Letters of Representation
A PeopleSoft Guide

The Letter of Representation (LOR) is a certification signed by all cost center owners or their supervisors after the close of each fiscal year. This certification provides assurance to Executive Management at UT Dallas and UT System that all cost centers, and ultimately the financials of UT Dallas, are accurate and without material errors or known fraud.

The LOR process used to be manual and time intensive, but as of Fiscal Year 2015, it is now automated and conveniently located within the Gemini Financials in PeopleSoft (PS). Below are simple instructions to access and complete your LOR.

Step One

Login to My Galaxy and then Gemini Financials. Once logged in, follow the below path to view your LOR:

The first page you will see is the Search Page (shown below). Input “Dal01” for the Business Unit and the 4-digit year that you plan to certify.

The search will bring you to two pages: 1) Recon Status and Comments and 2) Certification.
Step Two

Recon Status and Comments

This page shows all cost centers that you owned and that had activity during the fiscal year being certified. Each cost center number, cost center description and department are listed along with the reconciliation and approval status of each period.

This page includes text boxes next to each cost center. Use these to input pertinent notes related to a specific cost center. At the bottom of the page there is a larger text box where you can input comments related to all or a group of cost centers.

Once all comments have been entered, click “Save Comments” and then click “Go To Certification Page.”
**Step Three**

**Certification Page**

The certification page contains eleven statements for the cost center owner to read and “sign” agreement to:

After reading all statements, the cost center owner or delegate should click the certification box. Upon clicking the box, the person certifying’s name, net ID and the date and time of certification will be populated. Once complete the **Save Certification** button at the bottom of the page can be clicked.

**Note:** Once a certification has been saved, no additional comments can be input and future reconciliations and/or approvals for the periods certified will not be displayed on this page. If you need to input additional comments, please request that your cost center certification be reset. Make requests to Jennifer Mayes, Financial Compliance Manager.
**LOR Delegation or Substitution**

At year end there may be extenuating circumstances that prevent a cost center owner from being able to complete his/her LOR. In this case, the LOR can be signed by someone above him/her in the chain of command. This could be a department or division head, Dean, or VP. The Office of Finance will coordinate with Fiscal Officers to establish substitute LOR signers when needed. Once a person has been established as a substitute signer, they will see a drop down that includes any cost center owner names that they are authorized to sign for.

LORs will be stored in the system and accessible for viewing or printing for the length of time required by records retention.