University Analytics & Institutional Research

EXPLORE ARIZONA THROUGH DATA

DATA EXPLORATION GUIDE | FOCUS ON FISCAL YEAR END

TABLE OF CONTENTS

- **INTRODUCTION** 3
- **THINGS YOU NEED TO KNOW** 4
  - Access Provisioning Tool 5
- **EXPLORING DATA LITERACY** 11
- **FISCAL YEAR END CLOSE** 16
- **UACCESS ANALYTICS TOOLS & DASHBOARDS** 22
  - General – Financial Management 24
  - En Route Transactions 38
  - Pcard Statements 44
  - Business Manager Home Page 48
  - Payroll Expenses 57
  - Rollover 61
  - Sponsored Award Personnel 67
  - Allowable Transfers 76
- **CONCLUSION** 83

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

STEPS FOR REQUESTING ACCESS

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

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

STEPS FOR REQUESTING ACCESS

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

Subject

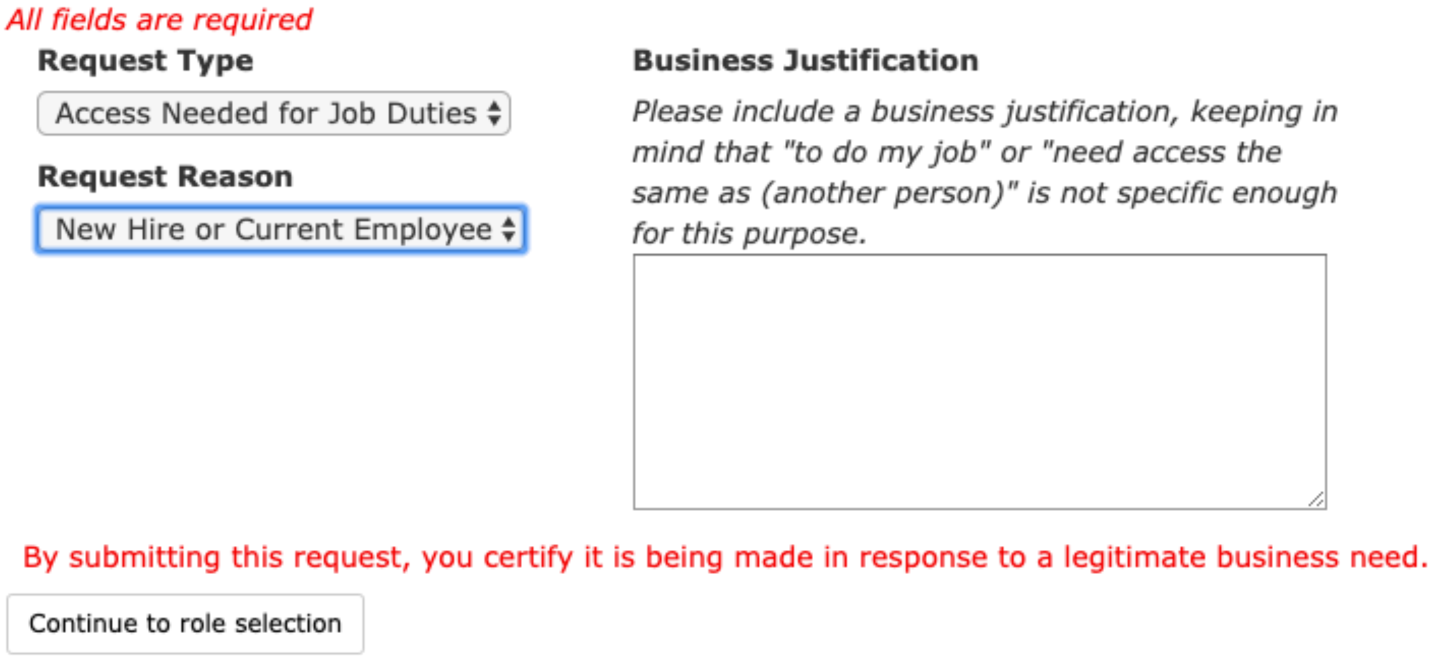
Name	Wilbur Wildcat	**Request Status**	Not Saved
Primary Affil	staff	**User Access Agrmnt**	1959-11-7
Email	wilbur@email.arizona.edu	**Security Training**	1959-11-7
Phone	(520) 621-2211	**FERPA Training**	Y
Primary Title	University Mascot		
Primary Dept	Athletics		

Select an Access Provisioning Liaison to Approve this Request

- Wilma Wildcat - Athletics - Business Manager

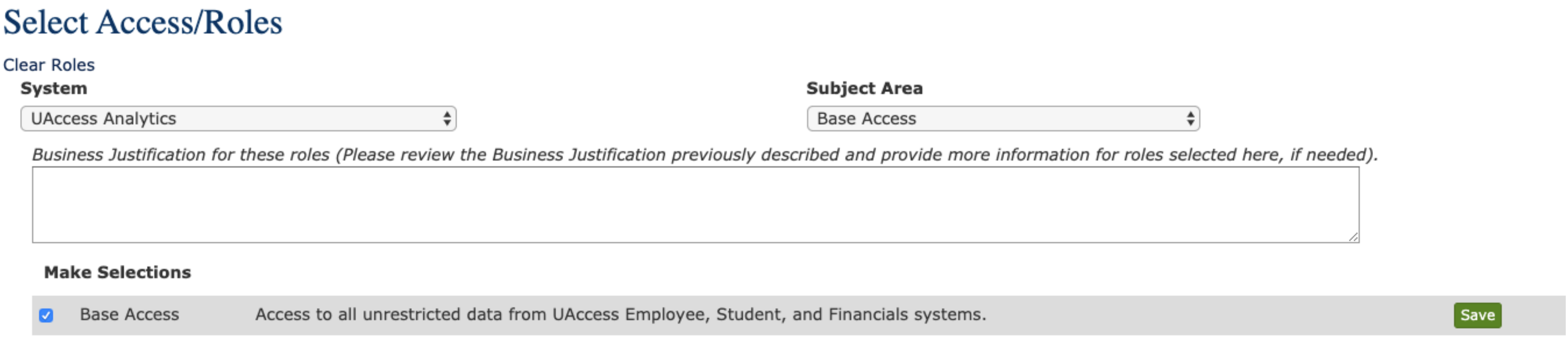
STEPS FOR REQUESTING ACCESS

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.”).



STEPS FOR REQUESTING ACCESS

4. 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.



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.

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

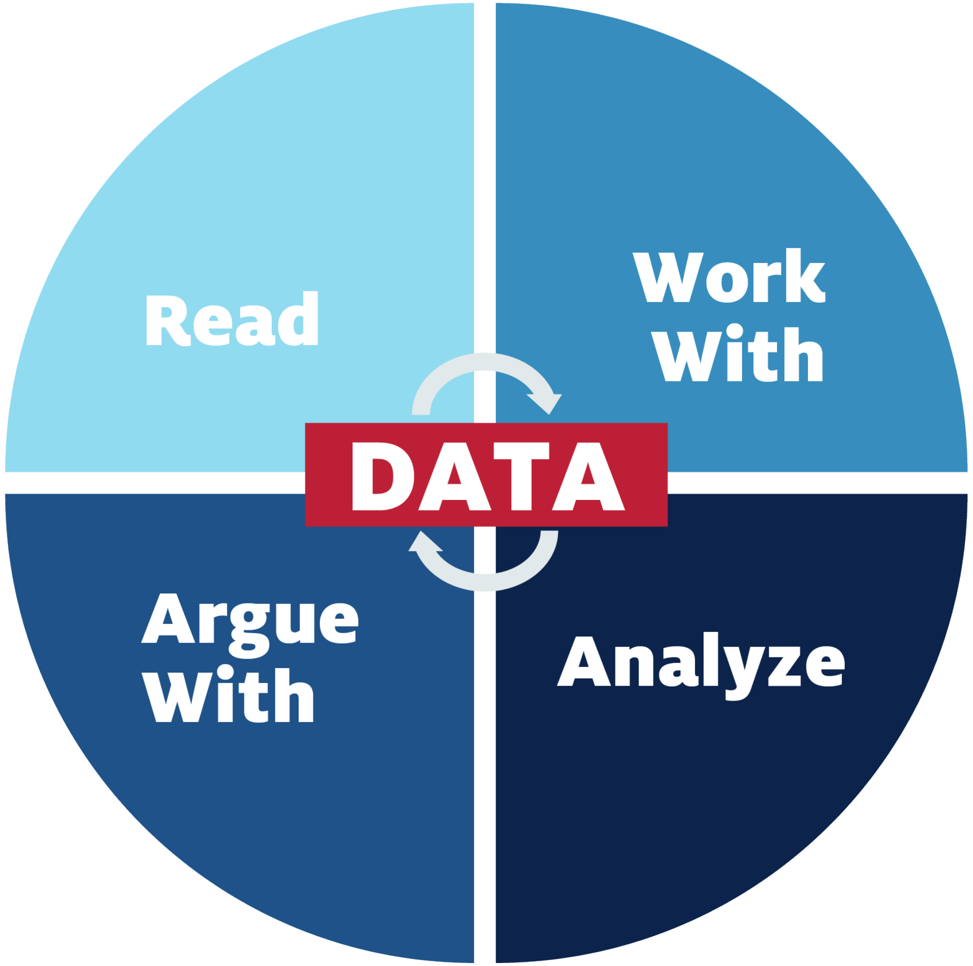
with University Analytics & Institutional Research

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

- **Financial Services** provides a list of important dates for fiscal year end.
- Visit their website for specific deadlines: https://www.fso.arizona.edu/financial-management/year-end
  - **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?

