

UAccess FINANCIALS & ANALYTICS

The Reconciliation Process

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Record of Changes		
Date	Version #	Description
11/11/2011	1.00	Original
12/06/2011	1.01	Removed 'Calculate IDC Encumbrances', updated description to indicate this is a hands-on workshop
01/10/2012	1.02	Added Account Balances, Sponsored Projects reports as well as reports and searches in Financials
01/10/2012	1.03	Removed 'Review Transactions In Progress' until further notice. Changed name to reflect ownership by Business Office Toolkit. Added content on UAccess Financials.
01/30/2012	1.04	Added content for UAccess Financials Account Balance Inquiries. Moved review of Account balances from Page 1 to Page 4.
02/09/2012	2.00	Flushed out details of UAccess Financials Account Balance Inquiries. Made minor formatting corrections. Removed Note about Appendix A from bottom of page 1.
02/13/2012	2.01	Took out instructions for Income/Expense report and Assets, Liabilities, and Fund Balance report. Added Detail View to PEL. Moved Calculate from page 5 to page 3. Removed instructions on Available Balance Inquiry.
12/04/2013	3.00	Updated almost all pages to reflect changes in application – like new reports and new prompts
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Introduction

About this Workshop

This **UAccess Financials/Analytics** workshop/lab is designed to provide you with the information you need to do your own account reconciliation using the UAccess Analytics Dashboards as well as some UAccess Financials Searches.

Security Access to UAccess Financials

- New employees should request individual access to UAccess Financials or UAccess Analytics by choosing the appropriate link at <http://uaccess.arizona.edu>.
- Active Faculty and Staff are granted base access (Role 32) to UAccess Financials automatically.

Security Access to UAccess Analytics

- Employees who have medium level access to any kind of data in Analytics (Employee, Student, Research) will automatically have access to the financial reports. If they do not have any Analytics access, then they need to request the base access. Doing so will also grant them access to the financial reports.

UAccess Community

The UAccess Community is an online networking resource where you can find information concerning all the UAccess applications. Here you'll find recent announcements and support documents as well as links to upcoming events and information on upcoming workshops from the Workshops and Training Team.

Possibly the most useful feature on this site are the Forums that offer you the ability to post questions and participate in discussions with your colleagues across campus. If you have an official UA email address, you can request membership in the Forums. Just go to <http://community.uaccess.arizona.edu> and click the *Join the conversation!* link in the upper left corner of the screen. Access to the Forums is restricted to UA employees. There is an FAQ page with instructions on how to perform different tasks.

Once your membership is confirmed – usually within a few hours – you'll have access to valuable information about all of the various areas of the UAccess applications. You'll want to join one or more of the groups within the Forums, because that's where the value comes in. In each of the group areas, there are discussion boards with questions from campus and answers from the experts.

Please take advantage of the opportunity and become a member of the UAccess Community. You'll be seen as a hero and become wildly popular.

The Reconciliation Process

Each month, departments across campus go through a reconciliation process with the financial accounts for which they are responsible. This workshop was developed to help departments understand how specific reports in UAccess Analytics and UAccess Financials can be used for the reconciliation process.

Review Previous Round of Reconciliation Records

Confirm all corrections and the outstanding items from your previous reconciliation activity have posted. If not, add those items to the current list of documented transactions. In UAccess Analytics, use the *Transactions Tab* found on the *Financial > General Financial Management dashboard* and search by Document Number or Document Type Name for specific transactions. In UAccess Financials, use the Doc search button and search by Document/Notification Id (document number).

Reconciling Transactions

Review Current Month's Transactions

Review transactions that have posted to your accounts and identify any that need correcting. Since most transactions have routed to the Fiscal Officer or their delegate for approval, it is recommended that you focus on the transactions that did not route for approval.

Procedure – Service Billing (examples: Postage & Mailing, Bookstore, UA Garage, Xerox)

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – Financial Management > Transactions Tab > Account Detail: Transactions Report**.
2. Verify the dashboard prompt reflects the proper *Fiscal Year, Period Number, and Organization Code*.
3. Filter report for Service Billing transactions.
 - a. Set **Document Type Name** prompt to **SB** (Service Billing).
Note: You may also want to filter out object code 8100. Use Right-Click menu & choose remove.
4. Click **Apply**
5. Change the **Select Report View** field to **Detail by Account and Object Code** for details.

