## Record of Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Version #</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>11/11/2011</td>
<td>1.00</td>
<td>Original</td>
</tr>
<tr>
<td>12/06/2011</td>
<td>1.01</td>
<td>Removed 'Calculate IDC Encumbrances', updated description to indicate this is a hands-on workshop</td>
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<tr>
<td>01/10/2012</td>
<td>1.02</td>
<td>Added Account Balances, Sponsored Projects reports as well as reports and searches in Financials</td>
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<tr>
<td>01/10/2012</td>
<td>1.03</td>
<td>Removed 'Review Transactions In Progress' until further notice. Changed name to reflect ownership by Business Office Toolkit. Added content on UAccess Financials.</td>
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<tr>
<td>01/30/2012</td>
<td>1.04</td>
<td>Added content for UAccess Financials Account Balance Inquiries. Moved review of Account balances from Page 1 to Page 4.</td>
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<tr>
<td>02/09/2012</td>
<td>2.00</td>
<td>Flushed out details of UAccess Financials Account Balance Inquiries. Made minor formatting corrections. Removed Note about Appendix A from bottom of page 1.</td>
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<tr>
<td>02/13/2012</td>
<td>2.01</td>
<td>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.</td>
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Introduction

About this Workshop

This UAccess Financials 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 to UAccess Financials automatically.

Security Access to UAccess Analytics

• Employees who have access to any kind of data in Analytics (HCM, Student, Research) then they have access to Financials. If they do not have any Analytics access, then they need to request the base access.

Mosaic Community

The Mosaic Community is an online networking resource available to everyone on campus who is affected by the Mosaic project.

If you have an official UA email address, you can request membership in the Mosaic Community. Just go to http://mosaic.community.arizona.edu and click the Sign Up link in the upper right corner of the screen.

Once your membership is confirmed – usually within a few hours – you’ll have access to valuable information about all of the various aspects of the Mosaic Project. You’ll want to join one or more of the groups within the Community, because that’s where the value comes in.

In each of the group areas, there are short videos showing you how to perform different tasks, discussion boards with questions from campus and answers from the experts, and information on upcoming workshops from the Workshops and Training Team.

Please take advantage of the opportunity and become a member of the Mosaic Community.
The Reconciliation Process

Each month, Business Managers across campus go through a reconciliation process with the financial accounts for which they are responsible.

With the advent of the new UAccess Analytics and UAccess Financials systems, the reconciliation process has changed. The reports Business Managers used to find on ISW are no longer available there. Since the reports look different in UAccess Analytics, this workshop was developed to help you become familiar with the new process.

Reconciling Transactions

Review Previous Month’s Reconciliation Records
Confirm all corrections and the outstanding items from the previous month’s reconciliation have posted. If not, add those items to the current month’s list of documented transactions. Use the Transactions Tab and search by Doc number or Doc type for specific transactions.

Review Current Month’s Transactions
Review transactions that have posted to your accounts and identify any that will need to be corrected. Internal Billing Transactions are included in this report.

Procedure


2. Verify that the dashboard prompt reflects the proper Fiscal Year and Period Number, as well as the right Organization Code.

3. For Budget style accounts remove IN from the Category Code prompt.

   a. Set Origin Code prompt to 01 and then look for SB (Service Billing) in the Document column. (A prompt for Doc Type has been requested)
   b. Set Origin Code prompt to include all codes except 01 and 02. This will give you a list of all transactions that originated outside of UAccess Financials.

5. Change the Select Report View field to Detail by Account and Object Code.
   Note: This report shows all transactions for all accounts that belong to the selected Organization and which posted during the selected FY and Period. If you would prefer to have each account on a separate report, you will have to enter each account number in the Account Number field on the dashboard prompt and run the report for each account separately.

6. Print the report, if desired. (The Reconciliation View is best for printing)
Review Encumbrance Balances
There are several reports that show encumbrances, including the Account Detail: Transactions Report. 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 Financial > General – Financial Management; Transactions In Process Tab
2. The Hard and Soft Encumbrances report shows ALL of your encumbrances.
3. Use the Open Operational Encumbrances report (Side Link) to view any non-payroll encumbrance. (Both Hard and Soft) This report includes a view of details by Purchase Order.

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 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. Click Go
4. Change the Select Report View field to Detail by Account and Object Code.

Review Payroll Encumbrances
Identify your remaining payroll encumbrances.

Procedure
1. In UAccess Analytics, navigate to 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 report default is to include ALL Fiscal periods.
3. Click Go
4. Change the Select Report View field to Detail by Account and Object Code.
Review Transactions in Process
Identify pending transactions. The Monitoring Open Payment eDocs and Monitoring Enroute Documents reports in UAccess Analytics are currently limited to PREQs and DVs. Until these are changed, you can use a doc search in UAccess Financials.

Procedure
1. In UAccess Financial, navigate to doc search > detailed search.
2. Set the Type search field to KFST.
3. Choose Enroute from the Status options.
4. Set the Organization Code to your Department number.
5. Click Search.

************************************************************************************************
See the Review Current Month’s Transactions section from page 1 of this document.

Internal Billing Transactions

Facilities Management Transactions
Details of these transactions are still available through the statements you receive from Facilities Management.

Telephone Billings
Details of these transactions are still available in ISW.

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Find your Account Balances
The 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
2. Be sure the Dashboard Prompt is set to the proper Fiscal Year and Period Number, and the right Organization (Department) Code is selected.
3. Click Go
4. Use the link at the bottom of the report to print a PDF. (This report is formatted nicely for printing.)

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

2. Set Organization Name to your department.
3. Clear the Transaction Date
4. Set Post Date to include the desired fiscal period.
5. Click Go
6. 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 their own dashboard and while the reports on this dashboards are not meant for departments, there is one report you may find useful.

Procedure

1. In Analytics, navigate to Financial > Central – 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 Go
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.)

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.
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. Transfer amounts show a cumulative amount of three years.

This view is similar to the Account Balances report found in UAccess Analytics and is currently recommended for Budget style accounts only. (Soon this view will also work for Cash style accounts.) 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. Click search.
4. 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. Click search.
4. 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. Click search.
4. 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 and Account Number.
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.
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 > doc search.
2. Type in REQS in the Type field.
3. Click Tab. The available search fields for this type of document will open up.
4. Make sure Requisition Status is set to Awaiting Accounting Lines.
5. Type your department number in the Organization Code field.
6. Type in a name for this search in the Name this search (optional) field.
7. Click search. (You can locate this search anytime in the Named Searches list found in the Searches drop down menu at the top of this screen.)

Note: 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 Financial, navigate to doc search > detailed search.
2. Set the Type search field to KFST.
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.

Create Search for Origin Codes

Some of the reports in UAccess Analytics list Origin Codes. You can use one of the menus in UAccess Financials to access a list of the meaning of those codes.

Procedure

1. In Financials, navigate to Maintenance Menu > System > Origination Code.
2. Click search.