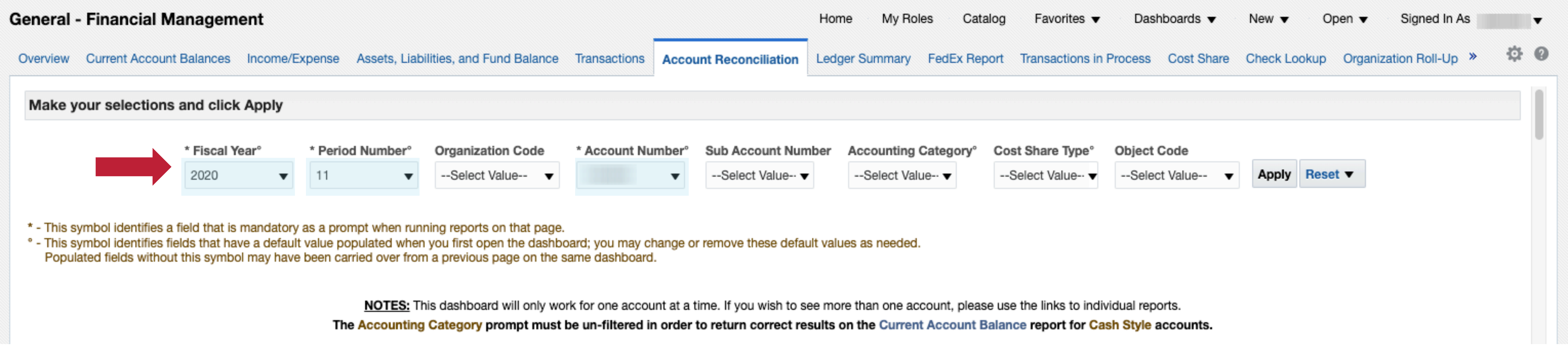
The **Account Reconciliation** provides a good overall view of a given account's current position. The tool lets you know if you have any transactions that have occurred in the current period (period 12 for FYE) that may require adjustment.

ACCOUNT RECONCILIATION REPORTS

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

UAccess ANALYTICS

Account Reconciliation



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

What does the * and ° symbol mean?

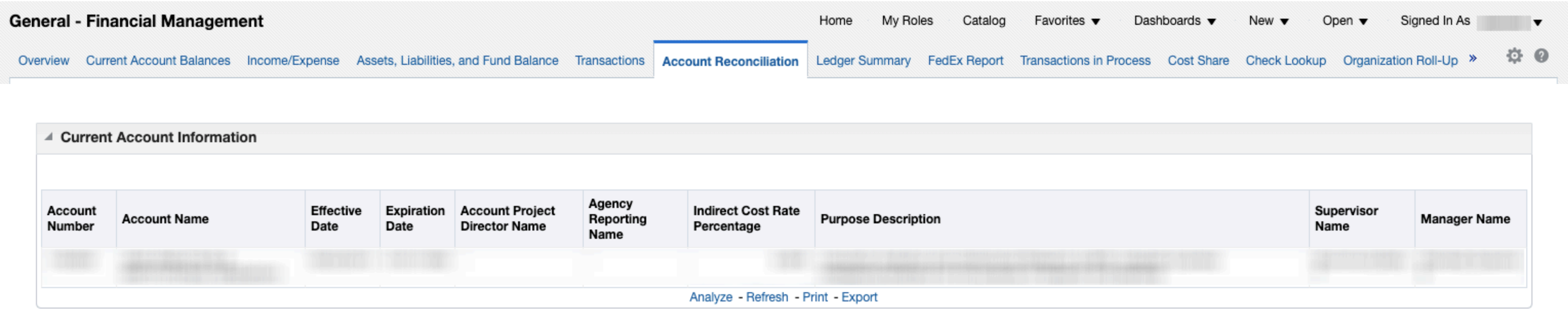
The following symbols are used on many of our dashboards to help users navigate the prompts:

* 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.

UAccess ANALYTICS

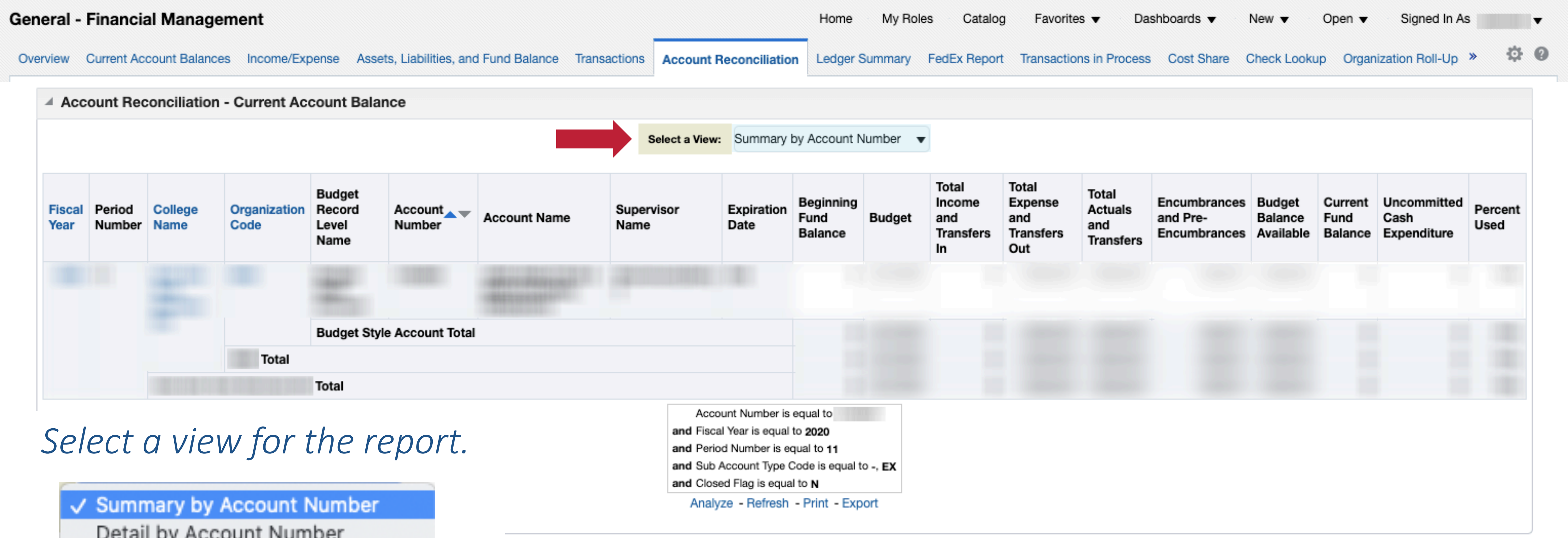
Current Account Information



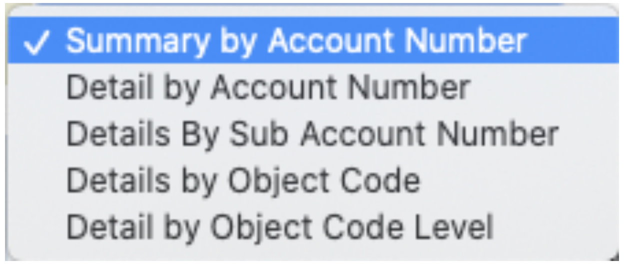
This report gives the current information for the account including supervisor and manager names.

UAccess ANALYTICS

Current Account Balance



Select a view for the report.



This report details information on budget, income, expense, transfers, current balance, etc. for the selected account.

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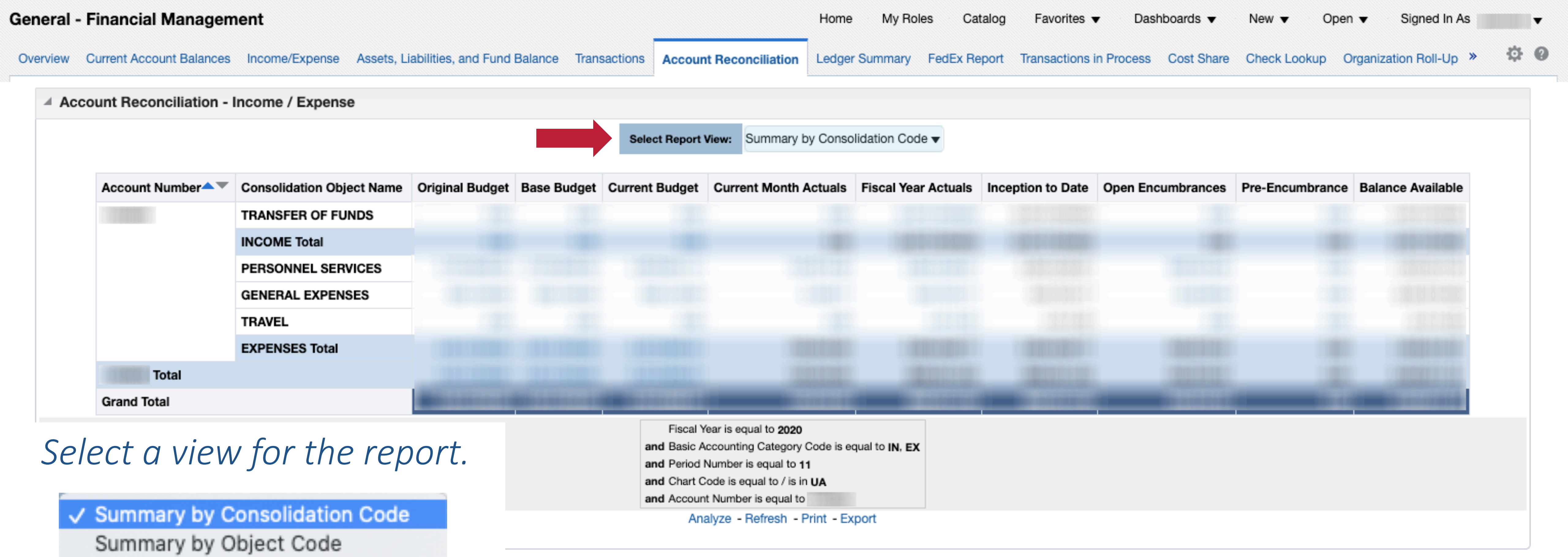
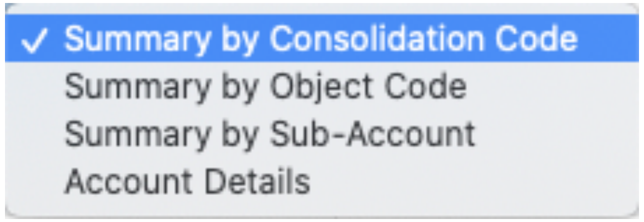
& Institutional Research