Procedure – Internal Billing (examples: UITS Telecommunications, Facilities management, and Parking & Transportation)

1. Using same report, filter report for Internal Billing transactions.
 - a. Set **Document Type Name** prompt to **IB** (Internal Billing).
2. Click **Apply**

Procedure – Everything Else (examples: Administrative Service Charge –FSO Only)

1. Using same report, filter report for all other transactions that do not route for approval.
 - a. Set **Document Type Name** to filter out **SB, IB, LLPE, and LLPR** (these last two are payroll related)
 - b. Set **Origin Code** prompt to include all codes except **01, 02 and SW** (Fringe Sweep Transactions)
2. Click **Apply**

Note: Each of these report results can be printed if desired. The Reconciliation View is best for printing.

Origin Code Lookup

When a transaction seems out of place it can be useful to understand where it came from. Origin Codes give you this information.

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – System Monitoring > General System and Account Monitoring Tab > Origin Code Lookup** report.

Review Encumbrance Balances

There are several reports that show encumbrances. Which report you use will depend on the kind of encumbrances you are focusing on and the kind of details you need to see.

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – Financial Management; Transactions In Process Tab**
2. The **Encumbrances and Pre-Encumbrances** (Right Side Link) report shows ALL of your encumbrances.
3. As always, you must verify that the dashboard prompt is set to the proper Fiscal Year and Period, and that the right Organization Code is selected.
4. Click **Apply**
5. To limit your view to only non-payroll encumbrances (Both Encumbrances and Pre-Encumbrances), use the **Open Operational Encumbrances** report (Right Side Link).
 - a. The prompt for Period Number includes the period indicated plus all periods prior to.
 - b. This report includes a **Select View of Details by Purchase Order**.
6. Click **Apply**

Review Payroll Expenditure Listings (PELs)

Some of your payroll expenditures may need to be shifted to different accounts, or even different departments. You need to make sure the transactions have been posted properly and note those that need to be corrected.

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – Labor Ledger: Payroll Expenditure Listing with SET Tab**.
2. Verify that the dashboard prompt is set to the proper Fiscal Year and Period, and that the right Organization Code is selected. The **Balance Type Code** field defaults to **AC**.
3. Add **A2** to the **Balance Type Code** field to include information on Salary Expense Transfers.
4. Click **Apply**
5. Change the **Select Report View** field to **Detail by Account and Object Code**.

Review Position Encumbrances

Identify your remaining position encumbrances.

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – Labor Ledger: Position Encumbrances Detail Tab.**
2. Verify that the dashboard prompt is set to the proper Fiscal Year and Period, and that the right Organization Code is selected. The Fiscal periods prompt is cumulative.
3. Click **Apply**
4. Change the **Select Report View** field to **Detail by Account and Object Code.**

Review Telecom Monthly Statements

You can view the details of your telecommunications charges by department and billing date. The Department Id prompt defaults to the user's job department and the Bill Date defaults to last year.

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – IT Services: Telecom Monthly Statements Tab.**
2. Be sure the Dashboard Prompt is set to the proper Department Id and Bill Date.
3. Click **Apply**
 - a. **Departmental Subscriber Summary** is a total for your department
 - b. **Departmental Account Summaries** breaks down charges by account number
 - c. **Monthly Recurring Costs (MRC) & Other Charges/Credits (OCC) Detail** breaks down charges even further by user
 - d. **Toll Charge Detail** is the same as the above report but only includes Toll charges

Find your Account Balances

The Current Account Balances report supplies information for both Budget and Cash style reports. This report can also help you identify if your account is Budget and Cash style.

Procedure

4. In UAccess Analytics, navigate to **Dashboards > Financial > General – Financial Management: Current Account Balances Tab.**
5. Be sure the Dashboard Prompt is set to the proper Fiscal Year and Period Number, and the right Organization (Department) Code is selected.
6. Click **Apply**
7. Use the link at the bottom of the report to print a PDF. (This report is formatted nicely for printing.)

Review Transactions in Process – In UAccess Financials

Identify pending transactions. The Monitoring Open Payment eDocs and Monitoring Enroute Documents reports in UAccess Analytics are currently limited to Pur-AP documents. (REQS, POs, PREQs, CMs, EIRTs, DVs, and PDPs) Use a doc search in UAccess Financials to find a list of ALL your pending transactions.

Procedure

1. In UAccess Financials, navigate to **Main Menu > Custom Searches > Transactions**
2. Click the **detailed search** button
3. Choose **Enroute** from the **Status** options.
4. Set the **Organization Code** to your Department number.
5. Click **Search**.
6. Choose **Workflow Data** from the **Search Result Type** option to see creation dates and click Search again.

Calculate the Reconciled Balance

Calculate your reconciled balance by Adding or Subtracting the Reconciled Items from your Ending Balance.

