

EXPLORE ARIZONA THROUGH DATA

DATA EXPLORATION GUIDE | FOCUS ON FISCAL YEAR END



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DATA EXPLORATION GUIDE

This guide is designed to provide information on accessing data for fiscal year end reporting. The guide will present tools you can use to help your workflow.



THINGS YOU NEED TO KNOW

- 1. To retrieve data available through UAccess Analytics System you will need to request the appropriate provisioning role. BI_FS_MED and (BI_HR_MED or BI_HR_HIGH)
- 2. Make sure you understand the UAccess Acceptable Use Policy and Security Awareness Training.
- 3. The data presented in the UAccess Analytics tools are not publicly available. Please do not share this information with unauthorized users and/or the public.



REQUESTING ACCESS TO THE DATA

The Access Provisioning Tool (APT) is used to request access to, as well as removals from, restricted functions in UAccess systems. This is not necessary for self-service access that is included with your active employment profile.

Eligibility: Active UA Faculty, Staff or Designated Campus Colleague (DCC) may enter requests using the Tool. Prior to requesting access, the **UAccess Acceptable Use Policy** and **Security Awareness Training** must be reviewed and completed.

To submit an access request visit (requires UA NetID): <u>https://apt.iam.arizona.edu/Requests/create</u>



1. Create a new request for access using your UA NetID, Employee ID, Name, or Email.



https://apt.iam.arizona.edu/Requests/create



2. Select an Access Provisioning Liaison to approve your request.

Subject

Name	Wilbur Wildcat	Request Status	Not Saved
Primary Affil	staff	User Access Agrmnt	1959-11-7
Email	wilbur@email.arizona.edu	Security Training	1959-11-7
Phone	(520) 621-2211	FERPA Training	Y
Primary Title	University Mascot		
Primary Dept	Athletics		

Select an Access Provisioning Liaison to Approve this Request

Wilma Wildcat - Athletics - Business Manager



3. Select a Request Type (Access Needed for Job Duties), Request Reason (New Hire or Current Employee), and Business Justification (for example "Access needed to run Financial Summaries reports on for Fiscal Year End.").

All fields are required

Request Type

Access Needed for Job Duties \$

Request Reason

New Hire or Current Employee \$

Business Justification

Please include a business justification, keeping in mind that "to do my job" or "need access the same as (another person)" is not specific enough for this purpose.

By submitting this request, you certify it is being made in response to a legitimate business need.

Continue to role selection



 Make a selection from the Access/Roles for the System and Subject Area. You will want to select UAccess Analytics and the particular role needed.

Select Access/Roles

lear Roles			
System		Subject Area	
UAccess Analytics	\$	Base Access	\$
Business Justification	n for these roles (Please review the Business Justific	ation previously described and provide more inform	nation for roles selected here, if needed).
Make Selections			
	Access to all unrestricted data from UAccess	Employee Student and Einancials systems	

5. Click the Save Button after making your selection.

The request will be reviewed and approved by the Access Provisioning Liaison selected in step two.



Save

The Family Educational Rights and Privacy Act (FERPA) All student data holders must act responsibly and be held accountable for safeguarding students' personally identifiable information (PII) from education records.





EXPLORING DATA LITERACY

with University Analytics & Institutional Research





WHO WE ARE & WHY WE ARE HERE

UAIR IS COMMITTED TO providing data that empowers campus decision makers, informs policy and practice, and tells the Arizona story.





WHAT IS DATA LITERACY?

DATA LITERACY is the ability to read, work with, analyze, and argue with data. Improving data literacy hones your decision-making ability.





DATA-INFORMED DECISION MAKING

EVERY EMPLOYEE should be **empowered** to make data informed decisions. We are committed to empowering the university community to understand and work with data.





WHERE DOES THE DATA COME FROM?

DATA must be collected, organized, and stored in a data warehouse. The systems that collect this data are often referred to as *transaction systems*. At the University of Arizona, most of our data originates in the UAccess Systems.



How can I prepare for the end of the fiscal year?





FISCAL YEAR END

Background & Critical Deadlines





FISCAL YEAR END BACKGROUND





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





PREPARING FOR YEAR-END

It is important that revenues and expenditures are 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 FY2020.



