

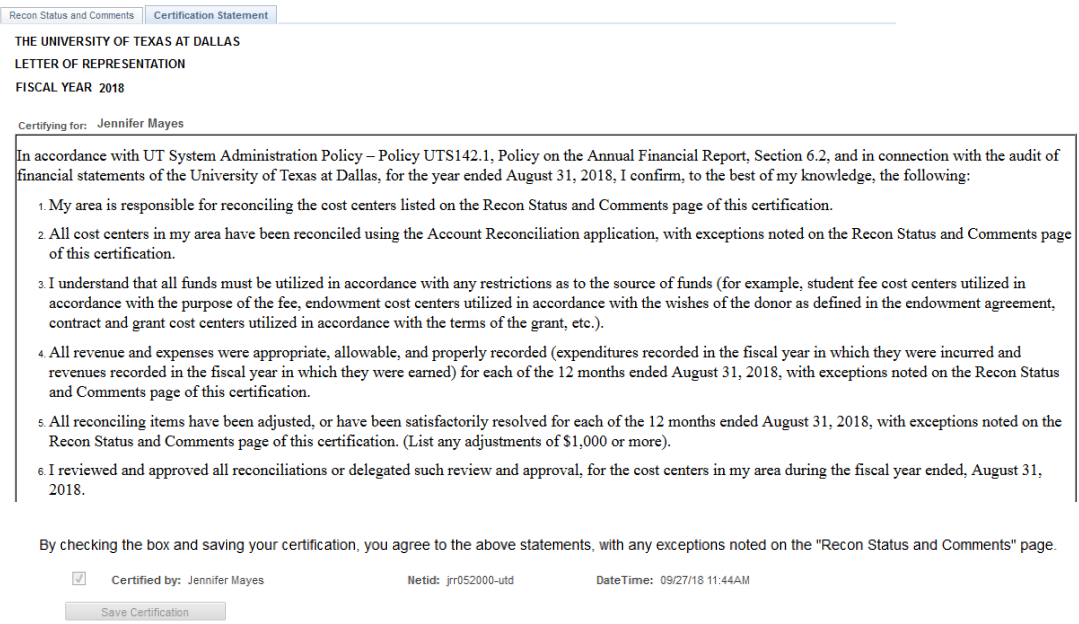
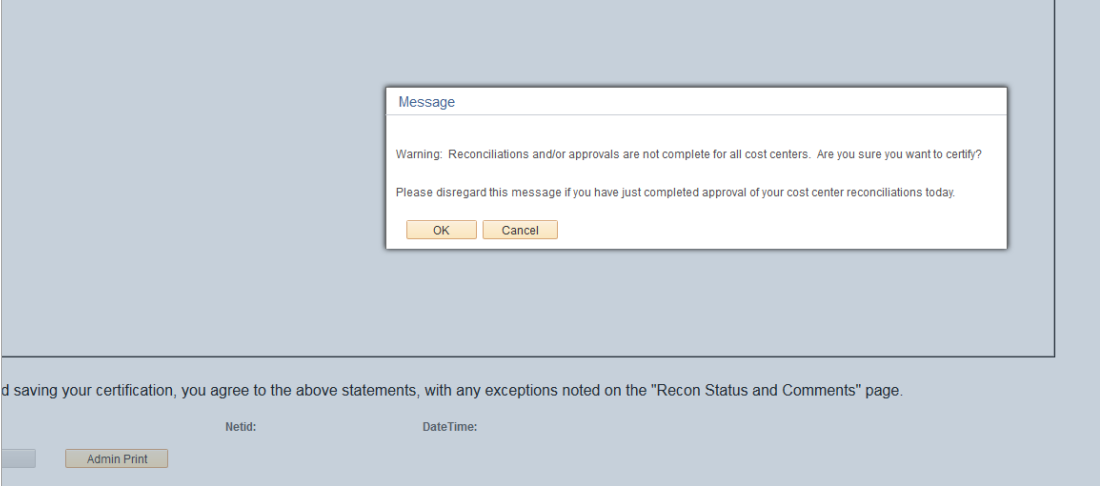
Letters of Representation (LORs)

The Letter of Representation (LOR) is an electronic 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. Your Dean or Division Head will review your LOR, so it is important that your LOR be completed by the due date.

