

## LOR – Cost Center Owner Quick Guide

This is a quick guide for completing the Cost Center Owner LOR (Letter of Representation) in PeopleSoft. This guide will provide cost center owners with an overview of the Cost Center Owner LOR pages. Please see the Dean and Division Head LOR Quick Guide related to questions you may have about that certification. If you have any additional questions after reading this guide, please email Financial Compliance ([fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu)).

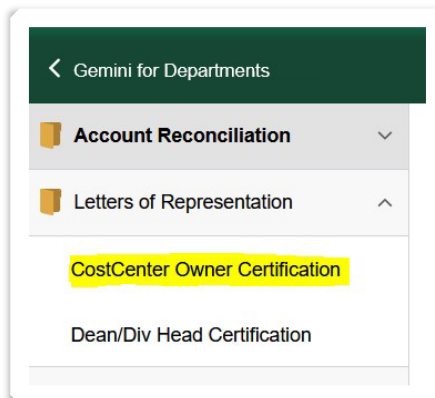
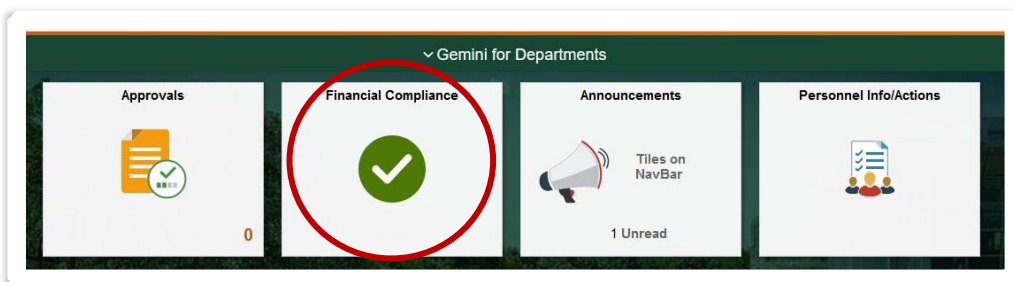
### Background

The Letter of Representation (LOR) is an electronic certification signed by all cost center owners after the close of each fiscal year. This certification provides assurance to Executive Management at UT Dallas 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.

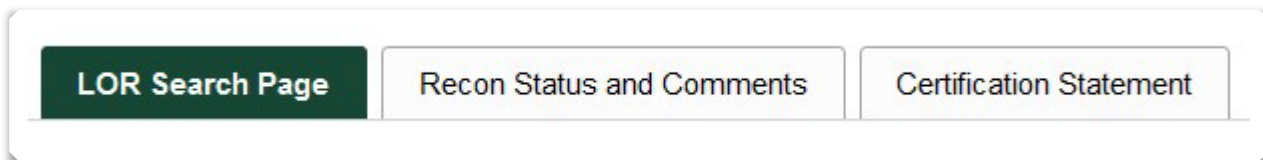
### Navigation

The Cost Center Owner LOR is located on the Gemini for Departments homepage within the Financial Compliance tile (circled below). Click on the Financial Compliance tile, then look for the Letters of Representation navigation collection menu and click on Cost Center Owner Certification.



### **Cost Center Owner LOR Pages**

There are three pages related to the cost center owner's LOR.

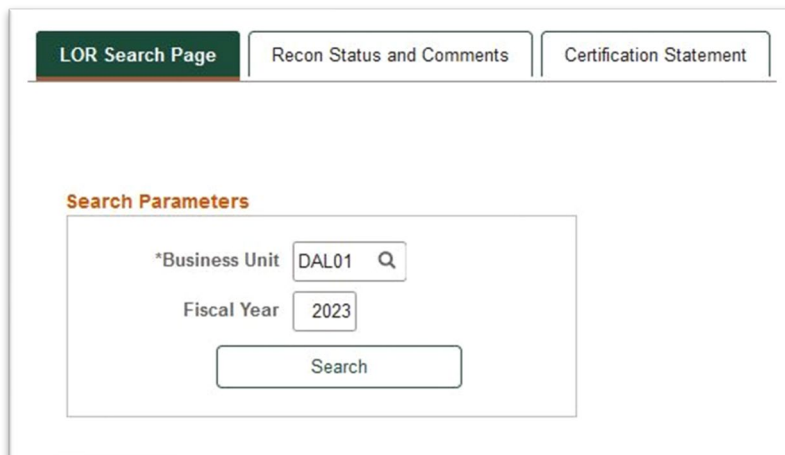


A horizontal navigation bar with three tabs. The first tab, 'LOR Search Page', is highlighted with a dark green background and white text. The other two tabs, 'Recon Status and Comments' and 'Certification Statement', have white backgrounds and dark text.

- Search Page: Use this page to search for a prior year LOR or to open the current fiscal year LOR to complete your certification.
- Recon Status and Comments: This page lists all cost centers owned by a particular person that require certification. Cost centers that did not have revenue or expense transactions for the entire fiscal year do not require certification and will not appear on the page.
- Certification Statement: This page lists the 11 statements that each cost center owner must certify to.

