



# DATA EXPLORATION SERIES



University Analytics  
& Institutional Research

**Data Exploration Series:**  
**Focus on Fiscal Year-End 2024**

# Agenda & Presenters

**Christopher Cherry**

IT Training & Support Specialist, UAIR

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Director, Workforce Systems, Human Resources

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Assistant Comptroller, Financial Services

**Abraham Silva**

Program Manager, Administrative Data, UAIR

- Introduction
- Overview of Fiscal Year-End
- Focus on Financial Reporting
- Focus on Employee Reporting
- Q&A
- Wrap up





# WHO WE ARE AND WHAT WE DO

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

## Our Services

- Enterprise Data Warehouse
- UAccess Analytics & Reporting
- External Reporting & Rankings
- Interactive Fact Book
- Customer Experience & Support
- Data Science
- System Management



# UAIR Data Path

*Follow the data lifecycle and how our teams deliver it to you*

## Source Systems

UAccess | Employee

UAccess | Financials

UAccess | Research

UAccess | Student

Additional Sources

## Data Intake

ETL/ELT Process

- 1 Extract
- 2 Transform
- 3 Aggregate
- 4 Load
- 5 Validate



IBM Datastage

## Enterprise Data Warehouse

Subject Areas/Data Models

Data

Data

Data

ORACLE

Data Warehouse  
(Oracle 19c)



Data Lake  
(AWS Lake Formation)

## UAIR Services

Analytics & Reporting

Data Science

External Reporting

Training & Data Literacy



UAccess Analytics  
Oracle Analytics Server (12.5.90)

*Data Governance, Management, and Security*



UNIVERSITY OF ARIZONA

University Analytics  
& Institutional Research

**Ravneet Chadha**

Associate Vice President & Chief Data Officer

## UAIR Teams



Administrative Data



Customer Experience & Support



Data Engineering



Institutional Reporting



Student Data



Systems Architecture & Security

Data Analysts, BI Developers,  
Communication Professionals,  
Data Engineers, Developers, and  
more bringing this data to you

# THE NUMBERS

4

Years of Fiscal-Year End related DES

49%

Have never attended a DES

65%

Responded as comfortable with  
UAccess Analytics





# WHAT DO YOU WANT TO KNOW?

I am hoping to get answers regarding year-end resources and Analytic reports available to me.

Efficient ways for departments to collect reports/data used for year-end close.

What are the best reports to use for reviewing accounts for end of the fiscal year?

Anything new we should know about (i.e. reports)? Any older reports removed from Analytics regarding this topic?

How can this benefit me?

Better understanding of how to use and monitor dashboards.

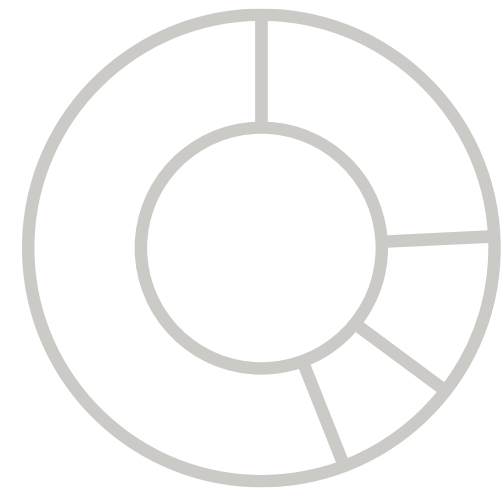
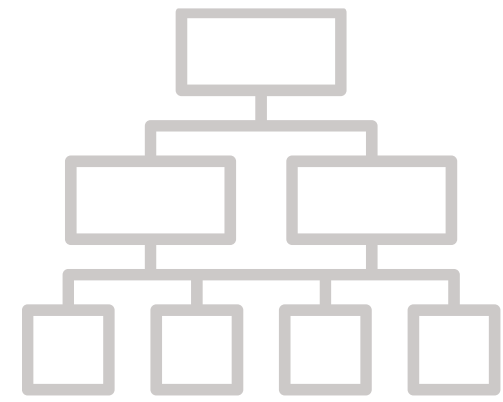


