



UNIVERSITY OF  
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ARLINGTON

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KNOWLEDGE  
SERVICES

## **Sahara Department Head Annual Certification**

# Table of Contents

**SAHARA Annual Certification ..... 1**

**Steps to Perform the SAHARA Annual Certification ..... 1**

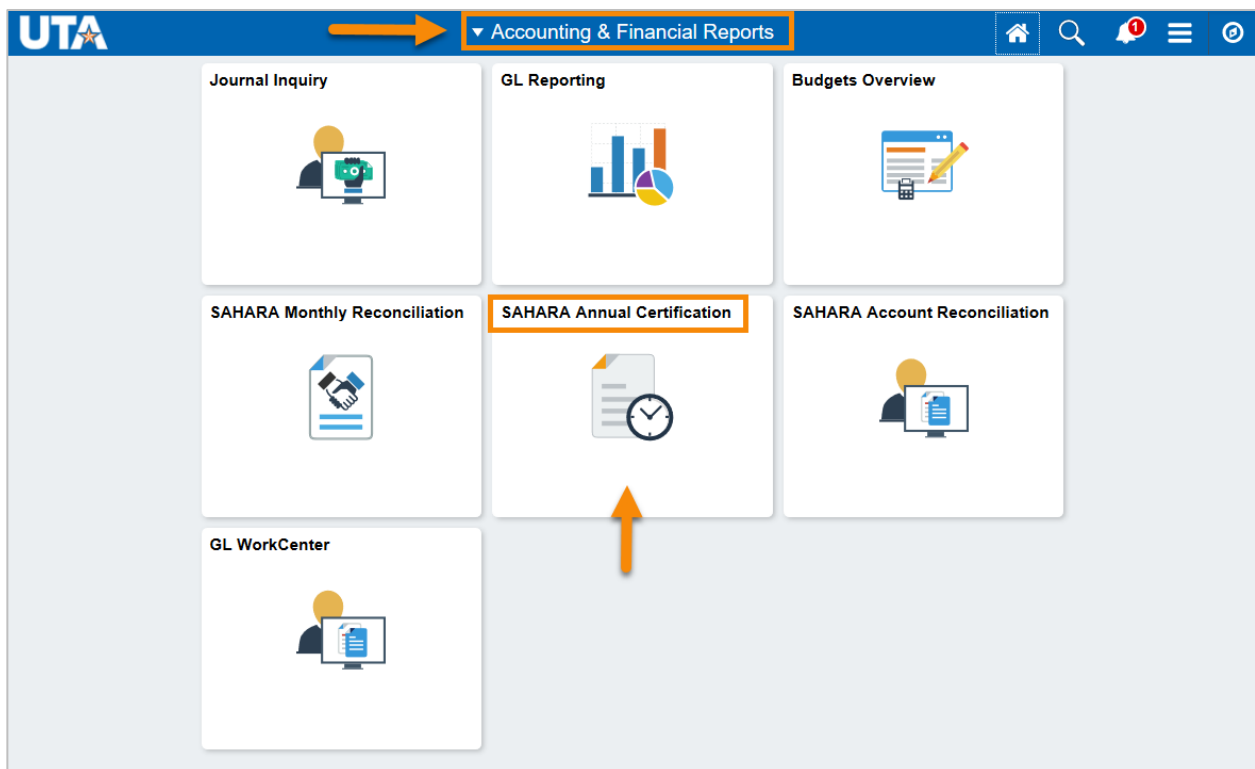
**SAHARA Questions or Issues ..... 5**

## SAHARA Annual Certification

As part of our financial reporting and internal control review process, each Department Head is required to provide an annual certification for all financial information over which they have oversight responsibilities. SAHARA has two components that support this objective: Monthly Account Reconciliation and Annual Certification. The **Monthly Account Reconciliation** component supports monthly cost center and project reconciliations to verify the accuracy and validity of financial transactions and timely resolution of discrepancies. The **Annual Certification** component provides a summary of reconciliations performed, provides the Annual Certification statement, and allows department heads to record exceptions to the statement and record their certification.

