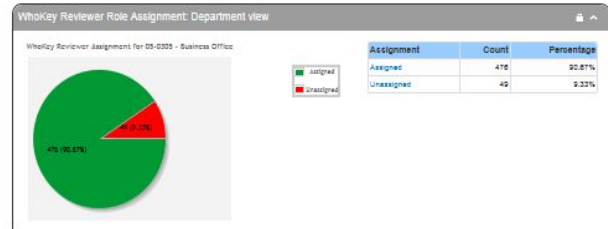
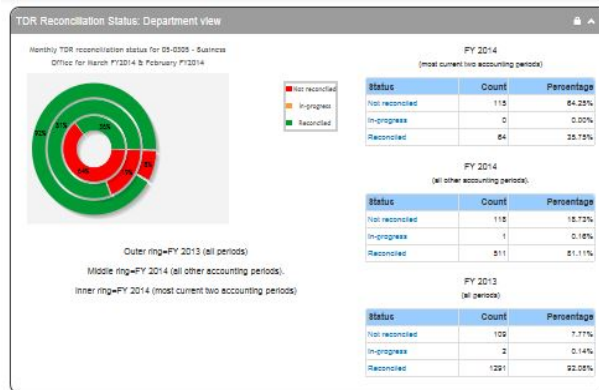


EFR Dashboard



Section 1:

Background Information

In this section, you will learn:

- Why are dashboard tools important?
- How will dashboard metrics help you to comply with existing policies?
- Access to EFR Dashboard
- Global Dashboard functionality

Why are dashboard **tools** important?

Dashboard tools are used to monitor important information and key performance indicators. They display data in a way that users can easily see whether indicators (metrics) need immediate attention or not. Dashboard tools are important and valuable because they do the following:

- provide faster, at-a-glance insights to defined key indicators/metrics
- simplify processes, resulting in increased productivity
- help you to visualize the metric in an easy to understand way using an intuitive color- coding system (red, orange, green)
- allow you to drill down to details at the WhoKey level (Transaction Detail Reports)

How will dashboard metrics help you to comply with policies & practices?

The benefits of dashboard tools are evident. Administrators responsible for compliance with certain business & finance policies, guidelines, and practices can see at a glance the status of certain performance metrics by viewing their EFR Dashboard. Below are examples of certain policies and guidelines for which you can monitor compliance by using your dashboard:

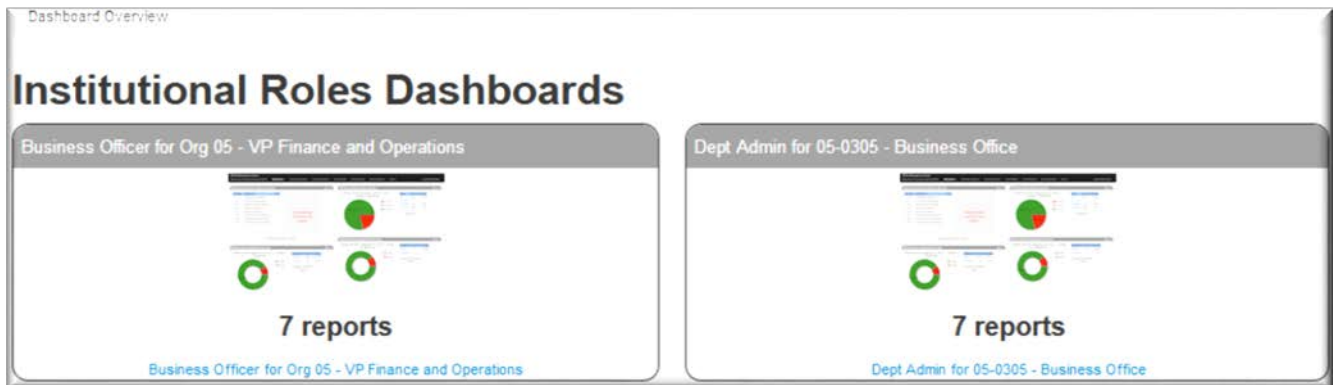
- Monthly Review of Transactions & Accounts
<http://afr.fo.uiowa.edu/policies-procedures-resources/monthly-review-transactions-and-accounts>
- Grants & Contracts Funds in Deficit Status
<http://gao.fo.uiowa.edu/funds-deficit-status>
- Gifts – Managing Deficit Balances
<http://gao.fo.uiowa.edu/gifts/managing-deficit-balances>