# Fiscal Year-End Background & Important Deadlines

Overview of Fiscal Year-End



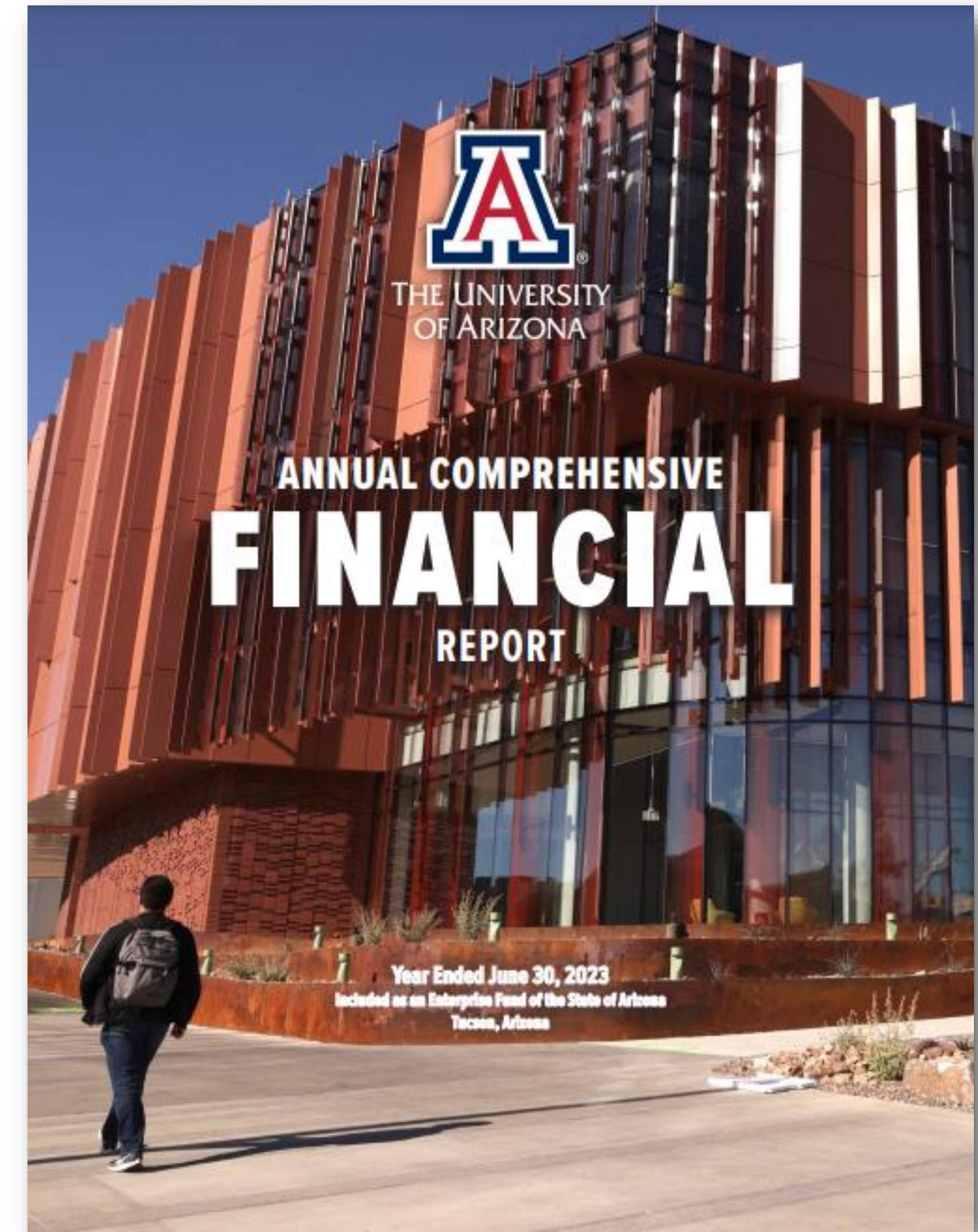
# FISCAL YEAR-END BACKGROUND



- The University of Arizona is a state governmental entity.
- We are considered an Integral Part of the State of Arizona.
- The University is audited annually by the Arizona Auditor General.
- The University's financial results are made public and included in the State of Arizona's annual financial report.

