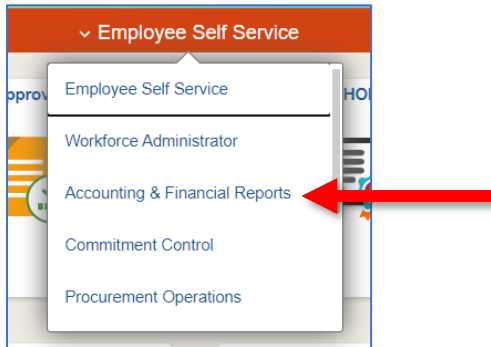# SAHARA ANNUAL FINANCIAL CERTIFICATION FOR FISCAL YEAR 2023

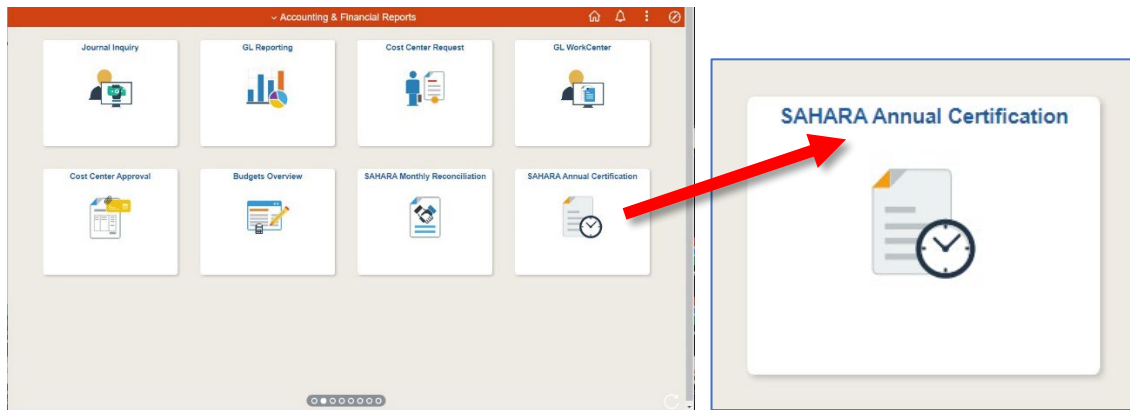*Please note, you will be CERTIFYING ALL assigned CC/Projects concurrently.*