Access to EFR Dashboard

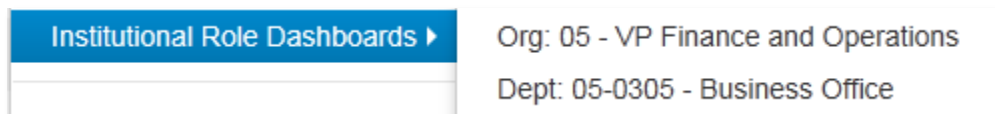
EFR Dashboard is currently accessible to Business Officers and Department Administrators; access is controlled by roles assigned through the Institutional Roles application, the Business Officers category. See the [TDR User Manual](#) for a full description of the Business Officers category for institutional roles. Users are limited to viewing EFR Dashboard data only based on their assigned role(s).

EFR Dashboard Home Page Display

Under the “Dashboards” link at the top of the application, the “Dashboard Overview” link and the data that is displayed when entering the application will be driven by the Org level and/or Department Administrator level roles assigned to you in Institutional Roles. If you are assigned only one role, then the seven standard metrics will be displayed. If you have more than one role, then a widget is displayed for each role you are assigned to that you can click on to bring up the seven standard metrics related to that role. For example, a user assigned the Business Officer for Org 05 – VP Finance & Operations role, as well as the Department Admin role for 05-0305 Business Office. Below is the Dashboard Overview page that will display for this user:



Under the Dashboard link, the “Institutional Role Dashboards” link will display the Org and/or Department level roles that you are assigned, and you may choose from this drop down list which role metrics to view. For the example above for Business Officer Org 05 and Department Admin 05-0305, this will be displayed for that user:




Global Dashboard Functionality

The following functionality is available for all dashboard metrics:

- Each metric is designed to allow multiple drill downs to lower levels of details. Depending upon your role(s) at the Org level and/or Department Administrator level, you will start at the Org level and then drill through the levels for Department, SubDepartment and WhoKey and then you can drill into the applicable sub-system, like the Transaction Detail Report (TDR) in EFR or to the WhoKey Administration application, for assisting you with reviewing data and taking action based upon the specific report data you're reviewing. If you are only assigned a Department Administrator role, then your dashboard views will start at the Department level and will go through the same lower level drills as it does for the Org Administrator role.
- Throughout the application for each report and at various drill levels, the data can be exported to Excel by clicking on the "Download report data to Excel" link above each table:

[Download report data to Excel](#) 

- Table results displayed on a page can be sorted by various columns by ascending or descending order when the up/down arrow is displayed: 

Section 2: EFR Dashboard Metrics

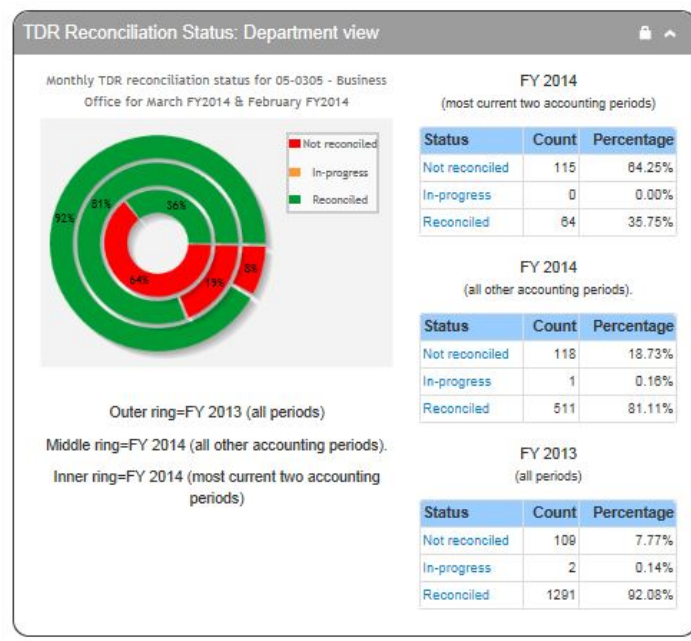
In this section, you will learn about the existing dashboard metrics:

- TDR Reconciliation Status
- WhoKey Owner Role Assignment
- WhoKey Reviewer Role Assignment
- WhoKey Purpose Definition
- Closed WhoKeys with Balances
- WhoKeys in Deficit Status
- Appropriated Funds Burn Rate

Dashboard Metric: TDR Reconciliation Status

This metric shows a donut chart representing the status of TDR reconciliations for the WhoKeys in your Org/Department over three timeframes: the most recent two closed accounting periods, all other closed periods in the current Fiscal Year, and all periods for the previous fiscal year. The dashboard tool shows both the count and percentage of reconciled, in-progress and not reconciled reports.

The initial view displays a table for each of the three timeframes represented in the chart. The outer ring of the donut chart corresponds to the bottom table on the right (Previous FY). The middle ring corresponds to the middle chart, and the inner ring represents the data in the top table (most recent two periods). You may drill down into each status category by clicking on the corresponding section of the chart or by clicking on the status in the table on the right-hand side of the chart.



Drilling into the data for each status will display a pie chart and counts/percentages at the next level, with drills to WhoKeys with the unit. The percentages shown below represent the amounts within the SubDepartment and each SubDepartment's share over the entire Department.

Download report data to Excel ↓					
Sub Dept.	% of TDRs Not reconciled	% of total (Org-Dept 05-0305)	Count	Sub Dept. name	Drills
05-0305-00000	81.01%	29.22%	64	Business Office	WhoKeys
05-0305-00002	2.53%	0.91%	2	Federal Loan Adjustment	WhoKeys
05-0305-11000	1.27%	0.46%	1	Budget Development	WhoKeys

EFR Dashboard – User Manual

Drilling into the data for the “WhoKeys” link will display a table that includes accounting period/FY, each WhoKey within a unit, along with their description, transaction count, Owner/PI, Reviewer and a link to the EFR portal to view the TDR for that account and period.

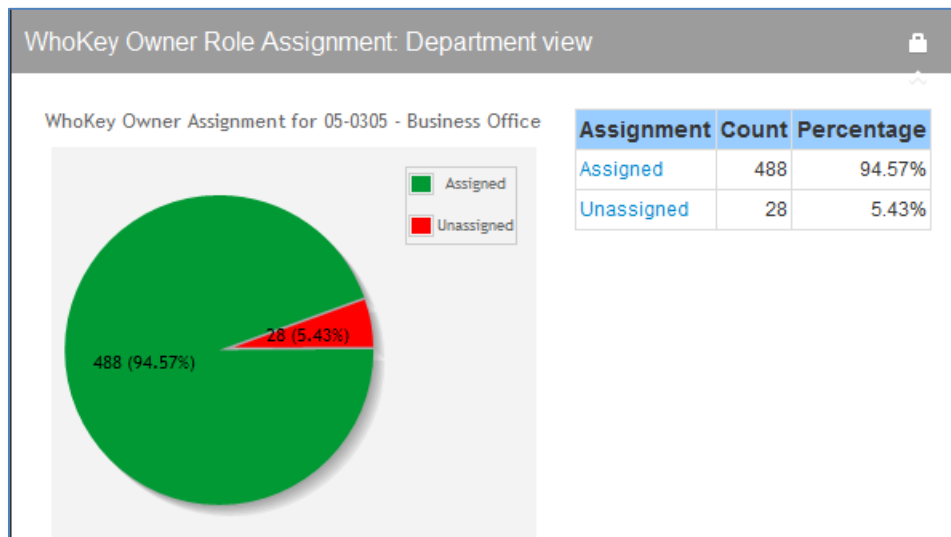
Acctg. Period.	WhoKey	WhoKey Desc.	Transaction Count	WhoKey Owner/PI	WhoKey Reviewer	TDR
2013-07	960-05-0305-00000-71710490-80-	Upward Mobility Prog-Illinois	1	Marty D Miller	Lynnette R Hultman	View TDR
2013-05	960-05-0305-00000-71710490-80-	Upward Mobility Prog-Illinois	1	Marty D Miller	Lynnette R Hultman	View TDR
2013-09	960-05-0305-00000-71692400-80-	Pvt Funds Sponsor To Be Billed	1	Marty D Miller	Lynnette R Hultman	View TDR