# FISCAL YEAR-END BACKGROUND

- Financial data is collected, audited, and reported in the University's Annual Comprehensive Financial Report (ACFR):  
<https://financialservices.arizona.edu/accounting/annual-reports>
- Report on Internal Control and Compliance.
- Summary information is included in the Interactive Fact Book:  
<https://uair.arizona.edu/content/revenue-expenditures>



# PREPARING FOR YEAR-END

- The University operates on a July 1 – June 30 fiscal year.
- 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 2024.
- 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 2024

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

### Tutorials and Training

- Accounts Payable Year-End 2024 (coming soon)
- Accounts Receivable - Inventory Year-End 2024 (coming soon)
- **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 2024 period 12 is Friday, June 28, 2024.
- Corrections can be made using year-end documents from Saturday, June 29 through Monday, July 15, 2024.

## Corrections identified during the reconciliation of period 12

These corrections will need to be initiated using the year-end version of the corresponding eDoc. For example, use the Year-End Distribution of Income and Expense (YEDI) instead of the standard Distribution of Income and Expense (DI). Year-end eDocs post to period 13. 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)

<https://financialservices.arizona.edu/accounting/year-end/overview-fy2024>

# 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-fy2024>

## Important Dates - Fiscal Year-End 2024

For general year-end assistance, please contact [FNSV-Outreach@arizona.edu](mailto:FNSV-Outreach@arizona.edu).

ITEM	DEADLINE	ANALYTICS	NOTES
Last day for departments to submit Purchase Requisitions	Friday, May 3	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 2024.
Begin departmental review of FY 2024 Account setups and attributes	Friday, May 3	N/A	Departments should begin review of their Accounts for any FY 2024 changes that need to be made.
Requisitions and POs can be created for FY 2025	Monday, May 6	N/A	Requisitions and Purchase Orders can now be created for FY 2025.
Begin dual updating of maintenance tables	Monday, May 6	N/A	All Sub-Object Codes and Project Codes will need to be maintained in both FY 2024 and FY 2025.
Budget Organization Changes (Reorganization/Dept. Title/Account Remapping)	Friday, May 10	N/A	Deadline for approved reorganization/department title/Account remapping changes to the Office of Budget and Planning.
Purchase Order Amendments	Friday, May 10	N/A	Last day for departments to submit fully approved amendments to Purchasing to ensure the amendment is processed in FY 2024.





# 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 ▼

# 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	<b>Sponsored Projects</b>
LN,OR	PRVSCH,FWSGRT,GOVGRT	Loan, Private Scholarships, Fed Work Study Government Grants, Government Grants	<b>Student Financial Aid Accounting</b>
EN		Endowment	<b>Endowment Accounting</b>
CA		Cash and Banks	<b>Bursar Accounting Cash Accounting</b>
PL		Plant Funds - Construction, Plant Funds - Debt Service	<b>Plant Funds-Construction Plant Funds-Debt</b>

**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*

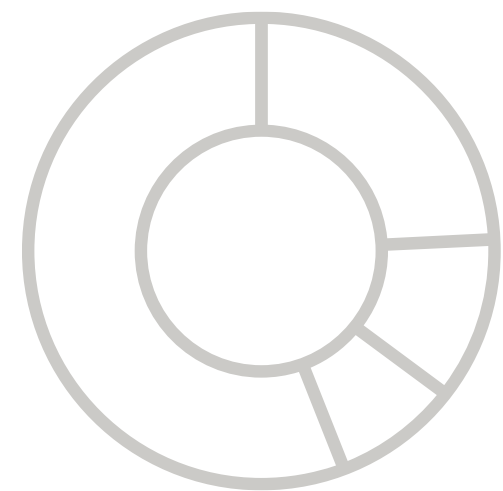
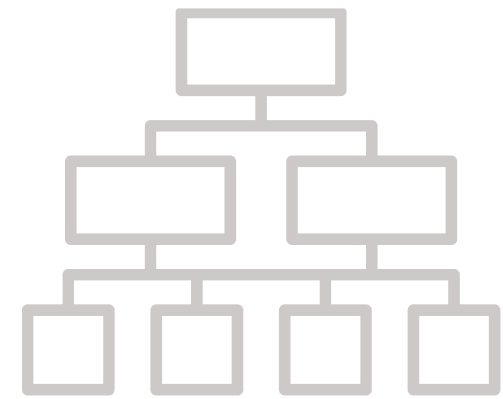
# Where can I go to find information for account reconciliation?

