



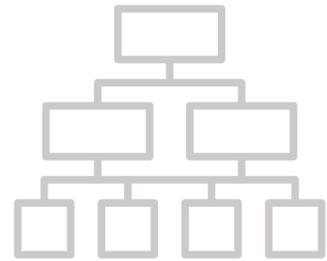
University Analytics  
& Institutional Research

# EXPLORE ARIZONA THROUGH DATA

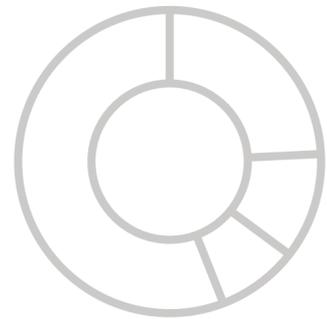
FOCUS ON FISCAL YEAR ROLLOVER



# Presentation Outline



- Welcome / Introduction
- Overview of Fiscal Year End Rollover
- Focus on Financial Reporting
- Focus on Employee Reporting
- Conclusion



## 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

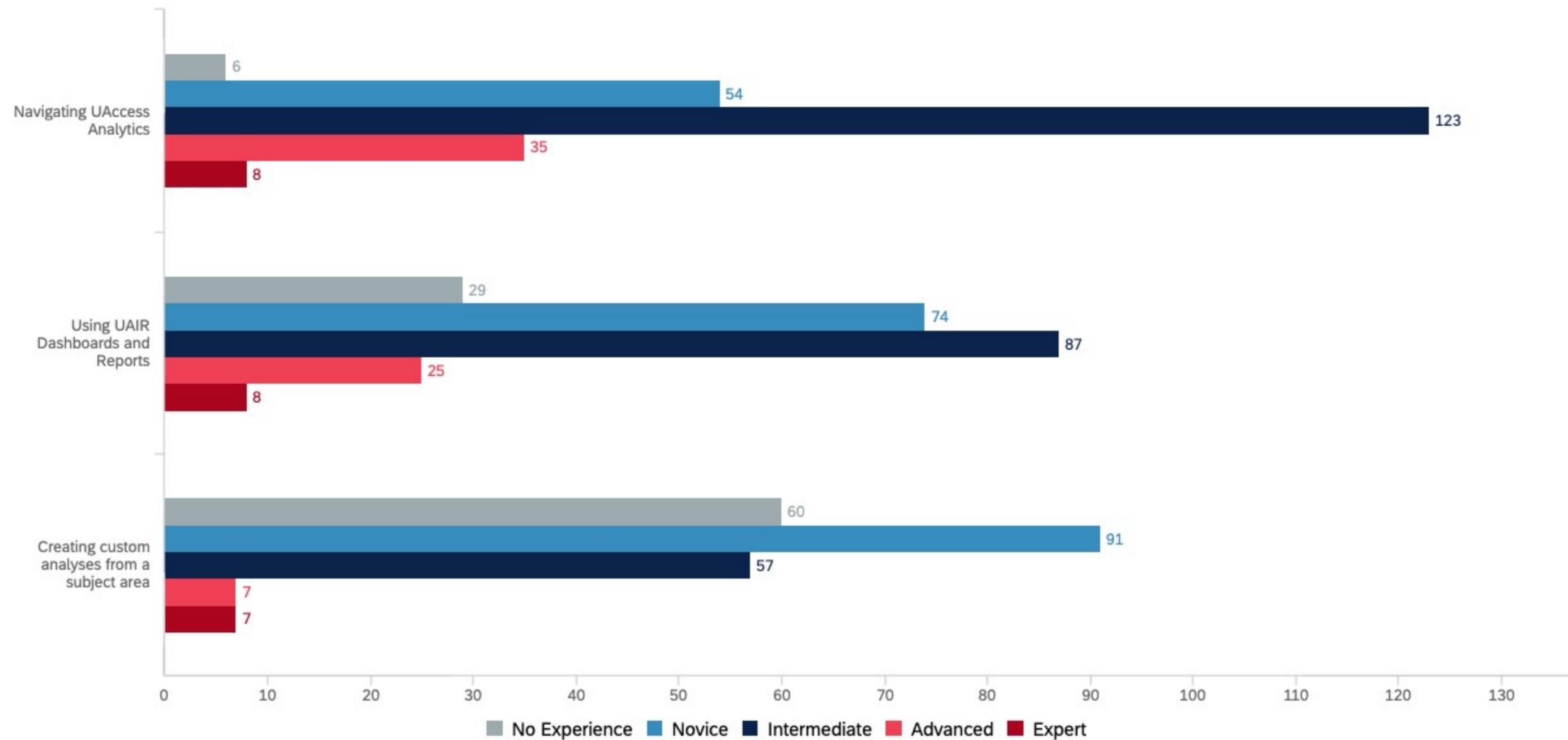
In collaboration with Financial Services and Human Resources, UAIR has developed this presentation to provide information on accessing data for fiscal year end rollover and reporting.

***Thank you to the UAIR Administrative Data Team and our campus partners in Financial Services and Human Resources who contributed to this effort!***



# Welcome | Who is here today?

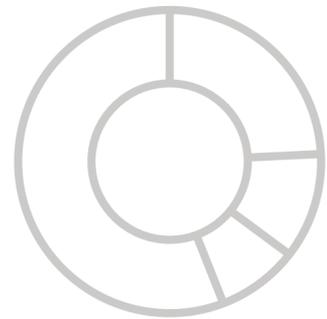
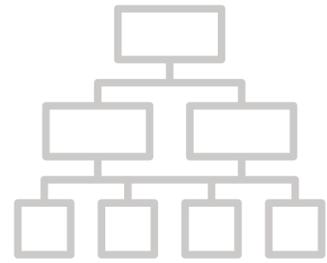
Survey Question: Please rank your level of experience with the following UAccess Analytics products/services.



