



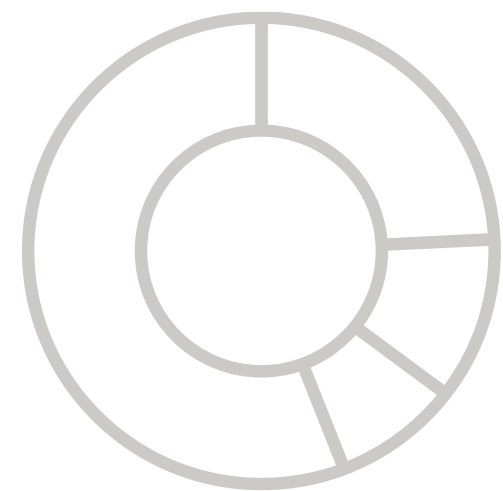
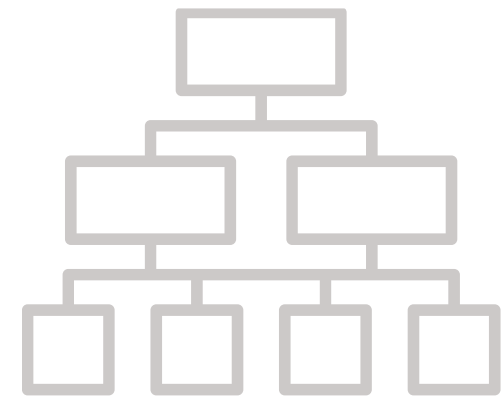
University Analytics
& Institutional Research

EXPLORE ARIZONA THROUGH DATA

Fiscal Year-End Data



OVERVIEW



- Introduction
- Overview of Fiscal Year-End Rollover
- Focus on Financial Reporting
- Focus on Employee Reporting
- Conclusion

Who We Are & What We Do

UAIR is committed to providing data that empowers campus decision makers, informs policy and practice, and tells the Arizona story.

**Data
Warehouse**

**UAccess
Analytics &
Reporting**

**External
Reporting &
Rankings**

**Interactive
Fact Book**

**Customer
Experience &
Support**

Data Science

**System
Performance**



ACKNOWLEDGEMENTS | UAIR Team Members

TODAY'S PRESENTERS

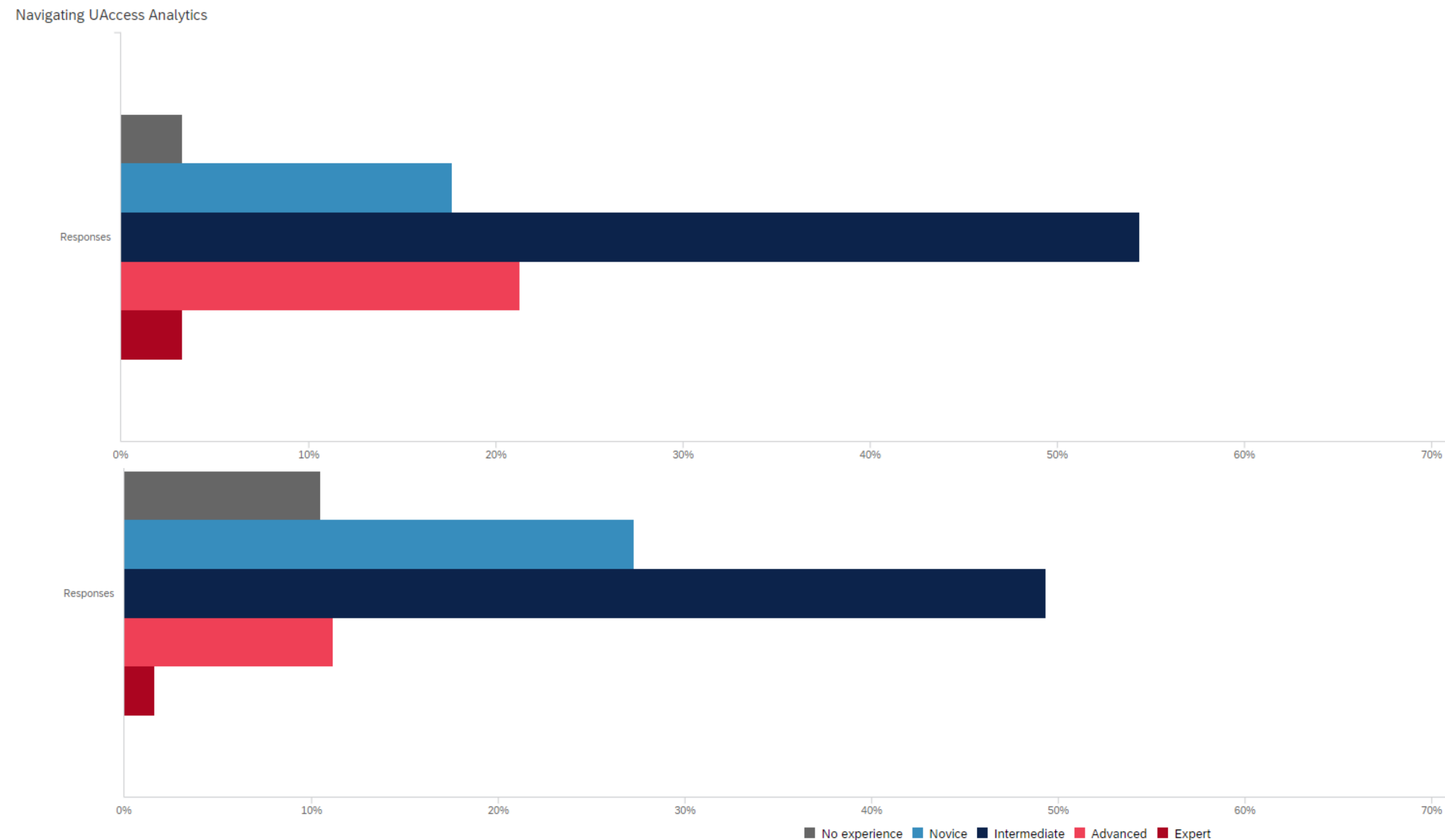
- Christopher Cherry, IT Training & Support Specialist
- Bethany Prim, Assistant Comptroller
- Abraham Silva, Program Manager, Administrative Data
- Mary Baum, Manager, Initiatives & Outreach
- Abbie Montenegro, Director, Workforce Systems

TODAY'S PANELISTS

- Eddie Caratachea, Assistant Director, Administrative Reporting & Analytics
- Elvira Fike, Business Analyst, Senior
- Janet Gurton, Business Analyst, Principal
- Mitch Owen, Senior Business Intelligence Developer
- Jennifer Pfennig, Senior Manager, Accounting
- Angelica Toledo, Business Analyst, Senior

WELCOME | Who is here today?

Survey Question: Please rank your level of experience with the following UAccess Analytics products/services.



Relevant question(s) from Sign-up

How to complete the YE financial process

Refresh on year-end information available

What are best practices and must-do tasks for FYE?

Learn about fiscal year process

College level year end process and timeline

Steps to complete at FY end

What Analytics resources are available to help me during year-end?

What happens during year end process?



