

DATA EXPLORATION SERIES



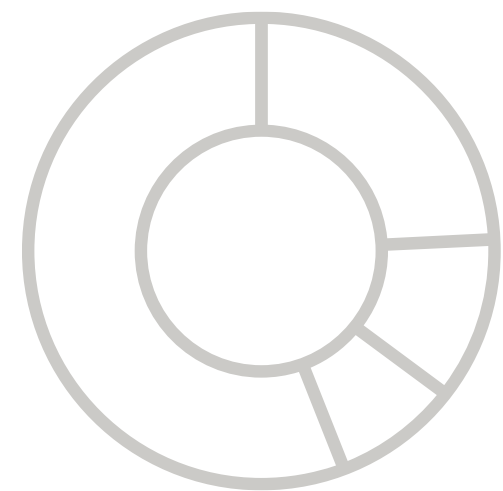
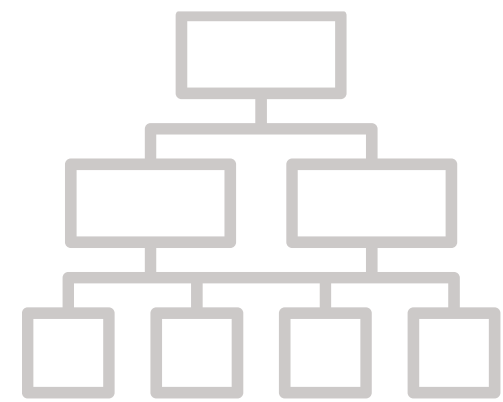
University Analytics
& Institutional Research

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.

**Data
Warehouse**

**UAccess
Analytics &
Reporting**

**External
Reporting &
Rankings**

**Interactive
Fact Book**

**Customer
Experience &
Support**

Data Science

**System
Performance**



ACKNOWLEDGEMENTS

TODAY'S PRESENTERS

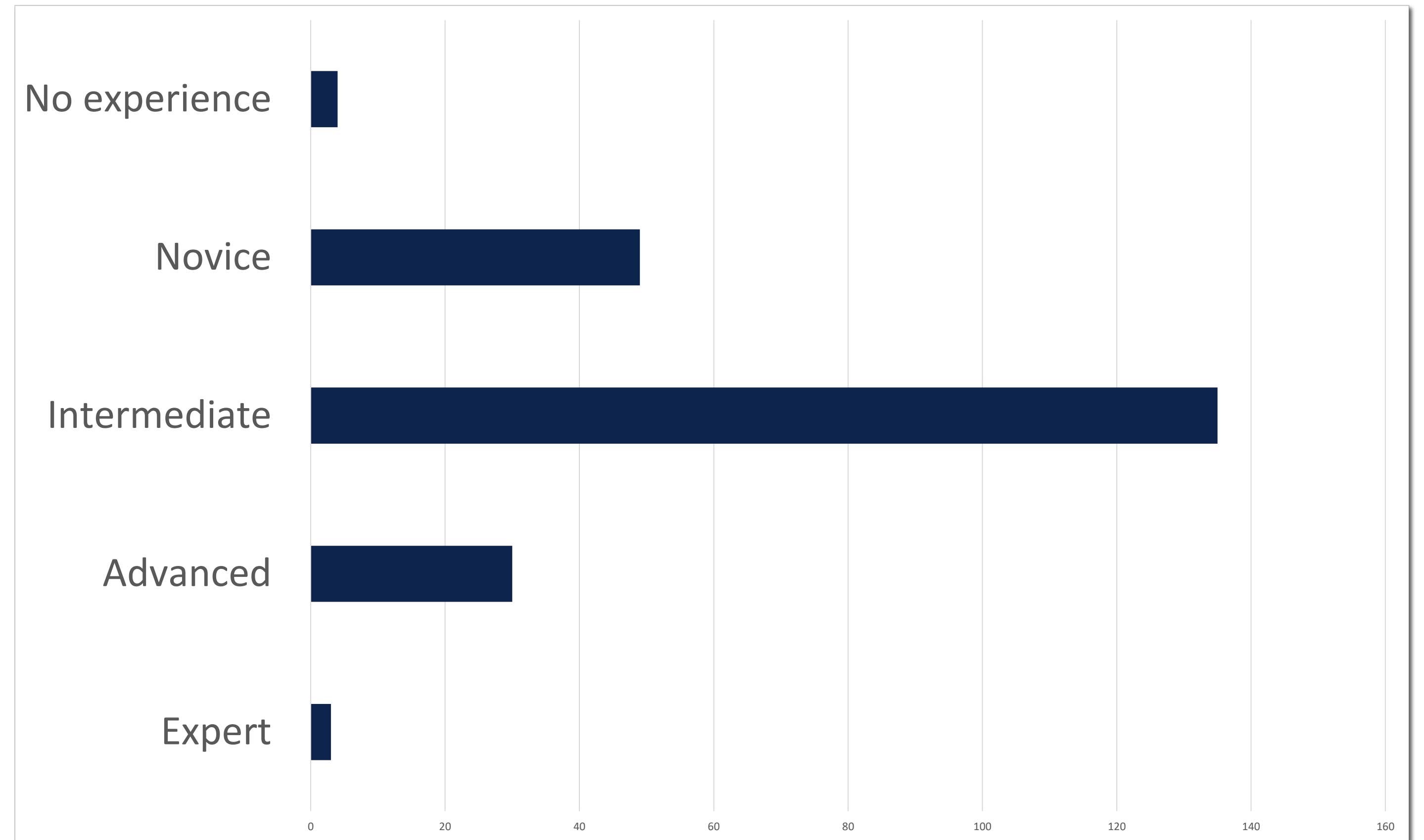
- Christopher Cherry, IT Training & Support Specialist
- Bethany Prim, Assistant Comptroller, Financial Services
- Abraham Silva, Program Manager, Administrative Data
- Abbie Montenegro, Director, Workforce Systems
- Mary Baum, Manager, Initiatives & Outreach, Financial Services