UAccess ANALYTICS

Income / Expense

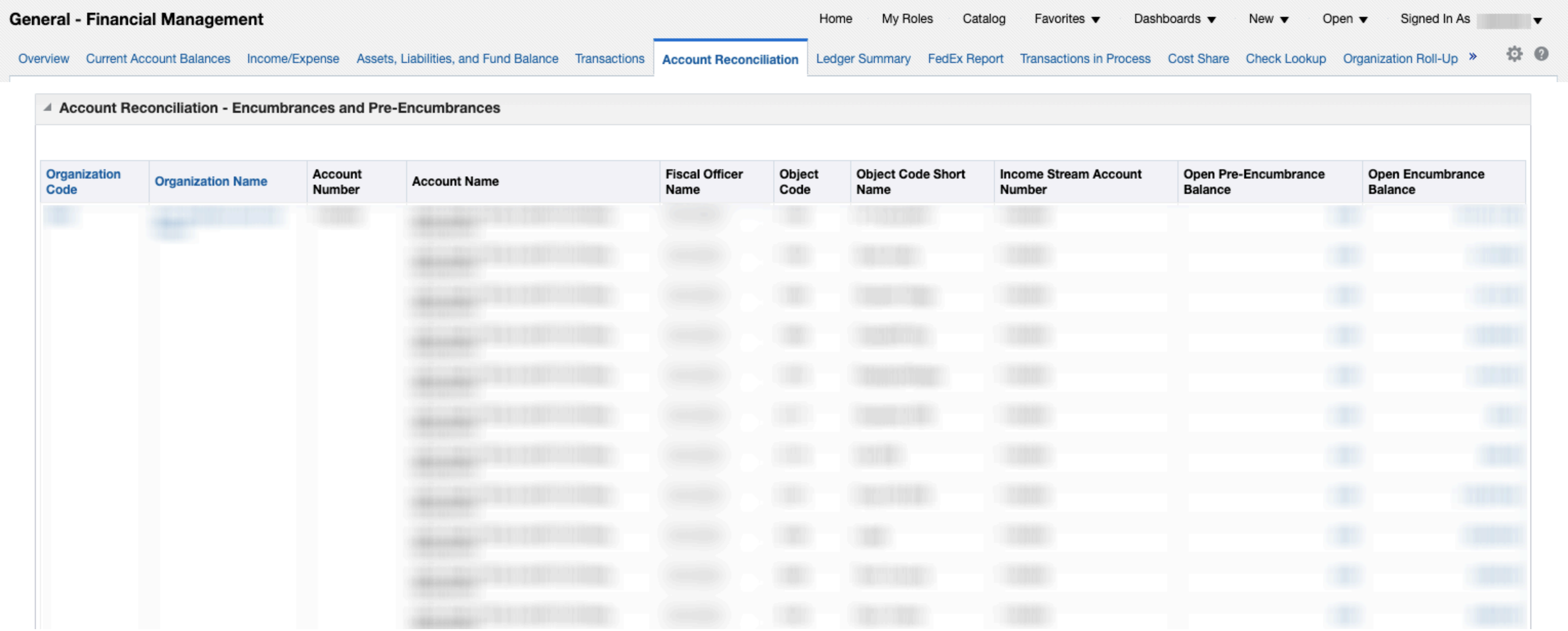


Select a view for the report.



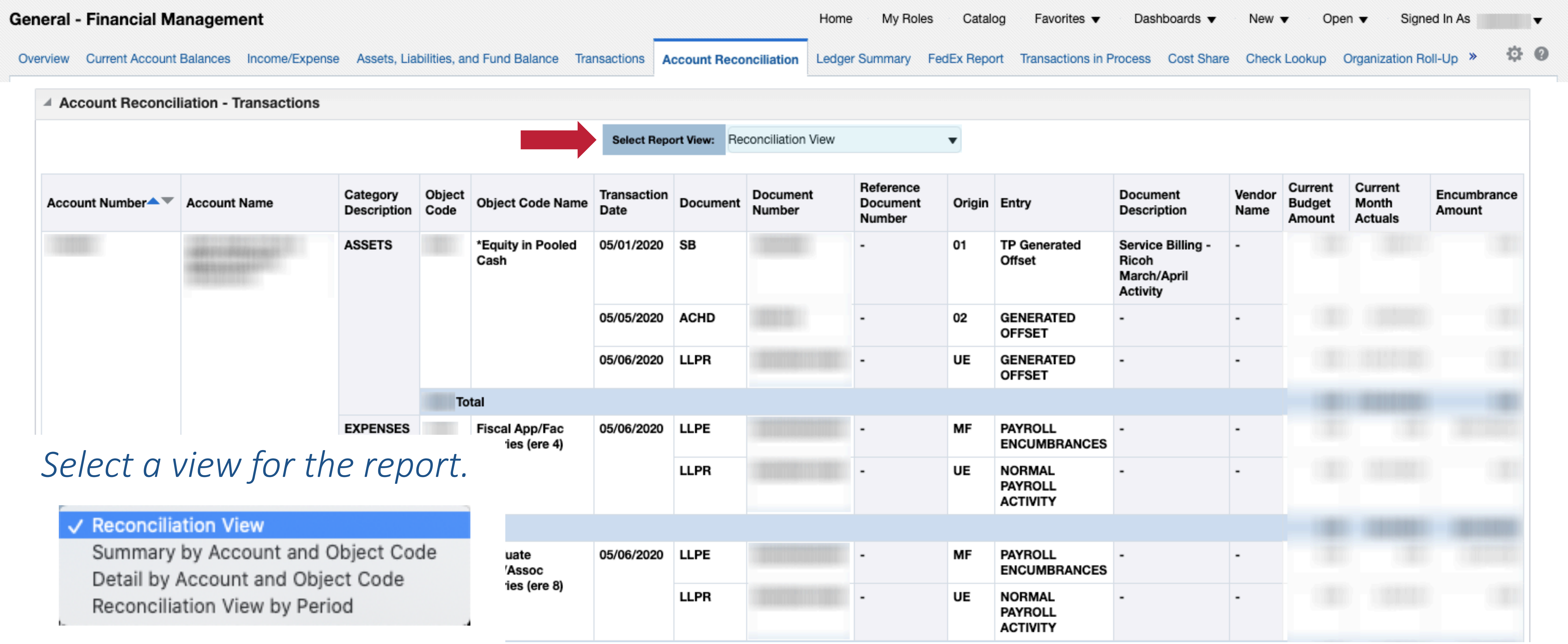
This report gives details on income and expenses for the selected account.

Encumbrances and Pre-Encumbrances



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

Transactions

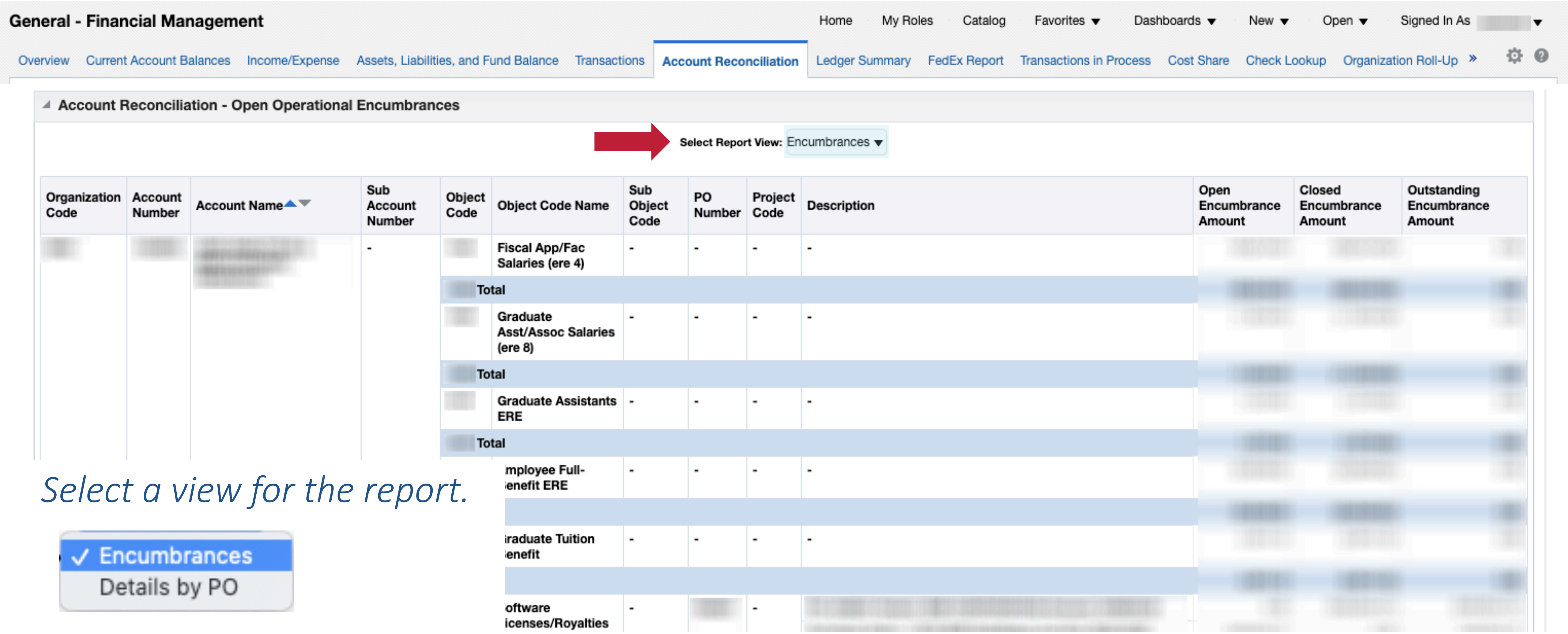


Account Number	Account Name	Category Description	Object Code	Object Code Name	Transaction Date	Document	Document Number	Reference Document Number	Origin	Entry	Document Description	Vendor Name	Current Budget Amount	Current Month Actuals	Encumbrance Amount
		ASSETS		*Equity in Pooled Cash	05/01/2020	SB		-	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 ...ies (ere 4)	05/06/2020	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			
				...uate 'Assoc ...ies (ere 8)	05/06/2020	LLPE		-	MF	PAYROLL ENCUMBRANCES	-	-			
						LLPR		-	UE	NORMAL PAYROLL ACTIVITY	-	-			

Select a view for the report.

This report details transactions for the selected account.

Open Operational Encumbrances



Select a view for the report.

✓ Encumbrances
Details by PO

This report details transactions for the selected account.

