



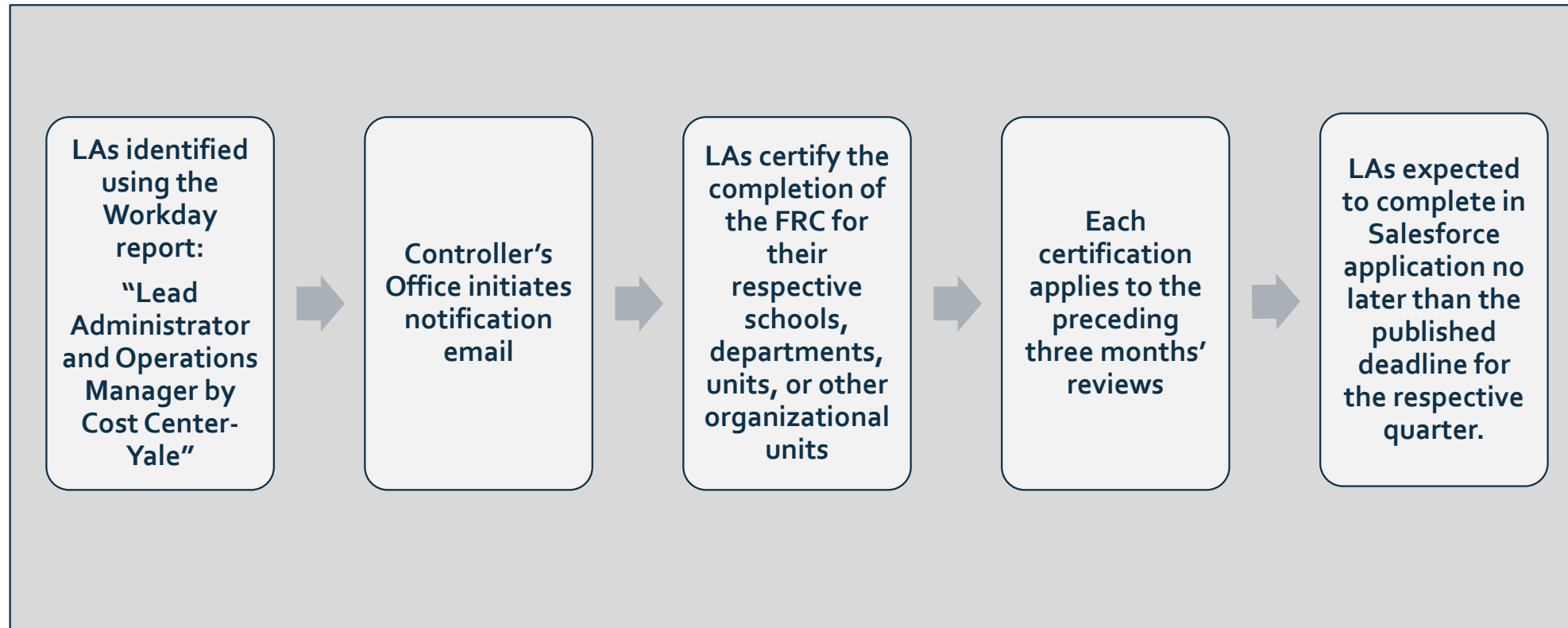
Financial Review Checklist Certification

Salesforce Certification Training

Revision Date: August 28, 2025

Yale *Finance*

Quarterly Lead Administrator Certification Process



Lead Administrator Email - *Initial*

Every Lead Administrator will receive the following initial email when a new quarterly certification period has been opened.

Dear Lead Administrator:

University Procedure [1101 PR.02](#) Financial Transaction Review and Budget Monitoring requires a quarterly certification to attest to the completion of the Financial Review Checklist for the units which you are responsible. The quarterly certification period for FY2020-Q4 is now open.

Certifications are submitted via an automated, online platform. Access the web-based Certification platform at [Financial Review Checklist Compliance Certificates](#).

Please review the certification statement and provide your response.

Certifications must be submitted no later than August 16, 2024 and will apply to the preceding three months' reviews.

Below, please find all relevant procedures and forms:

[1101 PR.02](#) Financial Transaction Review and Budget Monitoring

[1101 FR.01](#) Financial Review Checklist

Should you have any questions, please contact the Financial Compliance Office through financial.compliance@yale.edu.