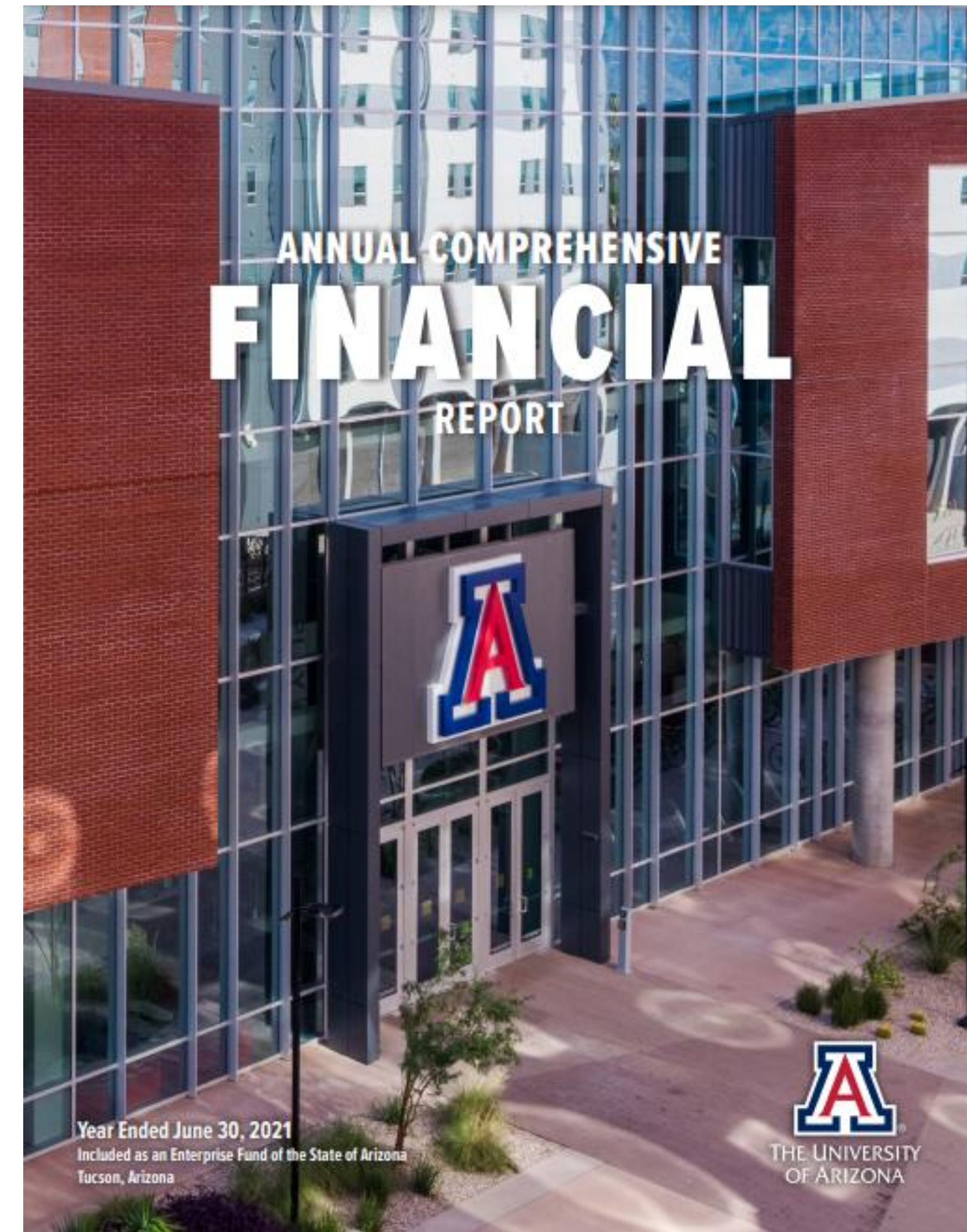
Fiscal Year-End Background & Important Deadlines



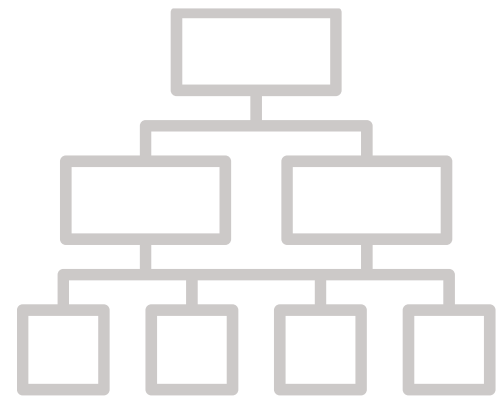
FISCAL YEAR-END BACKGROUND

- The University operates on a July 1 – June 30 fiscal year.
- Financial data is collected, audited, and reported in the University's Annual Comprehensive Financial Report (ACFR):

<https://www.fso.arizona.edu/financial-management/annual-reports>



FISCAL YEAR-END BACKGROUND



- The ACFR provides the institution's financial position and activities.
- The information it contains is used in various surveys and required reporting.
- Summary information is included in the Interactive Fact Book:

<https://uair.arizona.edu/content/revenue-expenditures>

PREPARING FOR YEAR-END

- Departments play a critical role in the fiscal year-end process.
- Revenues and expenditures must be appropriately classified and recorded in the correct fiscal year.
- Goods or services received and/or provided on or before June 30 need to be recorded in FY2022.
- Supporting documentation must be attached in UAccess Financials.

YEAR-END INFORMATION

Financial Services provides information and resources related to fiscal year-end:

<https://www.fso.arizona.edu/financial-management/year-end>

Fiscal Year End 2022

- **Year-End Overview**
- **Important Dates**
- **Communications**
- **Year-End Calendar Spreadsheet ▼**

Tutorials and Training (coming soon)

- Accounts Payable Year-End 2022
- A/R - Inventory Year-End 2022
- **Data Exploration Series: Focus on Fiscal Year-End Data ▼**

A/R - Inventory Reporting Resources

- **Accounts Receivables Schedules** 
- **Inventory Schedules** 
- **Other Schedules (Used to report Unearned Revenue, Deposits, Prepaid Expenses, and Accrued Expenses)** 



YEAR-END OVERVIEW

Interim close of FY 2022 is June 30, however corrections can be made through July 15, 2022.

<https://www.fso.arizona.edu/financial-management/year-end/overview-fy2022>

Important Dates

- **May 31, 2022:** Moveable equipment inventory deadline is May 31, 2022. For more information on FY 2022 Physical Inventory, please refer to the *FNSV Property-Physical Inventory* Microsoft Team. To request access to the Team or for inventory related questions, please visit the **inventory webpage** or contact **propertymanagement@fso.arizona.edu**.
- **June 30, 2022:** Interim close of fiscal year 2022 period 12. Interim reports will be available in UAccess Analytics for this period on Friday, July 1.
- **July 11, 2022:** Line Item Receiving and PREQ documents will continue to post back to Period 12 through this date.
- **July 13, 2022:** Administrative Service Charge will post back to Period 12.
- **July 14, 2022:** PELs will be available after 10 a.m. Salary Expense Transfers related to the split payroll can be processed using the YEST.
- **July 16, 2022:** Administrative Service Charge runs for Period 13.

Corrections identified during the reconciliation of period 12

These corrections will need to be initiated using the year-end version of the corresponding document. For example, use the Year-End Distribution of Income and Expense (YEDI) instead of the standard Distribution of Income and Expense document (DI). This chart identifies the year-end version of the standard eDocs:

STANDARD EDOC	YEAR-END EDOC
Distribution of Income & Expense (DI)	Year-End Distribution of Income & Expense (YEDI)
General Error Correction (GEC)	Year-End General Error Correction (YEGC)
Transfer of Funds (TF)	Year-End Transfer of Funds (YETF)
Salary Transfer (ST)	Year-End Salary Transfer (YEST)

IMPORTANT DATES

A detailed list of dates can be found here:

<https://www.fso.arizona.edu/financial-management/year-end/dates-fy2022>

Important Dates - Fiscal Year End 2022

For general year-end assistance, please contact outreach@fso.arizona.edu.

ITEM	DEADLINE	ANALYTICS	NOTES
Last day for departments to submit Purchase Requisitions	Friday, May 6	N/A	Last day for departments to submit fully approved Purchase Requisitions to Purchasing to ensure the order is placed, delivered, and paid in FY 2022.
Begin departmental review of FY 2022 account setups and attributes	Friday, May 6	N/A	Departments should begin review of their accounts for any FY 2022 changes that need to be made.
Requisitions and POs can be created for FY 2023	Monday, May 9	N/A	Requisitions and Purchase Orders can now be created for FY 2023.
Begin dual updating of maintenance tables	Monday, May 9	N/A	All Sub-Object Codes and Project Codes will need to be maintained in both FY 2022 and FY 2023.
Budget Organization Changes (Reorganization/Dept. Title/Account Remapping)	Friday, May 13	N/A	Deadline for approved reorganization/ department title/account remapping changes to the Office of Budget and Planning.
Purchase Order Amendments	Friday, May 13	N/A	Last day for departments to submit fully approved amendments to Purchasing to assure the amendment is processed in FY 2022.
Transfer of Funds (TFs) for Endowments	Monday, May 16	N/A	Last day to submit endowment TFs to guarantee they will be processed for FY 2022.
Change expiration dates for accounts	Wednesday, May 25	N/A	Last day to update account expiration dates in UAccess Financials to extend an account into the new FY for purposes of payroll funding. Transactions to update account expiration dates must show final in Financials by May 27. Account expiration changes made after this date will also require account changes to funding in UAccess Employee.



COMMUNICATIONS

Sign up for the University Business Offices email list to receive weekly year-end updates.

<https://www.fso.arizona.edu>



Financial Services

Forms

ACCTS PAYABLE ▾

FIN MANAGEMENT ▾

PAYROLL ▾

TAX ▾

TRAVEL ▾

TREASURY ▾

Resources

Annual Financial Reports

Business Office Basics

Business Purpose Guide

Events

Business Offices News

Join the **University Business Offices** email list to receive information about the UAccess Financials system, applicable policies and procedures, and important notices from Financial Services to University of Arizona business offices.

SUBSCRIBE ▾



FUND ACCOUNTANT SERVICES

Financial Services provides accounting advisory services to University departments.

