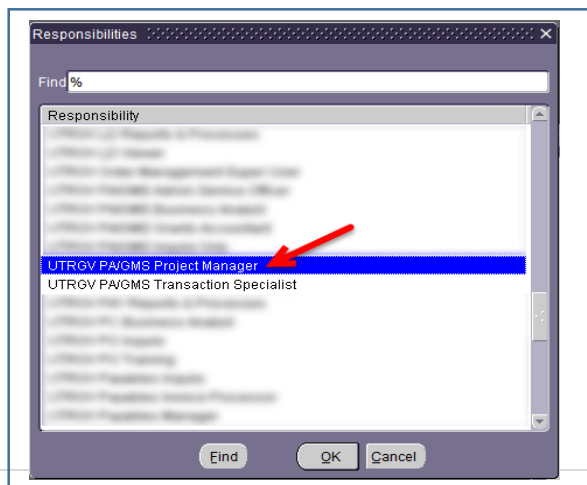
- Next step - at the Applications section select Oracle 24/7



Steps to Semi Annual Project Certification

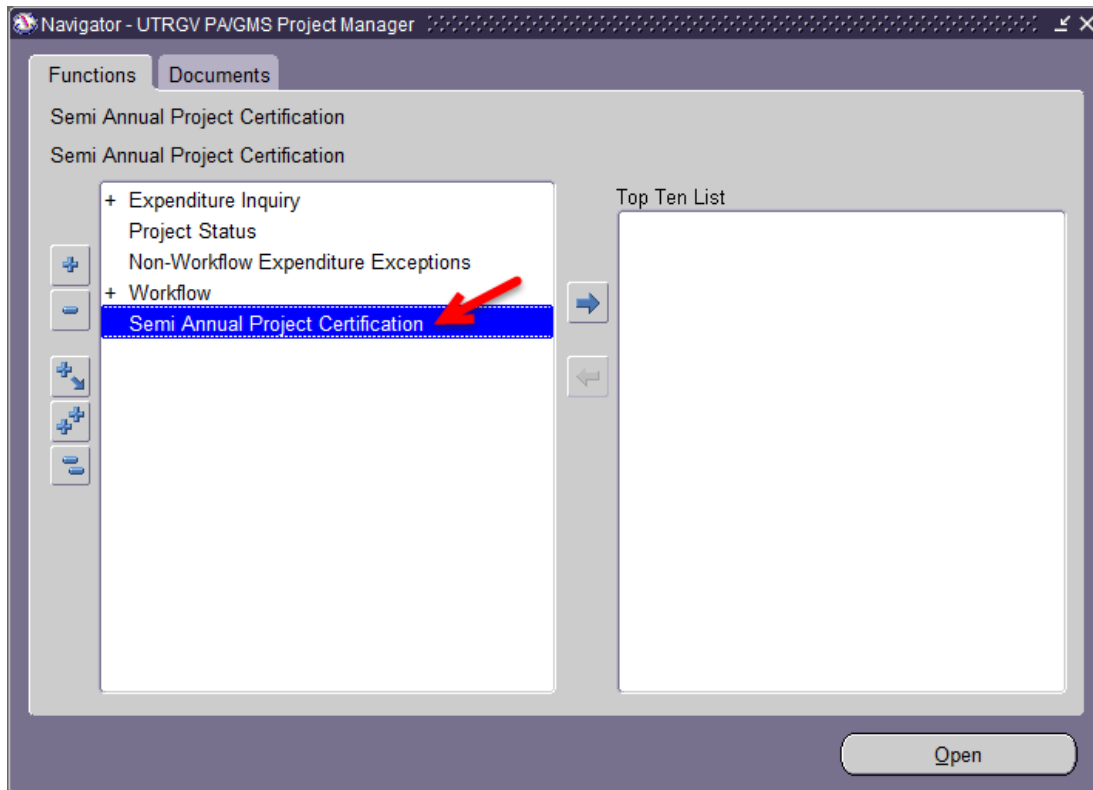
Once the project reconciliation is complete, follow steps outlined below to complete the Semi Annual Project Certification

Responsibility – UTRGV PA/GMS Project Manager



N → Semi Annual Project Certification

- Click on ***Semi Annual Project Certification*** from the menu option.
- Once the form opens, Click (B) **Find**
Please be patient, as the form could take a few minutes to fully load.