# Fiscal Year-End Background & Critical Deadlines



# FISCAL YEAR-END BACKGROUND



- The University's Fiscal Year accounting period is July 1 – June 30.
- Financial data is collected, audited, and reported in the University's Comprehensive Annual Financial Report.
- This report provides the institution's financial position and activities.

# PREPARING FOR YEAR-END

- Departments play a critical role in the fiscal year-end 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 should be processed in FY2021.
- Supporting documentation must be attached in UAccess Financials.

# YEAR-END INFORMATION

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

<https://www.fso.arizona.edu/financial-management/year-end>

## Year-End Information

### Fiscal Year End 2021

- [Year-End Overview](#)
- [Important Dates](#)
- [Communications](#)
- [Year-End Calendar Spreadsheet](#) ▼

[See Prior Fiscal Years](#)

### Tutorials and Training

- [Accounts Payable Year-End 2021](#) ▼
- [A/R - Inventory Year-End 2021](#)
- [Data Exploration Guide: Fiscal Year-End](#) 📄
- [Data Exploration Series: Focus on Fiscal Year Rollover](#) ▼ (Must RSVP by May 14)

### A/R - Inventory Reporting Resources

- Worksheets:
  - [Accounts Receivables Schedules](#) 📄
  - [Inventory Schedules](#) 📄
  - [Other Schedules](#) 📄Used to report Deposits, Unearned Revenue, Prepaid Expenses, and Accrued Expenses

[A/R - Inventory Document Upload](#)

[DOCUMENT UPLOAD](#)

# YEAR-END OVERVIEW

Interim close of FY 2021 is June 30, however corrections can be made through July 16, 2021.

<https://www.fso.arizona.edu/financial-management/year-end/overview-fy2021>

## Important Dates

- **June 30, 2021:** Interim close of fiscal year 2021 period 12. Interim reports will be available in UAccess Analytics for this period on Thursday, July 1.
- **July 12, 2021:** Line Item Receiving and PREQ documents will continue to post back to Period 12 through this date.
- **July 14, 2021:** Administrative Service Charge will post back to Period 12.
- **July 15, 2021:** PELs will be available after noon. Salary Expense Transfers related to the split payroll can be processed using the YEST.
- **July 17, 2021:** Administrative Service Charge runs for Period 13.

## 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)                  |

- **July 16, 2021:**
  - All department originated corrections need to be initiated by noon 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 noon and approved by 5 p.m.
  - All YESTs related to Salary Expense Transfers must be initiated by noon and approved by 5 p.m.
- **July 17, 2021:** Period 12 will close.
- **July 30, 2021:** Final FY 2021 period 13 close, with reports expected in Analytics on July 31.

# FY2021 IMPORTANT DATES

A detailed list of dates can be found here:

<https://www.fso.arizona.edu/financial-management/year-end>

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

## Important Dates - Fiscal Year End 2021

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

| ITEM   | DEADLINE          | ANALYTICS | NOTES   |
|--|-------------------|-----------|---|
| Last day for departments to submit Purchase Requisitions                   | Friday, May 7     | 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 2021.  |
| Begin departmental review of FY 2021 account setups and attributes         | Friday, May 7     | N/A       | Departments should begin review of their accounts for any FY 2021 changes that need to be made.   |
| Requisitions and POs can be created for FY 2022                            | Monday, May 10    | N/A       | Requisitions and Purchase Orders can now be created for FY 2022.  |
| Begin dual updating of maintenance tables                                  | Monday, May 10    | N/A       | All Sub-Object Codes and Project Codes will need to be maintained in both FY 2021 and FY 2022.  |
| Budget Organization Changes (Reorganization/Dept. Title/Account Remapping) | Friday, May 14    | N/A       | Deadline for approved reorganization/ department title/account remapping changes to the Office of Budget and Planning.  |
| Purchase Order Amendments  | Friday, May 14    | N/A       | Last day for departments to submit fully approved amendments to Purchasing to assure the amendment is processed in FY 2021.   |
| Transfer of Funds (TFs) for Endowments                                     | Friday, May 14    | N/A       | Last day to submit endowment TFs to guarantee they will be processed for FY 2021.   |
| Change expiration dates for accounts                                       | Wednesday, May 26 | 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 28. Account expiration changes made after this date will require account changes to funding in UAccess Employee as well. |

# How can UAccess Analytics tools help?

UAIR has created several reports and tools in UAccess Analytics that are here to assist you in planning for fiscal year-end rollover.



# What are some useful tools to help manage my accounts for year-end reporting?

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 six different reports on one page for a selected account number. Reports include account balance, income, expenses, transactions, and more.

*Please note: The tool will only work for one account number at a time.*

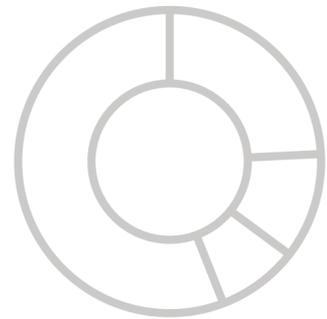
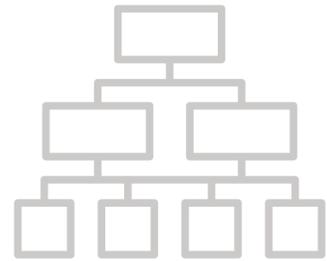
*Path to Reports:*

*UAccess Analytics Dashboards > Financial > General – Financial Management > Account Reconciliation*

## How does this relate to Fiscal Year End?

The **Account Reconciliation** provides a good overall view of a given account's current 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.