Payroll Expenditure Listing

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
[illegible]	ADMIN	[illegible]	Classified Staff Wages (ere 2)	05/03/2020	05/06/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	11	1.00	LLPR	0	AC	100.00	0.00	Regular	[illegible]	[illegible]
					05/06/2020 Total														[illegible]	[illegible]
				05/03/2020 Total															[illegible]	[illegible]
		[illegible] Total																	[illegible]	[illegible]
		[illegible]	Employee Full-Benefit	05/03/2020	05/06/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	11	1.00	LLPR	0	AC	100.00	31.40	Regular	[illegible]	[illegible]
							[illegible]	[illegible]	[illegible]	[illegible]	11	1.00	LLPR	0	AC	50.01	0.00	Regular	[illegible]	[illegible]
								[illegible]	[illegible]	[illegible]	11	1.00	LLPR	0	AC	100.00	0.00	Regular	[illegible]	[illegible]
																		Vacation Taken	[illegible]	[illegible]
								[illegible]	[illegible]	[illegible]	11	1.00	LLPR	0	AC	100.00	0.00	Pandemic Child Care	[illegible]	[illegible]
																		Regular	[illegible]	[illegible]

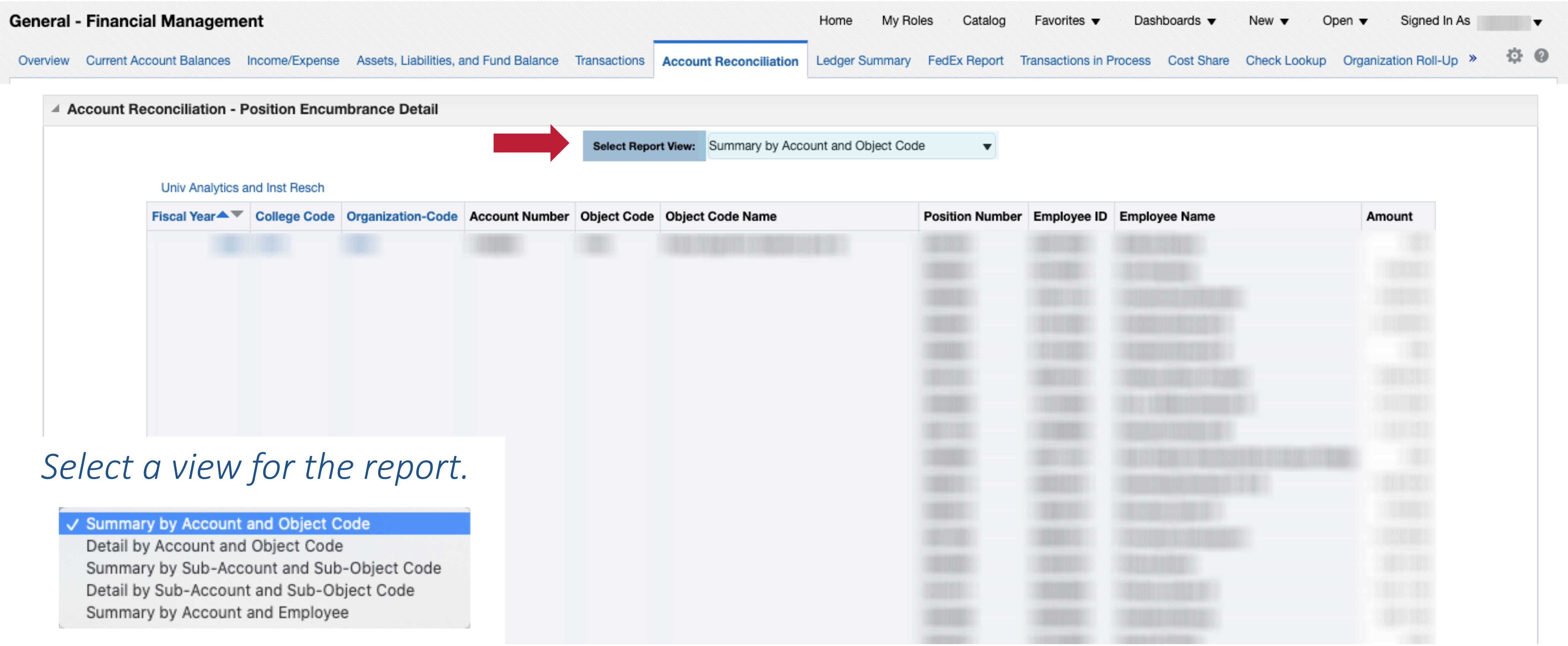
Select a view for the report.

- ✓ 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.

UAccess ANALYTICS

Position Encumbrance Detail



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**

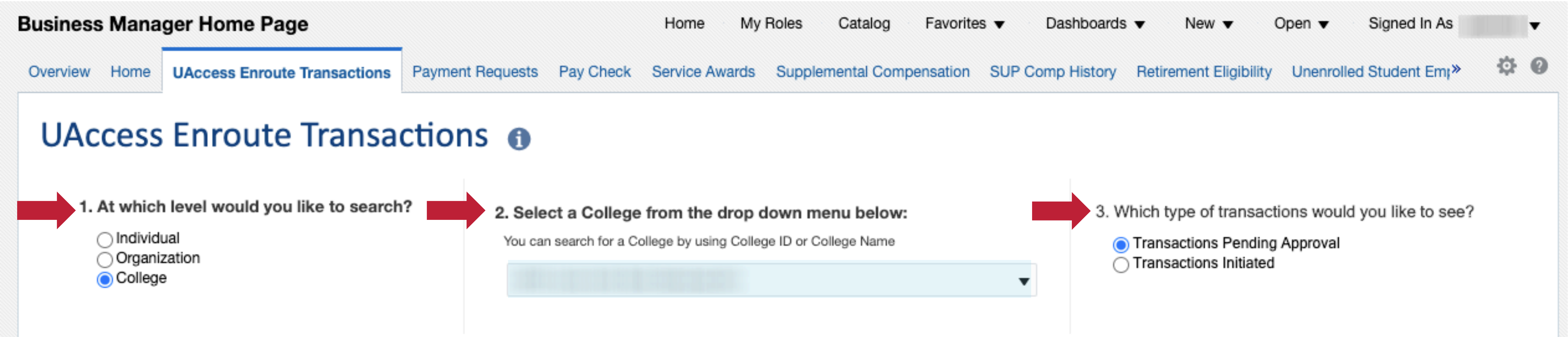
Path to Reports:
UAccess Analytics Dashboards > Employee > Business Manager Home Page > UAccess Enroute Transactions

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

UAccess ANALYTICS



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

UAccess ANALYTICS

Business Manager Home Page

Home | My Roles | Catalog | Favorites ▼ | Dashboards ▼ | New ▼ | Open ▼ | Signed In As ▼

Overview | Home | **UAccess Enroute Transactions** | Payment Requests | Pay Check | Service Awards | Supplemental Compensation | SUP Comp History | Retirement Eligibility | Unenrolled Student Emp»

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

Viewing Transactions Pending Approval by

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 ANALYTICS

Business Manager Home Page | Home | My Roles | Catalog | Favorites ▼ | Dashboards ▼ | New ▼ | Open ▼ | Signed In As [illegible] ▼

UAccess Enroute Transactions

Financials (KFS) Transaction Details

Document Type Disbursement Voucher

Date Created	Document Number	Document Title	Link to eDoc	Initiator	Pending With
[illegible]	[illegible]	[illegible]	View Document	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	View Document	[illegible]	[illegible]

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.

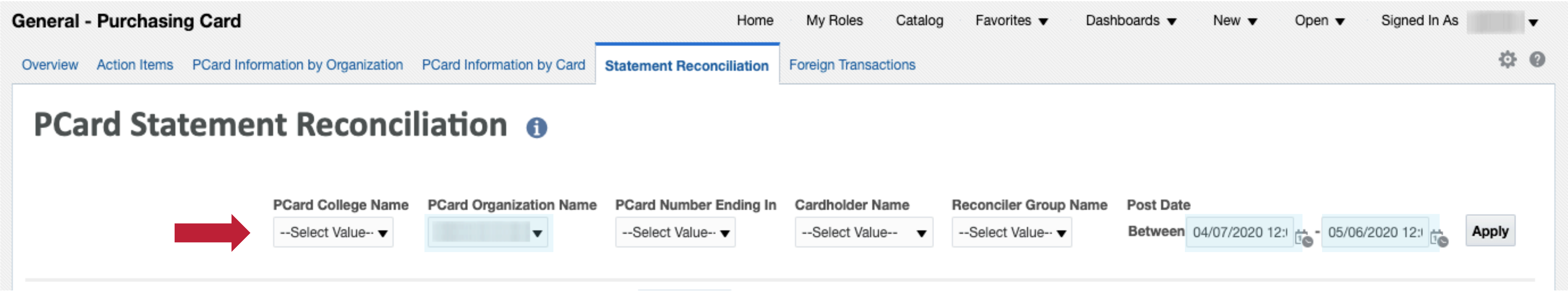
Please note: The Post Date range defaults to the dates of the previous billing cycle and should match your most current PCard Statement.

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.