What should you do with this information? All accounts should be reconciled in a timely manner. Use this metric to view the reconciliation status of your accounts and to determine which Departments or SubDepartments may need attention. You should follow up with administrators, Account Owners/Pis & Account Reviewers to ensure TDR’s are reconciled in a timely manner.

Dashboard Metric: *WhoKey Owner Role Assignment*

This metric displays the profile for assigned versus unassigned Account Owners for your Org/Department. It displays a WhoKey count and percentage for each status.

The initial view displays WhoKey counts and percentages for all funds. You may drill down into each assignment status by clicking on the corresponding section of the chart or by clicking on the status in the table on the right-hand side of the pie chart.



Drilling into the data for each status will display a chart and counts/percentages at the next level, with drills to SubDepartments and WhoKeys with the unit.

EFR Dashboard – User Manual

Dept.	Percentage	Count	Dept. name	Drills
05-0377	6.69%	48	Land Improvements Maintenance	SubDepts WhoKeys
05-0380	0.28%	2	FAC Mgmt Utilities Energy Mgmt	SubDepts WhoKeys
05-0300	0.14%	1	Finance and Operations	SubDepts WhoKeys
05-0305	17.27%	124	Business Office	SubDepts WhoKeys

Drilling into the data for the “WhoKeys” link will display a table that includes each WhoKey within a unit, along with their description, Owner/PI, Reviewer and links to the WhoKey Administration application for Owner role assignment (“Assign Roles”) and to the EFR portal to the most recent TDR (“View TDR”) for that account.

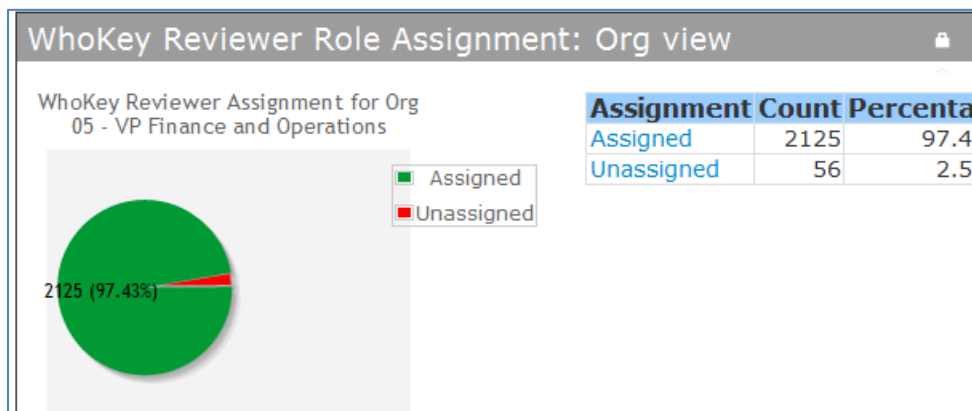
WhoKey	WhoKey Desc.	WhoKey Owner/PI	WhoKey Reviewer	Links
050-05-0377-00000-61110030-70-	Pentacrest Planting Renovation			Assign Roles View TDR
050-05-0377-00000-61110031-70-	Pentacrest Irrigation Phase 2			Assign Roles View TDR
050-05-0377-00000-61110033-70-	FH-Front Landscape Study			Assign Roles View TDR
050-05-0377-00000-61110034-70-	VMB-Entrance Improvements			Assign Roles View TDR