# ACCOUNT RECONCILIATION REPORTS



- **Current Account Balance**
- **Income / Expense**
- **Encumbrances and Pre-Encumbrances**
- **Transactions**
- **Open Operational Encumbrances**
- **Payroll Expenditure Listing**
- **Position Encumbrance Detail**

Make your selections and click Apply

 \* Fiscal Year<sup>°</sup> 2020 ▾ \* Period Number<sup>°</sup> 11 ▾ Organization Code --Select Value-- ▾ \* Account Number<sup>\*</sup> ▾ Sub Account Number --Select Value-- ▾ Accounting Category<sup>°</sup> --Select Value-- ▾ Cost Share Type<sup>°</sup> --Select Value-- ▾ Object Code --Select Value-- ▾

\* - 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.*

General - Financial Management

Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As ▾

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 Organization Roll-Up »

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.

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 |
|-------------|---------------|--------------|-------------------|--------------------------|----------------------------|--------------|-----------------|-----------------|------------------------|--------|-------------------------------|---------------------------------|-----------------------------|-----------------------------------|--------------------------|----------------------|------------------------------|--------------|
|             |               |              |                   |                          |                            |              |                 |                 |                        |        |                               |                                 |                             |                                   |                          |                      |                              |              |
|             |               |              |                   |                          | Budget Style Account Total |              |                 |                 |                        |        |                               |                                 |                             |                                   |                          |                      |                              |              |
|             |               |              |                   |                          | Total                      |              |                 |                 |                        |        |                               |                                 |                             |                                   |                          |                      |                              |              |
|             |               |              |                   |                          | Total                      |              |                 |                 |                        |        |                               |                                 |                             |                                   |                          |                      |                              |              |

Account Number is equal to [redacted]  
 and Fiscal Year is equal to 2020  
 and Period Number is equal to 11  
 and Sub Account Type Code is equal to -, EX  
 and Closed Flag is equal to N

Analyze - Refresh - Print - Export

[Link to Current Account Balance Page](#)

**Select a view for the report.**

- ✓ 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.

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              |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | PERSONNEL SERVICES        |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | GENERAL EXPENSES          |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | TRAVEL                    |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | EXPENSES Total            |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | Total                     |                 |             |                |                       |                     |                   |                   |                 |                   |
|                | Grand Total               |                 |             |                |                       |                     |                   |                   |                 |                   |

Fiscal Year is equal to 2020  
and Basic Accounting Category Code is equal to IN, EX  
and Period Number is equal to 11  
and Chart Code is equal to / is in UA  
and Account Number is equal to

Analyze - Refresh - Print - Export

Link to Income/Expense Page

Select a view for the report.

- ✓ 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.



General - Financial Management

Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As ▾

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 Organization Roll-Up »

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          | 05/01/2020       | SB       |                 | -                         | 01     | TP Generated Offset     | Service Billing - Ricoh March/April Activity | -           |                       |                       |                    |
|                |              |                      |             |                                 | 05/05/2020       | ACHD     |                 | -                         | 02     | GENERATED OFFSET        | -  | -           |                       |                       |                    |
|                |              |                      |             |                                 | 05/06/2020       | LLPR     |                 | -                         | UE     | GENERATED OFFSET        | -  | -           |                       |                       |                    |
| Total          |              |                      |             |                                 |                  |          |                 |                           |        |                         |  |             |                       |                       |                    |
|                |              | EXPENSES             |             | Fiscal App/Fac Salaries (ere 4) | 05/06/2020       | LLPE     |                 | -                         | MF     | PAYROLL ENCUMBRANCES    |  |             |                       |                       |                    |
|                |              |                      |             |                                 |                  | LLPR     |                 | -                         | UE     | NORMAL PAYROLL ACTIVITY |  |             |                       |                       |                    |
| Total          |              |                      |             |                                 |                  |          |                 |                           |        |                         |  |             |                       |                       |                    |

**Select a view for the report.**

- ✓ 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.

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 |
|-------------------|----------------|----------------|--------------------|-------------|--------------------------------------|-----------------|-----------|--------------|-------------|-------------------------|---------------------------|--------------------------------|
|                   |                |                | -                  |             | Fiscal App/Fac Salaries (ere 4)      | -               | -         | -            |             |                         |                           |                                |
| Total             |                |                |                    |             |                                      |                 |           |              |             |                         |                           |                                |
|                   |                |                |                    |             | Graduate Asst/Assoc Salaries (ere 8) | -               | -         | -            |             |                         |                           |                                |
| Total             |                |                |                    |             |                                      |                 |           |              |             |                         |                           |                                |
|                   |                |                |                    |             | Graduate Assistants ERE              | -               | -         | -            |             |                         |                           |                                |
| Total             |                |                |                    |             |                                      |                 |           |              |             |                         |                           |                                |
|                   |                |                |                    |             | Employee Full-Benefit ERE            | -               | -         | -            |             |                         |                           |                                |
| Total             |                |                |                    |             |                                      |                 |           |              |             |                         |                           |                                |
|                   |                |                |                    |             | Graduate Tuition Benefit             | -               | -         | -            |             |                         |                           |                                |
| Total             |                |                |                    |             |                                      |                 |           |              |             |                         |                           |                                |

*Select a view for the report.*

✓ Encumbrances  
 Details by PO

This report details transactions for the selected account.

