Account Certification

**Description**: Business process to certify the accuracy of a balance sheet ledger account

**Initiator**: Financial Systems & Solutions (FSS)

**Preparer**: Individual responsible for preparing the account balance reconciliation and inputting the amount to certify (assigned by Controller’s Office based on account assignment inventory)

**Approver**: Individual responsible for reviewing the account balance reconciliation and approving and submitting the certification amount (assigned by Controller’s Office based on account assignment inventory)
Steps to prepare the account certification event:

1. After the quarter period close, the preparer should review their Workday inbox for a notification to prepare the account certification.
2. Click on the notification in your inbox to be brought to the business process screen.
3. Review the information within the business process screen, including all ledger account(s), cost center(s), program(s) values assigned to you and ensure you are the appropriate preparer. Please contact General Accounting at controller.genacct@yale.edu if you are not the appropriate preparer.
4. Scroll down to the **Ledger Accounts to Certify** section of the business process screen.

5. For each ledger account included in the certification, the **Ledger Account Balance** will automatically populate with the period end close total. The preparer must **input** the **Amount to Certify for Account** for each ledger account.

   - The **amount to certify** should equal the total of your supporting documentation from your reconciliation (i.e., bank statements, sub-ledger system reports, invoices, etc.)

<table>
<thead>
<tr>
<th>Ledger Account</th>
<th>Ledger Account Balance</th>
<th>Amount to Certify for Account</th>
<th>Variance</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12001: Contributions Receivable Gross - Operating Programs</td>
<td>25,000.00</td>
<td>30,000.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
6. If the inputted certified amount is different from the **Ledger Account Balance**, a **Variance** will automatically be populated.

- Calculated variances can either be:
  - Known;
  - Unknown;
  - Both known and unknown

7. For all variances reported, the preparer must input a short description of what comprises each difference at the line level. (Example, “Known variance will be recorded in subsequent period via manual journal in Workday”)

*If using the Controller’s Office Account Reconciliation template, total variance will match to the amount in cell J54 on Tab 1.*
8. For preparers outside of the Controller’s Office*, attach the reconciliation cover page for all ledger accounts being certified.

* Responsible owners in the Controller’s Office are required to submit reconciliations to the established Central repository
9. Before submitting, the preparer is required to include a Note at the header level, for reporting purposes. The following options, one of which must be entered, are appropriate Note explanations:

- **No Variance**
  - In order to enter this explanation, all ledger accounts included in the certification must have no variance

- **Known Variance(s)**
  - In order to enter this explanation, all ledger accounts in the certification must have only known variances

- **Unknown Variance(s)**
  - In order to enter this explanation, all ledger accounts in the certification must have only unknown variances

- **Known and Unknown Variance(s)**
  - This explanation should be used when known and unknown variances exist at the line level within one certification set
# Account Certification Details

<table>
<thead>
<tr>
<th><strong>Certification Name</strong></th>
<th>Controller - 12001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ledger Account/Summary</strong></td>
<td>12001:Contributions Receivable Gross - Operating Programs</td>
</tr>
<tr>
<td><strong>Fiscal Period</strong></td>
<td>FY19-DEC (Yale Fiscal Schedule)</td>
</tr>
<tr>
<td><strong>Statistic Type</strong></td>
<td>Balance</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>High</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
<tr>
<td><strong>Total Ledger Account Balance</strong></td>
<td>25,000.00</td>
</tr>
<tr>
<td><strong>Total Amount to Certify</strong></td>
<td>30,000.00</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Notes**

<table>
<thead>
<tr>
<th><strong>Format</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Known Variance</strong></td>
</tr>
</tbody>
</table>
10. Click **Approve** once done

*IMPORTANT* **DO NOT USE THE SEND BACK BUTTON.** If there is an issue with the information you see on the certification screen, please contact General Accounting at controller.genacct@yale.edu
Steps to approve the account certification event:

1. After the preparer has submitted the certification, the approver should review their Workday inbox for a notification to approve the account certification.
2. Click on the notification in your inbox to be brought to the business process screen.
3. Review the information within the business process screen, including all ledger account(s), cost center(s), program(s) values assigned to you and ensure you are the appropriate approver. Please contact General Accounting at controller.genacct@yale.edu if you are not the appropriate approver.
4. Scroll down to the **Ledger Accounts to Certify** section of the business process.

5. For each ledger account included in the certification, review the
   - **Amount to Certify for Account**
   - **Variance**
   - **Notes/Comments** at the line level
   - **Attachments**
   - **Notes** at the header level
6. For variances reported, review and/or work with the preparer to obtain an understanding and plan for resolution in accordance with guidelines published in the Accounting Manual.

7. Once review is complete, the Approver should either
   - Click **Approve** to complete the business process; Or
   - Click **Send back** and work with the preparer to revise the information as deemed necessary

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*IMPORTANT* IF USING THE SEND BACK BUTTON, please be sure to select the correct preparer name. DO NOT SEND BACK TO THE INITIATING GROUP (FSS)
**Approver Attestation Statement**

It is important to note that the following attestation message will appear on the Workday business process screen once the certification is ready for Approval.

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**Attestation Statement**

I have reviewed the balance sheet reconciliation(s) for the Chart of Accounts segment value(s) that I am responsible for within the ledger account(s) contained in this certification. By submitting my approval I certify that, to the best of my knowledge, the ledger balances, as identified, are in all material respects, complete, accurate, and supported by appropriate documentation, in accordance with university account reconciliation guidelines. In addition, if differences have been identified through the reconciliation process, they are properly reported as a reconciling item or adjustment on the reconciliation, and that any unknown variance reported in this certification will be investigated further with the objective of timely resolution, in accordance with university account reconciliation guidelines.