To learn more and look up contact information, go to:

<https://www.fso.arizona.edu/financial-management/fund-accountants>

References & Guides:

<https://www.fso.arizona.edu/financial-management>

Who is my Fund Accountant?

Fund Accountant services are provided by several teams. Identify the Fund and Sub-Fund Code for your account to find your Fund Accountant Team below. Click on the team name for contact information.

If you don't know the Fund and Sub-Fund Code for your account: Go to UAccess Financials main menu > Chart of Accounts > Account.

FUND CODE	SUB-FUND CODE	DESCRIPTION	FUND ACCOUNTANT TEAM
DI,OR,SP		Indirect Cost Recovery, Restricted Gifts, Sponsored Projects	Sponsored Projects ▼
LN,OR	PRVSCH,FWSGRT,GOVGRT	Loan, Private Scholarships, Fed Work Study Government Grants, Government Grants	Student Financial Aid Accounting
EN		Endowment	Endowment Accounting
CA		Cash and Banks	Bursar Accounting Cash Accounting
PL		Plant Funds - Construction, Plant Funds - Debt Service	Plant Funds-Construction Plant Funds-Debt

For All Other Fund/Sub-Fund Codes

Enter your Department Name or Number in the search below to find your Fund Accountant Team.

SEARCH



How can UAccess Analytics tools help?

UAIR has created several reports and tools in UAccess Analytics that are here to assist you in planning for fiscal year-end rollover.



What are some useful tools to help manage my accounts for year-end reporting?

Focus on Financial Reporting



What reports can help me monitor financial accounts?

The **General – Financial Management** dashboard delivers tools to monitor general financial information. It is a practical means for account reconciliation. On this dashboard, you can find reports on transactions, payroll, income, and expenses.

Path to Reports:

UAccess Analytics Dashboards > Financial > General – Financial Management

Where can I go to find information for account reconciliation?

The **Account Reconciliation** tool provides six different reports on one page for a selected account number. Reports include account balance, income, expenses, transactions, and more.

Please note: The tool will only work for one account number at a time.

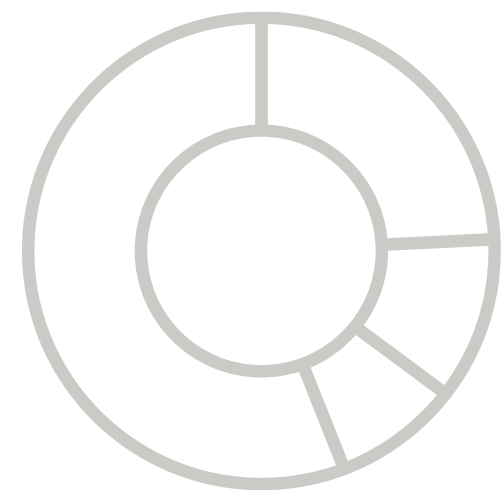
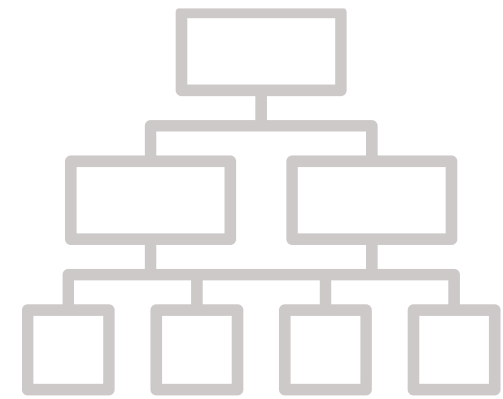
Path to Reports:

UAccess Analytics Dashboards > Financial > General – Financial Management > Account Reconciliation

How does this relate to Fiscal Year End?


The **Account Reconciliation** provides a good overall view of a given account's current position. The tool lets you know if you have any transactions that have occurred in the current period (period 12 for FYE) that may require adjustment.

ACCOUNT RECONCILIATION REPORTS



- **Current Account Balance**
- **Income / Expense**
- **Encumbrances and Pre-Encumbrances**
- **Transactions**
- **Open Operational Encumbrances**
- **Payroll Expenditure Listing**
- **Position Encumbrance Detail**

Make your selections and click Apply



* Fiscal Year°2020 ▾

* Period Number°11 ▾

Organization Code--Select Value-- ▾

* Account Number° ▾

Sub Account Number--Select Value-- ▾

Accounting Category°--Select Value-- ▾

Cost Share Type°--Select Value-- ▾

Object Code--Select Value-- ▾

Apply

Reset ▾

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.
° - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.
Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

NOTES: This dashboard will only work for one account at a time. If you wish to see more than one account, please use the links to individual reports.
The **Accounting Category** prompt must be un-filtered in order to return correct results on the **Current Account Balance** report for **Cash Style** accounts.

Select the fiscal year, period number, and account number to filter reports.

General - Financial Management

▲ Current Account Information

Account Number	Account Name	Effective Date	Expiration Date	Account Project Director Name	Agency Reporting Name	Indirect Cost Rate Percentage	Purpose Description	Supervisor Name	Manager Name
1000	General Fund	10/01/2023	09/30/2024			0.00	General Fund	John Doe	John Doe

Analyze - Refresh - Print - Export

This report gives the current information for the account including supervisor and manager names.

Account Reconciliation - Current Account Balance

➡

Select a View: Summary by Account Number ▾

Fiscal Year	Period Number	College Name	Organization Code	Budget Record Level Name	Account Number ▾	Account Name	Supervisor Name	Expiration Date	Beginning Fund Balance	Budget	Total Income and Transfers In	Total Expense and Transfers Out	Total Actuals and Transfers	Encumbrances and Pre-Encumbrances	Budget Balance Available	Current Fund Balance	Uncommitted Cash Expenditure	Percent Used
						Budget Style Account Total												
						Total												
						Total												

Account Number is equal to

and Fiscal Year is equal to 2020

and Period Number is equal to 11

and Sub Account Type Code is equal to -, EX

and Closed Flag is equal to N

Analyze - Refresh - Print - Export

[Link to Current Account Balance Page](#)

Select a view for the report.

✓ Summary by Account Number

Detail by Account Number

Details By Sub Account Number

Details by Object Code

Detail by Object Code Level

This report details information on budget, income, expense, transfers, current balance, etc. for the selected account.

Account Reconciliation - Income / Expense

➡

Select Report View: Summary by Consolidation Code ▾

Account Number ▴ ▾	Consolidation Object Name	Original Budget	Base Budget	Current Budget	Current Month Actuals	Fiscal Year Actuals	Inception to Date	Open Encumbrances	Pre-Encumbrance	Balance Available
	TRANSFER OF FUNDS									
	INCOME Total									
	PERSONNEL SERVICES									
	GENERAL EXPENSES									
	TRAVEL									
	EXPENSES Total									
	Total									
	Grand Total									

Fiscal Year is equal to 2020
and Basic Accounting Category Code is equal to IN, EX
and Period Number is equal to 11
and Chart Code is equal to / is in UA
and Account Number is equal to

Analyze - Refresh - Print - Export

[Link to Income/Expense Page](#)

Select a view for the report.

✓ Summary by Consolidation Code

Summary by Object Code

Summary by Sub-Account

Account Details

This report gives details on income and expenses for the selected account.

Account Reconciliation - Encumbrances and Pre-Encumbrances									
Organization Code	Organization Name	Account Number	Account Name	Fiscal Officer Name	Object Code	Object Code Short Name	Income Stream Account Number	Open Pre-Encumbrance Balance	Open Encumbrance Balance
[Organization Code]	[Organization Name]	[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]
		[Account Number]	[Account Name]	[Fiscal Officer Name]	[Object Code]	[Object Code Short Name]	[Income Stream Account Number]	[Open Pre-Encumbrance Balance]	[Open Encumbrance Balance]

This report details encumbrances and pre-encumbrances for the selected account.

Account Reconciliation - Transactions

Select Report View:

Reconciliation View

Account Number	Account Name	Category Description	Object Code	Object Code Name	Transaction Date	Document	Document Number	Reference Document Number	Origin	Entry	Document Description	Vendor Name	Current Budget Amount	Current Month Actuals	Encumbrance Amount
		ASSETS		*Equity in Pooled Cash	05/01/2020	SB		-	01	TP Generated Offset	Service Billing - Ricoh March/April Activity	-			
					05/05/2020	ACHD		-	02	GENERATED OFFSET	-	-			
					05/06/2020	LLPR		-	UE	GENERATED OFFSET	-	-			
		Total													
		EXPENSES		Fiscal App/Fac Salaries (ere 4)	05/06/2020	LLPE		-	MF	PAYROLL ENCUMBRANCES					
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY					
					Total										

Select a view for the report.