FY2020 IMPORTANT DATES

	5		
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- **Financial Services** provides a list of important dates for fiscal year end.
- Visit their website for specific deadlines: <u>https://www.fso.arizona.edu/financial-management/year-end</u>
 - June 30, 2020: Interim close of fiscal year 2020 period 12. Interim reports will be available in UAccess Analytics for this period on Wed. July 1.
 - July 18, 2020: Period 12 will close.





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 close.





UACCESS ANALYTICS TOOLS & DASHBOARDS

INFORMATION TO SUPPORT PREPARATION FOR THE FISCAL YEAR END





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





What reports can help me monitor my organization's 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



Account Reconciliation



Select the fiscal year, period number, and account number to filter reports.



What does the * and ° symbol mean?

The following symbols are used on many of our dashboards to help users navigate the prompts:

- * 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.

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



Current Account Information

General - Financial Management		Home M	y Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	T		
Overview Current Account Balances Income/Expense Assets, Liabilities, and Fund Balance	Transactions	Account Reconciliation	Ledger Summ	nary Fedl	Ex Report	Transactions in Pro	cess Cost Share	Check Looku	p Organiza	ation Roll-Up »	¢ 0	10000000000

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 - P	rint - Export		

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



Current Account Balance



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.



Income / Expense

bunt Reconciliation -	Income / Expense			Select Report	View: Summary by Conso	olidation 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										100000000
Grand Total		Concession of the					and the second second			Contractory of the local division of the loc
oct a view	, for the rer	ort		Fiscal A and Basic A	Year is equal to 2020 Accounting Category Code is e	qual to IN, EX				

Summary by Object Code Summary by Sub-Account Account Details

This report gives details on income and expenses for the selected account.



Encumbrances and Pre-Encumbrances

Account Re	account Balances Income.	/Expense Asse	ts, Liabilities, and Fund Balance Transaction	Account Recond	ciliation Lec	lger Summary FedEx Re	port Transactions in Process	Cost Share Check Lookup O	rganization Roll-Up »
organization ode	Organization Name	Account Number	Account Name	Fiscal Officer Name	Object Code	Object Code Short Name	Income Stream Account Number	Open Pre-Encumbrance Balance	Open Encumbrance Balance

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



Transactions

Gei	neral - Financial M	anagement						Home	e My Roles	Catal	og Favorites 🔻	Dashboards 🔻	New 1	 Oper 	n ▼ Signe	ed In As 🗸 🗸
Ov	erview Current Account	Balances Income/Expens	e Assets, Lia	bilities, ar	nd Fund Balance Tra	nsactions A	ccount Reco	nciliation Ledge	er Summary Fee	dEx Repo	ort Transactions in F	Process Cost Share	Check	Lookup C	rganization Ro	oll-Up » 🍄 🕼
	Account Reconci	liation - Transactions														
						Select Repo	ort View: Re	conciliation 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	-			1381
						05/05/2020	ACHD		-	02	GENERATED OFFSET	-	•			
						05/06/2020	LLPR		-	UE	GENERATED OFFSET	-	-			
				То	tal											100
			EXPENSES		Fiscal App/Fac ries (ere 4)	05/06/2020	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
	Select a v	view for th	ie rep	ort.			LLPR			UE	NORMAL PAYROLL ACTIVITY	-	-			100
	🗸 Reconcilia	ation View														-
	Summary Detail by	by Account and Obje	Object Co ect Code	de	uate Assoc	05/06/2020	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
	Reconcilia	ation View by Peri	od		ies (ere 8)		LLPR			UE	NORMAL PAYROLL ACTIVITY	-	-			100

This report details transactions for the selected account.



Open Operational Encumbrances



This report details transactions for the selected account.



