

SAHARA ANNUAL FINANCIAL CERTIFICATION FOR FISCAL YEAR 2024

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

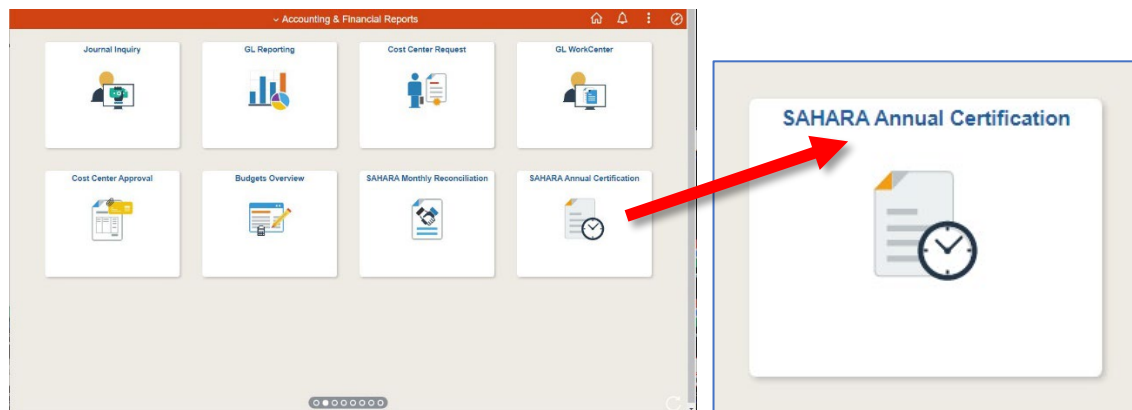
1. Login to PeopleSoft 9.2



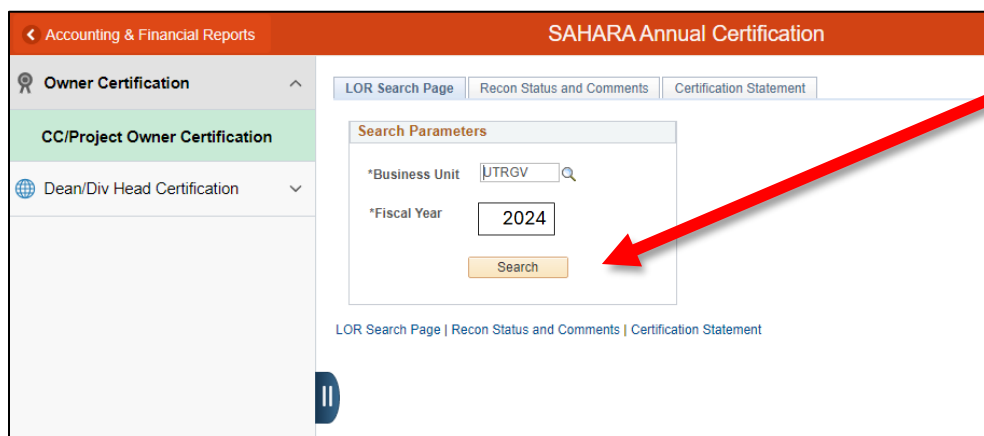
2. Navigate to **Accounting & Financial Reports** (you may use the Employee Service Drop down)



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.



- 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.

The screenshot shows the 'SARQA Annual Certification' interface. At the top, it says 'Accounting & Financial Systems' and 'SARQA Annual Certification'. Below this, there's a navigation bar with 'Go to Certification Page', 'Review Status and Comments', and 'Certification Statement'. The main header identifies the user as 'THE UNIVERSITY OF TEXAS AT INDEPENDENCE VALLEY' and the 'ANNUAL FINANCIAL CERTIFICATION' for 'FISCAL YEAR 2024'. A 'Submit' button is visible. The 'Certifying for' section lists 'Cost Centers/Projects to be Certified'. The main area displays a table with columns for 'Cost Center/Project', 'Department', 'Economics & Finance', 'Status - Reconciliation Periods', and 'Status - Approval Periods'. It lists several items like 21800204, 31801187, 3180204, and 3480030. Below the table, there are sections for 'Please enter any comments or concerns below, or indicate "None"', 'Optional Review/Approval by', and a 'NULL' field. At the bottom, there are buttons for 'Save Comments' and 'Go to Certification Page'.

- If applicable, scroll to the right side of the screen, and enter comments for the Cost Center or Project.