✓ Reconciliation View

Summary by Account and Object Code

Detail by Account and Object Code

Select a view for the report.

- Reconciliation View
- Summary by Account and Object Code
- Detail by Account and Object Code
- Reconciliation View by Period

This report details transactions for the selected account.

General - Financial Management

Account Reconciliation - Open Operational Encumbrances

Select Report View: Encumbrances ▾

Organization Code	Account Number	Account Name ▴ ▾	Sub Account Number	Object Code	Object Code Name	Sub Object Code	PO Number	Project Code	Description	Open Encumbrance Amount	Closed Encumbrance Amount	Outstanding Encumbrance Amount
			-		Fiscal App/Fac Salaries (ere 4)	-	-	-	-			
					Total							
					Graduate Asst/Assoc Salaries (ere 8)	-	-	-	-			
					Total							
					Graduate Assistants ERE	-	-	-	-			
					Total							
					Employee Full-Benefit ERE	-	-	-	-			
					Total							
					Graduate Tuition Benefit	-	-	-	-			
					Total							

Select a view for the report.

✓ Encumbrances

Details by PO

This report details transactions for the selected account.

General - Financial Management

Account Reconciliation - Payroll Expenditure Listing

Detail by Account & Object Code

Account Number	Sub Account Number	Object Code	Object Code Name	Pay Period Earn Date	Post Date	Organization-Code	Organization-Name	Employee Name	Employee Id	Position Number	Fiscal Period	Job FTE	Document Type Code	Document Number	Balance Type Code	Account Distribution Percentage by Position Number	ERE Rate	Earning Description	Hours Worked	Expenditure Amount	
	ADMIN		Classified Staff Wages (ere 2)	05/03/2020	05/06/2020						11	1.00	LLPR	0	AC	100.00	0.00	Regular			
					05/06/2020 Total																
					05/03/2020 Total																
			Total																		
			Employee Full-Benefit ERE	05/03/2020	05/06/2020						11	1.00	LLPR	0	AC						
					05/06/2020 Total																
					05/03/2020 Total																
			Total																		
ADMIN Total																					

Select a view for the report.

Detail by Account & Object Code

Summary by Account & Object Code

Summary by Object Code

Detail by Object Code

Detail by Employee Name

Select a view for the report.

- ✓ Detail by Account & Object Code
- Summary by Account & Object Code
- Summary by Object Code
- Detail by Object Code
- Detail by Employee Name
- Summary by Position Number
- Detail by Position Number
- Detail by Sub-Account and Sub-Object Code

This report details payroll expenditures for the selected account.

Account Reconciliation - Position Encumbrance Detail

Select Report View: Summary by Account and Object Code

[illegible]

Select a view for the report.

- ✓ **Summary by Account and Object Code**
 - Detail by Account and Object Code
 - Summary by Sub-Account and Sub-Object Code
 - Detail by Sub-Account and Sub-Object Code
 - Summary by Account and Employee

This report details position encumbrances for the selected account.

Did you know there is a tool to help reconcile your PCard statements?

The **PCard Statement Reconciliation** dashboard contains transaction level detail for transactions occurring during a given period. This tool can be used in lieu of a Purchasing Card Statement.

Please note: The Post Date range defaults to the dates of the previous billing cycle and should match your most current PCard Statement.

Path to Reports:

UAccess Analytics Dashboards > Financial > General – Purchasing Card > Statement Reconciliation

How does this relate to Fiscal Year End?

Since PCard statements and reconciliation do not align perfectly with the University's fiscal periods, the **PCard Statement Reconciliation** dashboard will facilitate the PCard reconciliation process for the statement that crosses the two fiscal years.

<https://www.fso.arizona.edu/accounts-payable/pcard>

What information and documentation is required for PCard purchases?

All PCard transactions (PCDO) must include:

1. An **original invoice/receipt** attached to the Notes and Attachments tab on the PCDO.
2. A **business purpose** for the expenditure. The business purpose provides justification for why the expenditure was incurred, how it benefited the University of Arizona, and how it complied with all laws and regulations.
<https://www.fso.arizona.edu/financial-management/business-purpose>
3. In addition to the business purpose, some common PCard purchases require additional documentation.

See the PCard Compliance page for details: <https://www.fso.arizona.edu/compliance/pcard>

PCard Statement Reconciliation ⓘ

PCard College Name

--Select Value-- ▾

PCard Organization Name

▾

PCard Number Ending In

--Select Value-- ▾

Cardholder Name

--Select Value-- ▾

Reconciler Group Name

--Select Value-- ▾

Post Date

Between

04/07/2020 12:01

-

05/06/2020 12:01

Apply

Select the filters for the report.

General - Purchasing Card

Select View: Transactions by Cardholder

Organization Code-Name Cardholder Name Cardholder Alternate Name Cardholder NetID PCard Number Ending In

Transaction Date	Post Date	Document Number	Transaction ID	Account Number	Sub Account Number	Object Code	Sub Object Code	Project Code	Status Description	Doc Line Number	e-Doc Link	Vendor Name	Tax Exempt?	No Receipt?	Auto Approve?	Use Tax?	Sales Tax Amount	Sales Tax Amount (Edited)	Account Line Amt
04/07/2020	04/08/2020							-	FINAL	2	View Document								
04/07/2020	04/08/2020							-	FINAL	1	View Document								
04/15/2020	04/22/2020							-	FINAL	1	View Document								
04/15/2020	04/22/2020							-	FINAL	2	View Document								
04/15/2020	04/22/2020							-	FINAL	3	View Document								
04/17/2020	04/22/2020							-	FINAL	1	View Document								
04/17/2020	04/22/2020							-	FINAL	1	View Document								

Select a view for the report.

- ✓ Transactions by Cardholder
- Transactions by Org Code

This report details purchasing card transactions for a selected account and time period (Post Date).

What tools will help assist with verifying PCard transactions for my department?

The **General - Purchasing Card - Action Items** dashboard contains several informational tiles to give you a quick overview of important PCard indicators during the *current billing cycle*.

Path to Reports:

UAccess Analytics Dashboards > Financial > General – Purchasing Card > Action Items

Action Items

Select the filters



PCard College Name

--Select Value-- ▾

PCard Organization Name

--Select Value-- ▾

Reconciler Group Name

--Select Value-- ▾

Apply

Reset ▾

The results on this dashboard are limited to the current PCard billing period, from 3/8/2021 to 4/6/2021.

8

Auto Approving Soon

PCard transactions that will automatically approve in the next 3 days.

1

PCards Expiring Soon

PCards that will expire within the next 3 months.

1112

Tax Exempt Indicator

PCard transactions that are marked as exempt from sales and/or use tax.

59

Default Object Code

PCard transactions that have not been moved to a more appropriate object code from the default object code.

5

Auto Approved

PCard transactions that were automatically approved in the last billing period.

66

Missing Supporting Documentation

PCard transactions that are missing supporting documentation.

210

Use Tax

PCard transactions that will assess Use Tax.

10

Inactive Employees

PCards that have a cardholder whose current employment status is not "Active" that have transactions on their PCard.

Analyze - Refresh - Print - Export

You can click on each tile for additional details.

The report provides a way to stay on top of some of the more critical aspects of managing PCards including transactions auto approving soon, PCards expiring soon, and other PCard related items.

Note: This only shows the current period until you open it, so even if it says 0, you will still want to open the box.

General - Purchasing Card

HomeMy RolesCatalogFavorites ▾Dashboards ▾New ▾Open ▾Signed In As

OverviewAction ItemsPCard Information by OrganizationPCard Information by CardStatement ReconciliationForeign TransactionsDetail: No Supporting Documentation

Purchasing Card Transactions with No Supporting Documentation ⓘ

PCard College NamePCard Organization NameReconciler Group Name

--Select Value-- ▾--Select Value-- ▾--Select Value-- ▾Apply

The results on this dashboard are limited to the current PCard billing period, from 3/8/2021 to 4/6/2021.

*Purchasing Card transactions not on this dashboard (**Images File Flag** or **Notes And Attachments File Flag** are equal to **Y**) must be reviewed by the transaction approver to ensure supporting documentation is compliant with University policy. Documentation may be subject to review by Financial Services Financial Compliance.

Select View: Transactions by Org Code ▾

Organization Code1402

Cardholder Name	Organization Code-Name	Transaction Date	Post Date	PCard Number Ending In	Document Number	Doc Line Number	Transaction ID	Account Number	Object Code	e-Doc Link	Vendor Name	Tax Exempt?	No Receipt?	Images File Attachment?	Notes And Attachments File Attachment?	Status Description	Auto Approve?	Use Tax?	Sales Tax Amount	Sales Tax Amount (Edited)	Account Line Amt

Go to More Transactions with No Supporting Documentation

Click the blue area to look for transactions in other billing periods.