LORs are required by UT System Administrative Policy UTS 142.1, Policy on the Annual Financial Report.

Step	Action
1	<p data-bbox="326 705 1414 730">Login to My Galaxy. Click Gemini Financials. Once logged in, follow the below path to view your LOR:</p> <div data-bbox="326 772 1448 831"><p data-bbox="375 793 1438 816">Main Menu > General Ledger Custom > Year End Certification > CostCenter Owner Certification</p></div> <p data-bbox="326 898 1401 957">The first page displayed is the Search Page (shown below). Type DAL01 in Business Unit. Type the 4-digit year you are certifying in Fiscal Year. Click Search.</p> <div data-bbox="337 1035 902 1297"><p data-bbox="354 1041 529 1058">Find an Existing Value</p><p data-bbox="342 1083 505 1104">Search Criteria</p><p data-bbox="342 1150 808 1209">Business Unit begins with DAL01</p><p data-bbox="367 1182 784 1203">Fiscal Year = 2019</p><p data-bbox="367 1272 870 1293">Search Clear Basic Search Save Search Criteria</p></div>

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2	<p data-bbox="326 321 659 348">Recon Status and Comments</p> <p data-bbox="326 380 1438 485">This page shows all cost centers owned by you with revenue or expense activity during the fiscal year. For each cost center listed the cost center description and department are shown as well as the reconciliation and approval status for each period. A “—” instead of a number for the period indicates that reconciliation was not required for that period.</p> <div data-bbox="326 520 1382 1123"> <p data-bbox="342 527 618 541"> <input type="button" value="Recon Status and Comments"/> <input type="button" value="Certification Statement"/> </p> <p data-bbox="342 548 574 611"> THE UNIVERSITY OF TEXAS AT DALLAS LETTER OF REPRESENTATION FISCAL YEAR 2018 </p> <p data-bbox="1089 596 1182 611" style="text-align: right;"><input type="button" value="Refresh"/></p> <hr/> <p data-bbox="342 642 597 657">*Certifying For: <input type="text"/></p> <p data-bbox="342 663 1377 678">CostCenters to be Certified Find First 1-4 of 4 Last</p> <table border="1" data-bbox="342 684 1377 1062"> <tbody> <tr> <td data-bbox="342 684 716 768"> 47030001 Tax and Benefit Clearing Status -- Reconciled Periods <table border="1"> <tr><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>08</td><td>09</td><td>10</td><td>11</td><td>12</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> </td> <td data-bbox="716 684 1040 768"> Department: Payroll - 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At the bottom of the page there is a larger text box where comments related to all or a group of cost centers can be noted.</p> </div>	47030001 Tax and Benefit Clearing Status -- Reconciled Periods <table border="1"> <tr><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>--</td><td>08</td><td>09</td><td>10</td><td>11</td><td>12</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	--	--	--	--	--	--	--	08	09	10	11	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department: Payroll - 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Step	Action
3	<p>The Certification Page displays eleven statements that the cost center owner must read and agree to.</p>  <p>Read all statements and then click the “Certified by” box. The system will add your name, net ID and the date. Click the “Save Certification” button when complete.</p>
4	<p>If all cost centers have not been completed (reconciled and approved), the following message will appear:</p>  <p>When saving your certification, you agree to the above statements, with any exceptions noted on the "Recon Status and Comments" page.</p> <p>While it is possible to complete the certification by clicking ‘OK,’ it is recommended that all cost center reconciliations and approvals be completed first.</p> <p>Note: Once a certification has been saved, no additional comments are allowed and future reconciliations and/or approvals for the periods certified are not displayed on the LOR. If you need to input additional comments, please request that your cost center certification be reset. Make reset requests to Financial Compliance at fincompliance@utdallas.edu.</p>

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, certification can be completed by someone above the owner in the chain of command. This could be a department or division head, Dean, or VP. Financial Management Services 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 in the 'Certifying for' box that includes any cost center owner names that they are authorized to sign for.