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

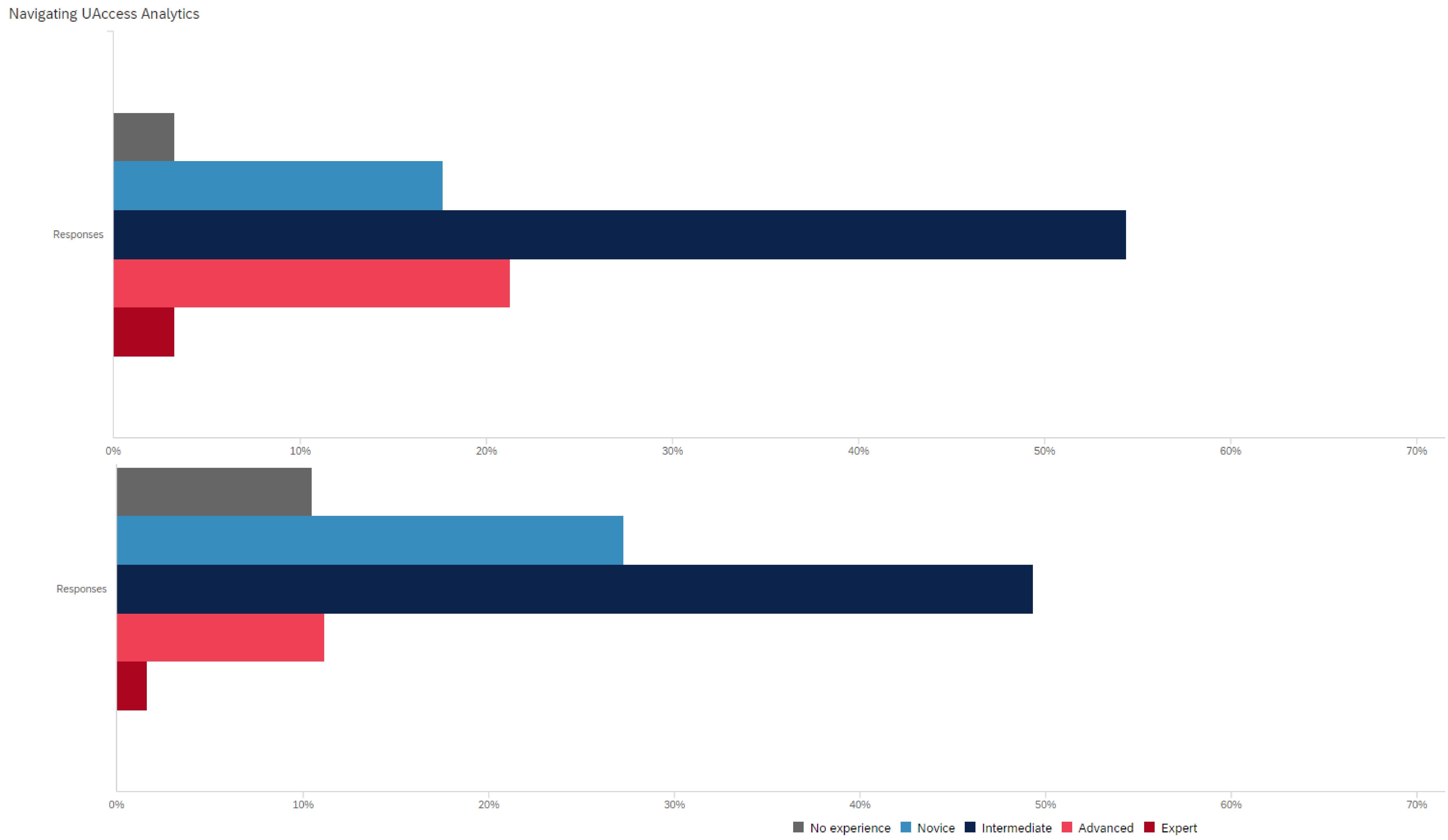
- Christopher Cherry, IT Training & Support Specialist
- Bethany Prim, Assistant Comptroller
- Abraham Silva, Program Manager, Administrative Data
- Mary Baum, Manager, Initiatives & Outreach
- Abbie Montenegro, Director, Workforce Systems

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?