- The form will display all projects linked to the Project Manager with financial activity (Budget, Actuals, and Encumbrance), if any, in a given certification period; regardless of the project status (APPROVED or CLOSED).
- The form will automatically default to the Project Manager who logged in. The form also displays the Period Name, which certification is to be submitted for.
- The Project Manager can either select 'Yes' or 'No' to certify. If a certification of 'No' is selected, a comment is required explaining why the PM is not certifying.
- Project Managers can use the 'Select All' check box to certify 'Yes' or 'No' to all accounts.

Semi Annual Project Certification

The University of Texas Rio Grande Valley
Semi Annual Project Certification

Project Manager Name [] Period Name SEP - FEB FY2016 Find

Project	Name	Description	Project Status	Start Date	End Date	Certify		Comments	Certification Status
						Yes	No		
100000000	Business Technology Operations	Business Technology Operations	APPROVED	30-JUN-2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certified
210000000	BTO Support Training	This project is to be used to rec	APPROVED	06-JAN-2014		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certified
700000000	Perceptive Document Imaging	The new account is requested fo	APPROVED	01-MAY-2014		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certified
700000005	SciQuest Implementation	Account will be used for the imp	CLOSED	04-JAN-2011	05-DEC-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certified
700000006	Oracle R12 Upgrade	The purpose of this project is to	APPROVED	01-JUN-2011		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certified
						<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>		
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						<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>		
Select All						<input type="checkbox"/>	<input type="checkbox"/>		

Certification Acknowledgement

In connection with the preparation of the financial statements of the [] for the certifying period mentioned above, I, confirm, to the best of my knowledge and belief, the following:

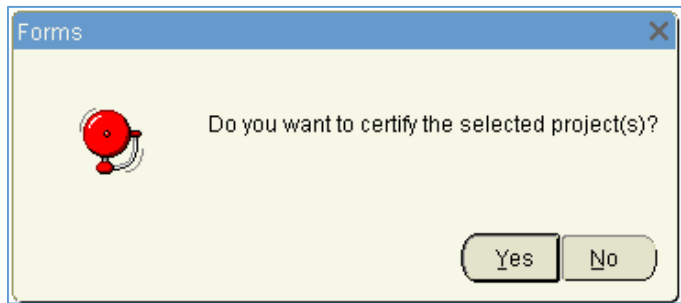
- I am responsible for the reconciliation of the projects for the departments and functions under my scope of organizational responsibility.
- I have reconciled all of my Statements of Account(s).
- All revenues and expenses were appropriate, allowable, and properly recorded.
- All reconciling items have been adjusted or satisfactorily resolved.
- As project manager, I reviewed and approved all reconciliations, or delegated such review and approval, for the departmental projects.
- Our department maintains adequate segregation of financial duties; no single employee has responsibility for 1) entering transactions; 2) approving transactions; 3) receiving cash; and 4) reconciling projects. (Note: if there are any exceptions, I will submit an explanation to Internal Audits to explain controls which mitigate or compensate for the absence of adequate separation of duties. Ultimately, for areas where a limitation of the system of internal controls exists, I will also submit to Internal Audits my proposed plan to address this limitation.)
- All significant deficiencies in the design or operation of internal controls over financial reporting which could adversely affect our department's ability to record, process, summarize, and report financial data and any material weaknesses in internal controls that have been identified have been appropriately reported and addressed.
- To the best of my knowledge, there are no misstatements or omissions in the department projects for which I am responsible.
- To the best of my knowledge, there has been no - Fraud, whether or not material, involving any employees who have significant roles in internal control, that has not been appropriately reported and addressed; or Fraud involving others that could have a material effect on the financial statements other than those previously reported to the Financial Reporting Officer in writing (if any).
- All officers and employees in the department who are authorized to execute contracts on behalf of the [] or who exercise discretion with regard to the award of contracts or other pecuniary transactions of government are in compliance with [] Code of Ethics for Financial Officers and Employees.

I further certify based on the limits of my knowledge and authority for the area(s) under my control that the risk area identified above, unless stated otherwise, was performed in accordance with UT System Administration Policy [] and with University Budget Policy/Fiscal Accountability []

Save Only Certify

Please Note: Screen above is for illustration purposes.

- Click on (B) Save Only to save the records, this will not mark the projects as certified
- To certify the project, click on (B) Certify
- The following screen will appear



- Click on (B) Yes.

- The certification process is now complete.

Note: if the project have been certified with 'No', the project is still not in compliance, the PM has to certify the project with a 'Yes' for it be in compliance

For Questions on Semi Annual Project Certification please contact:
accountingandreporting@utrgv.edu