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

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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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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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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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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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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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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

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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

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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 under Notes and Attachments on the PCDO.
2. A **Business Purpose** for the expenditure. The business purpose statement justifies how an expense is appropriate and reasonable and how it supports and/or advances the goals and objectives of the University.  
<https://financialservices.arizona.edu/accounting/business-purpose>
3. In addition to the invoice/receipt and Business Purpose, some common PCard purchases require additional documentation.

See the PCard Program page for additional information:

<https://financialservices.arizona.edu/payments/pcard/guidelines>

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General - Purchasing Card

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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.

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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*

**Action Items** ⓘ

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

PCard College Name	PCard Organization Name	Reconciler Group Name
--Select Value--		--Select Value--

**Apply** **Reset**

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



# 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

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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 for appropriate transfers 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 before initiating a Transfer of Funds eDoc. You can filter the report by Account number or Sub-fund group code.

UAccessAnalytics

General - System Value Sets

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Account Authorized Approvers and Management

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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.

UAccessAnalytics

General - System Value Sets

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«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.



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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

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Exceptions 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?

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.

 University Analytics  
& Institutional Research

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# How do I discover what transactions are still enroute for FY2024?

The **Enroute Transaction** dashboard is designed to allow the user to view enroute 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 **Enroute 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 reviewed and approved in a timely manner.

Please refer to the detailed list of important dates:

<https://financialservices.arizona.edu/accounting/year-end/dates-fy2024>

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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 - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/06/2022	2000008	Disbursement Voucher 7 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/18/2022	2000019	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Erin Davis	Arshad, Arshad
	04/20/2022	2000019	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Erin Davis	Arshad, Arshad
	04/22/2022	2000007	Disbursement Voucher 7 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Rodriguez, Arshad
						Rodriguez, Arshad
	04/25/2022	2000008	Disbursement Voucher 7 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/25/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/26/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/26/2022	2000007	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/26/2022	2000019	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/27/2022	2000007	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/27/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/27/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/28/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Rodriguez, Arshad
						Rodriguez, Arshad
	04/28/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/28/2022	2000019	Disbursement Voucher 7 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/28/2022	2000008	Disbursement Voucher 5 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad
	04/28/2022	2000008	Disbursement Voucher 7 - Capital Fund - Transfer - 2019-2020 - 2020-2021 - 2021-2022 (2 of 1)	<a href="#">View Document</a>	Yvonne Davis	Arshad, Arshad




 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

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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 in 30 Days (60, 90, or 120 days)
- DCC Relationships Ending in 30 Days or Less
- Employees with Visas Expiring Within 90 Days
- Accounts Expiring in 90 Days
- Positions Funded by Accounts Expiring Within 30 Days
- 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:

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

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



Individuals/Jobs with Expected End Date

Individuals/Jobs with NO Expected End Date

# Rollover Reference Report

## Individuals/Jobs with NO Expected End Date

College Id for Job Department

--Select Value--

Job Department °

Employee ID

--Select Value--

Position Number

--Select Value--

Class Indicator

--Select Value--

ABOR Code Description

--Select Value--

Compensation Rate Code

--Select Value--

Visa Expiration Date

Between

College Name For Job Department

--Select Value--

Job Department Name

--Select Value--

Name

--Select Value--

Supervisor Name

--Select Value--

Paygroup

--Select Value--

Contract Length

--Select Value--

Jobcode Description

--Select Value--

Apply

Reset

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

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

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

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

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

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

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

**Student Employees**  
ABOR Code Description = 'Student Worker'

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

# What reports will provide information on FY 2024 and FY 2025 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*

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Budget and Position Distribution

