DATA EXPLORATION SERIES
EXPLORE ARIZONA THROUGH DATA

Fiscal Year-End Data
OVERVIEW

▪ Introduction
▪ Overview of Fiscal Year-End
▪ Focus on Financial Reporting
▪ Focus on Employee Reporting
▪ Q&A
▪ Financials Modernization
▪ Wrap up
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.
ACKNOWLEDGEMENTS

TODAY’S PRESENTERS

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

TODAY’S PANELISTS

▪ Elvira Fike, Business Analyst, Senior, Financial Services
▪ Janet Gurton, Business Analyst, Principal, Financial Services
▪ Mitch Owen, Senior Business Intelligence Developer, UAIR
▪ Jennifer Pfennig, Senior Manager, Accounting, Financial Services
▪ Angelica Toledo, Business Analyst, Senior, Workforce Systems
▪ Jeff Schwarz, Business Intelligence Developer, UAIR
WELCOME | Who is here today?

**Question:** Please rank your level of experience with UAccess Analytics.
WELCOME | What do you want to know?

- How to retrieve data efficiently to support reporting and budgeting efforts
- Where to find resources for the Fiscal Year-End process.
- Are there any changes this year?
- Which reports are important for the year-end and closing.
- What reports are available to help me?
- What are the best dashboards for pulling up income & expenses?
Fiscal Year-End Background & Important Deadlines

Overview of Fiscal Year-End
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://financialservices.arizona.edu/accounting/annual-reports
FISCAL YEAR-END BACKGROUND

- The ACFR provides the University’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

- All of campus plays a critical role in the fiscal year-end closing 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 fiscal year 2023.
- Supporting documentation must be attached in UAccess Financials.
YEAR-END INFORMATION

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

https://financialservices.arizona.edu/accounting/year-end
COMMUNICATIONS

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

https://financialservices.arizona.edu/
IMPORTANT DATES

- Important dates to prepare for fiscal year-end begin in May.
- A detailed list of dates can be found here: https://financialservices.arizona.edu/accounting/year-end/dates-fy2023
YEAR-END OVERVIEW

- Interim close of FY 2023 period 12 is Friday, June 30, 2023.
- Corrections can be made using year-end documents through Friday, July 14, 2023.

https://financialservices.arizona.edu/accounting/year-end/overview-fy2023
FUND ACCOUNTANT SERVICES

Financial Services provides accounting advisory services to University departments.

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

https://financialservices.arizona.edu/accounting/fund-accountants

References & Guides:

https://financialservices.arizona.edu/accounting
Essential UAccess Analytics for Managing Accounts

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 seven different reports for a single account number, providing a good overview of the account’s 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.

*Path to Reports:*

UAccess Analytics Dashboards > Financial > General – Financial Management > Account Reconciliation
ACCOUNT RECONCILIATION REPORTS

- Current Account Balance
- Income / Expense
- Encumbrances and Pre-Encumbrances
- Transactions
- Open Operational Encumbrances
- Payroll Expenditure Listing
- Position Encumbrance Detail
Select the fiscal year, period number, and account number to filter reports.
This report gives the current information for the account including supervisor and manager names.
This report details information on budget, income, expense, transfers, current balance, etc. for the selected account.
This report gives details on income and expenses for the selected account.
This report details encumbrances and pre-encumbrances for the selected account.
This report details transactions for the selected account.
This report details transactions for the selected account.
This report details payroll expenditures for the selected account.
This report details position encumbrances for the selected account.
What tool can 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://financialservices.arizona.edu/payments/pocard
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://financialservices.arizona.edu/accounting/business-purpose](https://financialservices.arizona.edu/accounting/business-purpose)

3. In addition to the business purpose, some common PCard purchases require additional documentation.

See the PCard Compliance page for details: [https://financialservices.arizona.edu/payments/pcard/guidelines](https://financialservices.arizona.edu/payments/pcard/guidelines)
Select the filters for the report.
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

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

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.

Available views

- Transactions by Org Code
- Transactions by Cardholder

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

- Transactions by Org Code
- Transactions by Cardholder

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

Purchasing Card Transactions with No Supporting Documentation

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.
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.
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.
Allowable Transfers

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 FY2023?

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://financialservices.arizona.edu/accounting/year-end/dates-fy2023
Select the individual, organization, or college. Then select a transaction type you would like to use to filter the data.
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

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<th>Document Number</th>
<th>Document Title</th>
<th>Link to eDoc</th>
<th>Initiator</th>
<th>Pending With</th>
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Understanding Important Employee and Designated Campus Colleague (DCC) Information

Focus on Employee Reporting
How do I keep track of my unit's employee information?

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

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
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

<table>
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<tr>
<th>College Id for Job Department</th>
<th>Employee ID</th>
<th>Position Number</th>
<th>Class Indicator</th>
<th>ABOR Code Description</th>
<th>Compensation Rate Code</th>
<th>Visa Expiration Date</th>
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<td>Name</td>
<td>Supervisor Name</td>
<td>Paygroup</td>
<td>Contract Length</td>
<td>Jobcode Description</td>
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</tbody>
</table>

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

- **9Pay9 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 = 'SAL'

- **Fiscal Employees**
  - Compensation Rate Code = 'SAL'
  - Contract Length = 'T'

- **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 = 'SAL'

- **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, OPP 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.
What reports will provide information on FY 2023 and FY 2024 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 26**: Fiscal Year 2024 Position Distribution account snapshot taken
- **May 30**: Fiscal Year 2024 Position Distribution is available
  - *Effective Dates 07/01/2023-06/23/2024*
- **June 23**: MSS Position Distribution Changes for Fiscal Year 2023
  - *Effective Dates 06/12/22-06/25/22*
- **July 07**: MSS Position Distribution Changes effective 07/01
  - *Effective Date 06/27/22-07/10/22*
How do I identify outstanding employee FY/AY 2023 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 30:** College Approvers remove, deny or withdraw contracts not accepted for FY 2023
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 2024.
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 once it is sent to the employee for acceptance.
This report lists employees who have not received a contract in Employee Self Service for the current FY. These contracts 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 lists 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
Questions?
The Future of Financials

This multi-phase, multi-year system implementation will provide increased financial clarity, a more standardized Chart of Accounts, and more streamlined business processes for budgeting and financial management at the University of Arizona. The anticipated launch date is July 1, 2024. Visit finmod.arizona.edu for more information or email financialsmodernization@email.arizona.edu.
Coming soon

- Campus facing presentation coming May 10th @ 2PM
- Opportunity for Q&A
- Session will be recorded and shared
THE VALUE OF CUSTOMER EXPERIENCE

UAIR is here to provide ongoing customer experience, training, and support. We want the campus community to have the knowledge and the know-how to take full advantage of our products and services.
STILL WANT TO KNOW MORE?

TAKE ADVANTAGE OF OUR KNOWLEDGE. UAIR is here to enhance data literacy and customer experience for campus.

- **UAIR Newsletter**  
  (the latest news straight from UAIR)

- **UAccess Analytics Training**  
  (constantly updated modules and materials)

- **UAccess Analytics Office Hours**  
  (visit with our staff to have your individual questions answered)

- **UAccess Community**  
  (a community of users and resources)

- **Data Literacy**  
  (ongoing data literacy presentations and trainings)

Visit our website for more information or to sign-up: [https://uair.arizona.edu/](https://uair.arizona.edu/)
THANK YOU

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