

Accounting & Financial Reporting Financial Systems and Applications

Online Applications and Tables & Chartfield/WhoKey Support

Application/Table /Support	Description/purpose/documentation	Where do I access it?	How do I get security to it?	Questions/Issues?
Cash Handling - website	Submit departmental cash handling procedures	Cash Handling website: http://afr.fo.uiowa.edu/cash-handling	Open site, no special access required	cash-handling@uiowa.edu (Cash & Investments team)
Chartfield & WhoKey Set up - Application Submittal	Requests from campus to: Setup new Chartfields (Dept, Subdept, G/P (begins with '5'), Cost Center Faculty range and new WhoKeys (G/P 00000000 or begins with '5').	Request for General Ledger Chartfields & WhoKeys application: https://chartfield.bo.uiowa.edu/chartfield/	Secondary Security: Self Service – Administration – System Tools - Secondary Security and granted by ORG and DEPT GL DSS Secondary Security administrators	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
Chartfield & WhoKey Set up - Manual Setup	If your request does NOT meet the criteria to be submitted through the application (above), please send an email with the specific information that relates to your request.	Refer to the GL Chartfield and WhoKey Maintenance Request Guidelines for instructions. https://afr.fo.uiowa.edu/gl-chartfield-and-whokey-maintenance-request-guidelines	N/A	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
Existing Chartfield & WhoKey Maintenance	Request from campus to: Modify the description or open/close date for an existing Chartfield (Dept, Subdept, G/P (begins with '5'), Cost Center Faculty range or WhoKey (G/P 00000000 or begins with '5').	Refer to the GL Chartfield and WhoKey Maintenance Request Guidelines for instructions. https://afr.fo.uiowa.edu/gl-chartfield-and-whokey-maintenance-request-guidelines	N/A	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
WhoKey Closure Requests	Request from campus to: Close WhoKeys	Review the guidelines and instructions for WhoKey closures here. https://afr.fo.uiowa.edu/account-whokey-closure-guidance	*See WhoKey Administration section below	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
Cumulative Compensation Decision Support (CumComp DSS) - online reports	View CumComp salary and fringe reports at the WhoKey or Individual (person) level, including biweekly and monthly payroll, PayCVs and salary/wage transfer entries	Self Service—Administration— Data Access—GL Cumulative Compensation DSS	Secondary Security: Self Service – Administration – System Tools - Secondary Security and granted by ORG and DEPT CUMCOMP DSS Secondary Security administrators	accounting-services@uiowa.edu (Financial Systems team)
Cumulative Compensation Decision Support (CumComp DSS) - tables	Query data warehouse CUMCOMP schema tables for cumulative compensation salary and fringe data Documentation: https://afr.fo.uiowa.edu/cumulative-compensation-decision-support-system-cumcompdss-%E2%80%93-table-definition	“Middleware” required to be set up on computer to link to tables through a tool like MS Access. For advanced database users	Workflow form: Self Service – Administration – Forms – Data Warehouse Access Form – Cumulative Compensation ***Contact your IT support, ITS Help Desk or HCIS Help Desk for middleware and database connections support***	accounting-services@uiowa.edu (Financial Systems team)

