



# FINANCIAL DATA KEY CONCEPTS

## Fundamentals

UAccess Analytics allows you to view data reported in UAccess Financials. Understanding these key concepts will make working with financial reporting data easier than ever.

### 1. Chart of Accounts (CoA)

The structure through which financial transaction data is organized and reported. The CoA serves as the common language for financial transactions, organizes and segregates expenditures, revenues, assets, and liabilities, and supports reporting.

### 2. Accounts

Individual “pots of money” represented by seven-digit codes and defined by attributes and roles. UArizona accounting is organized on a fund basis, with Accounts having the following attributes:

**Fund Groups** - A self-balancing grouping of Accounts that represents specific activities, objectives, restrictions, or regulations. Fund Groups have an intended use or purpose and may have spending restrictions imposed by donors, sponsors, federal or state requirements, or the University.

**Sub-Fund Groups** - Identifies a more detailed activity, use/purpose, objective, or spending restriction on an Account and rolls up to a Fund Group.

**Budget Shell Codes** - A method to group Accounts that have a common purpose and/or restriction not already captured by the Sub-Fund Group.

**AICPA Code**- Categorizes expenses according to their purposes, such as instruction, institutional support, and more. Explains why money is being spent.

**Higher-Ed Function Code** - Similar purpose to AICPA codes but provide more detail.

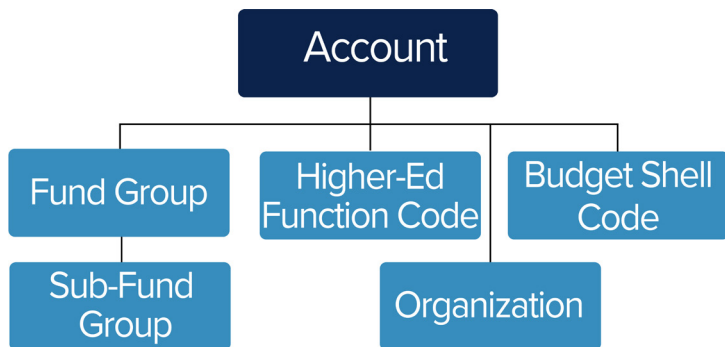
### 3. Account Roles

Account roles are associated with an Account to detail approval and oversight responsibilities.

**Fiscal Officer** - Individual designated by the Account Manager who is responsible for the fiscal management of the Account. The Fiscal Officer ensures sufficient budget and spending in accordance with Account purpose, and reviews and reconciles the Account monthly. Fiscal Officers are the business managers of the department.

**Account Manager** - Oversees the management of the Account at a higher level than the Fiscal Officer. Can be the same individual as the Fiscal Officer.

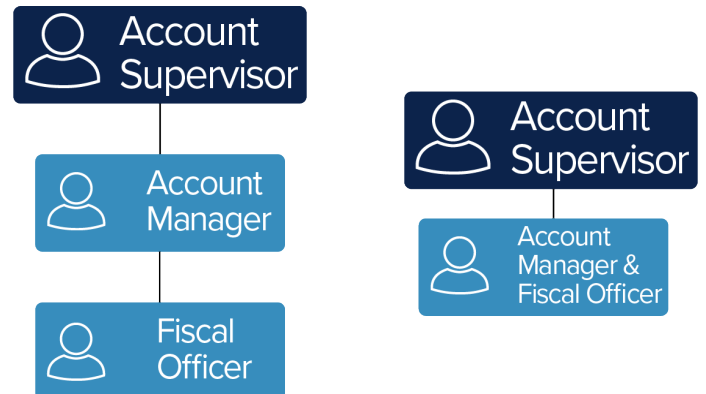
**Account Supervisor** - Usually the “leader” of the relevant Organization. Ensures that funds are managed and appropriately spent according to the goals, objectives, and mission of the organization.



Account and related attributes.

In addition to Fund Groups and Sub-Fund groups, Accounts have the following attributes:

**Organization** - Which organization the Account is attached to, represented by department code.



Possible distributions of Account roles.

#### 4. Object Codes and Project Codes

Transactions also use CoA segments to provide more context. In addition to Account and Sub-Account codes, expect to commonly see:

**Object Code** - Required four-digit number that categorizes the nature of a transaction and describes what was purchased. Useful for determining where your department's money is being spent.

**Project Code** - Optional code that captures transactions for defined activities that may span across multiple Accounts or Organizations.

#### 5. Fiscal Year and Fiscal Periods

The university's fiscal year takes place from July 1st through June 30th and is comprised of 13 fiscal periods. Each corresponds to a calendar month, plus an additional fiscal period used for closing out the fiscal year.

**June FP12**- Interim close of June 30. Certain transactions, such as payroll, may continue to post to fiscal period 12 until it closes in mid-July.

**Closing (FP13)** - Used for corrections identified during the reconciliation of fiscal period 12 and for year-end closing entries. Closes near the end of July.

### Essential Tools

UAIR provides many dashboards to explore financial data and leverage insights. [UAccess Analytics](#) is the university's internal hub for viewing institutional data. Click on the icons and start exploring some of the highlighted dashboards below!



Arizona Profiles -> Finance



General - Labor Ledger -> Payroll Expenditure Listing With SET



General - Financial Management -> Income/Expense



General - Financial Management -> Account Balances



General - Financial Management -> Account Reconciliation



General - Financial Management -> Transactions

#### Financial Data Resources

UAIR and Financial Services offer several resources to help you get up to speed with financial data reporting UAccess Analytics, grow your data literacy, and get help when you need it.

##### [UAIR Starter Pack](#)

Learn essential UAccess Analytics skills and create your own reports, visualizations, dashboards, and more.

##### [UAccess Analytics Office Hours](#)

Get one-on-one assistance from a UAIR Data Analyst.

##### [UAIR Training Page](#)

Sign up for interactive trainings in EDGE Learning and browse tutorial resources.

##### [UAIR Data Literacy](#)

Expand your data literacy with our Data Exploration Series, trainings in EDGE Learning, and FAQs.

##### [UAIR External Newsletter](#)

Stay up to date on the latest dashboard releases, news, and more with this monthly newsletter.

##### [Financial Services References](#)

Explore Function Codes, Object Code crosswalks, and key dates with these essential guides.