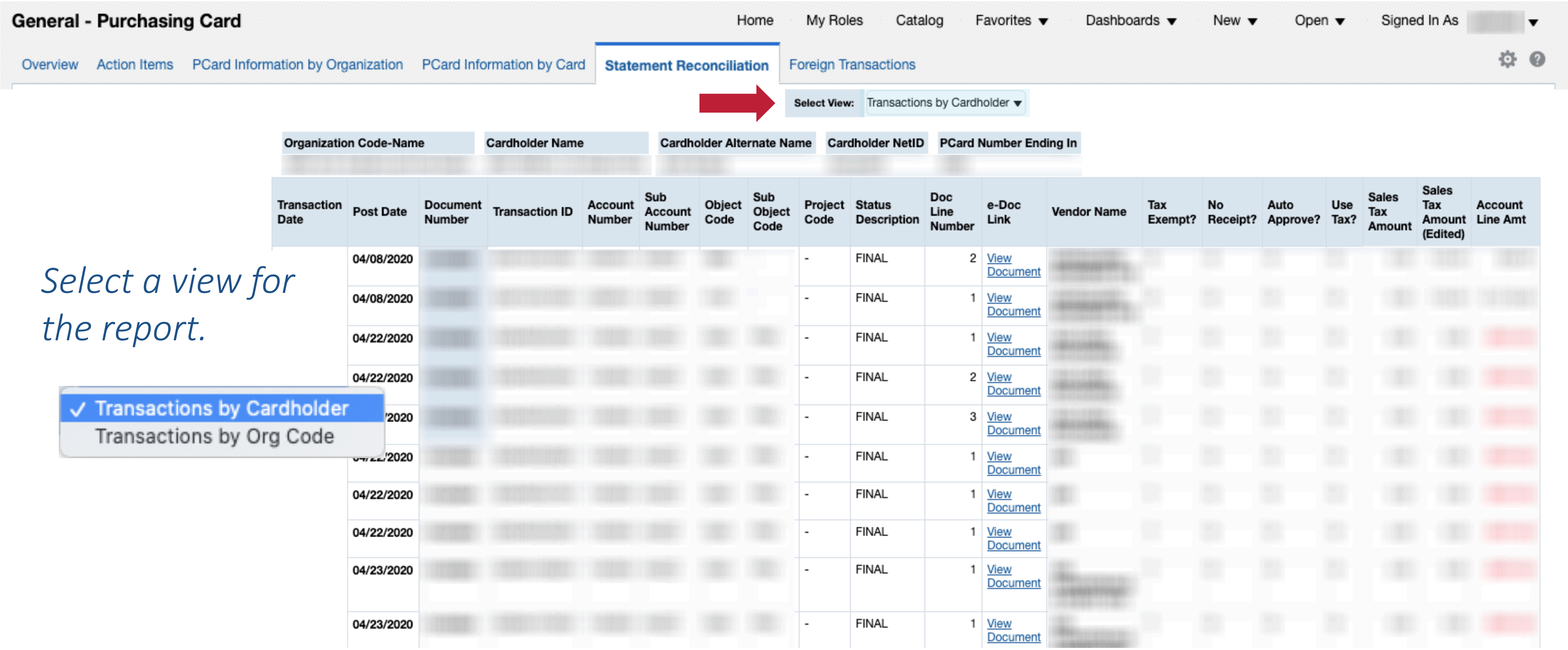
PCard Statement Reconciliation



Select the filters for the report.

UAccess ANALYTICS

PCard Statement Reconciliation



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
	04/08/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		-	FINAL	2	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/08/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/22/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/22/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	2	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	3	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	/22/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/22/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/22/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/23/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	04/23/2020	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	-	FINAL	1	View Document	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Select a view for the report.

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**

UAccess ANALYTICS

Positions Ending

Business Manager 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 | Unenrolled Student Employees | Affordable Care Act(ACA) | Weekly Reported Time for ACA | Benefits Enrollment »

Make your selection and click Apply

Enter the Department ID

Department Id °

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.

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.

DCC Relationships Ending

Business Manager Home Page

Home | My Roles | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As [illegible] ▾

Overview | **Home** | Payment Requests | Pay Check | Service Awards | Supplemental Compensation | SUP Comp History | Retirement Eligibility | Unenrolled Student Employees | Affordable Care Act(ACA) | Weekly Reported Time for ACA | Benefits Enrollment »

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
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Analyze - Refresh - Print - Export

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

UAccess ANALYTICS

Employees with Visa Expiring

Business Manager 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 | Unenrolled Student Employees | Affordable Care Act(ACA) | Weekly Reported Time for ACA | Benefits Enrollment »

Employees with Visa Expiring in six months

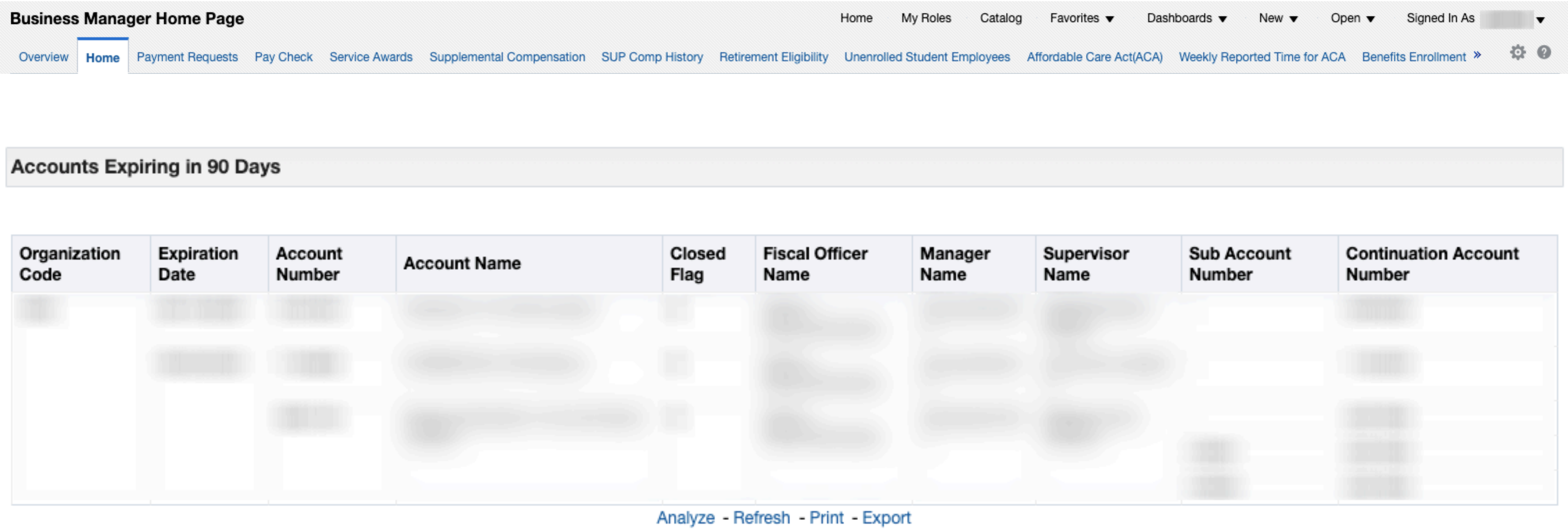
Employee ID	Name	Position Number (Primary Job)	Position Description	Visa Permit Type	Visa Expiration Date	Citizenship Country Long Description	Job Department	Job Department Description
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Analyze - Refresh - Print - Export

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

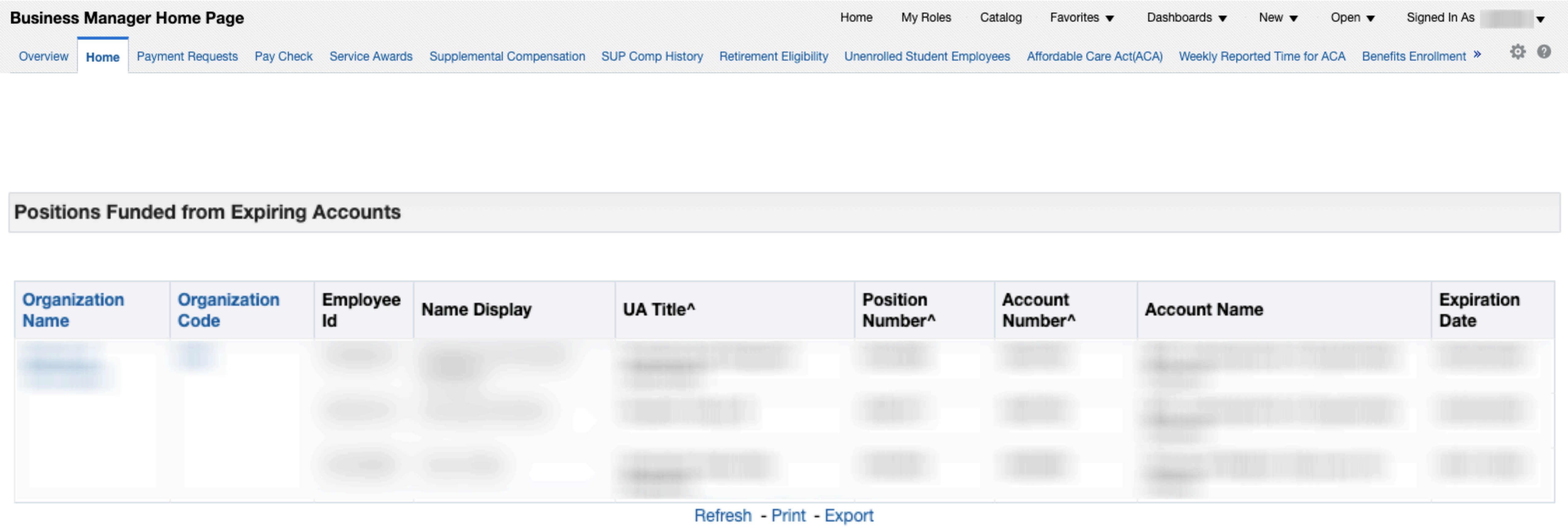
UAccess ANALYTICS

Accounts Expiring in 90 Days



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

Positions Funded from Expiring Accounts



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.