Payroll Expenditure Listing

Account R	leconcilia	tion - P	ayroll Expe	enditure Lis	ting															
								Detail by Account 8	& Object Cod	е	T									
Account Vumber	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	05/03/2020	05/06/2020						11	1.00	LLPR	0	AC	100.00	0.00	Regular		
			(ere 2)		05/06/2020	Total														
				05/03/2020	Total															
		To	tal																	
			Employee Full- Benefit	05/03/2020	05/06/2020						11	1.00	LLPR	0	AC	100.00	31.40	Regular		
Selec	t a v	vien	ı for	the r	eport															
V Deta	ail by Ac	count	& Obiect	Code																
Sum	mary by	Accou	unt & Obj	ect Code																
Sum	mary by	/ Objec	t Code								11	1.00	LLPR	0	AC	50.01	0.00	Regular		
Deta	ail by Ob	ject Co	ode								11	1.00	LLPR	0	AC	100.00	0.00	Regular		
Deta Sum	ail by Em Imary by	nployee / Positi	e Name on Numb	er														Vacation Taken		
Deta	ail by Po	sition N	Number	Sub-Ohio	at Code						11	1.00	LLPR	0	AC	100.00	0.00	Pandemic Child Care		
Deta	an by Su	D-ACCO	Junt and	Sub-Obje	CI COUR													Regular		

This report details payroll expenditures for the selected account.


Position Encumbrance Detail

Genera	I - Financial Manag	ement					Home My	Roles Catalog	Favorites 🔻	Dashboards 🔻	New Open	 Signed In A 	\s	v
Overviev	V Current Account Balan	ces Income/Expense	Assets, Liabilities, a	nd Fund Balance	Transactions	Account Reconciliation	Ledger Summa	ry FedEx Report	Transactions in Pr	ocess Cost Share	Check Lookup O	rganization Roll-Up	» Ø	0
	Account Reconciliati	on - Position Encur	nbrance Detail											
					Select Repo	rt View: Summary by Acco	ount and Object	Code 🔻						
	Univ Ana	ytics and Inst Resch												
	Fiscal Yea	College Code	Organization-Code	Account Number	Object Code	Object Code Name		Position Number	Employee ID	Employee Name		Amount		
C	alact a via	w for th	o roport											
50		vv jor tri	e report.											
ſ	✓ Summary by Acc	ount and Object O	ode											
	Detail by Account	and Object Code) Object Code											
	Detail by Sub-Ac	count and Sub-Ol	ject Code											
	Summary by Acc	ount and Employe	e											

This report details position encumbrances for the selected account.



How do I discover what transactions are still en route for FY2020?





What transactions are en route?

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: <u>https://www.fso.arizona.edu/financial-management/year-end/dates-fy2020</u>





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







Business Manager Home Page	Home	My Roles	Catalog	Favorites v	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	T
UAccess Enroute Transactions Financials (KFS) Transaction Details Document Type Disbursement Voucher									
Date Created Document Number Document Title				Link to eDoc	Initiator	Pending	g With		
				View Document					
				View Document					

Return - Create Bookmark Link



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.



PCard Statement Reconciliation



Select the filters for the report.



PCard Statement Reconciliation

General - Purchasing Card							н	lome	My Ro	les Cata	alog l	Favorites	Dashboa	ards 🔻	New 🔻	Oper	n v	Signe	d In As	•	
Overview Action Items PCard Inform	nation by Org	ganization	PCard Inf	ormation by Car	d State	ement Re	concilia	tion F	oreign T	ransactions										\$ G	>
									Select View	v: Transaction	ns by Card	holder 🔻									
	Organizatio	on Code-Nam	e	Cardholder Name	e	Cardh	older Alte	ernate Na	me Car	dholder NetID	PCard	Number Enc	ling In								
	Transaction Date	Post Date	Document Number	t 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	
Select a view fo	٦r	04/08/2020							-	FINAL	2	<u>View</u> Document									
)	04/08/2020							-	FINAL	1	<u>View</u> Document									
the report.		04/22/2020							-	FINAL	1	View Document									
		04/22/2020							-	FINAL	2	View Document									
 Transactions by Ca Transactions by Or 	rdholder a Code	2020							-	FINAL	3	View Document									
Transactions by Or	g coue	U-1/22/2020							-	FINAL	1	View Document									
		04/22/2020							-	FINAL	1	View Document									
		04/22/2020							-	FINAL	1	View Document									
		04/23/2020							-	FINAL	1	<u>View</u> Document									
		04/23/2020							-	FINAL	1	View Document									

This report details purchasing card transactions for a selected account and time period (Post Date).