Thank you for your support and timely certification.

Regards,
The Controller's Office

Salesforce Certification – Main Page

Steps for Certification

You will receive an email notifying you that the quarterly Financial Review Checklist Certification process is open and you can now certify for your planning unit(s)/department grouping(s) in Salesforce.

1. To certify for a specific planning unit/department (PU/DG), click on the one you are certifying for from the list. (You can only select one at a time.)
2. Note, the PU/DG will change here depending on which one you click on. The status will correspond with the PU/DG selected as well.
3. After selecting the PU/DG that you are certifying for, you must select one of the options:
A) *No exceptions* or B) *One or more exceptions*.
4. If you select *One or more exceptions*, you are required to include an explanation in this box. (See examples on the [comment examples slide](#))
5. Select "Submit".

6. After submitting a certification, the completed date and status will be updated in these columns.

7. Once you have submitted your final PU/DG, an email confirming your certifications will be sent to you. This email will include a summary of all of your certifications. (See [confirmation email slide](#))

New Functionality as of FY22-Q1:

8. You can now submit PU/DG at one time **if they have no exceptions**. If they have multiple exceptions, you will still need to submit them one at a time. To submit multiple, select the button, "Click here to Submit Multiple Certifications." See next slide for further directions.

****Note**, you do not need to certify for all units that you are responsible for at once. You will be able to certify for one unit and come back later to certify for the others. However, you will not be able to make any changes to any units you have already certified for.

Financial Review Checklist Compliance Certificate

Welcome Lead Administrator's name

Fiscal Year: 2022

Quarter: Q1

Unit/Department: **2** HPCC4026 YCO Yale College Operating Units / HGCC2075 YCO Academic Affairs

Status: Notified

Planning Unit	Department Group Name	Status	Completed Date
HPCC4007 HRS Human Resources	HGCC2012 HRS HR	Notified	
HPCC4007 HRS Human Resources	HGCC2023 HRS Union Initiatives	Completed	10/8/2021
HPCC4024 GRA Graduate School	HGCC2073 GRA Graduate School	Completed	10/8/2021
HPCC4026 YCO Yale College Operating Units	HGCC2075 YCO Academic Affairs	Notified	

I acknowledge that it is my responsibility to ensure that each business unit within my area of responsibility utilize and complete the University Financial Review Checklist in accordance with Procedure 1101 PR.02 Financial Transaction Review and Budget Monitoring. To the best of my knowledge, each business unit within my area of responsibility has completed the Financial Review Checklist for the period noted above and have retained the completed, signed, and dated checklist as evidence that the activities within the checklist have been performed.

3 Please select one of the following:

- No exceptions to the statement above
 One or more exceptions to the statement above (Explanation Required within text box below)

4 Please enter comment

Completed by: Shawn Langness-Varner

Completed Date: 10/8/2021

5

Submit

Print

Click here to Submit Multiple Certifications

8

Salesforce Certification – Multi-Select Page

Steps for Multi-Select

DISCLAIMER: You can only submit multiple PU/DGs at a time if they have no exceptions. You will need to submit the PU/DGs that do have exception one at a time from the main page.

After selecting the button, “Click here to Submit Multiple Certifications” from the main page, you will see the page to the right. From here, you can select the PU/DGs that have no exceptions.

1. Click the box next to each PU/DG that you would like to submit together.
2. Then read the statement and click the “No exceptions to the statement above” box.
3. If you have a comment you would like to include for these, you can enter it here.
4. Then click submit certifications.
5. To go back to the main page, click the back button.