Initiate Documents to correct, distribute or release funds and expenses

There are a variety of eDocs you can use to make changes to transactions that have posted to your accounts: a General Error Correction (GEC), Distribution or Income and Expense (DI), Salary Expense Transfer (ST) Pre-Encumbrance (PE), **Indirect Cost Adjustment (ICA)**. Why you use one over the other will depend on what the change is, why the change is needed, and if a Sponsored Projects account is involved.

Miscellaneous Reports

The Purchasing Card Transactions

Although Purchasing Card transactions are listed in the **Transactions** report, it may be useful to view them in the Card Transactions report. There are four reports available on this page:

Transaction Detail by Organization, Transaction Detail by Vendor, Analyze Spend/Transactions, and Foreign Currency Report.

Procedure

1. In Analytics, navigate to **Dashboards > Financial > General – Purchasing Card: Card Transactions Tab.**
2. Clear the **Transaction Date**
3. Set **Post Date** to include the desired fiscal period.
4. Click **Apply**
5. Print the report, if desired. (You may want to download this data to a spreadsheet and remove any unwanted columns or rows before printing.)

The Sponsored Projects Dashboard

Sponsored Projects has created a variety of reports with headers. You may find it useful to use these reports when you are required to provide a printed copy to the account owners.

Procedure

1. In Analytics, navigate to **Dashboards > Financial > General – Sponsored Projects: UAF Financials Reports Tab.**
2. Verify that the dashboard prompt is set to the proper Fiscal Year and Period Number Date.
3. Type in the **Account Number** you wish to view. (Remove the dash)
4. Click **Apply**
5. Click the any of the links below the prompt. (This action will open a new browser window)
6. Print the report, if desired. (Any report on this page will print with a Header.)

Account Reconciliation Tab

The Account Reconciliation tab gives you access to several reports all at once therefore eliminating the need to navigate between tabs and reset prompts. However, your ability to set filters is greatly diminished and you are limited to searching for one account at a time.

Note: *The filters on this tab are coupled with the filters on the **Current Account Balances** tab.*

Procedure

1. In UAccess Analytics, navigate to **Dashboards > Financial > General – Financial Management: Account Reconciliation Tab.**
2. Type the **Account Number** for the account you wish to view. Be sure to remove the dash.
3. Click **Apply**
4. Use the additional **View Select** menus in the separate reports if desired.

Included Reports:

1. **Current Account Information**
 - a. This report gives you maintenance information like effective and expiration dates as well as supervisor and manager names
2. **Account Reconciliation – Current Account Balance**
 - a. The **Accounting Category** prompt must be un-filtered to return correct results for **Cash Style** accounts.
3. **Account Reconciliation - Income / Expense**
 - a. Use for Budget style accounts only
(If the account entered is a cash style account, the **Income/Expense** report is replaced by the Current **Account Balances** report, showing Cash Expenditure Authority and Current Fund Balance.)
4. **Account Reconciliation – Encumbrances and Pre-Encumbrances**
5. **Account Reconciliation - Transactions**
 - a. Sorted by Category Description
6. **Account Reconciliation – Open Operational Encumbrances**
 - a. Has more detail on the history of the encumbrance
7. **Account Reconciliation – Payroll Expenditure Listing**
 - a. Defaults to Detail by Account & Object Code and does not include A2 view
 - b. Includes link to **Payroll Expenditure Listing with SET.**
8. **Account Reconciliation – Position Encumbrance Detail**

Review Balance Inquiries In UAccess Financials

You can use the links in the Balance inquiries area of UAccess Financials to look at your account balances and specific details of transactions.

In general these inquiries have a Consolidation and Detail option. The Detail view will break out transactions by Sub-Object and/or Sub-Account if those items exist. You can use the Include Pending Ledger Entry option to see how transactions that have not yet posted to the general Ledger will affect your account balances.

Note: *The All option displays all transactions, including those that have been saved and not yet submitted.*

Review Balances by Consolidation

This inquiry lists account activity by Object Consolidation code (no asset or liability object codes) to show income and expense totals by category. You can filter to include or exclude cost share sub-accounts. Subtotals for consolidation codes are categorized as income, income from transfers, compensation, benefits, general expenses, and expense from transfers.

This view is similar to the Account Balances report found in UAccess Analytics and is currently recommended for Budget style accounts only. Total Expense/Variance field = Budget Balance Available. Unlike the Available Balances Inquiry, the Detail view does not show sub-object detail.

Procedure

1. In Financials, navigate to **Main Menu > Balances by Consolidation**.
2. Type in your **Chart Code** and **Account Number**.
3. Choose **Approved** from the **Include Pending Ledger Entry** option to include transactions that have been approved but have not yet hit the ledger.
4. Click **search**.
5. Use the links at the bottom to export and print report if desired.