This screenshot shows the right side of the certification screen, specifically the 'Comments' section. It features a search bar with 'Find', 'First', '1-4 of 4', and 'Last' buttons. Below the search bar, there are three 'Comments' labels, each followed by a text input area. The first input area contains the placeholder text 'add comments here as necessary.'.

- 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.

This screenshot shows the bottom of the certification screen. It contains two buttons: 'Save Comments' and 'Go To Certification Page'. A large red arrow points from the right side of the screen towards the 'Save Comments' button, indicating the next step in the process.

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.

31050204 DES-Economics and Finance
Status - Reconciled Periods
01 02 03 04 05 06 07 08 09 10 11 12
01 02 03

34000030 IC- Economics & Finance
Status - Reconciled Periods
01 02 03 04 05 06 07 08 09 10 11 12
01 02 03

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

Optional Review/Approval by:

**DO NOT ENTER
COMMENTS HERE**

Save Comments
Go To Certification Page
Save Optional Review and Comments

LOR Search Page | Recon Status and Comments | Certification Statement

9. When ready to proceed, click on the **Go To Certification Page** button.

Save Comments
Go To Certification Page

10. Please review the acknowledgement statement, then scroll down to the bottom of the screen.

Accounting & Financial Reports SAHARA Annual Certification

LOR Search Page | Recon Status and Comments | Certification Statement

THE UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY
ANNUAL FINANCIAL CERTIFICATION
Fiscal Year 2024
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.
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.

By checking this box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

☐ Certify Flag Description Action Taken by DateTime

Save Certification

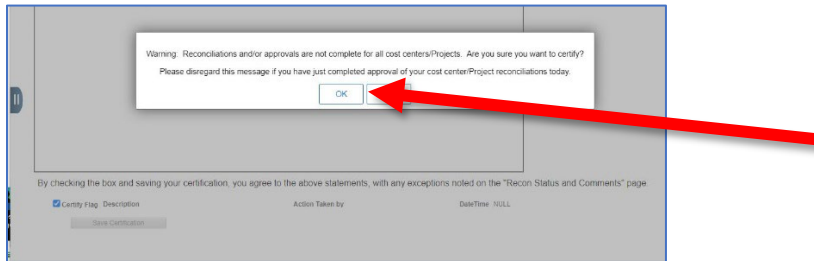
11. To certify, locate the **Certify Flag** check box and click on that check box. A check mark will appear inside.

By checking this box and saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.

☐ Certify Flag Description Action Taken by DateTime

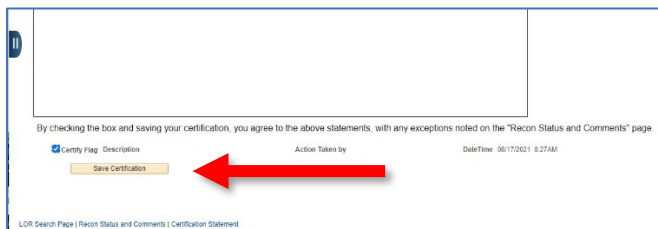
Save Certification

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.



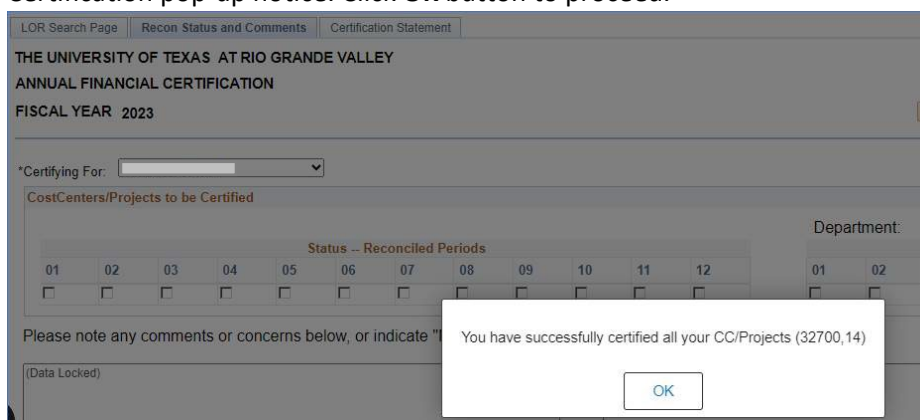
13. You now have the option to exit the Annual Certification screen and coordinate with the Reconciler to Reconcile the missing periods before you can resume with the Monthly Approval process. When the monthly process is complete for all missing reconciliations, you may then return to the Annual Certification 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.).