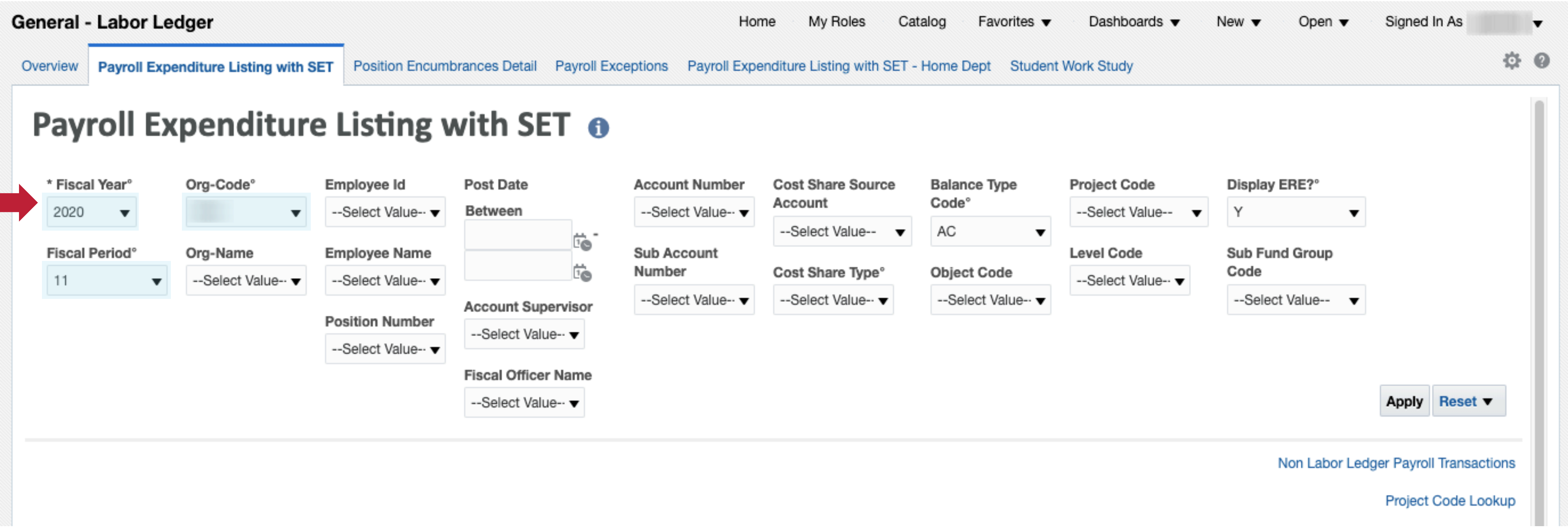
Path to Reports:
UAccess Analytics Dashboards > Financial > General – Labor Ledger > Payroll Expenditure Listing with SET

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.

UAccess ANALYTICS

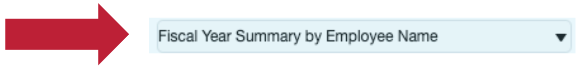
Payroll Expenditure Listing with SET



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

UAccess ANALYTICS

Payroll Expenditure Listing with SET



Select a view for the report.

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

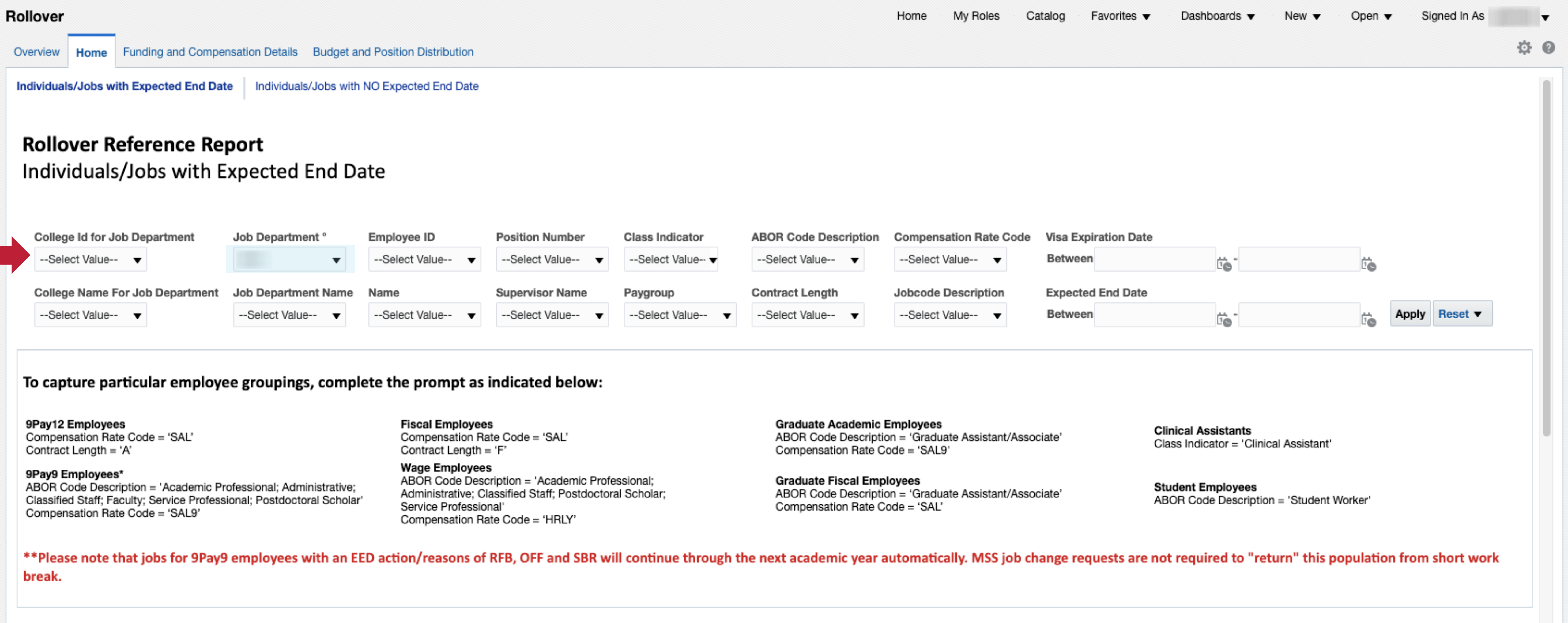
> Individuals/Jobs with NO Expected End Date

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.

UAccess ANALYTICS

Individuals/Jobs with Expected End Date



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

UAccess ANALYTICS

Individuals/Jobs with Expected End Date

Rollover

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

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

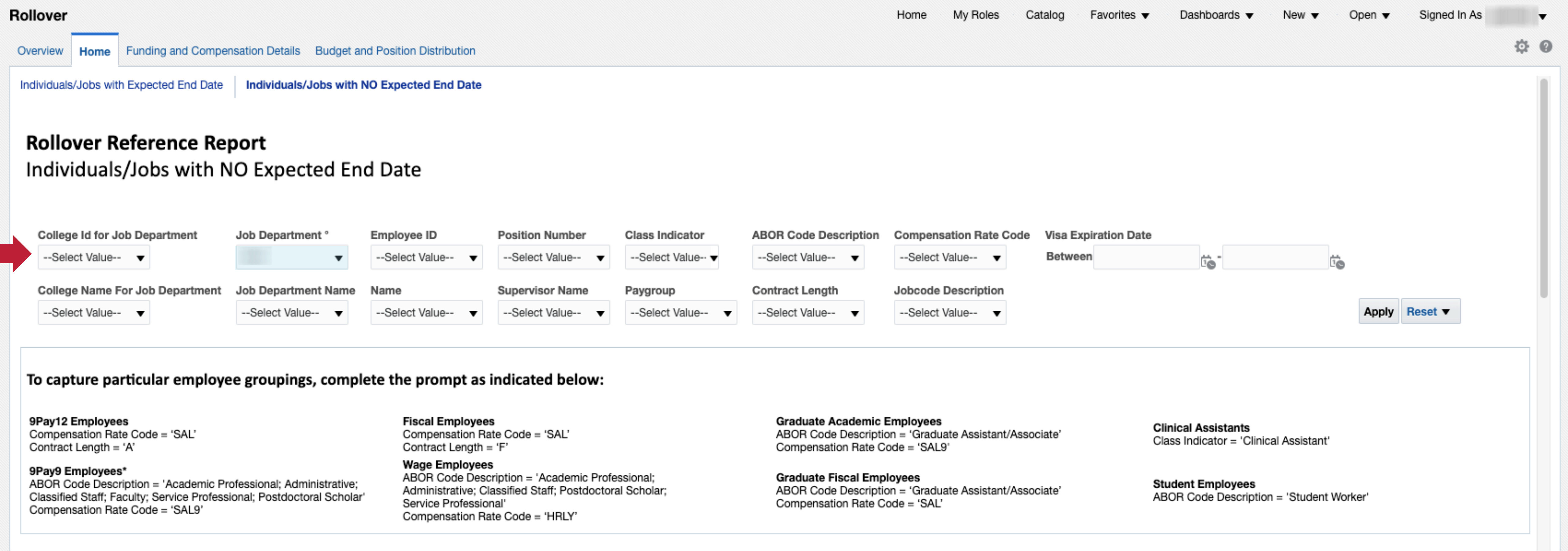
Individuals/Jobs with Expected End Date | Individuals/Jobs with NO Expected End Date

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

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

UAccess ANALYTICS

Individuals/Jobs with NO Expected End Date



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

UAccess ANALYTICS

Individuals/Jobs with NO Expected End Date

Rollover

Home | My Roles | Catalog | Favorites | Dashboards | New | Open | Signed In As [illegible]

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

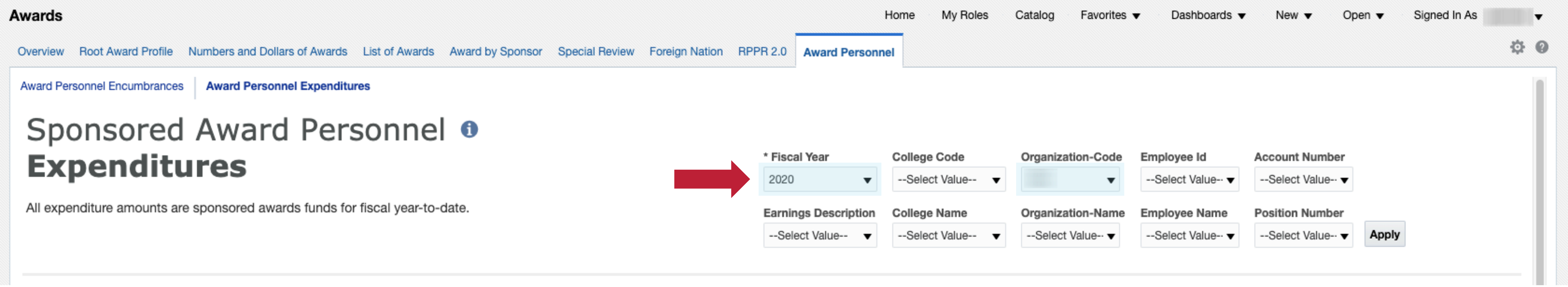
How does this relate to Fiscal Year End?

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.