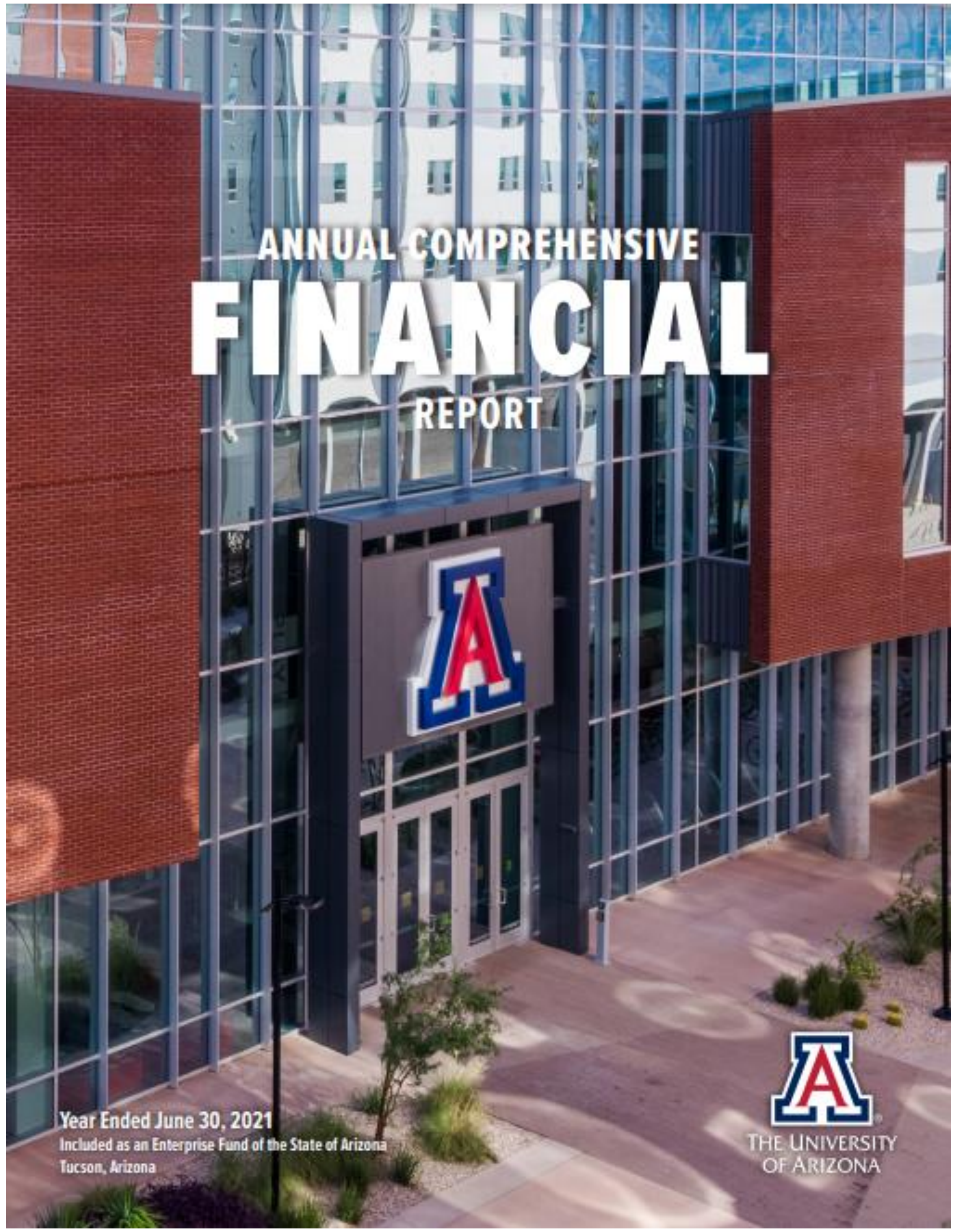
What happens during year end process?