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

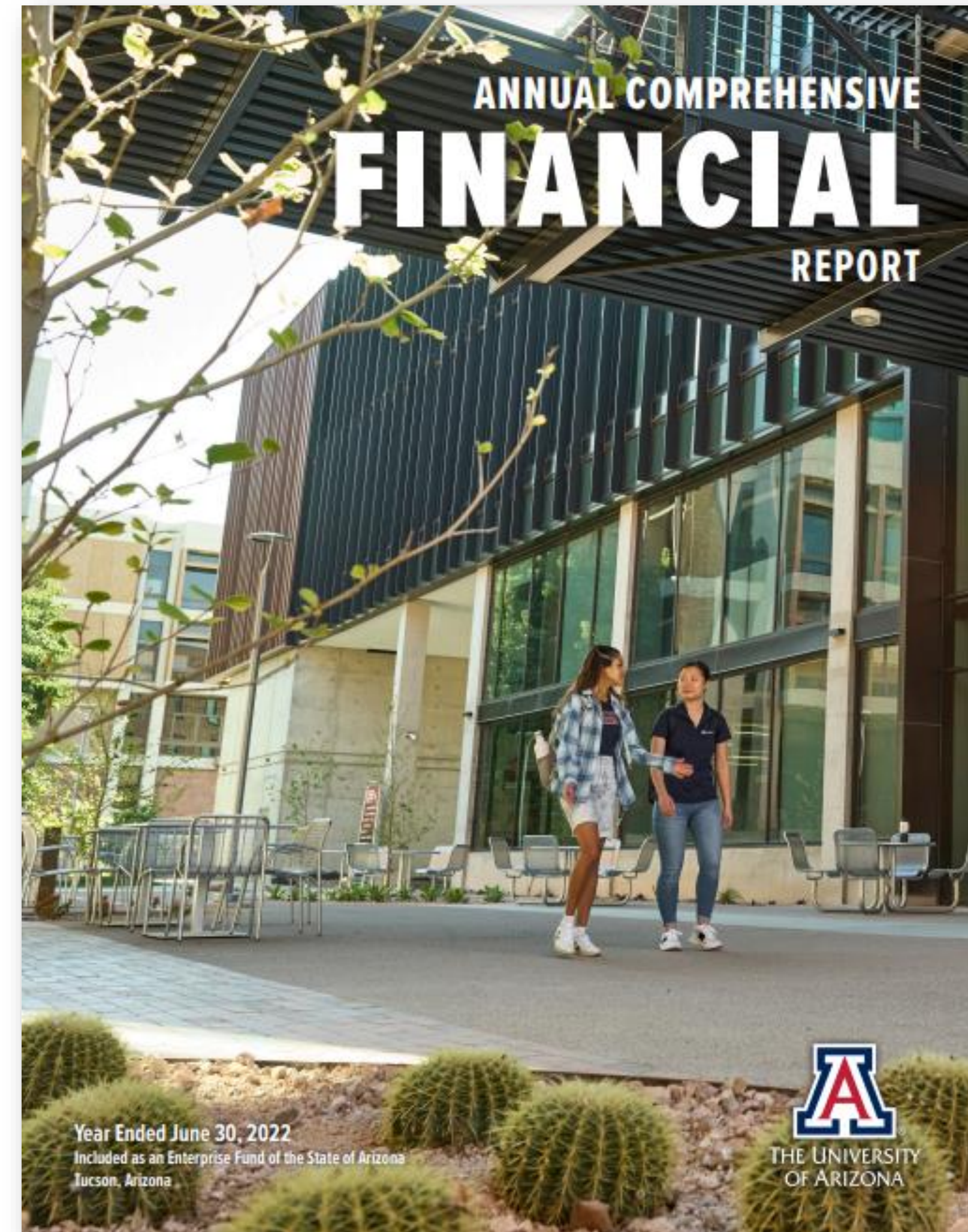
Overview of Fiscal Year-End



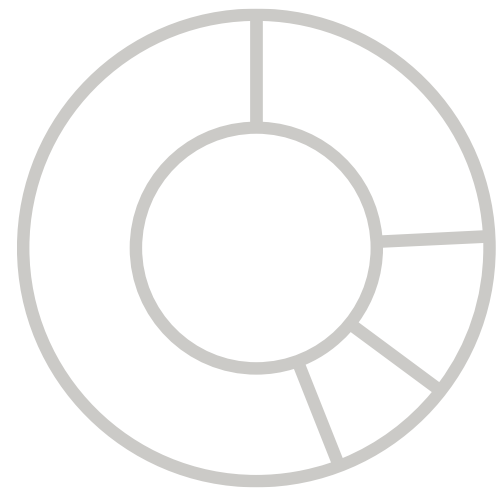
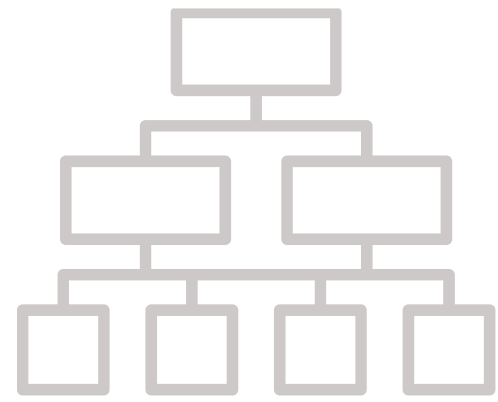
FISCAL YEAR-END BACKGROUND

- 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>

Year-End Information



Fiscal Year-End 2023

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

Tutorials and Training

- Accounts Payable Year-End 2023 (coming soon)
- Accounts Receivable - Inventory Year-End 2023 (coming soon)
- **Data Exploration Series: Focus on Fiscal Year-End Data ▼**

A/R - Inventory Reporting Resources

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

COMMUNICATIONS

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

<https://financialservices.arizona.edu/>

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. **NOTE:** Employees with *Business and Administrative User Access (Role 54)* are automatically subscribed to this list. All other employees may opt-in using the Subscribe link below.