What should you do with this information? Every WhoKey should have an Account Owner assigned. Use the “WhoKey” drill down detail to view the accounts with an unassigned Owner and then drill into the WhoKey Administration application to assign the Owner for those accounts. For Funds 500 and 510, Grant Accounting must assign the Owner/PI. Follow up with administrators as necessary and to delegate this important task.

Dashboard Metric: *WhoKey Reviewer Role Assignment*

This metric displays the profile for assigned versus unassigned Account Reviewers for your Org/Department. It displays a WhoKey count and percentage for each status.

The initial view displays WhoKey counts and percentages for all funds. You may drill down into each assignment status by clicking on the corresponding section of the chart or by clicking on the status in the table on the right-hand side of the pie chart.



Drilling into the data for each status will display a chart and counts/percentages at the next level, with drills to SubDepartments and WhoKeys with the unit.

[Download report data to Excel](#)

Dept.	Percentage	Count	Dept. name	Drills
05-0380	10.26%	104	FAC Mgmt Utilities Energy Mgmt	SubDepts WhoKeys
05-0377	5.52%	56	Land Improvements Maintenance	SubDepts WhoKeys
05-0307	0.10%	1	Tenant Properties	SubDepts WhoKeys

Drilling into the data for the “WhoKeys” link will display a table that includes each WhoKey within a unit, along with their description, Owner/PI, Reviewer and links to the WhoKey Administration application for Reviewer role assignment (“Assign Roles”) and to the EFR portal to the most recent TDR (“View TDR”) for that account.

[Download report data to Excel](#)

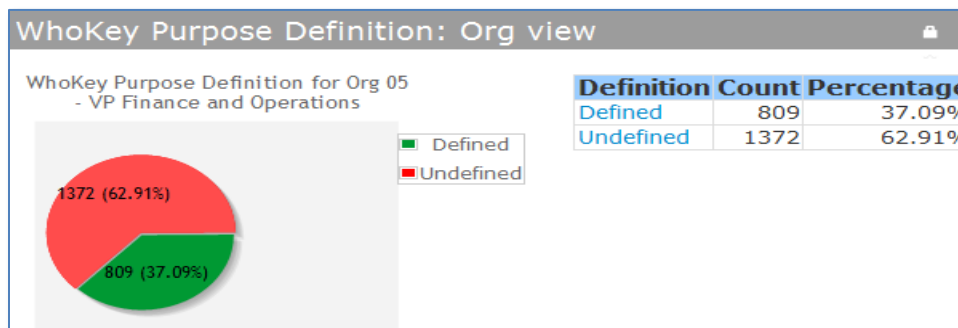
WhoKey	WhoKey Desc.	WhoKey Owner/PI	WhoKey Reviewer	Links
050-05-0377-00000-61110030-70-	Pentacrest Planting Renovation			Assign Roles View TDR
050-05-0377-00000-61110031-70-	Pentacrest Irrigation Phase 2			Assign Roles View TDR
050-05-0377-00000-61110033-70-	FH-Front Landscape Study			Assign Roles View TDR
050-05-0377-00000-61110034-70-	VMB-Entrance Improvements			Assign Roles View TDR

What should you do with this information? Every WhoKey should have an Account Owner & Account Reviewer assigned. Use the “WhoKey” drill down detail to view the accounts with an unassigned Reviewer and then drill into the WhoKey Administration application to assign the Reviewer for those accounts. Follow up with administrators or Account Owners/Pis as necessary and to delegate this important task.