Select a view for the report.

✓ Transactions by Org CodeTransactions by Cardholder

This report shows the details on PCard transactions with no supporting documentation for the current billing period.

Purchasing Card Transactions with No Supporting Documentation ⓘ

PCard College Name

PCard Organization Name

Reconciler Group Name

Post Date

--Select Value-- ▾

--Select Value-- ▾

Between 07/01/2020 12:01 AM - 06/30/2021 12:01 AM

Apply

*Purchasing Card transactions not on this dashboard (**Images File Flag** or **Notes And Attachments File Flag** are equal to **Y**) must be reviewed by the transaction approver to ensure supporting documentation is compliant with University policy. Documentation may be subject to review by Financial Services Financial Compliance.

Select View:

Transactions by Org Code ▾

Organization Code

1402

Cardholder Name	Organization Code-Name	Transaction Date	Post Date	PCard Number Ending In	Document Number	Doc Line Number	Transaction ID	Account Number	Object Code	e-Doc Link	Vendor Name	Tax Exempt?	No Receipt?	DocuWare Attachment?	UAccess Financials Attachment?	Status Description	Auto Approve?	Use Tax?	Sales Tax Amount	Sales Tax Amount (Edited)	Account Line Amt

Select a view for the report.

✓ Transactions by Org Code

Transactions by Cardholder

This report shows the details on PCard transactions with no supporting documentation for the selected post dates.

How do I track payroll expenses and salary expense transfers?

The **Payroll Expenditure Listing with SET** dashboard report shows payroll expenditures and salary expense transfers (SET) for a department. There are pivots to show the data in summary and in detail, listed by department, object code, employee, etc.

Path to Reports:

UAccess Analytics Dashboards > Financial > General – Labor Ledger > Payroll Expenditure Listing with SET

How does this relate to Fiscal Year End?

The **Payroll Expenditure Listing with SETs** allows you to review payroll and make any necessary adjustments prior to the end of the Fiscal Year. There is a specific view titled *Fiscal Year Summary by Employee Name* that provides a good overview of where an employee was paid from throughout the year.



Payroll Expenditure Listing with SET i

* Fiscal Year°
2020 ▾

Org-Code°
▾

Employee Id
--Select Value-- ▾

Post Date
Between

Account Number
--Select Value-- ▾

Cost Share Source Account
--Select Value-- ▾

Balance Type Code°
AC ▾

Project Code
--Select Value-- ▾

Display ERE?°
Y ▾

Fiscal Period°
11 ▾

Org-Name
--Select Value-- ▾

Employee Name
--Select Value-- ▾

Position Number
--Select Value-- ▾

Account Supervisor
--Select Value-- ▾

Sub Account Number
--Select Value-- ▾

Cost Share Type°
--Select Value-- ▾

Object Code
--Select Value-- ▾

Level Code
--Select Value-- ▾

Sub Fund Group Code
--Select Value-- ▾

Fiscal Officer Name
--Select Value-- ▾

Apply Reset ▾

[Non Labor Ledger Payroll Transactions](#)
[Project Code Lookup](#)

Select the fiscal year, fiscal period, and organization code to filter the report.

General - Labor Ledger

Fiscal Year Summary by Employee Name ▾

Employee Name ▴ ▾	Employee Id	Position Number	Job FTE	Project Code	Project Name	Account Number	Sub Account Number	Object Code	Object Code Name	Sub Object Code	Hours Worked	Expenditure Amount
			1.00	-	-		ADMIN		Classified Staff Wages (ere 2)	-		
									Employee Full-Benefit ERE	-		
			1.00	-	-		ANLYS		Fiscal App/Fac Salaries (ere 4)	-		
									Employee Full-Benefit ERE	-		
							ANLYS		Fiscal App/Fac Salaries (ere 4)	-		
									Employee Full-Benefit ERE	-		
			1.00	-	-		MGR		Fiscal App/Fac Salaries	-		
									Employee Full-Benefit	-		
			1.00	-	-		MGR		Fiscal App/Fac Salaries	-		
									Employee Full-Benefit	-		
			1.00	-	-		MGR		Fiscal App/Fac Salaries	-		
									Employee Full-Benefit	-		

Select a view for the report.

- Summary by Department
- Summary by Object Code
- Summary by Position Number
- Summary by Account & Object Code
- Summary by Account & Employee Name
- Summary by Cost Share Account
- Detail by Object Code
- Detail by Employee Name
- Detail by Position Number
- Detail by Sub-Account and Sub-Object Code
- Detail by Account & Object Code
- Detail by Cost Share Account
- Detail by Project Code
- ✓ Fiscal Year Summary by Employee Name
- Summary by Account & Employee Name (ERE Separated)
- Summary by Employee Name (ERE Separated)
- Summary by ABOR Code
- Summary by Paygroup

This report details Payroll Expenditures and Salary Expense Transfers.

How do I know what fund transfers are allowed between different accounts?

The **Allowable Transfers** dashboard is designed to assist you in learning the rules and appropriate transfer documents to use in processing the movement of funds between different accounts and sub-funds.

Path to Reports:

UAccess Analytics Dashboards > Financial > General – Financial Management > Overview

Listed under the Reconciliation Reports

UAccess Analytics Dashboards > Financial > General – System Value Sets > Allowable Transfers

How does this relate to Fiscal Year End?

Since departments are working on cleaning up accounts at the end of the fiscal year, **Allowable Transfers** is a helpful tool to find the forms and documentation needed to transfer funds. You can filter the report by account number or sub-fund group code.

Allowable Transfers ⓘ

1. Would you like to search by Account Number or Sub-Fund Group?

- ➡️
- ☒ Account Number
- ☐ Sub-Fund Group Code

2. Between what Account Numbers are you thinking about transferring budget?

➡️

From

--Select Value-- ▼

To

--Select Value-- ▼

Apply

Links and Documents

- [FSO Account Closure Docs](#)
- [Transfers Decision Tree](#)

Select Account Number or Sub-Fund Group Code and set the values you would like to use to filter the data.

Allowable Transfers ⓘ

1. Would you like to search by Account Number or Sub-Fund Group?

- ★ ☒ Account Number
- ☐ Sub-Fund Group Code

2. Between what Account Numbers are you thinking about transferring budget?

From 1 To 1

Links and Documents

[FSO Account Closure Docs](#)
[Transfers Decision Tree](#)

From Account

Account Number: 1
Account Name:
Sub Fund Group: Main Campus (A1) (MC)
Fund Group: State (ST)

[List of Accounts That This Account Can Transfer Funds To](#)
[Sub Fund Groups This Account Can Transfer Funds To](#)



To Account

Account Number: 1
Account Name:
Sub Fund Group: Main Campus (A1) (MC)
Fund Group: State (ST)

[List of Accounts That Can Transfer Funds Into This Account](#)
[Sub Fund Groups That Can Transfer Funds To This Account](#)



Transfer of Funds Allowed?

Yes

Transfer Options:
Process Rbc Transfer

Transfer Restrictions:
No Restrictions

Transfer Exceptions:
Allowed -See Restriction

Admin Service Charge Expenditure:
-

This report shows an allowable transfer of funds result. You can pull detailed lists of accounts and sub-fund groups this account can transfer to. Additionally, you can see what transfer options are available to you in the YES outcome.

Allowable Transfers ⓘ

1. Would you like to search by Account Number or Sub-Fund Group?

- ☒ Account Number
- ☐ Sub-Fund Group Code

From Account

Account Number: 1

Account Name:

Sub Fund Group: Main Campus (A1) (MC)

Fund Group: State (ST)

List of Accounts That This Account Can Transfer Funds To
Sub Fund Groups This Account Can Transfer Funds To

Sub Fund Groups This Account Can Transfer Funds To

To Fund Group Code	To Fund Group Name	To Sub-Fund Group Code	To Sub-Fund Group Name
PL	Plant	CONDBT	State
		CONSTR	State
		DBTSVC	State
		INTLN	State
		LAND	State
		MISSPL	State
ST	State	MC	State

Return

Here is the detailed report of the Sub-Fund Groups this account can transfer funds to.