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 |  |
|----------------|--------------------|-------------|--------------------------------|----------------------|------------------|-------------------|-------------------|---------------|-------------|-----------------|---------------|---------|--------------------|-----------------|-------------------|--|----------|---------------------|--------------|--------------------|--|
|                | ADMIN              |             | Classified Staff Wages (ere 2) | 05/03/2020           | 05/06/2020       |                   |                   |               |             |                 | 11            | 1.00    | LLPR               | 0               | AC                | 100.00   | 0.00     | Regular             |              |                    |  |
|                |                    |             |                                |                      | 05/06/2020 Total |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                |                    |             |                                | 05/03/2020 Total     |                  |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                |                    |             | Total                          |                      |                  |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                |                    |             | Employee Full-Benefit ERE      | 05/03/2020           | 05/06/2020       |                   |                   |               |             |                 | 11            | 1.00    | LLPR               | 0               | AC                |  |          |                     |              |                    |  |
|                |                    |             |                                |                      | 05/06/2020 Total |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                |                    |             |                                | 05/03/2020 Total     |                  |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                |                    |             | Total                          |                      |                  |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |
|                | ADMIN Total        |             |                                |                      |                  |                   |                   |               |             |                 |               |         |                    |                 |                   |  |          |                     |              |                    |  |

**Select a view for the report.**

- ✓ 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.



# Did you know there is a tool to 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://pacs.arizona.edu/purchasing\\_card/news](https://pacs.arizona.edu/purchasing_card/news)

# 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://www.fso.arizona.edu/financial-management/business-purpose>
3. In addition to the business purpose, some common PCard purchases require additional documentation.

See the PCard Compliance page for details: <https://www.fso.arizona.edu/compliance/pcard>

## PCard Statement Reconciliation i

PCard College Name PCard Organization Name PCard Number Ending In Cardholder Name Reconciler Group Name Post Date

 --Select Value-- ▾ [Organization] ▾ --Select Value-- ▾ --Select Value-- ▾ --Select Value-- ▾ Between 04/07/2020 12:00 AM - 05/06/2020 12:00 AM Apply

*Select the filters for the report.*

General - Purchasing Card Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As ▾

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


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 |
|------------------|------------|-----------------|----------------|----------------|--------------------|-------------|-----------------|--------------|--------------------|-----------------|-------------------------------|-------------|-------------|-------------|---------------|----------|------------------|---------------------------|------------------|
| 04/07/2020       | 04/08/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 2               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/07/2020       | 04/08/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 1               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/15/2020       | 04/22/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 1               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/15/2020       | 04/22/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 2               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/15/2020       | 04/22/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 3               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/17/2020       | 04/22/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 1               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |
| 04/17/2020       | 04/22/2020 |                 |                |                |                    |             |                 | -            | FINAL              | 1               | <a href="#">View Document</a> |             |             |             |               |          |                  |                           |                  |

**Select a view for the report.**

- ✓ 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 i

**Select the filters** →

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

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

|  |  |  |   |
|--|--|--|---|
| <b>8</b><br>Auto Approving Soon<br>PCard transactions that will automatically approve in the next 3 days.    | <b>1</b><br>PCards Expiring Soon<br>PCards that will expire within the next 3 months.                          | <b>1112</b><br>Tax Exempt Indicator<br>PCard transactions that are marked as exempt from sales and/or use tax. | <b>59</b><br>Default Object Code<br>PCard transactions that have not been moved to a more appropriate object code from the default object code.         |
| <b>5</b><br>Auto Approved<br>PCard transactions that were automatically approved in the last billing period. | <b>66</b><br>Missing Supporting Documentation<br>PCard transactions that are missing supporting documentation. | <b>210</b><br>Use Tax<br>PCard transactions that will assess Use Tax.  | <b>10</b><br>Inactive Employees<br>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 ?

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.

[Go to More Transactions with No Supporting Documentation](#)

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

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 |  |
|-----------------|------------------------|------------------|-----------|------------------------|-----------------|-----------------|----------------|----------------|-------------|------------|-------------|-------------|-------------|-------------------------|--|--------------------|---------------|----------|------------------|---------------------------|------------------|--|
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                         |  |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                         |  |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                         |  |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                         |  |                    |               |          |                  |                           |                  |  |

*Select a view for the report.*

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



PCard College Name: --Select Value--  
 PCard Organization Name: [Dropdown]  
 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 |  |
|-----------------|------------------------|------------------|-----------|------------------------|-----------------|-----------------|----------------|----------------|-------------|------------|-------------|-------------|-------------|----------------------|--------------------------------|--------------------|---------------|----------|------------------|---------------------------|------------------|--|
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                      |                                |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                      |                                |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                      |                                |                    |               |          |                  |                           |                  |  |
|                 |                        |                  |           |                        |                 |                 |                |                |             |            |             |             |             |                      |                                |                    |               |          |                  |                           |                  |  |

**Select a view for the report.**

- ✓ 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.

