Data Exploration Series: Focus on Fiscal Year-End 2024
Agenda & Presenters

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

Enterprise Data Warehouse
Subject Areas/Data Models
- Data
- Data
- Data

Oracle (Oracle 19c)

Data Lake
AWS Lake Formation

UAIR Services
- Analytics & Reporting
- Data Science
- External Reporting
- Training & Data Literacy

Data Governance, Management, and Security

UAIR Teams
- Administrative Data
- Customer Experience & Support
- Data Engineering
- Institutional Reporting
- Student Data
- Systems Architecture & Security

Ravneet Chadha
Associate Vice President & Chief Data Officer

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

uair.arizona.edu | uair@arizona.edu
**THE NUMBERS**

- **4** Years of Fiscal-Year End related DES
- **49%** Have never attended a DES
- **65%** Responded as comfortable with UAccess Analytics
I am hoping to get answers regarding year-end resources and Analytic reports available to me.

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

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

How can this benefit me?

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

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 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.

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
COMMUNICATIONS

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

https://financialservices.arizona.edu/
FUND ACCOUNTANT SERVICES

Financial Services provides accounting advisory services to University departments.

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

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

References & Guides:

https://financialservices.arizona.edu/accounting
Essential UAccess Analytics for Managing Accounts
Focus on Financial Reporting
What reports can help me monitor financial accounts?

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

*Path to Reports:*
UAccess Analytics Dashboards > Financial > General – Financial Management
Where can I go to find information for account reconciliation?

The **Account Reconciliation** tool provides seven different reports for a single account number, providing a good overview of the account’s position. The tool lets you know if you have any transactions that have occurred in the current period (period 12 for FYE) that may require adjustment.

*Path to Reports:*

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

- Current Account Balance
- Income / Expense
- Encumbrances and Pre-Encumbrances
- Transactions
- Open Operational Encumbrances
- Payroll Expenditure Listing
- Position Encumbrance Detail
Select the fiscal year, period number, and account number to filter reports.
This report gives the current information for the account including supervisor and manager names.
This report details information on budget, income, expense, transfers, current balance, etc. for the selected account.
This report gives details on income and expenses for the selected account.
This report details encumbrances and pre-encumbrances for the selected account.
This report details transactions for the selected account.
This report details transactions for the selected account.
This report details payroll expenditures for the selected account.
This report details position encumbrances for the selected account.
What tool can help reconcile your PCard statements?

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

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

*Path to Reports:*
UAccess Analytics Dashboards > Financial > General – Purchasing Card > Statement Reconciliation
How does this relate to Fiscal Year-End?

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

[https://financialservices.arizona.edu/payments/pcard](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](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](https://financialservices.arizona.edu/payments/pcard/guidelines)
Select the filters for the report.
This report details purchasing card transactions for a selected account and time period (Post Date).
What tools will help assist with verifying PCard transactions for my department?

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

*Path to Reports:*
UAccess Analytics Dashboards > Financial > General – Purchasing Card > Action Items
The report provides a way to stay on top of some of the more critical aspects of managing PCards including transactions auto approving soon, PCards expiring soon, and other PCard related items. 

*Note: This only shows the current period until you open it, so even if it says 0, you will still want to open the box.*
Purchasing Card Transactions with No Supporting Documentation

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

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

Available views

- Transactions by Org Code
- Transactions by Cardholder

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

This report shows the details on PCard transactions with no supporting documentation for the current billing period.
This report shows the details on PCard transactions with no supporting documentation for the selected post dates.
How do I track payroll expenses and salary expense transfers?

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

*Path to Reports:*
*UAccess Analytics Dashboards > Financial > General – Labor Ledger > Payroll Expenditure Listing with SET*
How does this relate to Fiscal Year-End?