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





How to I keep track of our organization's employee information?

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



Positions Ending

usiness Mana	ger Home Page	1				н	ome My Ro	les Catalo	g Favorites 🔻	Dashboa	rds 🔻	New 🔻	Open 🔻	Signed In As	-
Overview Home	Payment Requests	Pay Check Serv	vice Awards Supple	mental Compensation SU	IP Comp History Reti	rement Eligibility U	Inenrolled Stude	ent Employees	Affordable Care	Act(ACA) We	ekly Repo	rted Time for	ACA Ben	efits Enrollment	» ¢ (
Make your sele	ection and click A	pply								Addition	al Repo	rts			
* - This symbol ide * - This symbol ide Populated fields	he Depar entifies a field that is m entifies fields that have s without this symbol	tment ID nandatory as a promp a default value popu may have been carrie	pt when running repor ulated when you first of ed over from a previou	epartment Id ° Apply as on that page. Sopen the dashboard; you mais page on the same dashboard;	y Reset ▼ ay change or remove the bard.	ese default values as	needed.			Changes to Departmen Expiration Terminated UA Cares I Vacant Po: Bulk Mail I	 b H1 and nt Payroll F of Visa's f i Employe Pledge Sh sitions Reg Information 	J1 Visa Holde Representative or H1 and J1 es By Departr eet Informatic port	's (Within La ୬s Visa Holder nent In	ast Month) rs (Current Pay Pe	riod)
										Forms					
Positions Endir	ng in next 4 Month	าร								Personnel	Action Fo	rm			
and	number	ofdays	* Do	ition Ending Within 30	_					Position C	ontrol For	m			
unu	number	oj uuys.	PO	Studii Ending Within 50	•					Titles Forn	n				
										Personnel	Action Fo	rm by Depart	ment		
Employee Id	Employee Name	Depart	tment Id Position N	umber UA Title	Expected End	Date Reason		Sup	ervisor Name	Personnel	Action Fo	rm by Depart	ment and C	ontract Length	
										Personnel	Action Fo	rm by Departi	nent and P	aygroup	aroup"
										LIST OF PAY	groups to	be used for	Аг бу бер	artment and Fay	group
										Month's	Birthda	ys			
				Refresh - Print - Ex	port										
											Birthda	te (Month/Da	y) Persor	Name	

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



Analyze - Refresh - Print - Export

DCC Relationships Ending

Business Manager Home Page			Hor	me My Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	•
Overview Home Payment Requests Pay Che	eck Service Awards Supplemental Compensation	SUP Comp History R	Retirement Eligibility Un	nenrolled Student Em	ployees Aff	fordable Care Act(AC	CA) Weekly Report	ted Time for A	CA Benefits	s Enrollment »	¢ 0

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

Business	Manag	ger Home Page						Home	My Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	•
Overview	Home	Payment Requests	Pay Check	Service Awards	Supplemental Compensation	SUP Comp History	Retirement Eligibility	Unenrolle	d Student Emp	ployees A	ffordable Care Act(A	CA) Weekly Repo	rted Time for	ACA Benefi	ts Enroliment »	\$ O

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

Business Man	ager H	Home Page						Home	My Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	•
Overview Home	e Payr	ment Requests	Pay Check	Service Awards	Supplemental Compensation	SUP Comp History	Retirement Eligibility	Unenrolle	d Student Em	ployees A	fordable Care Act(/	ACA) Weekly Report	ted Time for	ACA Benefi	ts Enrollment »	¢ 0

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

Business Manager Home	age					Home	My Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	•
Overview Home Payment Re	ests Pay Check	Service Awards	Supplemental Compensation	SUP Comp History	Retirement Eligibility	Unenrolle	ed Student Em	iployees A	Affordable Care Act(A	ACA) Weekly Repo	rted Time for	ACA Benef	its Enrollment »	\$ O

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.



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



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



Payroll Expenditure Listing with SET



This report details Payroll Expenditures and Salary Expense Transfers.