Allowable Transfers ⓘ

1. Would you like to search by Account Number or Sub-Fund Group?

* ☒ Account Number
☐ Sub-Fund Group Code

2. Between what Account Numbers are you thinking about transferring budget?

From 1 To 2

Links and Documents

[FSO Account Closure Docs](#)
[Transfers Decision Tree](#)

From Account

Account Number: 1

Account Name:

Sub Fund Group: Main Campus (A1) (MC)

Fund Group: State (ST)

[List of Accounts That This Account Can Transfer Funds To](#)
[Sub Fund Groups This Account Can Transfer Funds To](#)



To Account

Account Number: 2

Account Name:

Sub Fund Group: IDC-Department (N3) (IDCDPT)

Fund Group: Designated - IDC and Patent Accounts (DI)

[List of Accounts That Can Transfer Funds Into This Account](#)
[Sub Fund Groups That Can Transfer Funds To This Account](#)



Transfer of Funds Allowed?

No

[Transfer Options:](#)
No Additional Options

[Transfer Restrictions:](#)
State Funds Cannot Support Or Be Supported By Other Funds

[Transfer Exceptions:](#)
None

[Admin Service Charge Expenditure:](#)
-

Here we see an account where the transfer of funds is not allowed. Even with a negative result, you can still pull the detailed lists of accounts and sub-fund groups this account can transfer to.

How do I discover what transactions are still en route for FY2021?

The **En Route Transaction** dashboard is designed to allow the user to view en route transactions across all UAccess Systems.

Transactions can be viewed by:

- **Transactions Pending Approval**
- **Transactions Initiated**

Path to Reports:

UAccess Analytics Dashboards > Employee > Business Manager Home Page > UAccess Enroute Transactions

How does this relate to Fiscal Year End?

The **En Route Transactions** lets you know what transactions are still routing and risk being impacted by FYE procedures. Once year end adjustment transactions begin to route, they must be processed in a timely manner.

Please refer to the detailed list of important dates:

<https://www.fso.arizona.edu/financial-management/year-end/dates-fy2022>

UAccess Enroute Transactions

College

Department

--Select Value-- ▾

Employee Id

--Select Value-- ▾

Employee Name

--Select Value-- ▾

Apply

Reset ▾

This dashboard displays enroute transactions across all UAccess systems. By clicking on any of the numbers in blue, you will be directed to a dashboard page providing more details for that transaction type.



Select the individual, organization, or college. Then select a transaction type you would like to use to filter the data.

Financials

835

Transaction Type	Initiated	Pending Approval
Grand Total	143	692
Account	1	1
Account Delegate	1	1
Budget Adjustment		1
Cash Receipt	1	
Disbursement Voucher	112	30
Effort Certification		244
General Error Correction	1	
Internal Billing		7
Payment Request		13
Procurement Card		373
Requisition	17	18
Salary Expense Transfer	7	3
Transfer Of Funds	1	1
Vendor	2	

Employee

787

Transaction Type	Initiated	Pending Approval
Grand Total	533	254
Approval for Additional Job	4	3
Approval for Supplemental Comp	6	
Create or Modify Positions	13	
Grads NoAs	9	6
I9 Form Approvals	293	4
Job Change Approvals	183	149
MSS Campus Colleague	5	
MSS Exception	4	1
MSS New Hire	4	2
MSS Personal Info Update	4	
MSS Title & Tenure	1	
Position Funding Change		85
Terminate Employment	3	
Year End DCC Rollover	4	4

Research

11

Transaction Type	Initiated	Pending Approval
Grand Total	11	
New	10	
Revision (continuation/supplement, not yet routed)	1	

Budget

31

Transaction Type	Initiated	Pending Approval
Grand Total	16	15
Budget Transfer	16	15



Click on the number of transactions to bring up a detailed report of items.

Enroute Transaction Details | Financials (KFS)

Transactions on this report have a pending workflow step.

Transactions Pending Approval Detail

Document Type	Date Created	Document Number	Document Title	Link to eDoc	Initiator	Pending With
Disbursement Voucher	03/16/2022	2000007	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (01/16)	View Document	Yves Davis	Andrew Davis
	04/06/2022	2000008	Disbursement Voucher 0 - Travel Expense - Traveler: B. Hughes (04/06/2022)	View Document	James Davis Davis	Matthew Davis
	04/18/2022	2000019	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/18/2022)	View Document	Erin Davis Davis	Bethany Davis M
	04/20/2022	2000019	Disbursement Voucher 0 - 2000 - 20000000 - 2000 - 20000000 (04/20/2022)	View Document	Erin Davis Davis	Bethany Davis M
	04/22/2022	2000007	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/22)	View Document	Cathy Davis Davis	Rodriguez, Joe D Sharon Davis Davis
	04/25/2022	2000008	Disbursement Voucher 0 - Travel Expense - 20000000 - 20000000 - 20000000 (04/25/2022)	View Document	Ch Davis	Travis Davis
	04/25/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/25/2022)	View Document	Ch Davis	Patrick Davis Davis
	04/26/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/26/2022)	View Document	Erin Davis Davis	Patrick Davis Davis
	04/26/2022	2000007	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/26/2022)	View Document	Erin Davis Davis	Bethany Davis M
	04/26/2022	2000019	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/26/2022)	View Document	Erin Davis Davis	Matthew Davis M
	04/27/2022	2000000	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/27/2022)	View Document	Erin Davis Davis	Andrew Davis
	04/27/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/27/2022)	View Document	Erin Davis Davis	Erin Davis Davis
	04/27/2022	2000000	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/27/2022)	View Document	Erin Davis Davis	Erin Davis Davis
	04/28/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/28/2022)	View Document	Erin Davis Davis	Rodriguez, Joe D Sharon Davis Davis
	04/28/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 - 20000000 (04/28/2022)	View Document	Erin Davis Davis	Bethany Davis M
	04/28/2022	2000019	Disbursement Voucher 0 - Travel Expense - 20000000 - 20000000 - 20000000 (04/28/2022)	View Document	Erin Davis Davis	Bethany Davis M
	04/28/2022	2000000	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/28/2022)	View Document	Erin Davis Davis	Erin Davis Davis
	04/28/2022	2000008	Disbursement Voucher 0 - Expense Reimbursement - 20000000 - 20000000 (04/28/2022)	View Document	Erin Davis Davis	Erin Davis Davis

Understanding Important Employee and Designated Campus Colleague (DCC) Information

How do I keep track of my unit's employee information?


The **New Business Officer Central Reports** provides a means of monitoring employee information.


It provides reports on Out-of-State Employees, Service Awards, Student Employees, Benefit Enrollment, Vacant Positions, Payment Request, and much more!

Path to Reports:

UAccess Analytics Dashboards > Employee > Business Officer Central > Overview

Business Officer Central - Overview

 Business Officer Central

 Alerts!

Home

My Roles

Visualizer


Catalog

Favorites ▾

Dashboards ▾

Create ▾

Open ▾



Overview

Business Officer Central Highlights

Benefits Enrollment

Missing Supervisor/Time Approver

Retirement Eligibility

Unenrolled Student Employees

UAccess Enroute Transactions

Payment Requests


Pay Check


Service Awards & Retiree Recognition

Affordable Care Act (ACA)

Student Overhead

Out-c»





Overview

Additional Resources

Overview

Welcome to the Business Officer Central Dashboard! This dashboard provides a means of monitoring business manager employee information.

Dashboard Page and Sub-Page Descriptions		We Want to Hear From You	
Business Officer Central Highlights	▾	Welcome to the Employee Dashboards!	
Benefits Enrollment	▾	These dashboards contain a set of reports related to Employee and HR data. Some modifications and adjustments may be needed, and we certainly welcome your input!	
Missing Supervisor/Time Approver	▾	If a report isn't working as expected, you think the data is incorrect or you have suggestions for improvement, please submit Feedback using the link below. Be as specific as possible.	
Retirement Eligibility	▾	If you need a report similar to one you find on these dashboards but customized to your specific unit needs, consider "stealing" that request and customizing it to make it your own.	
Unenrolled Student Employees	▾	Dashboard Feedback	
UAccess Enroute Transactions	▾	Contact	
Payment Requests	▾	For additional contact information please go to the Additional Resources page.	
Pay Check	▾		
Service Awards & Retiree Recognition	▾		
Affordable Care Act (ACA)	▾		
Student Overhead	▾		
Out-of-State Employees	▾		

How does this relate to Fiscal Year End?

The **Business Officer Central** dashboard provides several reports that will support the management of positions, DCC relationships and funding that may expire with the end of the fiscal year. Using this dashboard, you can take action to ensure your positions, DCCs and funding sources are all updated prior to the start of the new year.