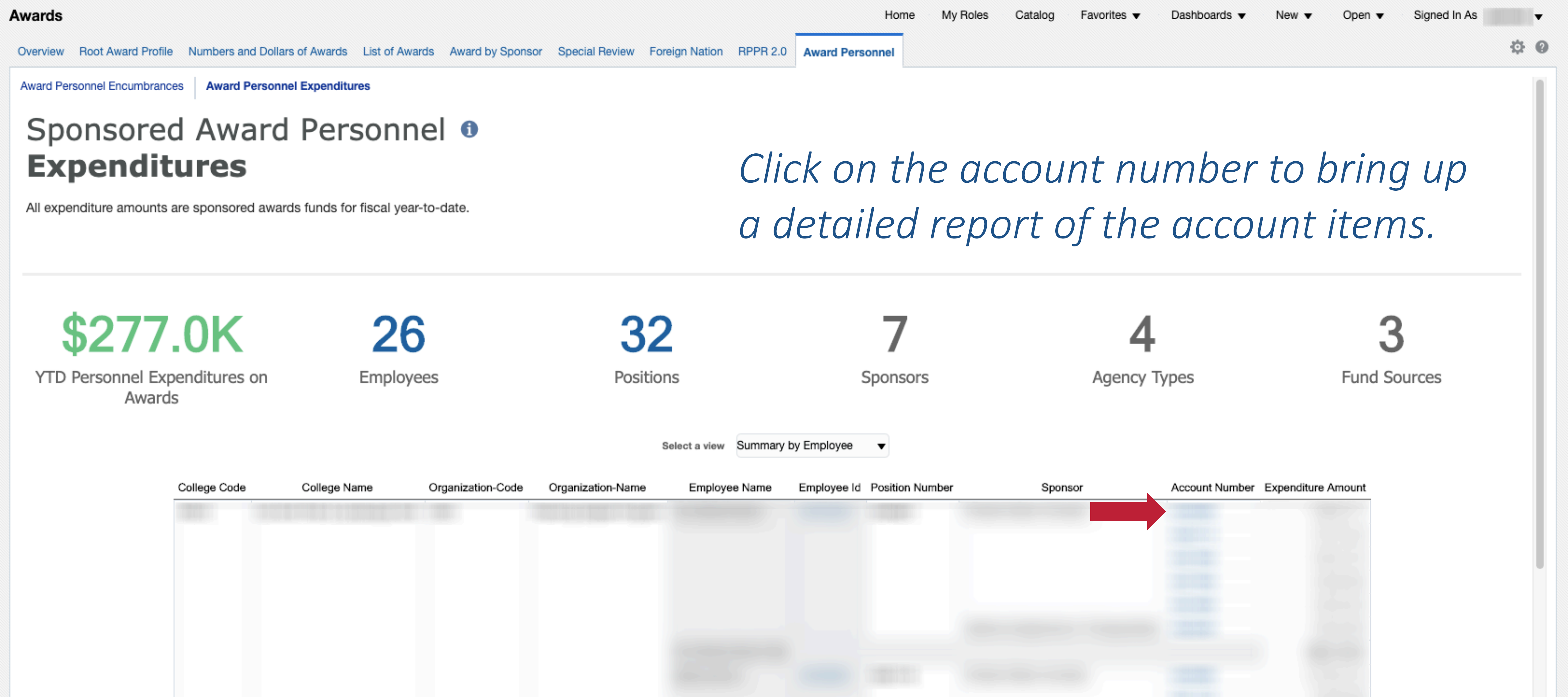
UAccess ANALYTICS

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



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

UAccess ANALYTICS

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 Balanc»

Make your selections and click Apply

* Fiscal Year°	* Period Number°	Organization Code	* Account Number°	Sub Account Number	Accounting Category°	Cost Share Type°	Object Code		
2020	11	--Select Value--		--Select Value--	--Select Value--	-;+";EX"	--Select Value--	Apply	Reset

* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.
° - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.
Populated fields without this symbol may have been carried over from a previous page on the same dashboard.

NOTES: This dashboard will only work for one account at a time. If you wish to see more than one account, please use the links to individual reports.
The Accounting Category prompt must be un-filtered in order to return correct results on the Current Account Balance report for Cash Style accounts.

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

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

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

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& Institutional Research

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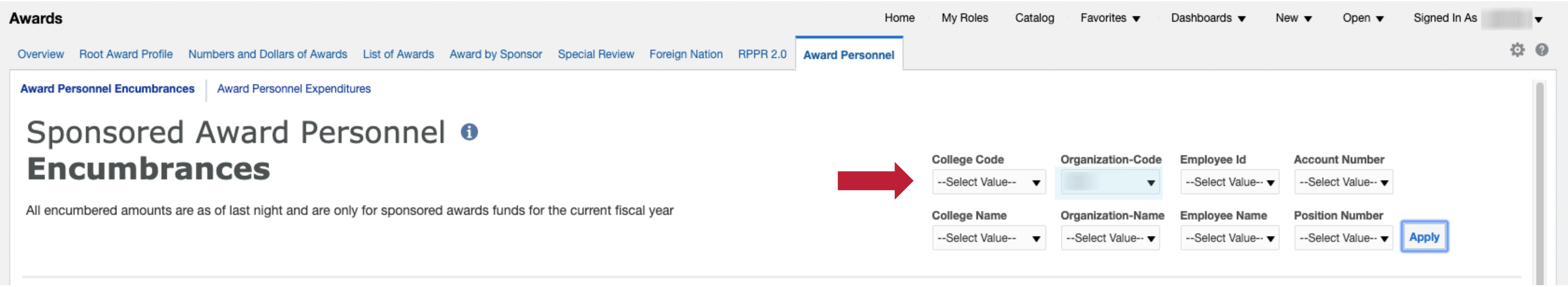
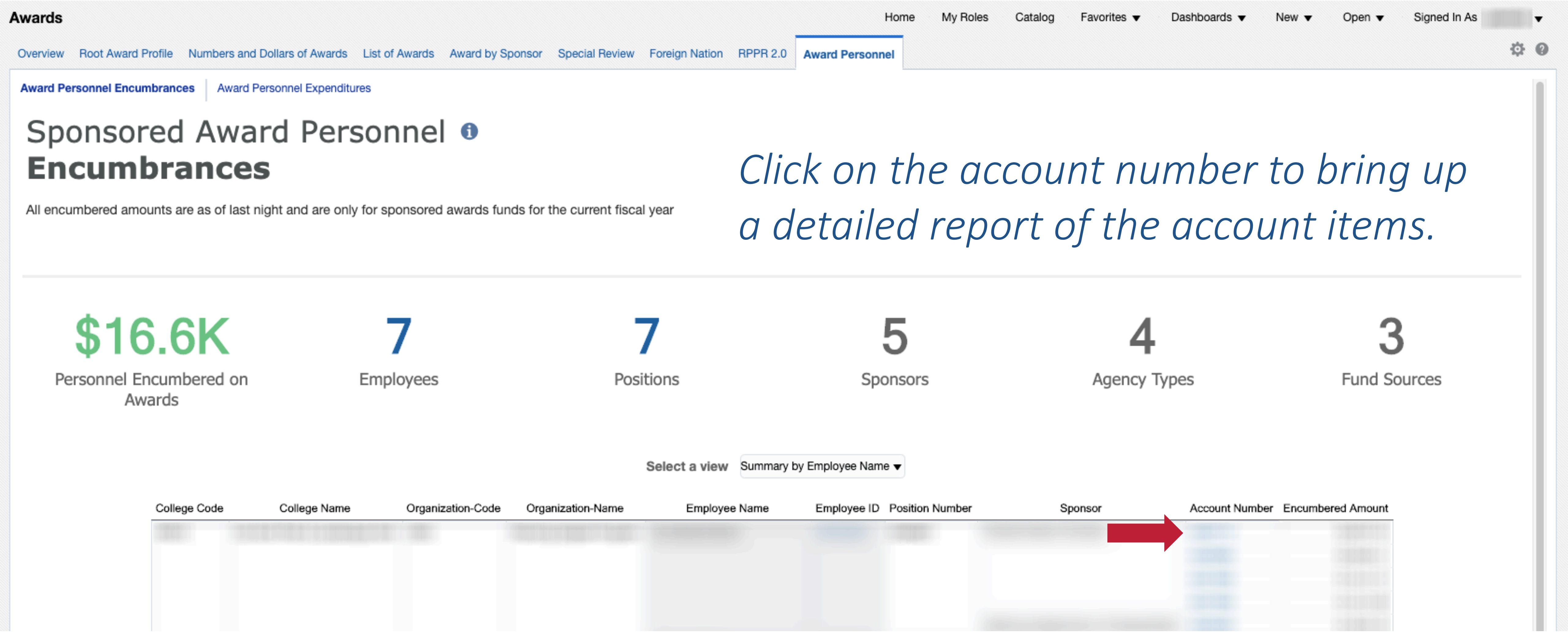
Sponsored Award Personnel: Encumbrances