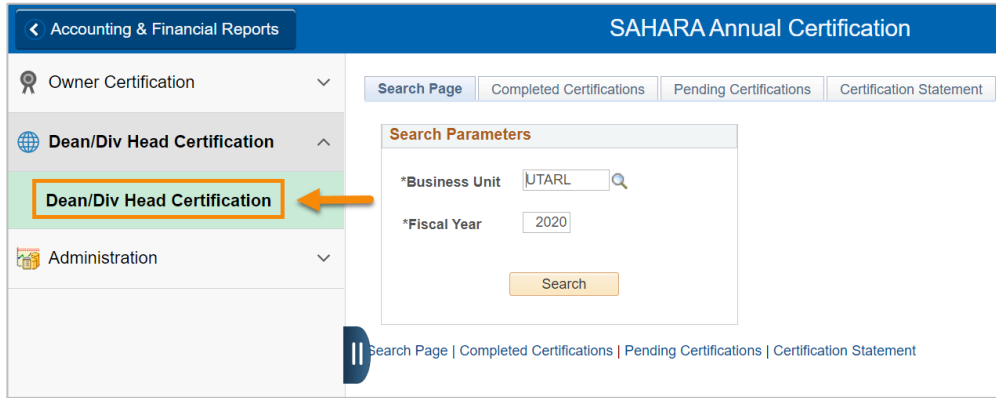
### Steps to Perform the SAHARA Annual Certification

1. Login to UTShare (<https://www.uta.edu/utshare>).
2. Click on the Employee Self Service header dropdown and select the **Accounting & Financial Reports homepage**.
3. Select the **SAHARA Annual Certification tile**.

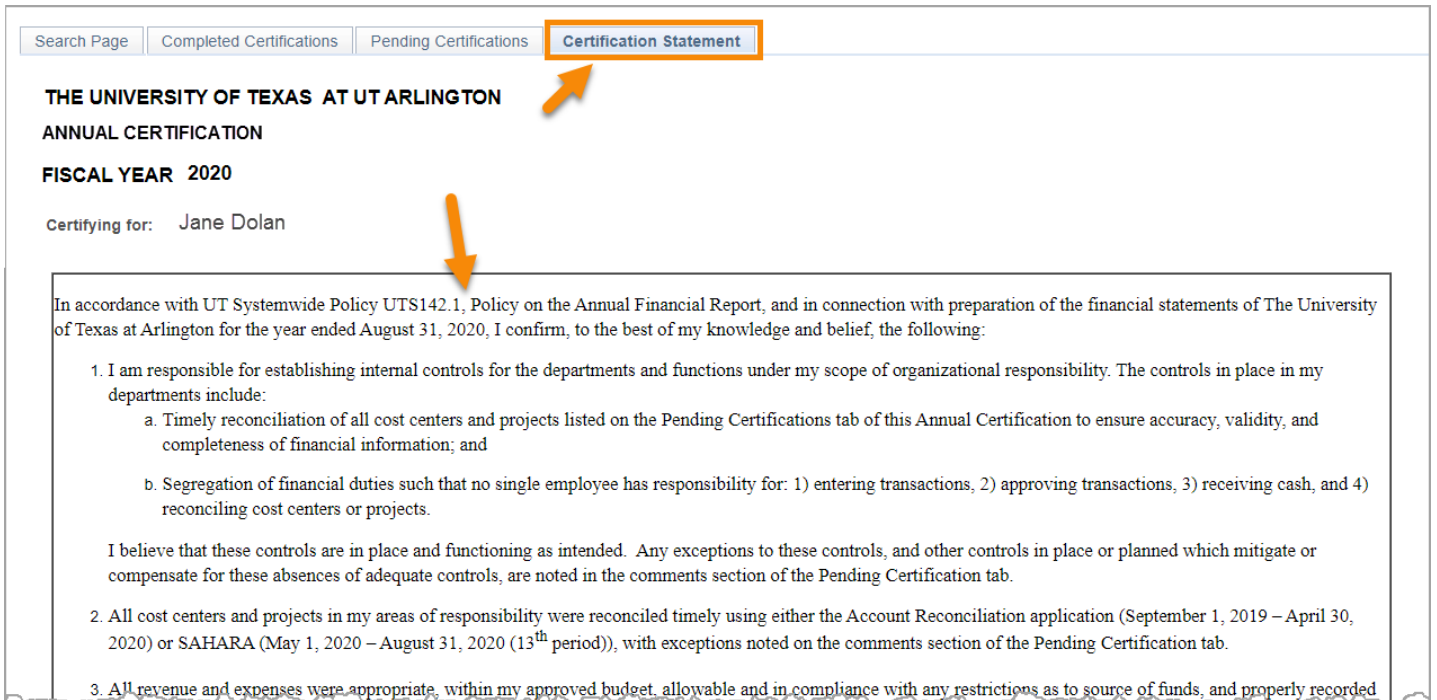


**UT Arlington will not be using the Owner Certification; please do not use that functionality.**

- On the SAHARA Annual Certification Work Center menu, expand the Dean/Div Head Certification section, then click on **Dean/Div Head Certification** menu item.