Business Officer Central Highlights

- Positions Ending (30, 60, 90, or 120 days)
- DCC Relationships Ending (one month)
- Employees with Visa Expiring (six months)
- Accounts Expiring (90 days)
- Positions Funded from Expiring Accounts (30 days or Less)
- Employees on LOA/Sabbatical

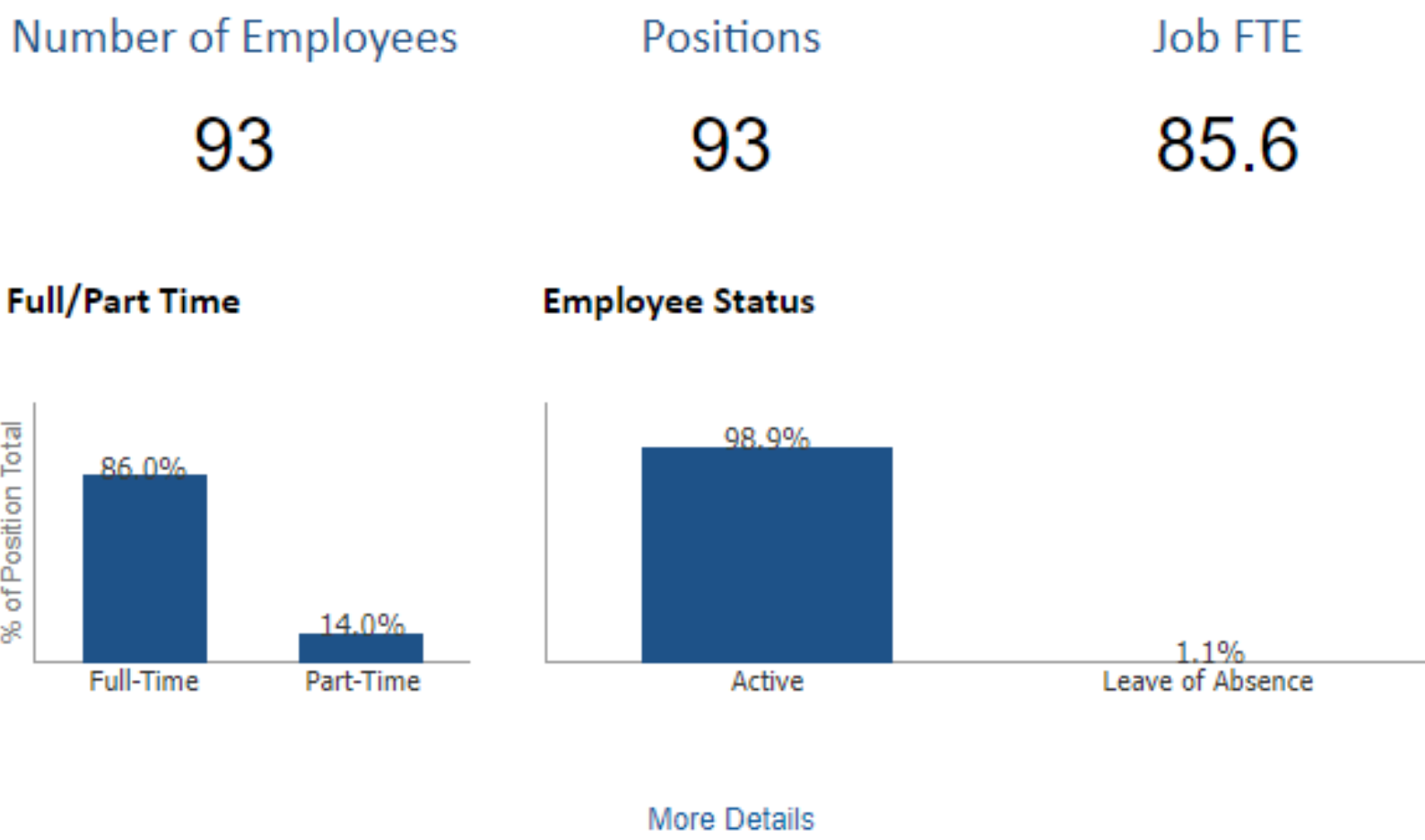
Business Officer Central Highlights

* Department

Apply

Reset

Department Highlights



Full/Part Time

Employee Status

% of Position Total

86.0%

14.0%

Full-Time

Part-Time

98.9%

1.1%

Active

Leave of Absence

More Details

Special Dates & Milestones

☒ Current Month

☐ Current Fiscal Year

Employee Birthdays

Empl ID	Person Name	Birthdate

Rows 1 - 2

Employee Work Anniversary

Empl ID	Person Name	Years of Service
		6
		4

Rows 1 - 2

Items for Review

Workforce

0

Employees with Projected Hours Exceeding Allowed Carry Forward

More Details

0

Employees Pending in New Hire Process

More Details

1

Employees on LOA/Sabbatical

More Details

7

Employees with Pending Time Approvals

More Details

0

Employees in Benefit Enrollment Process

More Details

0

Employees with Visas Expiring Within 90 Days

More Details

0

Employee with FLSA Status Change Applied

More Details

2

Employees with a Supplemental Compensation Plan

More Details

0

Employees Missing a Supervisor/Time Approver

More Details

0

Part-Time Employees Eligible for Retirement Benefits

More Details

0

Positions Funded by Accounts Expiring Within 30 Days

More Details

0

Positions Ending in 30 Days

More Details

0

DCC Relationships Ending in 30 Days or Less

More Details

0

Unenrolled Student Employees

More Details

Financials

9

PCard Action Items

More Details

0

Accounts Expiring in 90 Days

More Details

What are other useful tools to help manage my employees for year-end reporting?

Is there a way I can identify positions or individuals that will be ending?

The **Rollover Home** page has two dashboard tools to retrieve information on individuals and jobs with expected end dates and no expected end dates.

Path to the Reports:

UAccess Analytics Dashboards > Employee > Rollover > Home > Individuals/Jobs with Expected End Date

UAccess Analytics Dashboards > Employee > Rollover > Home > Individuals/Jobs with NO Expected End Date

How does this relate to Fiscal Year End?

The **Rollover Home** is a page to support the management of positions and employees. It allows you to review jobs and personnel with and without expected end dates.

Rollover Reference Report

Individuals/Jobs with Expected End Date

College Id for Job Department	Job Department °	Employee ID	Position Number	Class Indicator	ABOR Code Description	Compensation Rate Code	Visa Expiration Date
--Select Value-- ▼	<div></div> ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	Between <div></div> <div></div>
College Name For Job Department	Job Department Name	Name	Supervisor Name	Paygroup	Contract Length	Jobcode Description	Expected End Date
--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼	Between <div></div> <div></div> <div>Apply</div> <div>Reset ▼</div>

To capture particular employee groupings, complete the prompt as indicated below:

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 9Pay12 Employees
Compensation Rate Code = 'SAL'
Contract Length = 'A' | Fiscal Employees
Compensation Rate Code = 'SAL'
Contract Length = 'F' | Graduate Academic Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL9' | Clinical Assistants
Class Indicator = 'Clinical Assistant' |
| 9Pay9 Employees*
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Faculty; Service Professional; Postdoctoral Scholar'
Compensation Rate Code = 'SAL9' | Wage Employees
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Postdoctoral Scholar; Service Professional'
Compensation Rate Code = 'HRLY' | Graduate Fiscal Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL' | Student Employees
ABOR Code Description = 'Student Worker' |

****Please note that jobs for 9Pay9 employees with an EED action/reasons of RFB, OFF and SBR will continue through the next academic year automatically. MSS job change requests are not required to "return" this population from short work break.**

Individuals/Jobs with Expected End Date

Individuals/Jobs with NO Expected End Date

Rollover Reference Report

Individuals/Jobs with NO Expected End Date

College Id for Job Department

--Select Value--

Job Department °

Employee ID

--Select Value--

Position Number

--Select Value--

Class Indicator

--Select Value--

ABOR Code Description

--Select Value--

Compensation Rate Code

--Select Value--

Visa Expiration Date

Between

College Name For Job Department

--Select Value--

Job Department Name

--Select Value--

Name

--Select Value--

Supervisor Name

--Select Value--

Paygroup

--Select Value--

Contract Length

--Select Value--

Jobcode Description

--Select Value--

Apply

Reset

To capture particular employee groupings, complete the prompt as indicated below:

- 9Pay12 Employees**
Compensation Rate Code = 'SAL'
Contract Length = 'A'

Fiscal Employees
Compensation Rate Code = 'SAL'
Contract Length = 'F'

Graduate Academic Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL9'

Clinical Assistants
Class Indicator = 'Clinical Assistant'
- 9Pay9 Employees***
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Faculty; Service Professional; Postdoctoral Scholar'
Compensation Rate Code = 'SAL9'

Wage Employees
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Postdoctoral Scholar; Service Professional'
Compensation Rate Code = 'HRLY'

Graduate Fiscal Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL'

Student Employees
ABOR Code Description = 'Student Worker'

College Id for Job Department	College Name For Job Department	Job Department	Job Department Name	Employee ID	Name	Employee Record Number	Position Number/Type	Supervisor Name	UA Title	ABOR Code Description	Class Indicator	Paygroup	Employee Status	Job/Combined FTE	Compensation Rate	Expected End Date	EED Action Reason	Visa Expiration Date
-------------------------------	---------------------------------	----------------	---------------------	-------------	------	------------------------	----------------------	-----------------	----------	-----------------------	-----------------	----------	-----------------	------------------	-------------------	-------------------	-------------------	----------------------

What reports will provide information on FY 2022 and FY 2023 Position Distribution?