Yale University
Yale – Controller’s Office – Financial Compliance

Welcome Lead Administrator’s name
Financial Review Checklist Compliance Certificate

All Certifications

<input type="checkbox"/> Planning Unit	Department Group	Status
<input type="checkbox"/> HPCC4007 HRS Human Resources	HGCC2012 HRS HR	Notified
<input checked="" type="checkbox"/> HPCC4007 HRS Human Resources	HGCC2023 HRS Union Initiatives	Notified
<input checked="" type="checkbox"/> HPCC4024 GRA Graduate School	HGCC2073 GRA Graduate School	Notified
<input type="checkbox"/> HPCC4026 YCO Yale College Operating Units	HGCC2075 YCO Academic Affairs	Notified

Certificate Statement

I acknowledge that it is my responsibility to ensure that each business unit within my area of responsibility utilize and complete the University Financial Review Checklist in accordance with Procedure 1101 PR.02 Financial Transaction Review and Budget Monitoring. To the best of my knowledge, each business unit within my area of responsibility has completed the Financial Review Checklist for the period noted above and have retained the completed, signed, and dated checklist as evidence that the activities within the checklist have been performed.

Please select one of the following:

No exceptions to the statement above

Please enter comment

Comment Examples

Please use the following examples as to what should be reported in the comment box of the certification:

1) We are still in the process of completing step(s) (insert #) for period(s) (insert month) due to (insert reason). Completion will be done within the next 10 business days.

2) We are still in the process of completing step(s) (insert #) for period(s) (insert month) due to (insert reason). Completion will be done within the next 15-30 business days.

3) During our completion of step(s) (insert #) we identified material balances and/or transactions that require adjustment which are (insert details). As such, we will perform the following (insert details).

4) We are having difficulty completing the checklist activities and would like some guidance in the following areas, (insert details).

Certification Submission Screen

The following screen will show when you click submit.

Yale University
Yale Financial Controller's Office

Thank you for submitting the FY2020-Q4 quarterly certification attesting to the completion of the Financial Review Checklist. You will receive an email shortly confirming your certification.

Plannning Unit Name	Department Group Name	Status	Completed Date
HPCC4003 FAC Facilities	HGCC2005 FAC Facilities	Completed	9/8/2020

[Back to Main Page](#)

Certification Confirmation Table

There are two options for printing the Certification Report for your units.

- 1) Click "Print" at the bottom of the main page of the certification page – it will take you to your summary certification report.
- 2) You will also receive a copy of your certification summary in an email.

Print Option 1

Main Certification Page – Print

Completed by: _____ Lead Administrator Name _____ Completed Date: 10/8/2021

[Submit](#) [Print](#) [Click here to Submit Multiple Certifications](#)

Certification Report

Welcome to Yale Controllers Office - Compliance Certificate Report

FiscalYear	Quarter	Lead Admin	Planing Unit	Dept Grouping	Status	Completed Date	Completed By	No Exception	Exception	Comments
2020	Q4	Lead Administrator	Planning Unit Name	Department Grouping Name	Completed	09/16/2020	Lead Administrator	-	Yes	Test comment

Print Option 2

You can save a copy of your certification summary from the final certification confirmation email. See [Certification Confirmation Email](#) to see what this looks like.

Possible Issues You May Encounter

If you click on “Print” to take you to your certification report and then hit the back button, you may encounter this screen. Just hit the back button a second time and it will take you back to the main certification page.



Confirm Form Resubmission

This webpage requires data that you entered earlier in order to be properly displayed. You can send this data again, but by doing so you will repeat any action this page previously performed.

Press the reload button to resubmit the data needed to load the page.

ERR_CACHE_MISS

Certification Confirmation Email

Every Lead Administrator will receive the following confirmation email when they have finished certifying for all of their planning unit(s)/department grouping(s). You can save the summary from this email or click the link at the bottom of the email and it will take you back to your certifications where you can also print it from there.

10/11/2020

Thank you for submitting the Quarterly certification attesting to the completion of the Financial Review Checklist. **This email confirms that your certification(s) for all attestations are now complete.**

Fiscal Year : 2020 Quarter : Q1

Below is the list of completed Quarterly Certifications

Fiscal Year	Quarter	Lead Admin	Planning Unit	Dept Grouping	Status	Completed Date	Completed By	No Exception	Exception	Comments
2020	Q1	Lead Administrator Name	Planning Unit Name	Department Grouping Name	Completed	10/11/2020	Lead Administrator Name	-	Yes	We are still in the process of completing steps 5 and 6 for September 2020. Completion will occur within the next 10 business days.