# Payroll Expenditure Listing with SET i

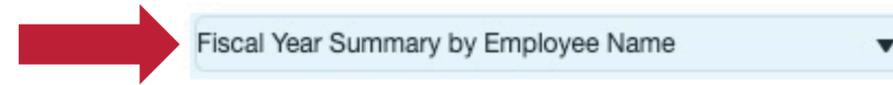
|                                 |                                       |  |  |   |  |  |   |  |
|---------------------------------|---------------------------------------|--|--|---|--|--|---|--|
| <b>* Fiscal Year°</b><br>2020 ▾ | <b>Org-Code°</b><br>▾                 | <b>Employee Id</b><br>--Select Value-- ▾     | <b>Post Date</b><br><b>Between</b><br><input type="text"/><br><input type="text"/> | <b>Account Number</b><br>--Select Value-- ▾     | <b>Cost Share Source Account</b><br>--Select Value-- ▾ | <b>Balance Type Code°</b><br>AC ▾        | <b>Project Code</b><br>--Select Value-- ▾ | <b>Display ERE?°</b><br>Y ▾                      |
| <b>Fiscal Period°</b><br>11 ▾   | <b>Org-Name</b><br>--Select Value-- ▾ | <b>Employee Name</b><br>--Select Value-- ▾   | <b>Account Supervisor</b><br>--Select Value-- ▾                                    | <b>Sub Account Number</b><br>--Select Value-- ▾ | <b>Cost Share Type°</b><br>--Select Value-- ▾          | <b>Object Code</b><br>--Select Value-- ▾ | <b>Level Code</b><br>--Select Value-- ▾   | <b>Sub Fund Group Code</b><br>--Select Value-- ▾ |
|                                 |                                       | <b>Position Number</b><br>--Select Value-- ▾ | <b>Fiscal Officer Name</b><br>--Select Value-- ▾                                   |   |  |  |   |  |

**Apply** **Reset ▾**

[Non Labor Ledger Payroll Transactions](#)

[Project Code Lookup](#)

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



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

**Select a view for the report.**

- 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.



## 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

### 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.**

# 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 1 To 1

## Links and Documents

- [FSO Account Closure Docs](#)
- [Transfers Decision Tree](#)

### From Account

Account Number: 1  
Account Name:  
Sub Fund Group: Main Campus (A1) (MC)  
Fund Group: State (ST)

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



### To Account

Account Number: 1  
Account Name:  
Sub Fund Group: Main Campus (A1) (MC)  
Fund Group: State (ST)

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:  
Process Rbc Transfer

Transfer Restrictions:  
No Restrictions

Transfer Exceptions:  
Allowed -See Restriction

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.

## Allowable Transfers i

1. Would you like to search by Account Number or Sub-Fund Group?

- \*  Account Number
- Sub-Fund Group Code

### From Account

Account Number: 1

Account Name:

Sub Fund Group: Main Campus (A1) (MC)

Fund Group: State (ST)

[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.

# 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 1  To 2

### Links and Documents

- [FSO Account Closure Docs](#)
- [Transfers Decision Tree](#)

#### From Account

Account Number: 1

Account Name:

Sub Fund Group: Main Campus (A1) (MC)

Fund Group: State (ST)

[List of Accounts That This Account Can Transfer Funds To](#)

[Sub Fund Groups This Account Can Transfer Funds To](#)



#### To Account

Account Number: 2

Account Name:

Sub Fund Group: IDC-Department (N3) (IDCDPT)

Fund Group: Designated - IDC and Patent Accounts (DI)

[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 Additional Options

Transfer Restrictions:  
State Funds Cannot Support Or Be Supported By Other Funds

Transfer Exceptions:  
None

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 FY2021?

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://www.fso.arizona.edu/financial-management/year-end/dates-fy2021>

### UAccess Enroute Transactions ⓘ

1. At which level would you like to search?

- Individual
- Organization
- College

2. Select a College from the drop down menu below:

You can search for a College by using College ID or College Name

3. Which type of transactions would you like to see?

- Transactions Pending Approval
- Transactions Initiated

**Select the individual, organization, or college. Then select a transaction type you would like to use to filter the data.**

### UAccess Enroute Transactions i

1. At which level would you like to search?

- Individual
- Organization
- College

2. Select a College from the drop down menu below:

You can search for a College by using College ID or College Name

3. Which type of transactions would you like to see?

- Transactions Pending Approval
- Transactions Initiated

Viewing Transactions Pending Approval by [User]

#### Financials Total | 83

|                                    |    |
|------------------------------------|----|
| Disbursement Voucher               | 2  |
| Distribution Of Income And Expense | 1  |
| Internal Billing                   | 1  |
| Payment Request                    | 20 |
| Procurement Card                   | 41 |
| Purchase Order Amendment           | 17 |
| Salary Expense Transfer            | 1  |



#### Employee Total | 28

|                          |    |
|--------------------------|----|
| MSS Exception            | 2  |
| MSS New Hire             | 1  |
| MSS Personal Info Update | 1  |
| Position Funding Change  | 24 |

#### Research Total | 0

Refresh

#### Budget Total | 2

|                 |   |
|-----------------|---|
| Budget Transfer | 2 |
|-----------------|---|

*Click on the number of transactions to bring up a detailed report of items.*

# UAccess Enroute Transactions

Financials (KFS) Transaction Details

Document Type Disbursement Voucher

| Date Created ▲▼ | Document Number | Document Title | Link to eDoc                  | Initiator | Pending With |
|-----------------|-----------------|----------------|-------------------------------|-----------|--------------|
| [Blurred]       | [Blurred]       | [Blurred]      | <a href="#">View Document</a> | [Blurred] | [Blurred]    |
| [Blurred]       | [Blurred]       | [Blurred]      | <a href="#">View Document</a> | [Blurred] | [Blurred]    |

[Return](#) - [Create Bookmark Link](#)

# Where can I find information on expiring accounts, ending positions, and ending Designated Campus Colleagues (DCC) relationships?



# How do I keep track of my unit's employee information and expiring accounts?

The **Business Manager Home Page** provides a means of monitoring employee information. It can provide reports on expiring accounts, ending positions, and ending Designated Campus Colleagues (DCC) relationships.