Funding and Compensation Details

Employee Id

--Select Value--

Position Number

--Select Value--

Job Department °

Employee Class Indicator Description

--Select Value--

Effective Date

Between

Name

--Select Value--

Title

--Select Value--

Job Department Name

--Select Value--

Supervisor Name

--Select Value--

Apply

Funding Summary

Job Department Name	Employee Id	Name	Position Number	Effective Date	Job FTE	Job Effective Sequence	UA Title	Employee Class Indicator Description	Employee Status Description	Compensation Rate Code Description	Compensation Rate	Institutional Base Salary	Annual Base Benefit Rate	Percent Distribution for Account 1	Account 1 Code	Percent Distribution for Account 2	Account 2 Code	Percent Distribution for Account 3
					1.000	1.00												
					1.000	0.00												
					1.000	3.00												
					1.000	0.00												
					1.000	0.00												

Available views

Funding Summary

Funding Summary

Funding Details

Compensation Summary

Compensation Details

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





### Apply

### 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 Summary

## Position Distribution

## Position Distribution - with Budget

### Position Distribution - with Budget/Job

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



# How does this relate to Fiscal Year-End?

## Deadlines

- **May 24:** Fiscal Year **2024** Position Distribution account snapshot taken
- **May 27:** Fiscal Year **2025** Position Distribution is available (07/01/24-06/22/25)
- **June 21:** Approval Deadline - MSS Position Distribution Changes for Fiscal Year **2024** (06/10/24- 06/23/24)
- **July 05:** Approval Deadline - MSS Position Distribution Changes effective **07/01/24** (*pay period 06/24/24-07/07/24*)



# How do I identify outstanding employee FY/AY 2024 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 28:** College Approvers remove, deny or withdraw contracts not accepted for FY 2024

# 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 2025.



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.



Manager Self Service

Alerts!
Home
My Roles
Visualizer
Catalog
Favorites
Dashboards
Create
Open

Transaction Status Report
MSS Transaction Audit Report
MSS Activity Reports
MSS Security
MSS Workflow Report
Contract Status Details
Contracts Past Due
**Contracts Not Sent to Employees**

ABOR Code

--Select Value--

Job Department Id °

--Select Value--

College Id for Job Department

--Select Value--

Employee Id

--Select Value--

Contract Length

--Select Value--

First Name

--Select Value--

Contract Status

--Select Value--

Job Department Name

--Select Value--

College Name for Job Department

--Select Value--

Employee Name

--Select Value--

Class Indicator

--Select Value--

Last Name

--Select Value--

Contract Group Status

--Select Value--

Apply

Reset

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

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

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

College Id for Job Department	College Name for Job Department	Job Department Id	Employee Id	Last Name	First Name	Position Number	Job Department Name	FTE	UA Title	Contract Length Description	ABOR Code Description	Class Indicator Description	Generated Date	Contract Status	Contract Group Status	Current Institutional Base Salary
-	-	-									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 with an upcoming expected end date or have not been extended.



# Human Resource Division - Workforce Systems

## Website:

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

## Questions:

- [workforcesystems@arizona.edu](mailto:workforcesystems@arizona.edu)
- Phone: 520-621-3664





# QUESTIONS?

# LOOKING FOR MORE?

From our presenters:

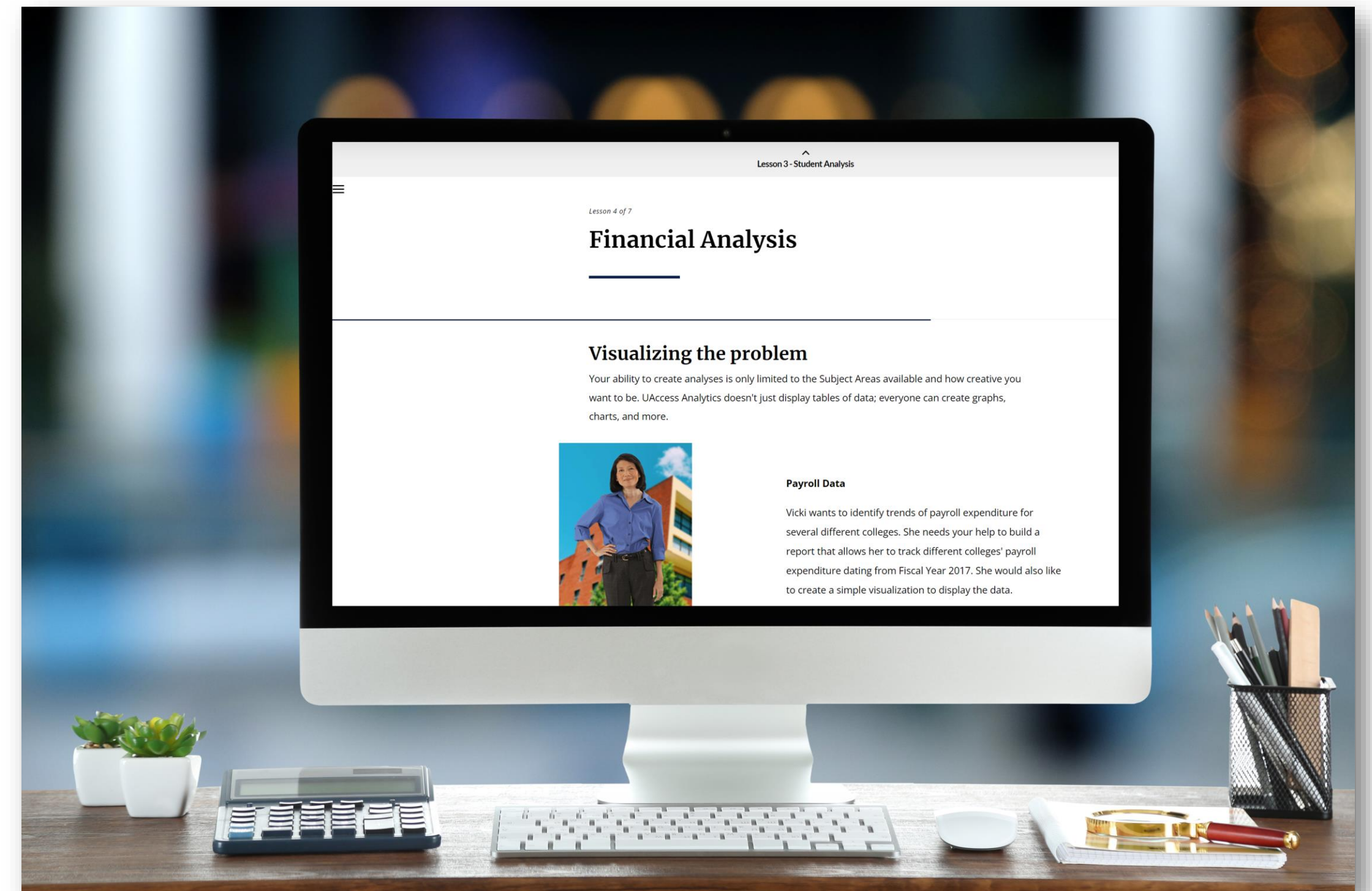
- Financial Reporting Resources at Your Fingertips: Finance Reporting Overview
- We're All Data People: A Case Study in Making Data More Approachable
- Elevate Your Employee Management with Essential Workforce Reporting: HR Reporting Overview





# TRAINING & DATA LITERACY

- Interactive trainings in EDGE Learning
- Video playlists
- Data Exploration Series highlighting important services
- One-on-one office hours
- External newsletter
- UAIR Support Hub coming soon!







# University Analytics & Institutional Research

## THANK YOU



University Analytics  
& Institutional Research