

Accounting & Financial Reporting Financial Systems and Applications

Online Applications, 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 through Workflow	Requests from campus to: Setup new Chartfields (Dept, Subdept, G/P begins with '3' (Cost Share), '5' (Org/Dept/ Program) or '8' (Gift), Cost Center Faculty range and new WhoKeys (Cost Share, Salary Cap, Gift and Other (G/P 00000000 or begins with '5')).	Request for GL Chartfields & WhoKeys application: https://chartfield.bo.uiowa.edu/chartfield/	Based on EFR Portal application access: Auto granted by having an Institutional Role, WhoKey role or transactional application role to PayCV, WebCV or GLJE. Contact your Business Officer for assistance if you don't have any of these roles.	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
Chartfield & WhoKey Set up & Maintenance – Manual handling	NEW Value (RARE to handle manually): If your request does NOT meet the criteria to be submitted through the CF/WK application (above), send an email with the specific details needed to complete your request. EXISTING Value: To modify a 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 via "Close Account" link option through WhoKey Administration.	Review the guidelines and instructions for WhoKey closures: https://afr.fo.uiowa.edu/account-whokey-closure-guidance	*See WhoKey Administration section below	afr-chartfield-whokey@uiowa.edu (Financial Systems team)
Cumulative Compensation (CumComp) - 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 — Financial Systems & Forms — Data, Reports & Dashboards — Cumulative Compensation	Campus users CumComp access Workflow form: https://workflow.uiowa.edu/form/cumcomp	as-efr@uiowa.edu (Financial Systems team)
Cumulative Compensation (CumComp) – data warehouse Oracle tables	<u>***RARE to need access to CUMCOMP Oracle tables. Does NOT grant access to CumComp DSS online reports.***</u> Query data warehouse CUMCOMP schema tables for cumulative compensation salary and fringe data. Documentation: https://afr.fo.uiowa.edu/cumulative-compensation-cumcomp-table-definition	"Middleware" required to be set up on computer to link to tables through a toollike MS Access. For advanced database users.	Campus Data Portal Workflow form: https://data.uiowa.edu/warehouse/259274202 ***Contact your IT support, ITS Help Desk or HCIS Help Desk for middleware and database connections support***	as-efr@uiowa.edu (Financial Systems team)

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<p>Electronic Financial Reports (EFR) Portal – <i>online central repository for standard UI financial reports</i></p>	<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, Subaward 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 in your Inbox.</p> <p>4. Admin Functions: View administrative reports for Reconciliation Status and Unassigned Roles.</p> <p>5. Dashboards: Monitor important information, key performance indicators and drill down to details at the WhoKey (account) level.</p> <p>6. Summary Reports: Ability to run financial transactional detail and summary balance reports.</p> <p>7. Alternate Reconciliation (*special permission): submit TDR reconciliations for approved WhoKeys.</p> <p>8. GL Reports: View GL-related summary & transaction level reports.</p>	<p>Self Service — Business & Financial Systems — Data, Reports & Dashboards — Electronic Financial Reports (EFR) Portal</p>	<p>Assigned through various applications for the following access:</p> <p>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.</p> <p>2. 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)</p> <p>3. Ad-Hoc Search TDR & Grant Reports & 4. EFR Admin Functions Reports: <i>automatic</i> with <i>EFR Portal access –OR with any WhoKey roles.</i></p> <p>5. Dashboards: <i>Institutional Roles</i> for <i>Deans, Business Officers & Department Administrator</i> roles.</p> <p>6. Summary Reports: <i>Institutional Roles</i> for <i>Business Officer, Dept Admin, Dean, DEO –OR -- EFR Portal access.</i></p> <p>7. Alternate Reconciliation: <i>WhoKey role</i>, after special approval.</p> <p>8. GL Reports: <i>automatic</i> with <i>EFR Portal access.</i></p>	<p>as-efr@uiowa.edu</p> <p>(Financial Systems team)</p>
<p>Financial Systems Tools (FST) – <i>financial application security management & journal search tool</i></p>	<p>1. Review and manage financial applications’ security.</p> <p>2. Journal search tool that includes details & contact information for entries created via GLJE, PayCV & WebCV. In addition, contact information for all other journals posted to GL is available.</p>	<p>Self Service — Business & Financial Systems — Data, Reports & Dashboards — Financial Systems Tools</p>	<p>All users with access to Self Service are granted access to FST. Journal search capabilities are granted to individuals with <i>EFR Portal application access.</i></p>	<p>AFR-ElecFinTrans@uiowa.edu</p> <p>(Financial Systems team)</p>
<p>General Ledger Decision Support (GL DSS) – <i>data warehouse Oracle tables</i></p>	<p>***RARE to need access to Oracle DWPROD tables. Does NOT grant access to EFR Portal.***</p> <p>Query data warehouse GL schema tables for General Ledger detail & summary data, WhoKey & GL chartfield and Journal ID data.</p>	<p>“Middleware” required to be set up on computer to link to tables through a toollike MS Access. <i>For advanced database users</i></p>	<p>Campus Data Portal Workflow form: https://data.uiowa.edu/warehouse/259275702 ***Contact your IT support, ITS Help Desk or HCIS Help Desk for middleware and database connections support***</p>	<p>as-efr@uiowa.edu</p> <p>(Financial Systems team)</p>