SUBSCRIBE TO EMAIL LIST ▼

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>

Important Dates - Fiscal Year-End 2023

For general year-end assistance, please contact FNSV-Outreach@arizona.edu.

ITEM	DEADLINE	ANALYTICS	NOTES
Last day for departments to submit Purchase Requisitions	Friday, May 5	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 2023.
Begin departmental review of FY 2023 account setups and attributes	Friday, May 5	N/A	Departments should begin review of their accounts for any FY 2023 changes that need to be made.
Requisitions and POs can be created for FY 2024	Monday, May 8	N/A	Requisitions and Purchase Orders can now be created for FY 2024.
Begin dual updating of maintenance tables	Monday, May 8	N/A	All Sub-Object Codes and Project Codes will need to be maintained in both FY 2023 and FY 2024.
Budget Organization Changes (Reorganization/Dept. Title/Account Remapping)	Friday, May 12	N/A	Deadline for approved reorganization/ department title/account remapping changes to the Office of Budget and Planning.
Purchase Order Amendments	Friday, May 12	N/A	Last day for departments to submit fully approved amendments to Purchasing to ensure the amendment is processed in FY 2023.
Transfer of Funds (TFs) for Endowments	Monday, May 15	N/A	Last day to submit endowment TFs to guarantee they will be processed for FY 2023.
Change expiration dates for accounts	Wednesday, May 24	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 26. Account expiration changes made after this date will also require account changes to funding in UAccess Employee.

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>

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)

- **Friday, July 7, 2023:** All capital equipment year-end documents with capital object codes (5750/76XX/77XX) need to be approved by 5 p.m.
- **Friday, July 14, 2023:**
 - All department originated corrections need to be initiated by 2 p.m. and approved by 5 p.m.
 - Administrative Service Charge (ASC) distributions to sub-accounts, sub-object codes, and project codes can be made using the YEDI and YEGC. Documents for movement of ASC must be initiated by 2 p.m. and approved by 5 p.m.
 - All YESTs related to Salary Expense Transfers must be initiated by 2 p.m. and approved by 5 p.m.

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>

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.

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

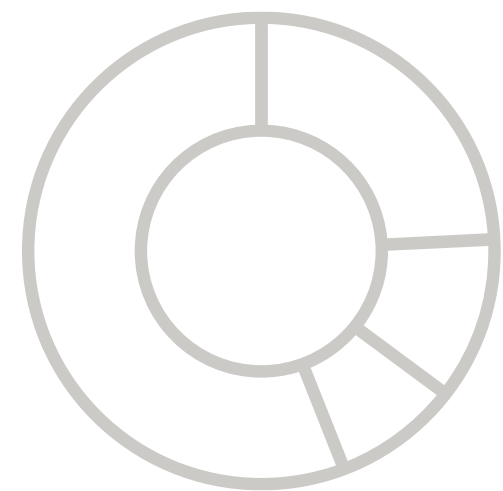
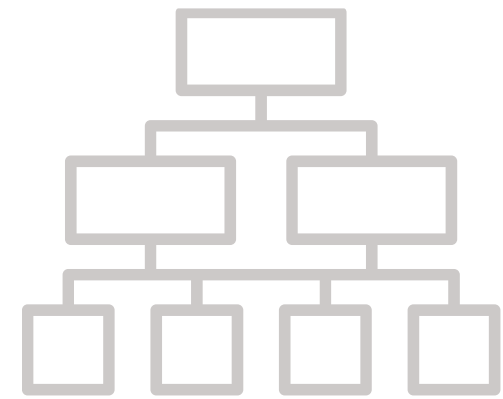
Where can I go to find information for account reconciliation?

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

UAccessAnalytics

General - Financial Management

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

Overview

Current Account Balances

Income/Expense

Assets, Liabilities, and Fund Balance

Transactions

Account Reconciliation

Ledger Summary

FedEx Report

Transactions in Process

Cost Share

Make your selections and click Apply

* Fiscal Year°

2023

* Period Number°

10

Organization Code

--Select Value--

* Account Number°

-

Sub Account Number

--Select Value--

Accounting Category°

--Select Value--

Cost Share Type°

-,EX

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.