Note: For each object consolidation code, you can drill down to object level, then to object code (This is the General Ledger Balance Lookup screen).

Review Cash Balance

This inquiry shows beginning, annual, and available balances (beginning plus annual) for cash object codes only. A Contract & Grant beginning balance is also displayed if applicable. This amount represents the cumulative total (through the beginning of the fiscal year) for all inception-to-date accounts, which include contracts and grants.

This inquiry is used to view the net result of the cash offset entries that have been automatically created by UAccess Financials as transactions are processed on an account. Cash offset entries are generated on an asset object code and do not affect the operating balance (revenue less expense) of an account. The entries represent cash flow—positive for revenue transactions and negative for expense transactions. Not all entries generate a cash flow offset. This inquiry may be of limited use for most account managers.

Procedure

1. In Financials, navigate to **Main Menu > Cash Balances**.
2. Type in your **Chart Code** and **Account Number**.
3. Choose **Approved** from the **Include Pending Ledger Entry** option to include transactions that have been approved but have not yet hit the ledger.
4. Click **search**.
5. Use the links at the bottom to export and print report if desired.

Note: You Need to subtract Encumbrances (object code 9100) and Liabilities (object code 8315) for the true balance.

Review General Ledger Balance

This inquiry lists account activity by Account and Object Code in monthly buckets. The Accumulate Option gives a running total per month and Year-to-Date (including beginning balance). This inquiry shows all object codes: income, expense, asset, liability, and fund balance. You must remove AC from the Balance Type Code field to see Encumbrances. **When looking at State accounts, the object code 8100 is the total fiscal year Cash Balance.**

Note: Dollar amounts shown on this screen allow you to drill down into the General Ledger Entry Lookup screen.

Procedure

1. In Financials, navigate to **Main Menu > Balance Inquiries > Accounts > General Ledger Balance**.
2. Type in your **Chart Code** and **Account Number**.
3. Choose **Approved** from the **Include Pending Ledger Entry** option to include transactions that have been approved but have not yet hit the ledger.
4. Click **search**.
5. Use the links at the bottom to export and print report if desired.

Review General Ledger Entry

This inquiry is used to view accounting entries that have posted to the general ledger by account number and fiscal period, or by fiscal year and document number.

This view is similar to the Transaction Details report in UAccess Analytics. Searches can be refined to much greater detail thanks to the extra search fields supplied.

Procedure

1. In Financials, navigate to **Main Menu > Balance Inquiries > Accounts > General Ledger Entry**.
2. Type in your **Chart Code, Account Number, and Fiscal Period**
3. Click **search**
4. Use the links at the bottom to export and print report if desired

Open Encumbrances

The **Open Encumbrances** inquiry is used to view the details of open encumbrances on an account. There are four types of encumbrances:

- **External Encumbrances** are encumbrances to entities outside of the institution (for example, POs).
- **Internal Encumbrances** are encumbrances owed internally (for example, to Payroll).
- **Pre-Encumbrances** are established by UAccess Financials e-docs (for example, a local commitment entered by a finance specialist).
- **Cost Share Encumbrances** are established on the source (funding) account when an encumbrance is created on the Contracts & Grants cost share sub-account.

Procedure

1. In Financials, navigate to **Main Menu > Balance Inquiries > Open Encumbrances**
2. Remove **EX** from **Balance Type Code** field
3. Type in your **Chart Code, Account Number, and Fiscal Period**
4. Click **search**

Named Searches In UAccess Financials

Create and Review search for Requisitions Awaiting Accounting Lines

There are a variety of named searches you may find useful to run on a regular basis. One that is highly recommended is a search for all Requisitions that are awaiting accounting lines.

Procedure

1. In Financials, navigate to **Main Menu > Custom Searches > Requisition**
2. Make sure **Requisition Status** is set to **Awaiting Accounting Lines**.
3. Type your department number in the **Organization Code** field.
4. Type in a name for this search in the **Name this search (optional)** field.
5. Click **search**.

Once you have named this search the act of clicking the search button saves it in the **Named Searches** list found in the **Searches** drop down menu at the top of this screen. Be sure to start a new search if you want to change any of the criteria of a named search unless you want to save over the named search.

Create Search for Transactions in Process

This is the same search you reviewed from page 4 of this workbook. It is listed here to remind you that you may want to save it as a Named search.

Procedure

1. In UAccess Financials, navigate to **Main Menu > Custom Searches > Transactions**
2. Click the **detailed search** button
3. Choose **Enroute** from the **Status** options.
4. Set the **Organization Code** to your Department number.
5. Type in a name for this search in the **Name this search (optional)** field.
6. Click **Search**.