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 Reports: UAccess Analytics Dashboards > Employee > Rollover > Home

- > Individuals/Jobs with Expected End Date
- > Individuals/Jobs with NO Expected End Date



How does this relate to Fiscal Year End?

The **Rollover Home** is another 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.



Individuals/Jobs with Expected End Date

over						Home My Roles	Catalog Favorites	▼ Dashboards ▼	New 🔻	Open 🔻	Signed In As	-
view Home Funding and Compe	ensation Details Budget a	NO Expected End Date										7
ollover Reference Re dividuals/Jobs with B	port Expected End D	ate										
College Id for Job DepartmentSelect Value College Name For Job DepartmentSelect Value	Job Department ° Job Department Name Select Value	Employee IDSelect Value VanneSelect Value	Position Number Select Value ▼ Supervisor Name Select Value ▼	Class Indicator Select Value ▼ Paygroup Select Value ▼	ABOR Code DescriptionSelect Value Contract LengthSelect Value ▼	Compensation Rate Cod Select Value ▼ Jobcode Description Select Value ▼	de Visa Expiration D Between Expected End Da Between	ate		tio tio Ap	ply Reset ▼	
apture particular employ r12 Employees pensation Rate Code = 'SAL' ract Length = 'A'	ee groupings, comp	lete the prompt as Fiscal Employee Compensation Ra Contract Length :	indicated below: s ate Code = 'SAL' = 'F'		Graduate Academic ABOR Code Descripti Compensation Rate C	Employees on = 'Graduate Assistant/A: code = 'SAL9'	ssociate'	Clinical Assistants Class Indicator = 'Clin	nical Assistant'			
ny9 Employees* DR Code Description = 'Academic P ssified Staff; Faculty; Service Profes npensation Rate Code = 'SAL9'	rofessional; Administrative; sional; Postdoctoral Scholar	Wage Employee ABOR Code Desc Administrative; Cl Service Professio Compensation Ra	s cription = 'Academic Profe lassified Staff; Postdoctor nal' ate Code = 'HRLY'	essional; ral Scholar;	Graduate Fiscal Emp ABOR Code Descripti Compensation Rate C	oloyees on = 'Graduate Assistant/A Code = 'SAL'	ssociate'	Student Employees ABOR Code Descript	ion = 'Student W	′orker'		
Please note that jobs for 9Pay ak.	9 employees with an E	ED action/reasons of	RFB, OFF and SBR w	ill continue through t	he next academic year a	automatically. MSS job	change requests a	re not required to "r	eturn" this po	pulation fr	om short wor	k



Individuals/Jobs with Expected End Date

Rollover			Home	My Roles	Catalog	Favorites 🔻	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	T
Overview	Home	Funding and Compensation Details Budget and Position Distribution									¢ 0
Individuals/	Jobs wi	th 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 NO Expected End Date

Re	bllover						Home	My Roles	Catalog	Favorites v	Dashboards 🔻	New 🔻	Open 🔻	Signed In As	•	
C	verview Home Funding and Comper	sation Details Budget a	nd Position Distribution												¢ ()
I	ndividuals/Jobs with Expected End Date	Individuals/Jobs with	NO Expected End Date												1	
	Rollover Reference Rej Individuals/Jobs with N	oort O Expected En	d Date													
	College Id for Job Department	Job Department °	Employee ID	Position Number	Class Indicator	ABOR Code Description	Compens	ation Rate C	ode Visa Ex	piration Date						
	Select Value	•	Select Value 🔻	Select Value 🔻	Select Value	Select Value 🔻	Select	Value 🔻	Betwe	en	Ëo-	Ċ	ò			
	College Name For Job Department	Job Department Name	Name	Supervisor Name	Paygroup	Contract Length	Jobcode	Description								
	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select Value 🔻	Select	Value 🔻					Apply	Reset v		
	To capture particular employe 9Pay12 Employees Compensation Rate Code = 'SAL' Contract Length = 'A'	e groupings, comp	ete the prompt as Fiscal Employee Compensation R Contract Length	indicated below: s ate Code = 'SAL' = 'F'		Graduate Academic ABOR Code Descripti Compensation Rate C	Employees on = 'Gradu Code = 'SAL'	ate Assistant/ 9'	'Associate'	C	linical Assistants lass Indicator = 'Clinic	al Assistant'				
	9Pay9 Employees* ABOR Code Description = 'Academic Pro Classified Staff; Faculty; Service Professi Compensation Rate Code = 'SAL9'	ofessional; Administrative; onal; Postdoctoral Scholar	Wage Employee ABOR Code Des Administrative; C Service Professio Compensation R	s cription = 'Academic Prof lassified Staff; Postdoctor nal' ate Code = 'HRLY'	iessional; ral Scholar;	Graduate Fiscal Emp ABOR Code Descripti Compensation Rate C	bloyees ion = 'Gradu Code = 'SAL'	ate Assistant/	'Associate'	S	tudent Employees BOR Code Descriptio	n = 'Student V	Vorker'			
	Select th	e job de	epartm	ent, co	llege ID), emplo	yee	ID,	etc.	to fi	lter th	e re	por	t.		