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

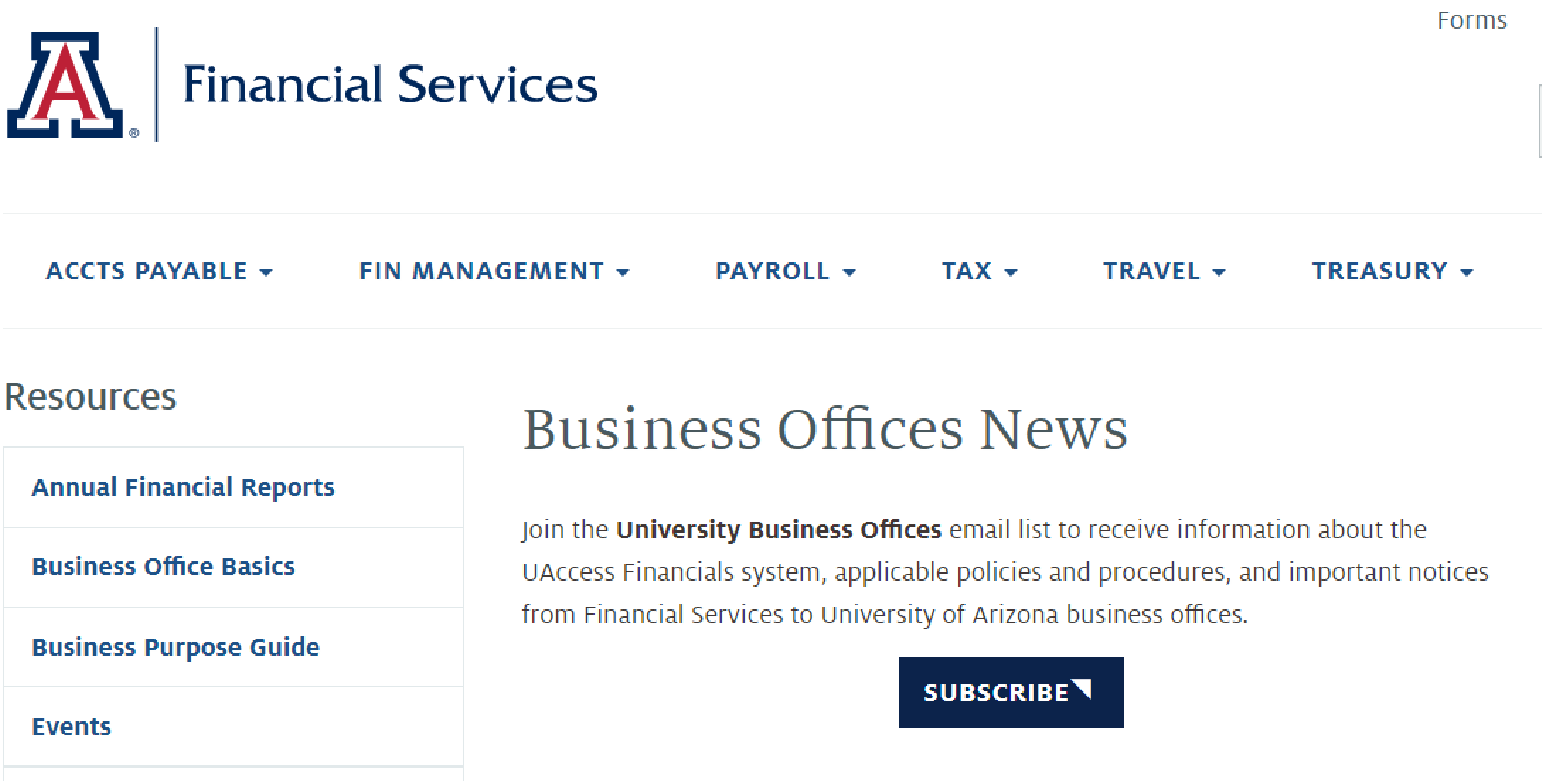
For general year-end assistance, please contact **outreach@fso.arizona.edu**.