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Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

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

Operational Advances

Pr

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

Analyze - Refresh - Print - Export

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

Current Account Balance

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Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

OverviewCurrent Account BalancesIncome/ExpenseAssets, Liabilities, and Fund BalanceTransactionsAccount ReconciliationLedger SummaryFedEx ReportTransactions in ProcessCost ShareCheck LookupOperational AdvancesPr»

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
2023	08			Budget Style Account				N/A										
				Budget Style Account Total														

Account Number is equal to
and Fiscal Year is equal to 2023
and Period Number is equal to 08
and Organization-Code - Description is equal to
and Sub Account Type Code is equal to -, EX
and Closed Flag is equal to N

Analyze - Refresh - Print - Export

Available views

- ✓ 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.

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General - Financial Management

Alerts

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

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

Operational Advances

Pr

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									
	PERSONAL SERVICES									
	GENERAL EXPENSES									
	TRAVEL									
	EXPENSES Total									
Grand Total										

Fiscal Year is equal to 2023
and Basic Accounting Category Code is equal to IN, EX
and Period Number is equal to 08
and Organization-Code is equal to
and Sub Account Type Code is equal to -, EX
and Closed Flag is equal to N
and Chart Code is equal to / is in UA
and Account Number is equal to 1182502
and Organization-Code - Description is equal to

Analyze - Refresh - Print - Export

[Link to Income/Expense Page](#)

Available views

- ✓ 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.

Encumbrances and Pre-Encumbrances

[illegible]

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

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General - Financial Management

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

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

Operational Advances

Pr»

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	02/08/2023	LLPR		-	UE	GENERATED OFFSET	-	-			
					02/22/2023	LLPR		-	UE	GENERATED OFFSET	-	-			
				8100 Total											
		EXPENSES		Fiscal App/Fac Salaries (ere 4)	02/08/2023	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			
					02/22/2023	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			
				1150 Total											
				Graduate Asst/Assoc Salaries (ere 8)	02/08/2023	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			
					02/22/2023	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			

Available views

✓ 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.

Open Operational Encumbrances

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General - Financial Management

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

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 Operational Advances Pr»

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
			ANLYS	1150	Fiscal App/Fac Salaries (ere 4)	-	-	-	-			
				1150 Total								
				2121	Employee Full-Benefit ERE	-	-	-	-			
				2121 Total								
			MGR	1150	Fiscal App/Fac Salaries (ere 4)	-	-	-	-			
				1150 Total								
				2121	Employee Full-Benefit ERE	-	-	-	-			
				2121 Total								
			STDNT	1190	Graduate Asst/Assoc Salaries (ere 8)	-	-	-	-			
				1190 Total								
				2119	Graduate Assistants ERE	-	-	-	-			
				2119 Total								
				2130	Graduate Tuition Benefit	-	-	-	-			
				2130 Total								
Grand Total												

Available views

✓ Encumbrances

Details by PO

This report details transactions for the selected account.

Payroll Expenditure Listing

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General - Financial Management

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

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 Operational Advances Pr»

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
	ANLYS	1150	Fiscal App/Fac Salaries (ere 4)	02/05/2023	02/08/2023						08	0.50	LLPR	0	AC	100.00	0.00	Regular		
					02/08/2023 Total															
				02/05/2023 Total																
				02/19/2023	02/22/2023						08	0.50	LLPR	0	AC	100.00	0.00	Regular		
					02/22/2023 Total															
				02/19/2023 Total																
		1150 Total																		
		2121	Employee Full-Benefit ERE	02/05/2023	02/08/2023						08	0.50	LLPR	0	AC					
					02/08/2023 Total															
				02/05/2023 Total																
				02/19/2023	02/22/2023						08	0.50	LLPR	0	AC					
					02/22/2023 Total															

Available views

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.