Individuals/Jobs with NO Expected End Date

Overview	Home Fundin	g and Compen	sation Details	Budget and	Position Distribution													\$ Ø
Individuals/J	lobs with Expec	ted End Date	Individuals/	Jobs with NC	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	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).



How do I make sure I have accounted for sponsored projects and award accounts?





Where do I find encumbrances and expenditures for sponsored projects?

The **Sponsored Award** dashboard provides information regarding Personnel Encumbrances and Expenditures on Sponsored Projects.

Path to Reports: UAccess Analytics Dashboards > Research > Awards > Award Personnel

> Award Personnel Encumbrances

> Award Personnel Expenditures



How does this relate to Fiscal Year End?

The **Award Personnel Expenditures** provides year to date personnel expenditures of individuals paid from sponsored accounts. This is useful to look at the end of the year and just make sure everyone paid on a sponsored award should be on that account.

The **Award Personnel Encumbrances** provides details about any remaining personnel encumbrances on sponsored awards. You can review and make any necessary year end position distributions to ensure everyone is being funded from the correct accounts.



Sponsored Award Personnel: Expenditures



Select the fiscal year, college, organization, employee, or account information you would like to use to filter the data.



Sponsored Award Personnel: Expenditures





eneral	- Financial I	Managemen	t								Home My	Roles Catalo	g Favorite	es 🔻 Dashb	oards 🔻	New 🗖	 Ope 	en 🔻 Signe	d In As
verview	Current Accou	ount Balances In	come/Expense	Assets, Liab	ilities, and Fi	und Balance Transactions	Account Re	econciliatior	n Ledger Summ	nary Fe	dEx Report Trai	nsactions in Proc	ess Cost Sh	are Check Loo	kup Org	anization F	Roll-Up C	Current Account	3alanc» (
Make y	our selection	ons and click Ap	pply																
		*	Fiscal Year°	* Period	l Number°	Organization Code	* Account Nun	nber° Sub	Account Numb	er Acco	ounting Category	° Cost Share	Type° Obje	ct Code					
			2020	11	•	Select Value 🔻		▼ S	Select Value 🔻	Se	elect Value 🔻	-;+";EX"	▼Se	elect Value 🔻	Apply	Reset •	,		
Popul	ated fields with	nout this symbol m	ay have been can	ried over fron	n a previous	page on the same dashboa	rd.					and use the links	to individual a						
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Account Number	nt Account	t Information ount Name	Effe	The ective Ex e Da	piration	Account Project Director Name	Agency Rep Name	order to ret	If you wish to see turn correct resu ndirect Cost Rat Percentage	nore that lits on the	Purpose Descri	ption	for Cash Styl	eports. e accounts.			S	Supervisor Name	Manager Name
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Account Numbe	nt Account r Accou	t Information ount Name ciliation - Curre	Effe Date	The e Ex alance	piration	Account Project Director Name	Agency Rep Name	order to ret order to ret horting II Analyze ct a View: S	If you wish to see turn correct resu ndirect Cost Rat Percentage - Refresh - Print Summary by Acco	e - Export	Purpose Descri	ption	for Cash Styl	e accounts.				Supervisor Name	Manager Name

Please note: This detailed report links to the General – Financial Management – Account Reconciliation dashboard.