UAccess Analytics and UAccess Employee provides information on budget, funding, and position distribution for your employees in the following reports:

- *Funding and Compensation Details Report:*
UAccess Analytics > Employee > Rollover > Funding and Compensation Details
- *Budget and Position Distribution Report:*
UAccess Analytics > Employee > Rollover > Budget and Position Distribution Report

Apply

1

Select a view for the report.

- ✓ Funding Summary
 - Funding Details
 - Compensation Summary
 - Compensation Details

This report provides the latest job change for an employee. Also, the current and future position funding for a position.

Budget and Position Distribution ⓘ

Fiscal Year

2021 ▾

Position College Code

--Select Value-- ▾

Position Department

▾

Budget Department

--Select Value-- ▾

Account Organization Code

--Select Value-- ▾

Employee ID

--Select Value-- ▾

Fund Group Name

--Select Value-- ▾

Position Number

--Select Value-- ▾

Years of Service >=

0.00

Snapshot Period

Current Approved Distribution ▾

Position College Name

--Select Value-- ▾

Position Department Name

--Select Value-- ▾

Budget Department Name

--Select Value-- ▾

Account Organization Name

--Select Value-- ▾

Employee Name

--Select Value-- ▾

Account Number

--Select Value-- ▾

ABOR Code Description

--Select Value-- ▾

Paygroup Description

--Select Value-- ▾

Apply

Select a View: Position Distribution Summary ▾

Position Number	UA Title	Employee Id	Name	Years of Service	ABOR Description	Paygroup Description	Fiscal Year	Snapshot	Distribution Effective Date	Account Type	Account	Sub Account	Job FTE	Distribution Percent	Annual Base Benefit Rate	Compensation Rate

Select a view for the report.

✓

Position Distribution Summary

Position Distribution

Position Distribution - with Budget

Position Distribution - with Budget/Job

This report provides data on the budget and position distribution for the selected college, department, or account organization.

How does this relate to Fiscal Year End?

Deadlines

- **May 27:** Fiscal Year **2023** Position Distribution account snapshot taken
- **May 30:** Fiscal Year **2023** Position Distribution is available
 - *Effective Dates 07/01/2022-06/26/2022*
- **June 24:** MSS Position Distribution Changes for Fiscal Year **2022**
 - *Effective Dates 06/16/22-06/26/22*
- **July 08:** MSS Position Distribution Changes for Fiscal Year **2023**
 - *Effective Date 06/27/22-07/10/22*



How do I identify outstanding employee FY/AY 2022 Notice of Appointments?

The **Contracts Past Due** and **Contracts Not Sent to Employees** reports provide details on outstanding employee NOAs.

- *Path to Reports:*
 - UAccess Analytics > Employee > Manager Self Service > Contracts Past Due*
 - UAccess Analytics > Employee > Manager Self Service > Contracts Not Sent to Employees*
- **Deadline**
June 13: College Approvers remove, deny or withdraw contracts not accepted for FY 2022

How does this relate to Fiscal Year End?

College and Department Contract Approvers must remove, deny, or withdraw outstanding Notice of Appointments by the end of the fiscal year, or you will not be able to generate new contracts for these employees for FY/AY 2023.

Contracts Past Due

Job Department Id *
--Select Value--

Job Department Name
--Select Value--

College Id for Job Department
--Select Value--

College Name for Job Department
--Select Value--

Employee Id
--Select Value--

Contract Length
--Select Value--

ABOR Code Description
--Select Value--

First Name
--Select Value--

Last Name
--Select Value--

Apply

Reset

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.
° - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.
Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

Contracts Past Due

Fiscal Year	College Id for Job Department	College Name for Job Department	Job Department Id	Job Department Name	Employee Id	Last Name	First Name	Position Number	UA Title	FTE	Transaction Number	Contract Status Description	Contract Length Description	ABOR Code Description	Sent On	Days Since Contract Sent
2021												Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021												Waiting For Acceptance	Academic	Faculty	01/29/2021	87
												Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021												Waiting For Acceptance	Fiscal	Post Doctoral Scholar	03/03/2021	54
2021												Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021												Waiting For Acceptance	Academic	Administrative	02/19/2021	66
2021												Waiting For Acceptance	Academic	Faculty	02/02/2021	83

This report lists employees with contracts “Waiting For Acceptance” after 13 days for the Fiscal and 29 days for Academic contract lengths. The 13- or 29-day period begins when the contract is forwarded to the employee for acceptance.

ABOR Code

--Select Value-- ▾

Job Department Id *

--Select Value-- ▾

College Id for Job Department

--Select Value-- ▾

Employee Id

--Select Value-- ▾

Contract Length

--Select Value-- ▾

First Name

--Select Value-- ▾

Contract Status

--Select Value-- ▾

Job Department Name

--Select Value-- ▾

College Name for Job Department

--Select Value-- ▾

Employee Name

--Select Value-- ▾

Class Indicator

--Select Value-- ▾

Last Name

--Select Value-- ▾

Contract Group Status

--Select Value-- ▾

Apply

Reset ▾

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.
* - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.
Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

College Id for Job Department	College Name for Job Department	Job Department Id	Employee Id	Last Name	First Name	Position Number	Job Department Name	FTE	UA Title	Contract Length Description	ABOR Code Description	Class Indicator Description	Generated Date	Contract Status	Contract Group Status	Current Institutional Base Salary
										Academic	Faculty	Reg App/Fac/Unv Acad	01/01/1900	-		
										Fiscal	Faculty	Reg App/Fac/Unv Fiscal	01/01/1900	-		
										Academic	Academic Professional	Reg App/Fac/Unv Acad	01/01/1900	-		
										Fiscal	Faculty	Reg App/Fac/Unv Fiscal	01/01/1900	-		
										Fiscal	Post Doctoral Scholar	Post Doc Fiscal	01/01/1900	-		
										Academic	Faculty	Reg App/Fac/Unv Temp Funding	01/01/1900	-		

This report provides a list of employees who have not received a contract in Employee Self Service for the current fiscal year. Contracts for employees listed have not been generated by the College or are awaiting action by the College or HR Department Approvers.

Let's not forget our DCCs

UAccess Analytics and UAccess Employee provides information on DCCs that may require action:

- *DCCs Not Extended Report:*
UAccess Analytics > Employee > Manager Self-Service> DCC Not Extended

Deadlines

June 30: DCC Rollover transactions need to be fully approved

Manager Self Service

Home

My Roles

Catalog

Favorites

Dashboards

New

Open

Signed In As

Contracts Past Due

Contracts Not Sent to Employees

Updated Contracts Not Generated

Employee Email Notifications 31+ Days

Personal Information Reports

DCC Workflow Status Report

Designated Campus Colleagues

DCC Acceptance Pending

DCC Not Extended

College Id

--Select Value--

College Name

--Select Value--

Department Id *

Department Name

--Select Value--

DCC Type

--Select Value--

DCC Type Description

--Select Value--

Apply

Reset

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.

* - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.

Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

DCC Not Extended

College Id	College Name	Department Id	Department Name	Netid	DCC Id	DCC Name	DCC Type	DCC Type Description	UA Title	UA Email Address	Personal Email Address	Expected End Date	Visa Expiration Date

Refresh - Print - Export

This report provides a list of all Designated Campus Colleagues that have not been extended.

Human Resource Division - Workforce Systems

Website:

- <https://hr.arizona.edu/workforce-systems>
- <https://hr.arizona.edu/hr-resources/calendars>
- <https://hr.arizona.edu/hr-resources/training-guides>

Questions:

- workforcesystems@arizona.edu



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Financials Modernization

ORACLE®
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ABOUT THE PROJECT

This multi-phase, multi-year system implementation will provide increased clarity, a more standardized Chart of Accounts, and more streamlined business processes for budgeting and financial management at the University of Arizona. Oracle ERP has been selected as our Financials Modernization solution. The anticipated launch date is **July 1, 2024**. Visit finmod.arizona.edu for more information or email financialsmodernization@email.arizona.edu.



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- **Analytics Office Hours**
(visit with our staff to have your individual questions answered)
- **UAccess Community**
(a community of users and resources)
- **Data Exploration Series**
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University Analytics
& Institutional Research

THANK YOU

Let us know how we did. Please take our survey!