Position Encumbrance Detail

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General - Financial Management

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

OverviewCurrent Account BalancesIncome/ExpenseAssets, Liabilities, and Fund BalanceTransactionsAccount ReconciliationLedger SummaryFedEx ReportTransactions in ProcessCost ShareCheck LookupOperational AdvancesPr

Account Reconciliation - Position Encumbrance Detail

Select Report View:

Summary by Account and Object Code

Univ Analytics and Inst Rsch

Fiscal Year	College Code	Organization-Code	Account Number	Object Code	Object Code Name	Position Number	Employee ID	Employee Name	Amount
				1150	Fiscal App/Fac Salaries (ere 4)				
				1150 Total					
				1190	Graduate Asst/Assoc Salaries (ere 8)				
				1190 Total					
				2119	Graduate Assistants ERE				
				2119 Total					
				2120	Graduate Assistants Tuition Remission ER				
				2120 Total					
				2121	Employee Full-Benefit ERE				

Available views

- ✓ 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.

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/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://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>

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General - Purchasing Card

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

Overview

Action Items

PCard Information by Organization

PCard Information by Card

Statement Reconciliation

Foreign Transactions

PCard Statement Reconciliation

PCard College Name

--Select Value--

PCard Organization Name

--Select Value--

PCard Number Ending In

--Select Value--

Cardholder Name

--Select Value--

Reconciler Group Name

--Select Value--

Post Date

Between

03/07/2023 12:00

-

04/06/2023 12:00

Apply

Select the filters for the report.

UAccessAnalytics

General - Purchasing Card

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

Overview

Action Items

PCard Information by Organization

PCard Information by Card

Statement Reconciliation

Foreign Transactions

PCard Statement Reconciliation

PCard College Name

PCard Organization Name

PCard Number Ending In

Cardholder Name

Reconciler Group Name

Post Date

Between

03/07/2023 12:00

-

04/06/2023 12:00

Apply

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
03/18/2023	03/20/2023																		
03/20/2023	03/21/2023																		
03/22/2023	03/24/2023																		
03/23/2023	03/24/2023																		
03/23/2023	03/24/2023																		
03/23/2023	03/24/2023																		
03/23/2023	03/24/2023																		

Available views

✓ 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

UAccessAnalytics General - Purchasing Card

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

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

Action Items i

PCard College Name PCard Organization Name Reconciler Group Name

--Select Value-- --Select Value-- --Select Value-- Apply Reset

The results on this dashboard are limited to the current PCard billing period, from **3/7/2023** to **4/6/2023**.

0.00 Auto Approving Soon PCard transactions that will automatically approve in the next 3 days.	0.00 PCards Expiring Soon PCards that will expire within the next 3 months.	3.00 Tax Exempt Indicator PCard transactions that are marked as exempt from sales and/or use tax.	0.00 Default Object Code PCard transactions that have not been moved to a more appropriate object code from the default object code.
0.00 Auto Approved PCard transactions that were automatically approved in the last billing period.	0.00 Missing Supporting Documentation PCard transactions that are missing supporting documentation.	0.00 Use Tax PCard transactions that will assess Use Tax.	0.00 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.

Purchasing Card Transactions with No Supporting Documentation

Purchasing Card Transactions with No Supporting Documentation i

PCard College Name

--Select Value-- ▼

PCard Organization Name

▼

Reconciler Group Name

--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 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?	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.

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.

 University Analytics
& Institutional Research

37

Purchasing Card Transactions with No Supporting Documentation

Purchasing Card Transactions with No Supporting Documentation

PCard College Name

--Select Value--

PCard Organization Name

Reconciler Group Name

--Select Value--

Post Date

Between

07/01/2020 12:01

06/30/2021 12:01

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

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.

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.