1. Login to PeopleSoft 9.2

2. Navigate to **Accounting & Financial Reports** (you may use the Employee Service Drop down)


3. Locate & Click on the **SAHARA ANNUAL CERTIFICATION** tile


4. The CC/Project Owner Certification page will appear. In the center workspace, you will see three tabs (LOR Search Page, Recon Status and Comments, and Certification Statement). The Search Parameters are pre-loaded. Click on the **Search** button.
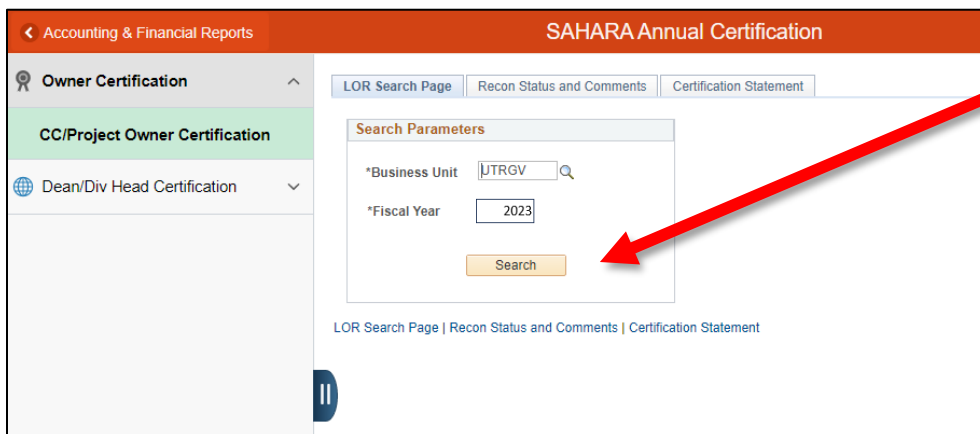
5. The screen content will change. In this section, you will see **ALL** of your assigned Cost Centers and/or Projects. Please review to ensure that ALL applicable periods have been reconciled and approved for all accounting periods.
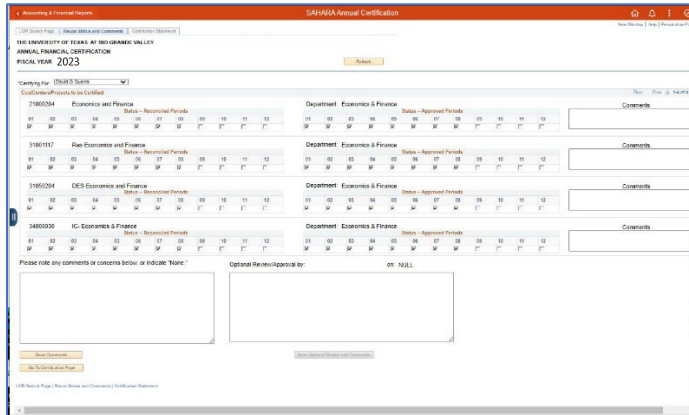
6. If applicable, scroll to the right side of the screen, and enter comments for the Cost Center or Project.
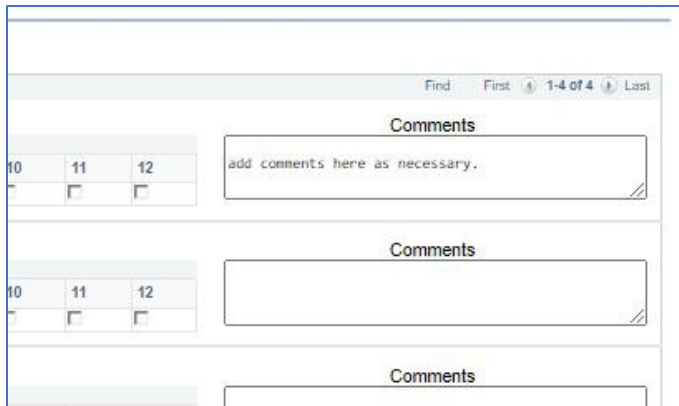
7. To save the comments, scroll back to the left, then scroll down to the bottom of the screen. Click on the **SAVE COMMENTS** button. Comments you entered on **step 6** will be saved with this step.
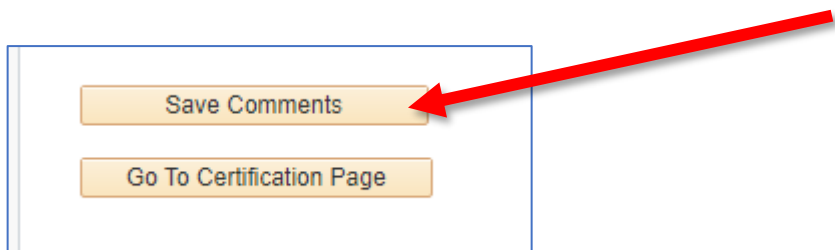
8. The larger box located immediately below the last Cost Center or Project does not allow for comments. Please **Do Not Enter Comments** in that box.

9. When ready to proceed, click on the **Go To Certification Page** button.
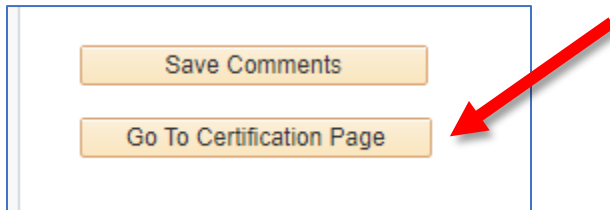
10. Please review the acknowledgement statement, then scroll down to the bottom of the screen.