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



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

Account Reconciliation

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

Current Account Information

General - Financial Management

Home | My Roles | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As ▾

Overview | Current Account Balances | Income/Expense | Assets, Liabilities, and Fund Balance | Transactions | **Account Reconciliation** | Ledger Summary | FedEx Report | Transactions in Process | Cost Share | Check Lookup | Organization Roll-Up »

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
[illegible]	[illegible]	[illegible]	[illegible]			[illegible]	[illegible]	[illegible]	[illegible]

Analyze - Refresh - Print - Export

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

Current Account Balance

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

Income / Expense

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

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

Transactions

This report details transactions for the selected account.

Open Operational Encumbrances

This report details transactions for the selected account.

Payroll Expenditure Listing

This report details payroll expenditures for the selected account.

Position Encumbrance Detail

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

Select the filters for the report.

General - Purchasing Card

Home | My Roles | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As [illegible] ▾

Overview | Action Items | PCard Information by Organization | PCard Information by Card | **Statement Reconciliation** | Foreign Transactions

Select View: Transactions by Cardholder ▾

Organization Code-Name	Cardholder Name	Cardholder Alternate Name	Cardholder NetID	PCard Number Ending In
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		-	FINAL	2	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
04/07/2020	**04/08/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
04/15/2020	**04/22/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
04/15/2020	**04/22/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	2	View Document	[illegible]	[illegible]						
04/15/2020	**04/22/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	3	View Document	[illegible]	[illegible]						
04/17/2020	**04/22/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]						
04/17/2020	**04/22/2020**	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]						

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

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.

Purchasing Card Transactions with No Supporting Documentation

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

Purchasing Card Transactions with No Supporting Documentation

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.

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

Payroll Expenditure Listing with SET

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.

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

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.

General - System Value Sets

Home | My Roles | Catalog | Favorites | Dashboards | New | Open | Signed In As

Account Authorized Approvers and Management | Account Value Set Lookups | Account Funding Lookups | Account Analysis | Vendor Lookups | Core Value Lookups | Unit Value Lookups | Building Information | Account/Item Type Detail | **Allowable Transfers**

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.

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

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

UAccess Enroute Transactions

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.

UAccess Analytics Business Officer Central

Home My Roles Visualizer Catalog Favorites ▾ Da

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	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/06/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/18/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/20/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/22/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible] [illegible]
	04/25/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/25/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/26/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/26/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/26/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/27/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/27/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/27/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/28/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible] [illegible]
	04/28/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/28/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/28/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]
	04/28/2022	[illegible]	[illegible]	View Document	[illegible]	[illegible]

Rows 1 - 20

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

UAccess Analytics 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

- 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-of-State Employees

We Want to Hear From You

Welcome to the Employee Dashboards!

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!

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.

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.

Dashboard Feedback

Contact

For additional contact information please go to the Additional Resources page.

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

UAccess Analytics 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 | Ou»

