Financials User Network (FUN) Team: 🐾

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UAccess Financials Upgrade

For more information and training, please visit [http://www.fso.arizona.edu/uaf-upgrade](http://www.fso.arizona.edu/uaf-upgrade)

Online tutorials: [https://upktraining.uits.arizona.edu/player/financials/data/toc.html](https://upktraining.uits.arizona.edu/player/financials/data/toc.html)

FSO site: [www.fso.arizona.edu/uaf-upgrade](http://www.fso.arizona.edu/uaf-upgrade)

General Error Correction (remove use tax) (Khuyen Huynh)

Description: Create a GEC to remove use tax that was erroneously charged. This could occur when a Pcard transaction was auto-approved for a tax-exempt purchase.

- Step 1: Identify the original edoc# that are assessed use tax 5.6%. It can be found during daily/monthly reconciliation of the accounts on UAccess Analytics or Financials.

- Step 2: Go to UAccess Financials → Accounting → General Error Correction → The GEC edoc page will open

- Step 3: Overview tab: Enter Description as appropriate

- Step 4: GL Entry Importing tab: Enter document number found in Step 1 (eg. 6350366) → Click Search. If document number is unknown at the time, searching by account and/or object will work. However, it will not pull the FSO Tax Clearing side and tax liability object code 9190. Therefore, it is best to search by edoc # to pull all entries related to the original edoc.

- Step 5: The search page will show all entries related to the edoc. Select the use tax line on the department account and the FSO Tax Clearing account 2892000-9190. Click on Return Selected button. The two lines should have the same amount.

- Step 6: The two lines selected in step 5 will be in the Reversing section. The Correcting section can be left blank since the document is balanced. Verify the accounting lines.

- Step 7: Enter Error Certification if required.

- Step 8: Check General Ledger Pending Entries to verify debit/credit effects to the object codes (Expense object code: decrease = credit; Liability object code: decrease = debit)

- Step 9: Save and Submit the GEC.

- Step 10: Check and verify route for approval.

Note: You will not be able to import lines into the Reversing section but you will be able to import lines into the Correcting section. This is because in the Reversing section you are selecting the exact lines you need to fix.
**Capital Equipment-Pcard** (Catherine Zavala)

**Description:** Reconciling a Pcard for a capital equipment purchase.

- **Reminder:** If vendor is not already in the system, you will need to create new vendor and send tax id form to FSO so they will enter the vendor into the system.

- These are the capital object codes: 5750, 5751, 7610-7730, 7760 and 7770.

- Use the appropriate account number. Click on the refresh icon (two arrows underneath action, right side of screen).

- Click on the generate button on the Accounting Lines for Capitalization.

- **Reminder:** When you select generate, you cannot edit accounting line. You will have to delete in order to go back and edit accounting line.

- Check the box for each accounting line if more than one is used.

- Choose the Amount Distribution Method, which is very important if you have more than one accounting line selected.

- Click the Create Asset Button. This is for a new asset. (There may be times when you might need to click the Modify Asset button, in which case, the asset data will be entered in the Modify Asset area).

- In the Create Asset area, you will input asset quantity, asset type, vendor name, manufacturer, and model. Include information on the asset description line for location of equipment and primary user.

- Select insert.

- Add notes and attachments as necessary.

- Click approve or submit for routing.

- Check and verify route for approval.

**Note:** If, for some reason, a GEC is needed to change the object code to a Capital object code, once the Capital object code is entered on the GEC, the Capital fields will appear for entry.

**Note:** FSO is working on a document that will help guide users on when to use the GEC or DI and will be sharing that as soon as it is complete.