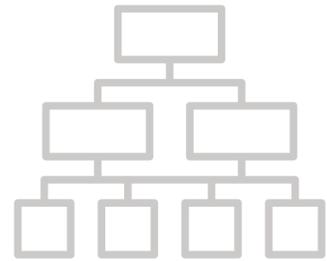
*Path to Reports:*

*UAccess Analytics Dashboards > Employee > Business Manager Home Page > Home*

## How does this relate to Fiscal Year End?

The **Business Manager Home Page** 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 MANAGER HOME REPORTS



- **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)
- **Month's Birthdays & Work Anniversaries**

Make your selection and click Apply

**Enter the Department ID**



Department Id °

- \* - 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.

Positions Ending in next 4 Months

**and number of days**



\* Position Ending Within 30 ▾

| Employee Id | Employee Name | Department Id | Position Number | UA Title | Expected End Date | Reason | Supervisor Name |
|-------------|---------------|---------------|-----------------|----------|-------------------|--------|-----------------|
|             |               |               |                 |          |                   |        |                 |
|             |               |               |                 |          |                   |        |                 |
|             |               |               |                 |          |                   |        |                 |

Refresh - Print - Export

Additional Reports

- Changes to H1 and J1 Visa Holders (Within Last Month)
- Department Payroll Representatives
- Expiration of Visa's for H1 and J1 Visa Holders (Current Pay Period)
- Terminated Employees By Department
- UA Cares Pledge Sheet Information
- Vacant Positions Report
- Bulk Mail Information

Forms

- Personnel Action Form
- Position Control Form
- Titles Form
- Personnel Action Form by Department
- Personnel Action Form by Department and Contract Length
- Personnel Action Form by Department and Paygroup
- List of Paygroups to be used for "PAF By Department and Paygroup"

Month's Birthdays

| Birthdate (Month/Day) | Person Name |
|-----------------------|-------------|
|                       |             |
|                       |             |
|                       |             |

Analyze - Refresh - Print - Export

The first report details positions which are ending within 30, 60, 90, or 120 days.

### Designated Campus Colleagues Relationship Ending in a Month

| DCC Id | DCC Name ▲ ▾ | Department Id | DCC Type | DCC Type Description | UA Title | DCC Sub Category | Expected End Date |
|--------|--------------|---------------|----------|----------------------|----------|------------------|-------------------|
|        |              |               |          |                      |          |                  |                   |
|        |              |               |          |                      |          |                  |                   |
|        |              |               |          |                      |          |                  |                   |
|        |              |               |          |                      |          |                  |                   |

Analyze - Refresh - Print - Export

This report details Designated Campus Colleague Relationships which are ending in the month.

Employees with Visa Expiring in six months

| Employee ID | Name | Position Number (Primary Job) | Position Description | Visa Permit Type | Visa Expiration Date | Citizenship Country Long Description | Job Department | Job Department Description |
|-------------|------|-------------------------------|----------------------|------------------|----------------------|--------------------------------------|----------------|----------------------------|
|             |      |                               |                      |                  |                      |                                      |                |                            |
|             |      |                               |                      |                  |                      |                                      |                |                            |

Analyze - Refresh - Print - Export

This report details employees with expiring Visas for a six-month period.

### Accounts Expiring in 90 Days

| Organization Code | Expiration Date | Account Number | Account Name | Closed Flag | Fiscal Officer Name | Manager Name | Supervisor Name | Sub Account Number | Continuation Account Number |
|-------------------|-----------------|----------------|--------------|-------------|---------------------|--------------|-----------------|--------------------|-----------------------------|
|                   |                 |                |              |             |                     |              |                 |                    |                             |
|                   |                 |                |              |             |                     |              |                 |                    |                             |
|                   |                 |                |              |             |                     |              |                 |                    |                             |

Analyze - Refresh - Print - Export

This report details expiring accounts for a 90-day period.

Positions Funded from Expiring Accounts

| Organization Name | Organization Code | Employee Id | Name Display | UA Title^ | Position Number^ | Account Number^ | Account Name | Expiration Date |
|-------------------|-------------------|-------------|--------------|-----------|------------------|-----------------|--------------|-----------------|
|                   |                   |             |              |           |                  |                 |              |                 |
|                   |                   |             |              |           |                  |                 |              |                 |
|                   |                   |             |              |           |                  |                 |              |                 |

Refresh - Print - Export

This report details positions that are funded from accounts that will expire in the next 30-days.



# What are some useful tools to help manage my employees for year-end reporting?

Focus on Employee 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 expected end dates and make any necessary adjustments prior to the end of the Fiscal Year.

**Rollover Reference Report**  
Individuals/Jobs with Expected End Date

College Id for Job Department: --Select Value--

Job Department: [Dropdown]

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 [Date] - [Date]

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--

Expected End Date: Between [Date] - [Date]

Apply Reset

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

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

**\*\*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.**

*Select the job department, college ID, employee ID, etc. to filter the report.*

Rollover

Home My Roles Catalog Favorites ▾ Dashboards ▾ New ▾ Open ▾ Signed In As ▾

Overview **Home** Funding and Compensation Details Budget and Position Distribution