11. To certify, locate the **Certify Flag** check box and click on that check box. A check mark will appear inside.

12. If you have any Cost Centers or Projects not yet reconciled nor approved for any period, a pop-up message will appear. This means that you are not ready to submit and lock your certification. Go to step 13. If this screen does not appear, it means you are ready to submit your certification; proceed to step 14. Click on the **OK** button to make the pop-up disappear.
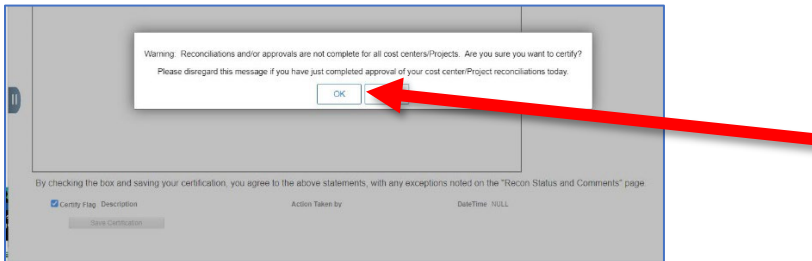

13. You now have the option to exit the Annual Certification screen and coordinate with the Reconciler to Reconcile the missing periods before you can resume with the Monthly Approval process. When the monthly process is complete for all missing reconciliations, you may then return to the Annual Certification to finalize the certifications pending. However, you may proceed to the next step if your intentions are to certify with outstanding reconciliations (that is not our recommendation). Additionally, if you forgot to add comments earlier, please take this time to go back to the previous tab (Recon Status and Comments) to add and save your comment(s).

14. To submit and lock the Certification, click on the **SAVE CERTIFICATION** button. All options are now LOCKED.
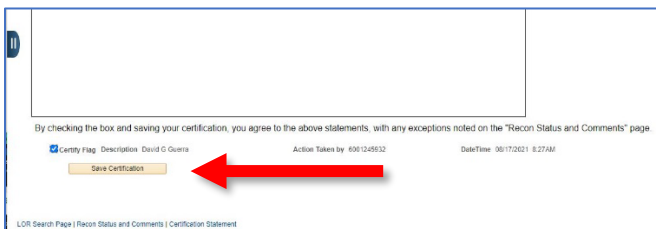
The ANNUAL CERTIFICATION process is now complete

Please note: When you go back to the **Recon Status and Comments** page, you will see a confirmation of Annual Certification pop-up notice. Click **OK** button to proceed.
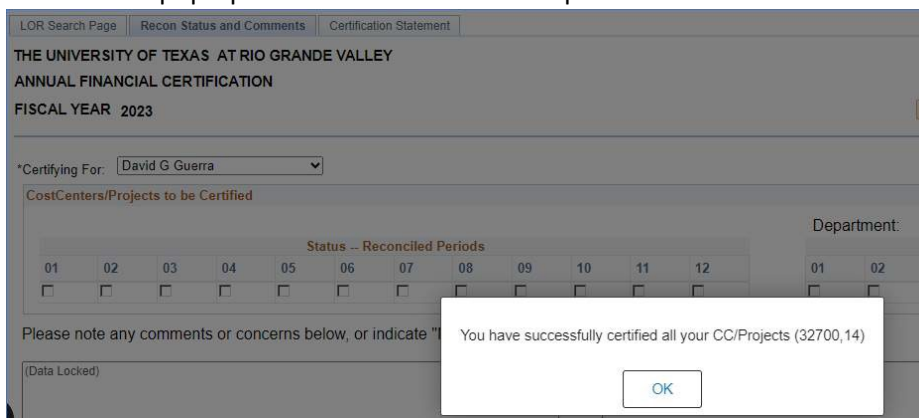
IMPORTANT: Should you need to *uncertify* this process, please send an email to AccountingandReporting@utrgv.edu requesting the UNCERTIFICATION. Please include in the body of your message a brief explanation on why the need to *uncertify* (i.e., forgot to add comments, certified with missing reconciliations in error, etc.).