- Select the **Certification Statement** tab.
- Review the **Annual Certification Statement** on the Certification Statement tab. Comments or exceptions to this statement can be entered on the Pending Certifications tab in the next step.



7. Select the **Pending Certifications** tab. This tab will display, for each cost center or project being certified, the number of reconciled and approved accounting periods, along with the total expense and revenue amounts for those approved periods.

THE UNIVERSITY OF TEXAS AT UT ARLINGTON  
ANNUAL CERTIFICATION  
FISCAL YEAR 2020

\*Certifying for: Jane Dolan School or Division: SERVICE Admin view for: [Search]

**Pending Certifications.** Find First 1 of 2 Last

Cost Center/Project Owner: Dolan, Jane

Optional Review/Approval by: on  
Reviewer's/Approver's comments:

Cost Center/Project	Description	Dept ID	Department Description	Reconciliation Completion	Approval Completion	Expense Total	Revenue Total	Comments
3	Administration	3	Services	4/12 MONTHS	4/12 MONTHS	\$864,772.36	\$-922,197.00	
3	Operations	3	Services	4/12 MONTHS	4/12 MONTHS	\$95,283.00	\$-95,283.00	

8. If needed, **comments and exceptions** to the Annual Certification Statement can be entered in the text box at the bottom of the **Pending Certifications** tab. **If no comments or concerns, type "None"**. Click the **Save Comments** button to save.

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ANNUAL CERTIFICATION  
FISCAL YEAR 2020

\*Certifying for: Jane Dolan School or Division: SERVICE Admin view for: [Search]

**Pending Certifications.**

Optional review performed by on

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

None

Save Comments Admin Print

9. It is recommended to use the Admin Print button to print a copy of the page to an Adobe PDF file to be retained for documentation.

10. To complete the Department Head certification, click on the **Certification Statement** page and click the **Certified by** checkbox at the bottom of the page.

Search Page | Completed Certifications | Pending Certifications | **Certification Statement**

**THE UNIVERSITY OF TEXAS AT UT ARLINGTON**  
**ANNUAL CERTIFICATION**  
**FISCAL YEAR 2020**

Certifying for: **Jane Dolan**

In accordance with UT Systemwide Policy UTS142.1, Policy on the Annual Financial Report, and in connection with preparation of the financial statements of The University of Texas at Arlington for the year ended August 31, 2020, I confirm, to the best of my knowledge and belief, the following:

1. I am responsible for establishing internal controls for the departments and functions under my scope of organizational responsibility. The controls in place in my departments include:
  - a. Timely reconciliation of all cost centers and projects listed on the Pending Certifications tab of this Annual Certification to ensure accuracy, validity, and completeness of financial information; and
  - b. Segregation of financial duties such that no single employee has responsibility for: 1) entering transactions, 2) approving transactions, 3) receiving cash, and 4) reconciling cost centers or projects.

I believe that these controls are in place and functioning as intended. Any exceptions to these controls, and other controls in place or planned which mitigate or

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

Certified by: Jane Dolan      1234567890      DateTime: 10/20/20 2:28PM

**Save Certification**      Admin Print

Search Page | Completed Certifications | Pending Certifications | Certification Statement

A warning message will appear stating that LOR Owner certifications are not complete. **Owner Certifications will not be collected at UT Arlington. Click OK.**

Note: The "Recon Status and Comments" page referenced is part of the Owner Certifications which will not be collected at UT Arlington. Exceptions are noted on the Pending Certifications, thus, the certification statement should be read as "exceptions noted on the Pending Certifications page."

11. Click the **Save Certification** button – this will record approval and finalize the certification. The Comments entered on the Pending Certifications tab will now be locked.

12. It is recommended to use the Admin Print button to print a copy of the Annual Certification page to an Adobe PDF file to be retained for documentation.

Note: If necessary, the Annual Certification status can be reset. Please contact James Mitchell ([james.mitchell@uta.edu](mailto:james.mitchell@uta.edu)) or Janet Nascimbeni ([janetg@uta.edu](mailto:janetg@uta.edu)) to request the Annual Certification be reset.

## **SAHARA Questions or Issues**

Contact Knowledge Services with **UTShare** Questions:

- KnowledgeServices@uta.edu
- 817-272-2155

For questions specific to the **Department Head Annual Certification**, contact:

- James Mitchell ([james.mitchell@uta.edu](mailto:james.mitchell@uta.edu))
- Janet Nascimbeni ([janetg@uta.edu](mailto:janetg@uta.edu))

Contact Accounting Services for questions regarding other **Sahara or Account** questions or issues, or account questions:

- AcctServices@uta.edu