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

UAccess ANALYTICS

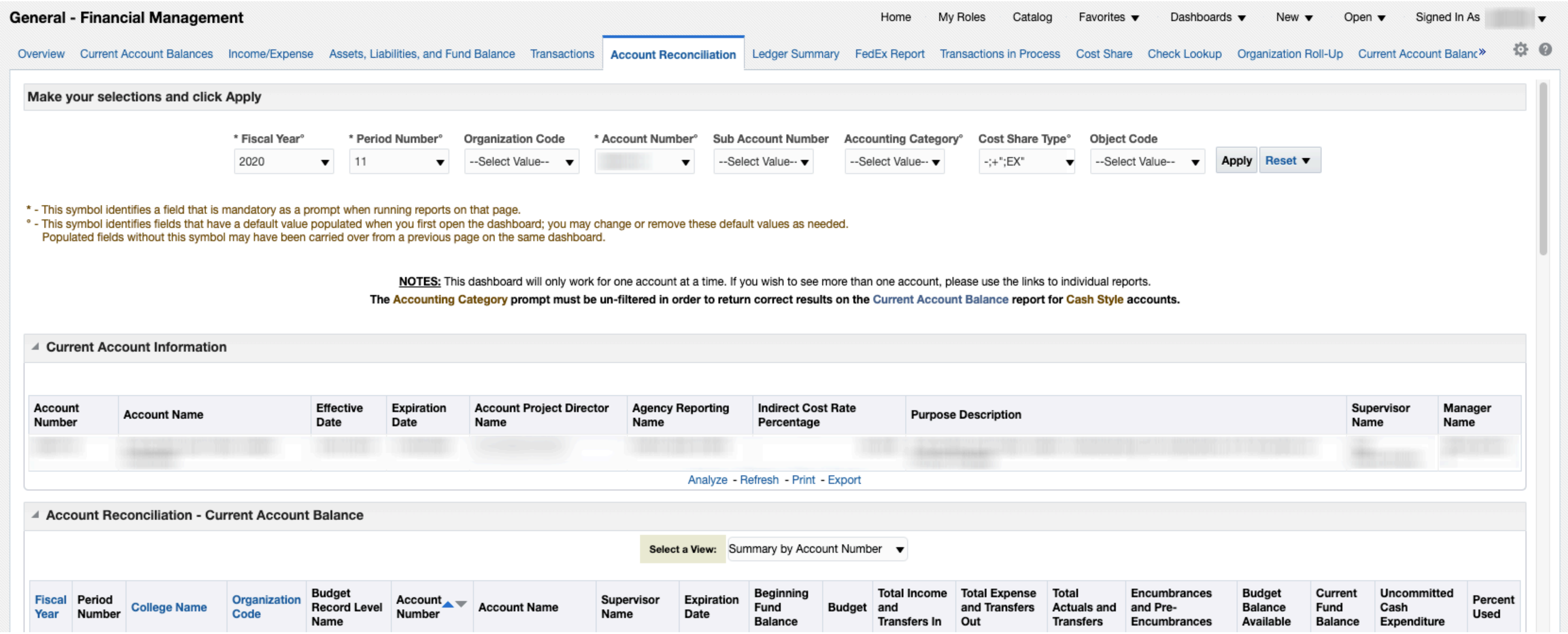
Sponsored Award Personnel: Encumbrances



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

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

UAccess ANALYTICS



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.

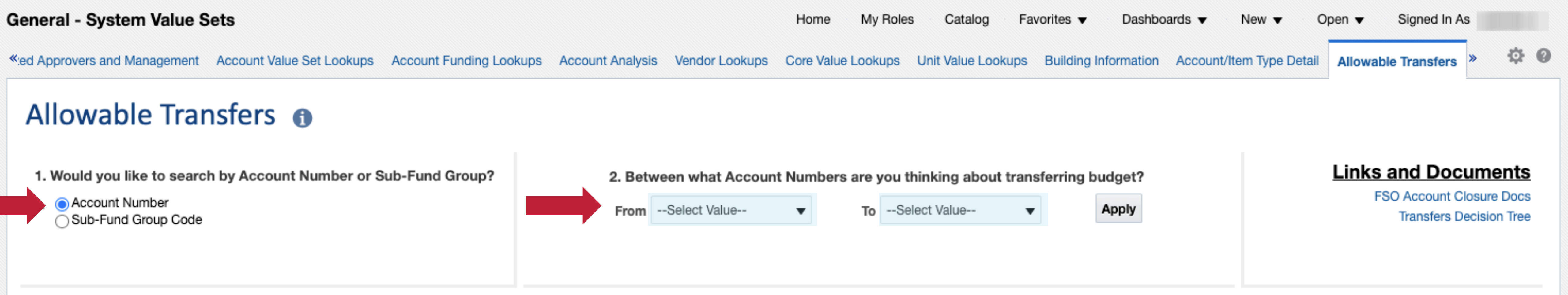
Path to Reports:
UAccess Analytics Dashboards > Financial > General – Financial Management > Overview
Listed under the ***Reconciliation Reports***

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.

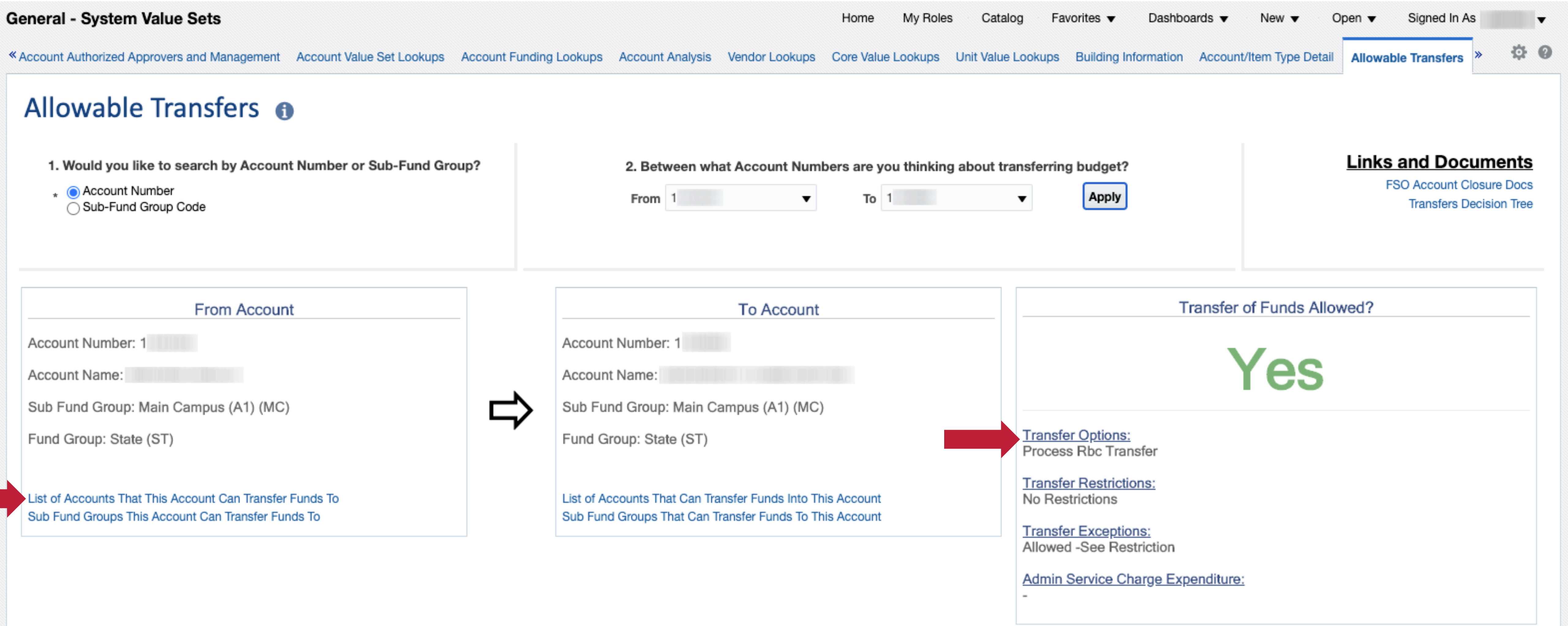
Allowable Transfers



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

UAccess ANALYTICS

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

General - System Value Sets

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

Account Authorized Approvers and Management | Account Value Set Lookups | Account Funding Lookups | Account Analysis | Vendor Lookups | Core Value Lookups | Unit Value Lookups | Building Information | Account/Item Type Detail | **Allowable Transfers**

Allowable Transfers

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

- (•) Account Number
- ( ) Sub-Fund Group Code

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

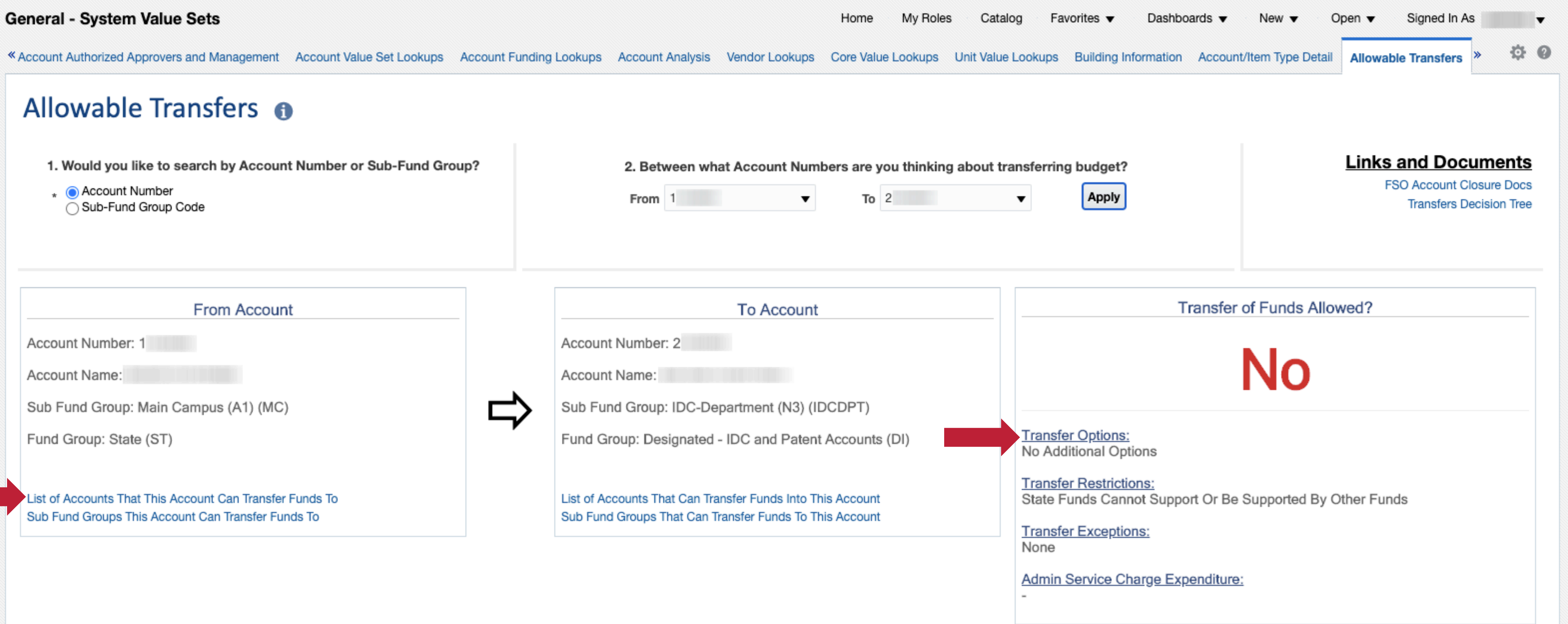
Sub Fund Groups This Account Can Transfer Funds To

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



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.

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/

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