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Electronic Financial Reports (EFR) - online reports portal	<p>1. Transaction Reports Inbox: a) View and reconcile monthly Transaction Detail Reports (TDR) by WhoKey for assigned Account Owner/PI, Account Reviewer & Secondary Reviewer roles b) View monthly TDR by WhoKey for voluntary subscriptions</p> <p>2. Grant Reports Inbox: View various Grant Reports (Financial Summary, IACT Recap, TDR, Payroll Summary, Award Information & Free Balance)</p> <p>3. Ad-Hoc Search TDR & Grant Reports: View reports for accounts you are not assigned a role to view</p> <p>4. Administrative Reports: View Reconciliation Status and Unassigned Roles reports</p> <p>5. Dashboards: Monitor important information, key performance indicators and drill down to details at the WhoKey (account) level</p> <p>6. Alternate Reconciliation (*special permission): submit TDR reconciliations for approved WhoKeys</p>	Self Service—Administration — Data Access — Electronic Financial Reports	Assigned through various applications for the following access: 1. TDR Inbox: a) <i>WhoKey Admin</i> for Account Owner, Account Reviewer & Secondary Reviewer roles b) <i>Institutional Roles-Research Administrators, UIRIS/SPRIE & Grant Accounting</i> for grant roles. Grant Reports Inbox: <i>Institutional Roles-Research Administrators, UIRIS/SPRIE & Grant Accounting</i> for grant roles. https://gao.fo.uiowa.edu/managing-grants-contracts/financial-reports-efr-grant-summary-reports 3. Ad-Hoc Search TDR & Grant Reports & 4. EFR Admin Reports: <i>automatic</i> with <i>GL DSS online reports security -- OR--</i> to <i>any roles viewable in WhoKey Admin</i> 5. Dashboards: <i>Institutional Roles</i> for <i>Deans, Business Officers (ORG) & Department Administrator</i> roles 6. Alternate Reconciliation: <i>WhoKey Admin</i> , after special approval	as-efr@uiowa.edu (Financial Systems team)
Financial Systems Tools (FST) – online search tool	Search tool by various criteria for journal details & contact information for entries created via GLJE, PayCV & WebCV	Self Service—Administration— Data Access — GL Financial Systems Tools	<i>Automatic</i> with either <i>GL DSS online reports</i> , access <i>OR GL Journal Entry access</i>	accounting-services@uiowa.edu (Financial Systems team)
General Ledger Decision Support (GL DSS) – online reports	View GL-related summary & transaction level reports and query tools	Self Service—Administration— Data Access—GL General Ledger DSS	<i>Secondary Security</i> : Self Service – Administration – System Tools - Secondary Security and granted by ORG and DEPT GL DSS Secondary Security administrators	accounting-services@uiowa.edu (Financial Systems team)
General Ledger Decision Support (GL DSS) - tables	Query data warehouse GL schema tables for General Ledger detail & summary data, WhoKey & GL chartfield and Journal ID data	“Middleware” required to be set up on computer to link to tables through a tool like MS Access. <i>For advanced database users</i>	<i>Workflow form</i> : Self Service – Administration – Forms – Data Warehouse Access Form – General Ledger <i>***Contact your IT support, ITS Help Desk or HCIS Help Desk for middleware and database connections support***</i>	accounting-services@uiowa.edu (Financial Systems team)
GL Journal Entry (GLJE) – transactional online application	Create original (<i>*not correcting</i>), accrual & transfer journal entries to post to the General Ledger	Self Service — Administration —Systems—GL Journal Entry	Campus users GLJE access Workflow form: https://workflow.uiowa.edu/form/glicampusaccess	accounting-services@uiowa.edu (Financial Systems team)
Institutional Roles - Business Officer category – online security application	<p>1. Manage roles for Business Officer (Org), Department and Sub-Department Administrators. These roles can set up & view WhoKey Admin roles for Account Owner, Reviewer & Secondary Reviewer.</p> <p>2. Access to case management system for Business Officer (Org) for Payroll Overpayment issues.</p>	Self Service — Administration —Systems—Institutional Roles	<p>a) Business Officer (Org): assigned by Controllers Office</p> <p>b) Department Admin: assigned by Business Officer within their Org</p> <p>c) Sub-Department Admin: assigned by Business Officer or Department Admin within their_Org- Dept</p>	accounting-services@uiowa.edu (Financial Systems team)

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Payroll CV (PayCV) – transactional online application	Create correcting salary and fringe journal entries for monthly and biweekly payroll by person, pay period, job code and Master File Key (MFK) to post to the General Ledger and CumComp	Self Service — Administration —Systems—PayCV	Campus users PayCV access Workflow form: https://workflow.uiowa.edu/form/paycvcampusaccess GL DSS online reports access is a prerequisite for PayCV access.	accounting-services@uiowa.edu (Financial Systems team)
WebCV - transactional online application	Create correcting non-payroll expenditures & revenue journal entries to post to the General Ledger	1. EFR monthly & daily TDR link by journal line transaction 2. GL DSS SA3 report link by journal line transaction 3. Purchasing, Accounts Payable & Travel PeopleSoft Voucher Report	Campus users WebCV access Workflow form: https://workflow.uiowa.edu/form/webcvcampusaccess GL DSS online reports access is a prerequisite for WebCV access.	accounting-services@uiowa.edu (Financial Systems team)
WhoKey Administration (WhoKey Admin) – online security application	<ol style="list-style-type: none"> WhoKey (account) roles: Account Owner manages assignment of Reviewer and Secondary Reviewer roles for active accounts he/she owns WhoKey (account) roles: Search and view role assignments for active accounts by WhoKey, Account Owner, Account Reviewer & Secondary Reviewer Grant WhoKey (account) roles: Search and view role assignments for active accounts by WhoKey and grant roles assigned through Institutional Roles-Research Administrators and manually by Grant Accounting for fund 500 & 510. <i>*Grant-only roles are not able to add, modify or delete individuals from roles assigned.</i> Unassigned Roles Report: Search for and view unassigned Account Owner/PI and Account Reviewer roles for active accounts WhoKey Purpose: View and edit Purpose definition for active accounts Alternate Reconciliation procedures (*special permission): Create and manage Alternate Reconciliation procedures for TDR's by account 	Self Service — Administration —Systems—WhoKey Administration	Assigned through: a) Institutional Roles – Business Officer -- OR-- b) WhoKey Admin --OR-- c) Institutional Roles - Research Administration by Grant Accounting for grant roles, for view-only access d) Business Officer/Department Admin individuals with an Owner or Reviewer role to use Alternate Recon procedures & emails as-efr@uiowa.edu for set up	as-efr@uiowa.edu (Financial Systems team)