UAccessAnalytics

General - Labor Ledger

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

Overview

Payroll Expenditure Listing with SET

Position Encumbrances Detail

Payroll Exceptions

Payroll Expenditure Listing with SET - Home Dept

Student Work Study

Payroll Expenditure Listing with SET

* Fiscal Year°	Org-Code°	Employee Id	Position Number	Account Supervisor	Account Number	Cost Share Source Account	Balance Type Code°	Project Code	Earnings Description	Sub Fund Group Code
2023		--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	AC	--Select Value--	--Select Value--	--Select Value--
Fiscal Period°	Org-Name	Employee Name	Post Date	Fiscal Officer Name	Sub Account Number	Cost Share Type°	Object Code	Level Code	Display ERE?°	
10	--Select Value--	--Select Value--	Between	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	Y	

Apply

Reset

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



Payroll Expenditure Listing with SET

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	1360	Classified Staff Wages (ere 2)	-		
								2121	Employee Full-Benefit ERE	-		
			1.00	-	-		ANLYS	1150	Fiscal App/Fac Salaries (ere 4)	-		
								2121	Employee Full-Benefit ERE	-		
							ANLYS	1150	Fiscal App/Fac Salaries (ere 4)	-		
								2121	Employee Full-Benefit ERE	-		
			1.00	-	-		ANLYS	1180	Classified Staff Salaries (ere 2)	-		
								2121	Employee Full-Benefit ERE	-		
			1.00	-	-		MGR	1150	Fiscal App/Fac Salaries (ere 4)			
								2121	Employee Full-Benefit ERE			
			1.00	-	-		ANLYS	1180	Classified Staff Salaries (ere 2)			
								2121	Employee Full-Benefit ERE			
			1.00	-	-		MGR	1150	Fiscal App/Fac Salaries (ere 4)			
								2121	Employee Full-Benefit ERE			
			1.00	-	-		ANLYS	1150	Fiscal App/Fac Salaries (ere 4)			

Available views

- 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.

UAccessAnalytics

General - System Value Sets

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

«ceptions

Other Exceptions

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

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.

General - System Value Sets

Alerts!
Home
My Roles
Visualizer
Catalog
Favorites
Dashboards
Create
Open

<ceptions
Other Exceptions
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

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

From
To
Apply

Links and Documents

FSO Account Closure Docs
Transfers Decision Tree

From Account

Account Number:
Account Name:
Sub Fund Group:
Fund Group:

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

To Account

Account Number:
Account Name:
Sub Fund Group:
Fund Group:

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:
Transfer Of Funds

Transfer Restrictions:
Financial Services/Office of Budget and Planning Usually Initiate To Return Impact Funds But May Request Department Initiate With Prior Approval And Instruction And May Require Additional Approval From Financial Services/Sponsored Projects

Transfer Exceptions:
Allowed - See Restrictions

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.

UAccessAnalytics

General - System Value Sets

Alerts!

Home

My Roles

Visualizer

Catalog

Favorites

Dashboards

Create

Open

«ceptions

Other Exceptions

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:

Account Name:

Sub Fund Group:

Fund Group:

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.

UAccessAnalytics

General - System Value Sets

Alerts! Home My Roles Visualizer Catalog Favorites Dashboards Create Open

ExceptionsOther ExceptionsAccount Authorized Approvers and ManagementAccount Value Set LookupsAccount Funding LookupsAccount AnalysisVendor LookupsCore Value LookupsUnit Value LookupsBuilding InformationAccount/Item Type DetailAllowable Transfers

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

To

Apply

Links and Documents

FSO Account Closure Docs

Transfers Decision Tree

From Account

Account Number:Account Name:Sub Fund Group:Fund Group:

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

➡

To Account

Account Number:Account Name:Sub Fund Group:Fund Group:

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 Transfer Allowed

Transfer Restrictions:

Financial Services Only. Department To Use AU, CA, EN, LN Funds As They Are Non Operating

Transfer Exceptions:

No Exceptions

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 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>