### **Search Page**

Once you navigate to the page, it will look like this:



A screenshot of the 'LOR Search Page' interface. At the top, there are three tabs: 'LOR Search Page' (highlighted), 'Recon Status and Comments', and 'Certification Statement'. Below the tabs, the page is titled 'Search Parameters'. It contains two input fields: '\*Business Unit' with the value 'DAL01' and a search icon, and 'Fiscal Year' with the value '2023'. Below these fields is a 'Search' button.

The Business Unit and Fiscal Year will automatically default. If you wish to look at a prior year LOR, you can change the four-digit year before clicking the Search button. Note: You must click the search button rather than clicking on the "Recon Status and Comments" or "Certification Statement" tabs in order for the system to populate the pages with your information.

### **Recon Status and Comments Page**

At the top of the reconciliation status and comments page, just under the fiscal year, you will see the name of the cost center owner in the "Certifying For" box. Below the cost center owner's name, a list of all active cost centers owned by that individual will be listed. There are three review steps to complete for this page, as outlined below.

LOR Search Page   **Recon Status and Comments**   Certification Statement

THE UNIVERSITY OF TEXAS AT DALLAS  
LETTER OF REPRESENTATION  
FISCAL YEAR   2021  

\*Certifying For:

**CostCenters to be Certified**

12345678   Comets are Awesome   Department: Arts and Humanities

**Status -- Reconciled Periods**   **Status -- Approved Periods**   Comments

01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

87654321   UTD – Speed of Bright   Department: Arts and Humanities

**Status -- Reconciled Periods**   **Status -- Approved Periods**   Comments

01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Please note any comments or concerns below, or indicate "None."   Optional Review/Approval by:   on: NULL

### Three Review Steps

1. Review for completeness of the cost centers listed. Are all of the active cost centers shown? An active cost center, for LOR purposes, is a cost center that had revenue or expense activity during the fiscal year. If it seems that a cost center is missing, verify that the cost center had revenue or expenses posted during the fiscal year. Also, verify who the last cost center owner was. A cost center will appear on the LOR for the person who was last listed as owner for the fiscal year in the event there was more than one owner.
2. Review for 100% reconciliation and approval. Have all required reconciliations and approvals been completed? For each cost center, there is a grid of 12 checkboxes on the left side of the page and a grid of 12 checkboxes on the right side of the page. The checkboxes represent the cost center reconciliation status and the cost center approval status for the 12 months of the year, respectively.
  - Generally, there should be a check mark in each of the 24 checkboxes. Exception: If a “—” is displayed rather than the accounting period number, that represents a period when the cost center was not active. If a “—” is displayed, an empty checkbox is expected.

05	06	07	--	--
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Add comments as needed. If the cost center owner feels comments are needed to explain a significant issue with a particular cost center, the comment boxes to the right of the page should be used. If an overarching issue existed for the fiscal year that relates to more than one cost center, comments can be made at the bottom of the page. If there were no significant issues for the fiscal year, it is a best practice to type “None” in the comment box on the bottom of the page.

### Certification Statement Page

Once the cost center owner has completed the three review steps for the Recon Status and Comments page, the year-end certification is almost complete.

On the Certification Statement page, there is a list of 11 statements. The cost center owner should read the statements carefully, and should be able to answer 'yes' to each of them. The certifier can then click the checkbox at the bottom of the page. Their name, Netid and the date/time will appear once the checkbox is clicked. Click the "Save Certification" button to complete the certification.

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: \_\_\_\_\_ Netid: \_\_\_\_\_ Date Time: \_\_\_\_\_

### *What if I still have questions about the Cost Center Owner LOR?*

Below are answers to some common questions. If you do not find the answer you are looking for below, please email [fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu).

- What if the cost center owner is no longer at UTD? If there is someone who will be taking over the responsibility of those cost centers, please work with the System Administration department ([systemadministration@utdallas.edu](mailto:systemadministration@utdallas.edu)) to change the cost center ownership. If changing the ownership is not feasible at year-end, an alternate certifier can be established. The School's Fiscal Officer or the Division's Business Officer should work with Financial Compliance ([fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu)) to set up an alternate certifier.
- What if an LOR was completed prematurely? If the cost center owner (or a Fiscal or Business Officer) decides that an LOR was completed prematurely, the certification can be reset. Please email Financial Compliance ([fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu)) to request the reset.
- What if the cost center owner wants help entering comments on their LOR? Administrative Support Personnel (ASP) access can be assigned for the purpose of entering comments on the LOR. This access must be requested by the school's Fiscal Officer, by the division's Business Officer or by the Cost Center Owner. Email the request to Financial Compliance ([fincompliance@utdallas.edu](mailto:fincompliance@utdallas.edu)).
- I am an alternate certifier, but I do not know where to find the LOR. If you are a cost center owner, when you navigate to the Cost Center Owner LOR page, you will see your name in the "Certifying For" box. Click on the drop-down arrow to the right of your name and you will see any cost center owners that you have been designated as an alternate signer for.

\*Certifying For:

- If you are not a cost center owner, but you have been designated as an alternate certifier, it may take up to one day to see the cost center owner LOR page.
- All reconciliations and approvals have been completed, but I'm receiving an error message. If you believe that all cost centers have been reconciled and approved, but you are receiving an error message to the contrary, it is most likely a timing issue. A process needs to run in order to identify the reconciliations and approvals that were completed on the same day as the attempted certification. Please try again the next day.