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GL Journal Entry (GLJE) – <i>transactional online application</i>	Create original (<i>*not correcting</i>), accrual & transfer journal entries to post to the General Ledger.	Self Service — Business & Financial Systems — Financial Systems & Forms — GL Journal Entry	Campus users GLJE access Workflow form: https://workflow.uiowa.edu/form/gljecampusaccess	AFR-ElecFinTrans@uiowa.edu (Financial Systems team)
Institutional Roles - Business Officer category – <i>online security application</i>	1. Manage roles for Business Officer, Department and Sub-Department Administrators. These roles can set up & view WhoKey Admin roles for Account Owner, Reviewer & Secondary Reviewer. 2. Access to case management system for Business Officer for Payroll Overpayment issues.	Self Service — General Systems & Tools — Roles & Security — Institutional Roles	a) Business Officer: <i>assigned by Controllers Office</i> b) Department Admin: <i>assigned by Business Officer within their Org</i> c) Sub-Department Admin: <i>assigned by Business Officer or Department Admin within their Org-Dept</i>	as-efr@uiowa.edu (Financial Systems team)
Payroll CV (PayCV) – <i>transactional online application</i>	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 — Business & Financial Systems — Financial Systems & Forms — PayCV (Pay Change Voucher)	Campus users PayCV access Workflow form: https://workflow.uiowa.edu/form/paycvaccess	AFR-ElecFinTrans@uiowa.edu (Financial Systems team)
WebCV - <i>transactional online application</i>	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	AFR-ElecFinTrans@uiowa.edu (Financial Systems team)

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<p>WhoKey Administration (WhoKey Admin) – online security application</p>	<p>1. WhoKey (account) roles: Account Owner manages assignment of Reviewer and Secondary Reviewer roles for active accounts he/she owns.</p> <p>2. WhoKey (account) roles: Search and view role assignments for active accounts by WhoKey, Account Owner, Account Reviewer & Secondary Reviewer.</p> <p>3. 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 able to assign the Account Reviewer role.</i></p> <p>4. Unassigned Roles Report: Search for and view unassigned Account Owner/PI and Account Reviewer roles for active accounts.</p> <p>5. WhoKey Purpose: View and edit Purpose definition for active accounts.</p> <p>6. Alternate Reconciliation procedures (*special permission): Create and manage Alternate Reconciliation procedures for TDR's by account.</p>	<p>Self Service — Business & Financial Systems — Financial Systems & Forms — WhoKey Administration</p>	<p>Assigned through:</p> <p>a) Institutional Roles – Business Officer -- OR—</p> <p>b) WhoKey Admin roles --OR—</p> <p>c) Institutional Roles - Research Administrators -OR-- manually by Grant Accounting for grant roles, for view-only access</p> <p>d) Business Officer/Department Admin approves individuals with an Owner or Reviewer role to use Alternate Recon procedures & emails as-efr@uiowa.edu for set up.</p>	<p>as-efr@uiowa.edu (Financial Systems team)</p>