Business Officer Central Highlights

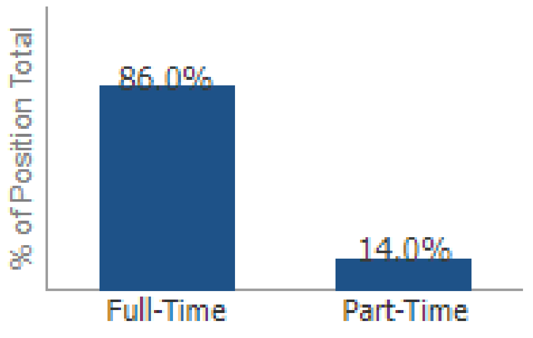
* Department

Apply Reset ▾

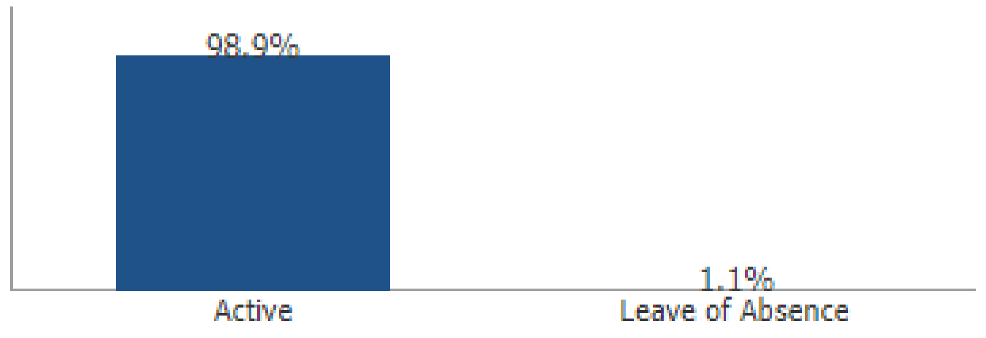
Department Highlights

Number of Employees	Positions	Job FTE
93	93	85.6

Full/Part Time



Employee Status



More Details

Special Dates & Milestones

◉ Current Month ○ Current Fiscal Year

Employee Birthdays

Empl ID	Person Name	Birthdate
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

Rows 1 - 2

Employee Work Anniversary

Empl ID	Person Name	Years of Service
[illegible]	[illegible]	6
[illegible]	[illegible]	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.

UAccess Analytics Rollover

Alerts! Home My Roles Visualizer Catalog Favorites Das

Overview | Home | Funding and Compensation Details | Budget and Position Distribution

Individuals/Jobs with Expected End Date | Individuals/Jobs with NO Expected End Date

Rollover Reference Report

Individuals/Jobs with 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--
Expected End Date: Between -

Apply | Reset

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

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

9Pay9 Employees*
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Faculty; Service Professional; Postdoctoral Scholar'
Compensation Rate Code = 'SAL9'

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

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

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

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

Clinical Assistants
Class Indicator = 'Clinical Assistant'

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.

UAccess Analytics Rollover

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

Overview | Home | Funding and Compensation Details | Budget and Position Distribution

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'

9Pay9 Employees*
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Faculty; Service Professional; Postdoctoral Scholar'
Compensation Rate Code = 'SAL9'

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

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

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

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

Clinical Assistants
Class Indicator = 'Clinical Assistant'

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

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

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.

Manager Self Service

Home | My Roles | Catalog | Favorites | Dashboards | New | Open | Signed In As

Overview | MSS Transactions Summary | MSS Workflow Metrics | MSS Home | MSS Transaction Status Report | MSS Transaction Audit Report | MSS Activity Reports | MSS Security | Contract Status Details | **Contracts Past Due** | Contracts Not Sent to Employees | Update

Job Department Id * --Select Value-- | Job Department Name --Select Value-- | College Id for Job Department --Select Value-- | College Name for Job Department | 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	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
			[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Fiscal	Post Doctoral Scholar	03/03/2021	54
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Administrative	02/19/2021	66
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	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.

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

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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THE UNIVERSITY OF ARIZONA
Financials Modernization

ORACLE
Financials Cloud

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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  (the latest news straight from UAIR)
- **UAccess Analytics Training**
  (constantly updated modules and materials)
- **Analytics Office Hours**
  (visit with our staff to have your individual questions answered)
- **UAccess Community**
  (a community of users and resources)
- **Data Exploration Series**
  (ongoing data literacy presentations)

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University Analytics
& Institutional Research

THANK YOU

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