The **Payroll Expenditure Listing with SETs** allows you to review payroll and make any necessary adjustments prior to the end of the Fiscal Year. There is a specific view titled *Fiscal Year Summary by Employee Name* that provides a good overview of where an employee was paid from throughout the year.
Select the fiscal year, fiscal period, and organization code to filter the report.
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.
Select Account Number or Sub-Fund Group Code and set the values you would like to use to filter the data.
This report shows an allowable transfer of funds result. You can pull detailed lists of Accounts and Sub-fund groups this account can transfer to. Additionally, you can see what transfer options are available to you in the YES outcome.
Here is the detailed report of the Sub-Fund Groups this Account can transfer funds to.
Here we see an Account where the transfer of funds is not allowed. Even with a negative result, you can still pull the detailed lists of Accounts and sub-fund groups this Account can transfer to.
How do I discover what transactions are still 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](https://financialservices.arizona.edu/accounting/year-end/dates-fy2024)
Select the individual, organization, or college. Then select a transaction type you would like to use to filter the data.
Click on the number of transactions to bring up a detailed report of items.
## Enroute Transaction Details | Financials (KFS)

Transactions on this report have a pending workflow step.

### Transactions Pending Approval Detail

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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

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 Erroneous 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
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**

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<td>Job Department *</td>
<td>Select Value</td>
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<td>Employee ID</td>
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<td>Position Number</td>
<td>Select Value</td>
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<td>Class Indicator</td>
<td>Select Value</td>
</tr>
<tr>
<td>ABOR Code Description</td>
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<td>Compensation Rate Code</td>
<td>Select Value</td>
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<td>Visa Expiration Date</td>
<td>Between</td>
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<tr>
<td>Expected End Date</td>
<td>Between</td>
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</tbody>
</table>

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

- **9Pay2 Employees**
  - Compensation Rate Code = 'SAL'
  - Contract Length = 'A'
- **9Pay9 Employees**
  - ABOR Code Description = Academic Professional, Administrative, Classified Staff, Faculty, Service Professional, Postdoctoral Scholar
  - Compensation Rate Code = 'SAL'
- **Fiscal Employees**
  - Compensation Rate Code = 'SAL'
  - Contract Length = 'F'
- **Wage Employees**
  - ABOR Code Description = Academic Professional, Administrative, Classified Staff, Postdoctoral Scholar, Service Professional
  - Compensation Rate Code = 'HRLY'
- **Graduate Academic Employees**
  - ABOR Code Description = Graduate Assistant/Associate
  - Compensation Rate Code = 'SAL'
- **Graduate Fiscal Employees**
  - ABOR Code Description = Graduate Assistant/Associate
  - Compensation Rate Code = 'SAL'
- **Clinical Assistants**
  - Class Indicator = Clinical Assistant
- **Student Employees**
  - ABOR Code Description = 'Student Worker'

**Please note that jobs for 9Pay9 employees with an EED action/reasons of RFB, OFP 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

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

- Stay13 Employees
  - Compensation Rate Code = 'SAL'
  - Contract Length = 'A'
- Fiscal Employees
  - Compensation Rate Code = 'SAL'
- Wage Employees
  - ABOR Code Description = 'Academic Professional, Administrative, Classified Staff, Faculty, Service Professional, Postdoctoral Scholar'
  - Compensation Rate Code = 'SAL'
- Graduate Academic Employees
  - ABOR Code Description = 'Graduate Assistant/Associate'
  - Compensation Rate Code = 'SAL'
- Clinical Assistants
  - Class Indicator = 'Clinical Assistant'
- Graduate Fiscal Employees
  - ABOR Code Description = 'Graduate Assistant/Associate'
  - Compensation Rate Code = 'SAL'
- Student Employees
  - ABOR Code Description = 'Student Worker'
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
This report provides the latest job change for an employee. Also, the current and future position funding for a position.
This report provides data on the budget and position distribution for the selected college, department, or account organization.
How does this relate to Fiscal Year-End?

Deadlines

- **May 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.
This report lists employees with contracts “Waiting for Acceptance” after 13 days for the Fiscal and 29 days for Academic contract lengths. The 13 or 29 day period begins once it is sent to the employee for acceptance.
This report lists employees who have not received a contract in Employee Self Service for the current FY. These contracts have not been generated by the College or are awaiting action by the College or HR Department Approvers.
Let's not forget our DCCs

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

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

**Deadlines**

**June 30:** DCC Rollover transactions need to be fully approved
This report lists all Designated Campus Colleagues 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
- 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!
THANK YOU