UAccessAnalytics

Business Officer Central

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

UAccess Enroute Transactions

College

Department

Employee Id

Employee Name

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			Employee			Research			Budget		
835			787			11			31		
Transaction Type	Initiated	Pending Approval	Transaction Type	Initiated	Pending Approval	Transaction Type	Initiated	Pending Approval	Transaction Type	Initiated	Pending Approval
Grand Total	143	692	Grand Total	533	254	Grand Total	11		Grand Total	16	15
Account	1	1	Approval for Additional Job	4	3	New	10		Budget Transfer	16	15
Account Delegate	1	1	Approval for Supplemental Comp	6		Revision (continuation/supplement, not yet routed)	1				
Budget Adjustment		1	Create or Modify Positions	13							
Cash Receipt	1		Grads NoAs	9	6						
Disbursement Voucher	112	30	I9 Form Approvals	293	4						
Effort Certification		244	Job Change Approvals	183	149						
General Error Correction	1		MSS Campus Colleague	5							
Internal Billing		7	MSS Exception	4	1						
Payment Request		13	MSS New Hire	4	2						
Procurement Card		373	MSS Personal Info Update	4							
Requisition	17	18	MSS Title & Tenure	1							
Salary Expense Transfer	7	3	Position Funding Change		85						
Transfer Of Funds	1	1	Terminate Employment	3							
Vendor	2		Year End DCC Rollover	4	4						

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 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Yanet Davis	Andrés Torres
	04/06/2022	2000008	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Yanet Davis	Andrés Torres
	04/18/2022	2000019	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Bautista, Andres M
	04/20/2022	2000019	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Bautista, Andres M
	04/22/2022	2000007	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Celia Cruz-Castan	Rodriguez, Ana D. Diana Rios-Castan
	04/25/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Olivia	Torres, D
	04/25/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Olivia	Pedro Pablo Cruz
	04/26/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Pablo Cruz-Pedro
	04/26/2022	2000107	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Bautista, Andres M
	04/26/2022	2000110	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Rios, Diana R
	04/27/2022	2000001	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Rafael Torres R	Andrés Torres
	04/27/2022	2000008	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Rafael Torres R	Diana Rios-Castan
	04/27/2022	2000008	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Rafael Torres R	Diana Rios-Castan
	04/28/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Rafael Torres R	Rodriguez, Ana D. Diana Rios-Castan
	04/28/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Bautista, Andres M
	04/28/2022	2000110	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Enrique Henry J	Bautista, Andres M
	04/28/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Rafael Torres R	Cruz, Andres M
	04/28/2022	2000106	Disbursement Voucher 7 - Capital Fund - Puerto Rico - 2021-2022 - 2021-2022 - 2021-2022	View Document	Diana Rios-Castan	Diana Rios-Castan




 Rows 1 - 20

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

Business Officer Central - Overview

UAccessAnalytics

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

Business Officer Central Highlights

* Department

Apply Reset

Department Highlights



Special Dates & Milestones

Employee ID	Person Name	Birthdate	Years of Service

Rows 1 - 5

Analyze -Print -Export

Items for Review

Workforce

- 21 Employees with Projected Hours Exceeding Allowed Carry Forward
More Details
- 1 Employees Pending in New Hire Process
More Details
- 0 Employees on LOA/Sabbatical
More Details
- 18 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
- 16 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
- 4 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

- 23 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.

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 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

Apply

▼

Available views

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



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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
												MGR	1.000			

Available views

Position Distribution Summary

Position Distribution Summary

Position Distribution

Position Distribution - with Budget

Position Distribution - with Budget/Job

Available views

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 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.

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
2023	-	-	-	-												243
2023		-	-	-												271
2023		-	-	-												266
2023		-	-	-												267
2023		-	-	-												240

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.

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 ▼

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° - 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
-	-	-									Faculty	Reg App/Fac/Unv Fiscal				
											Faculty	Reg App/Fac/Unv Fiscal				
-	-										Service Professional	Reg App/Fac/Unv Fiscal				

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

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

[illegible]

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 UNIVERSITY OF ARIZONA

Financials Modernization

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 financialsmmodernization@email.arizona.edu.



Coming soon

DATA EXPLORATION SERIES

*Focus on Financials Modernization:
Data Warehousing & Analytics*



- 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/>



University Analytics
& Institutional Research

THANK YOU

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