**Individuals/Jobs with Expected End Date** Individuals/Jobs with NO Expected End Date

| 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 |
|-------------------------------|---------------------------------|----------------|---------------------|-------------|------|------------------------|----------------------|-----------------|----------|------------------------------|--------------------------------|----------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|----------------------|
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff             | Reg App/Fac/Unv Fiscal         | USE - University Staff Exception | Active          | 1 /1             |                   | 03/17/2022        | VSA               | 03/17/2022           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff             | Reg App/Fac/Unv Fiscal         | USE - University Staff Exception | Active          | 1 /1             |                   | 08/31/2020        | VSA               | 08/31/2020           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff             | Reg App/Fac/Unv Fiscal         | USE - University Staff Exception | Active          | 1 /1             |                   | 06/02/2022        | VSA               | 06/02/2022           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | Graduate Assistant/Associate | Graduate Assistants/Associates | GRD - Graduate Student           | Active          | .5 /.5           |                   | 05/24/2020        | SBU               | 05/20/2021           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | Graduate Assistant/Associate | Graduate Assistants/Associates | GRD - Graduate Student           | Active          | .5 /.5           |                   | 05/24/2020        | SBU               | 05/20/2021           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff             | Reg App/Fac/Unv Fiscal         | USE - University Staff Exception | Active          | 1 /1             |                   | 12/11/2020        | VSA               | 12/11/2020           |

This report details Jobs and Employees with expected end dates (Graduate Assistants/Associates, VISA expirations, etc.).

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<br>--Select Value-- ▾   | Job Department °<br>▾                     | Employee ID<br>--Select Value-- ▾ | Position Number<br>--Select Value-- ▾ | Class Indicator<br>--Select Value-- ▾ | ABOR Code Description<br>--Select Value-- ▾ | Compensation Rate Code<br>--Select Value-- ▾ | Visa Expiration Date<br>Between <input type="text"/> - <input type="text"/> |
| College Name For Job Department<br>--Select Value-- ▾ | Job Department Name<br>--Select Value-- ▾ | Name<br>--Select Value-- ▾        | Supervisor Name<br>--Select Value-- ▾ | Paygroup<br>--Select Value-- ▾        | Contract Length<br>--Select Value-- ▾       | Jobcode Description<br>--Select Value-- ▾    | <b>Apply</b> <b>Reset</b> ▾   |

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

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

*Select the job department, college ID, employee ID, etc. to filter the report.*

| 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 |
|-------------------------------|---------------------------------|----------------|---------------------|-------------|------|------------------------|----------------------|-----------------|----------|-----------------------|----------------------------|-------------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|----------------------|
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Classified/University Wage | USP - University Staff Positive Rpt | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |
|                               |                                 |                |                     |             |      | 0                      |                      |                 |          | University Staff      | Reg App/Fac/Unv Fiscal     | USE - University Staff Exception    | Active          | 1 / 1            |                   | 01/01/1900        | -                 | 01/01/1900           |

This report details Jobs and Employees with NO expected end dates (a value of 01/01/1900).

# What reports will provide information on FY 2021 and FY 2022 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*

*Position Distribution History:*

*UAccess Employee > Manager Self Service > MSS Online Forms > Position > Request Position Dist (New) > Position Distribution History Link*

# How does this relate to Fiscal Year End?

It is important to review current and future funding reports in UAccess to determine if funding updates are needed.

## Deadlines

May 29th: Fiscal Year 2022 Position Distribution account snapshot taken

June 1st: Fiscal Year 2022 Position Distribution is available

Effective Dates 07/01/2021-06/26/2022

June 26th: MSS Position Distribution Changes for Fiscal Year 2021

Effective Dates 06/14-06/27

July 10<sup>th</sup>: MSS Position Distribution Changes for Fiscal Year 2022

Effective Date 06/28-07/11

### Funding and Compensation Details i

*Select the filters for the report.*

**Employee Id** --Select Value--  
**Position Number** --Select Value--  
**Job Department °** [Dropdown]  
**Employee Class Indicator Description** --Select Value--  
**Name** --Select Value--  
**Title** --Select Value--  
**Job Department Name** --Select Value--  
**Effective Date** Between [Date] [Date] **Apply**

Funding Summary [Dropdown]

| 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 | Account 3 Code | Percent Distribution for Account 4 | Account 4 Code |
|---------------------|-------------|------|-----------------|----------------|---------|------------------------|----------|--------------------------------------|-----------------------------|------------------------------------|-------------------|---------------------------|--------------------------|------------------------------------|----------------|------------------------------------|----------------|------------------------------------|----------------|------------------------------------|----------------|
|                     |             |      |                 |                |         |                        |          |                                      |                             |                                    |                   |                           |                          |                                    |                |                                    |                |                                    |                |                                    |                |
|                     |             |      |                 |                |         |                        |          |                                      |                             |                                    |                   |                           |                          |                                    |                |                                    |                |                                    |                |                                    |                |
|                     |             |      |                 |                |         |                        |          |                                      |                             |                                    |                   |                           |                          |                                    |                |                                    |                |                                    |                |                                    |                |
|                     |             |      |                 |                |         |                        |          |                                      |                             |                                    |                   |                           |                          |                                    |                |                                    |                |                                    |                |                                    |                |

*Select a view for the report.*

- ✓ 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.

### Budget and Position Distribution i

*Select the filters for the report.*



Fiscal Year: 2021

Position College Code: --Select Value--

Position Department: --Select Value--

Budget Department: --Select Value--

Account Organization Code: --Select Value--

Employee ID: --Select Value--

Fund Group Name: --Select Value--

Position Number: --Select Value--

Years of Service >=: 0.00

Snapshot Period: Current Approved Distribution

Position College Name: --Select Value--

Position Department Name: --Select Value--

Budget Department Name: --Select Value--

Account Organization Name: --Select Value--

Employee Name: --Select Value--

Account Number: --Select Value--

ABOR Code Description: --Select Value--

Paygroup Description: --Select Value--

**Apply**

Select a View: 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 |
|-----------------|----------|-------------|------|------------------|------------------|----------------------|-------------|----------|-----------------------------|--------------|---------|-------------|---------|----------------------|--------------------------|-------------------|
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |
|                 |          |             |      |                  |                  |                      |             |          |                             |              |         |             |         |                      |                          |                   |

*Select a view for the report.*

- ✓ 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 do I identify outstanding employee FY/AY 2021 Contracts?