Sponsored Award Personnel: Encumbrances

Awards	Hor	ne My Roles	Catalog	Favorites V	Dashboards 🔻	New Vopen Vope	Signed In As	•
Overview Root Award Profile Numbers and Dollars of Awards List of Awards Award by Sponsor Special Review Foreign Nation RPPR 2.0	Award Personnel							\$ 0
Award Personnel Encumbrances Award Personnel Expenditures								
Sponsored Award Personnel (1) Encumbrances All encumbered amounts are as of last night and are only for sponsored awards funds for the current fiscal year		College Cod	le ⊔e ▼	Organization-Code	Employee Id Select Value • Employee Name	Account Number		
		Select Val	ue ▼	Select Value 🔻	Select Value	Select Value 🔻	Apply	

Select the college, organization, employee, or account information you would like to use to filter the data.



Sponsored Award Personnel: Encumbrances



This detailed report shows all encumbrances for the sponsored award personnel.



eneral ·	- Financial Managem	ent							Home	My Roles	Catalog	Favorites	▼ Das	hboards 🔻	New 🔻	Ope	n 🔻 Signe	d In As
Overview	Current Account Balances	Income/Expense	Assets, Liab	oilities, and Fur	d Balance Transaction	S Account Reco	onciliation	Ledger Summa	y FedEx Rep	ort Transacti	ons in Process	Cost Sha	re Check L	ookup O	rganization R	toll-Up C	urrent Account I	Balanc» 🔅
Make y	our selections and click	Apply																
		* Fiscal Year°	* Period	l Number°	Organization Code	* Account Numb	er° Sub A	ccount Number	Accounting	Category° C	ost Share Typ	e° Objec	Code					
		2020	▼ 11	•	Select Value 🔻		▼Sele	ect Value 🔻	Select Valu	Je ▼	;+";EX"	▼Sele	ect Value	 Appl 	y Reset v			
Curr Accourt	rent Account Informatio	n	The	NOTES: This Accounting (Expiration	a dashboard will only worl Category prompt must b Account Project Direct	k for one account a e un-filtered in or ctor Agency R	at a time. If y der to return	you wish to see m rn correct results Indirect Cost	ore than one acc on the Current	count, please u t Account Bala	ise the links to ance report fo	individual re r Cash Style	oorts. accounts.			Su	pervisor	Manager
Numbe	r	I	Date	Date	Name	Name		Percentage		Purpose Desc	npuon					Na	ime I	lame
							Analyze - F	Refresh - Print - I	xport									
Acce	ount Reconciliation - Cu	irrent Account E	Balance															
Acce	ount Reconciliation - Cu	irrent Account E	Balance			Select	<mark>a View:</mark> Sur	mmary by Accou	t Number 🔻									

Please note: This detailed report links to the General – Financial Management – Account Reconciliation dashboard.



What other useful tools are available for cleaning up my accounts at year end?





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



Select Account Number or Sub-Fund Group Code and set the values you would like to use to filter the data.



Allowable Transfers



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

eneral - System Value Sets		Home My Roles	Catalog Favorites	New ▼ Open ▼ Signed In As
Account Authorized Approvers and Management Account Value Set Lookups Account F	unding Lookups Account Analysis Vendor	Lookups Core Value Lookups Unit V	Alue Lookups Building Information Accour	nt/Item Type Detail Allowable Transfers »
Allowable Transfers				
	Sub Fund Groups	s This Account Ca	an Transfer Funds To)
 Would you like to search by Account Number or Sub-Fund Group? Account Number 				
Sub-Fund Group Code				
	To Fund Group Code	To Fund Group Name	To Sub-Fund Group Code	To Sub-Fund Group Name
	PL	Plant	CONDBT	State

 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 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



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.



WE WANT TO HEAR FROM YOU!

We hope that this guide provided you with useful resources for your year-end reporting needs. Let us know what you think and what services could be helpful to you.

Please take a moment to provide some feedback:

https://uarizona.co1.qualtrics.com/jfe/form/SV_41u119CEO3XlwSF





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.



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data literacy and customer experience for campus.

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(providing information and news to the campus community)

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(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/



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