[Click here to Review Certifications](#)

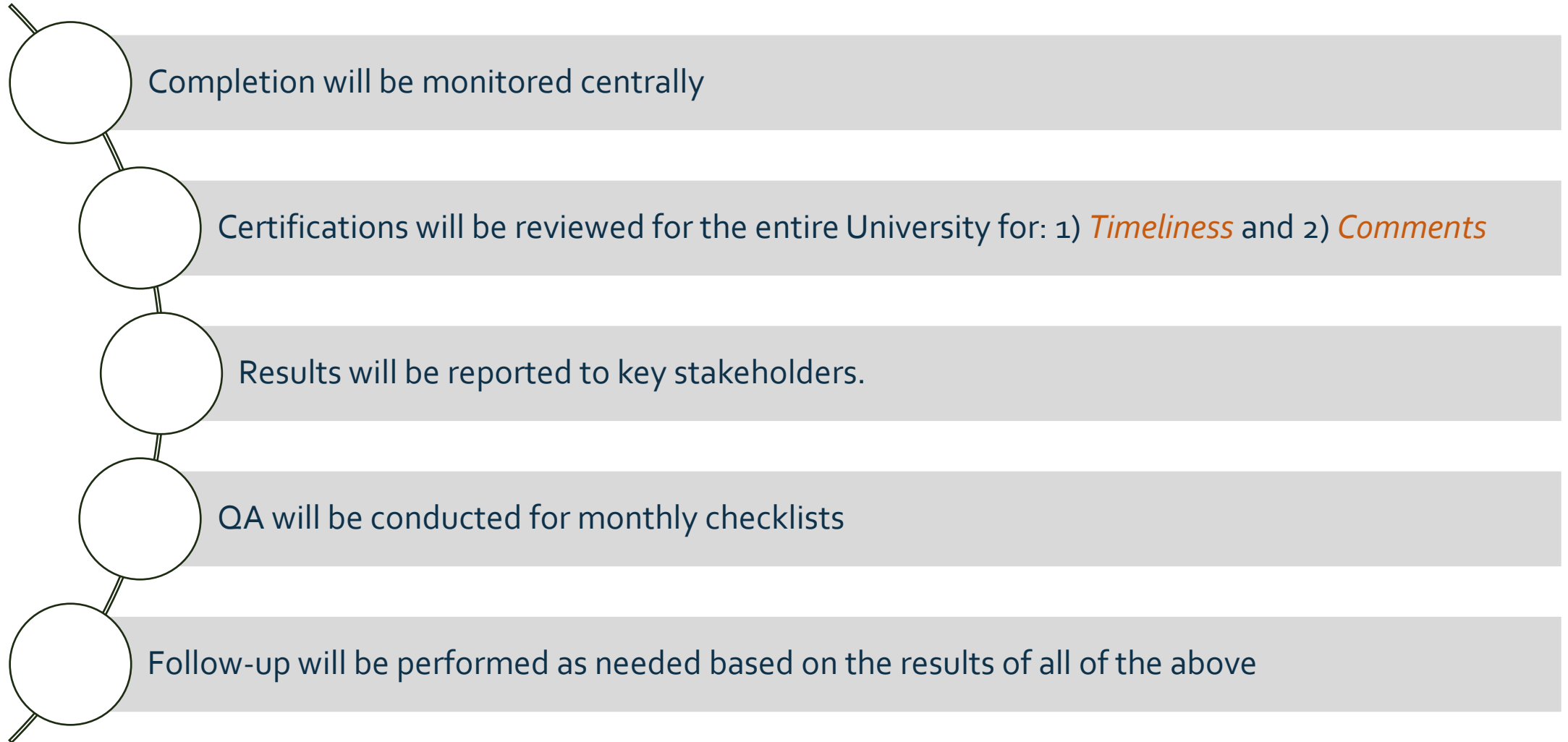
Lead Administrator Email - *Reminder*

After the initial email has been sent, additional automatic emails will notify you that the certification for your planning unit(s)/department grouping(s) have not been completed.

Lead Administrators who are out of compliance after the required deadline, will be contacted by the Financial Compliance Office.

If you are experiencing difficulties in the certification process, please contact the Financial Compliance Office as soon as possible.

Central Monitoring



Contact Information

If you have any questions (technical or pertaining to the certification), please contact the Financial Compliance team at financial.compliance@yale.edu.