The **Contracts Past Due** and **Contracts Not Sent to Employees** reports provide details on outstanding employee contracts.

*Path to Reports:*

*UAccess Analytics > Employee > Manager Self Service > Contracts Past Due*

*UAccess Analytics > Employee > Manager Self Service > Contracts Not Sent to Employees*

## **Deadline**

06/14 College Approvers remove, deny or withdraw contracts not accepted for FY 2021

# How does this relate to Fiscal Year End?

College and Department Contract Approvers must remove, deny, or withdraw outstanding contracts by the end of the fiscal year, or you will not be able to generate new contracts for these employees for FY/AY 2022.

Select the Job Department ID, College ID, Employee ID, etc. to filter the report.

**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 |
|-------------|-------------------------------|---------------------------------|-------------------|---------------------|-------------|-----------|------------|-----------------|----------|-----|--------------------|-----------------------------|-----------------------------|-----------------------|------------|--------------------------|
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Faculty               | 01/29/2021 | 87                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Faculty               | 01/29/2021 | 87                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Faculty               | 01/29/2021 | 87                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Fiscal                      | Post Doctoral Scholar | 03/03/2021 | 54                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Faculty               | 01/29/2021 | 87                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Administrative        | 02/19/2021 | 66                       |
| 2021        |                               |                                 |                   |                     |             |           |            |                 |          |     |                    | Waiting For Acceptance      | Academic                    | Faculty               | 02/02/2021 | 83                       |

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 when the contract is forwarded to the employee for acceptance.

*Select the Job Department ID, College ID, Employee ID, etc. to filter the report.*

| 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 |
|-------------------------------|---------------------------------|-------------------|-------------|-----------|------------|-----------------|---------------------|-----|----------|-----------------------------|-----------------------|------------------------------|----------------|-----------------|-----------------------|-----------------------------------|
|                               |                                 |                   |             |           |            |                 |                     |     |          | Academic                    | Faculty               | Reg App/Fac/Unv Acad         | 01/01/1900     | -               |                       |                                   |
|                               |                                 |                   |             |           |            |                 |                     |     |          | Fiscal                      | Faculty               | Reg App/Fac/Unv Fiscal       | 01/01/1900     | -               |                       |                                   |
|                               |                                 |                   |             |           |            |                 |                     |     |          | Academic                    | Academic Professional | Reg App/Fac/Unv Acad         | 01/01/1900     | -               |                       |                                   |
|                               |                                 |                   |             |           |            |                 |                     |     |          | Fiscal                      | Faculty               | Reg App/Fac/Unv Fiscal       | 01/01/1900     | -               |                       |                                   |
|                               |                                 |                   |             |           |            |                 |                     |     |          | Fiscal                      | Post Doctoral Scholar | Post Doc Fiscal              | 01/01/1900     | -               |                       |                                   |
|                               |                                 |                   |             |           |            |                 |                     |     |          | Academic                    | Faculty               | Reg App/Fac/Unv Temp Funding | 01/01/1900     | -               |                       |                                   |

This report provides a list of employees who have not received a contract in Employee Self Service for the current fiscal year. Contracts for employees listed have not been generated by the College or are awaiting action by the College or HR Department Approvers.

# What reports will provide information on Designated Campus Colleagues?

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 30th: DCC Rollover transactions need to be fully approved

 College Id --Select Value-- ▾ College Name --Select Value-- ▾ Department Id ° ▾ Department Name --Select Value-- ▾ DCC Type --Select Value-- ▾ DCC Type Description --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.

### DCC Not Extended

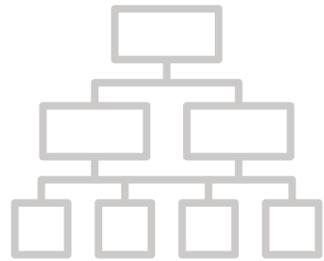
| College Id | College Name | Department Id | Department Name | Netid | DCC Id | DCC Name | DCC Type | DCC Type Description | UA Title | UA Email Address | Personal Email Address | Expected End Date | Visa Expiration Date |
|------------|--------------|---------------|-----------------|-------|--------|----------|----------|----------------------|----------|------------------|------------------------|-------------------|----------------------|
|            |              |               |                 |       |        |          |          |                      |          |                  |                        |                   |                      |

Refresh - Print - Export

**Select the College ID, Department ID, etc. to filter the report.**

This report provides a list of all Designated Campus Colleagues that have not been extended.

# HUMAN RESOURCES - 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](mailto:Workforcesystems@arizona.edu)



# 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**  
(providing information and news to the campus community)
- **UAccess Analytics Training**  
(basic & intermediate level workshops)
- **Analytics Office Hours**  
(visit with our staff to have your individual questions answered)
- **UAccess Community**  
(a community of users and resources)
- **Data Exploration Series**  
(providing quarterly data literacy presentations)

Visit our website for more information or to sign-up: <https://uair.arizona.edu/>

# Connect with us.

[uair.arizona.edu](http://uair.arizona.edu)  
[uair@arizona.edu](mailto:uair@arizona.edu)





# University Analytics & Institutional Research

## THANK YOU

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