Dashboard Metric: WhoKey Purpose Definition

This metric displays how many accounts have a defined versus undefined purpose for your Org/Department. It displays a WhoKey count and percentage for each status.

The initial view displays WhoKey counts and percentages for all funds. You may drill down into each status by clicking on the corresponding section of the chart or by clicking on the status in the table on the right-hand side of the chart.



Drilling into the data for each status will display a chart and counts/percentages at the next level, with drills to SubDepts and WhoKeys with the unit.

[Download report data to Excel](#)

Dept.	Percentage	Count	Dept. name	Drills
05-0305	18.66%	431	Business Office	SubDepts WhoKeys
05-0372	21.60%	499	Buildings Alteration Of	SubDepts WhoKeys
05-0302	0.56%	13	Business Manager's Office	SubDepts WhoKeys

Drilling into the data for the “WhoKeys” link will display a table that includes each WhoKey within a unit, along with their description, Owner/PI, Reviewer, Purpose and links to the WhoKey Administration application for Purpose assignment (“Define Purpose”) and to the EFR portal to the most recent TDR (“View TDR”) for that account.

[Download report data to Excel](#)

WhoKey	WhoKey Desc.	WhoKey Owner/PI	WhoKey Reviewer	Purpose	Links
275-05-0305-00000-50494300-00-	Unidentified Credit Memos				Define Purpose View TDR
665-05-0305-00000-65005025-00-	Bldg Usage Projects Funded	Terry L Johnson	David R Beney		Define Purpose View TDR
676-05-0305-70000-65171000-00-	ID Card Project				Define Purpose View TDR

What should you do with this information? Every WhoKey should have a defined Purpose. Use the “WhoKey” drill down detail to view the accounts with an undefined Purpose and then drill into the WhoKey Administration application to define the Purpose for those accounts. Follow up with administrators or Account Owners as necessary and to delegate this important task.

Dashboard Metric: Closed WhoKeys With Balances

This metric shows a count of closed WhoKeys with a free balance for your Org/Department.

The initial view displays WhoKey counts for all funds. You may drill down into the next level by clicking on the corresponding Org-Department link in the table.

Org-Dept.	Department	Count
05-0305	Business Office	8
05-0308	Risk Management Office	2
05-0333	Business Services Admin MBSB	1
05-0340	Laundry	2
05-0372	Buildings Alteration Of	5
05-0374	University Buildings New	2
05-0377	Land Improvements Maintenance	2
05-0380	FAC Mgmt Utilities Energy Mgmt	1

Drilling into the data for each Org-Department will display a table that includes each WhoKey within a unit, along with their Description, Status, Close Date, Owner/PI, Reviewer, and Free Balance amounts, along with a link to the most recent TDR.

WhoKey	WhoKey Desc.	Status	Close Dt.	Free Bal.	TDR
670-05-0372-00000-65040465-00-	Erf Upgrade Telecom Infrastruc	Active	07/31/2008	-20,334.71	TDR
676-05-0372-00000-65090938-00-	Orp Install Utils Lot 24	Active	12/31/2000	-38,361.94	TDR
676-05-0372-00000-65091735-00-	ERF-Renovate Room 140	Active	12/31/2009	16.60	TDR
676-05-0372-00000-65092010-00-	OH-Migration Project Planning	Active	07/31/2012	399,998.00	TDR

What should you do with this information? Closed WhoKeys with remaining free balances must be zeroed out so they can be inactivated and the close process cycle can be completed. Follow up with administrators or Account Owners as necessary to determine where the balances need to be moved. After the close entries have been completed, contact the appropriate staff in Accounting & Financial Reporting, Grant Accounting Office or Capital Projects per the [Account \(WhoKey\) Closure Guidance](#) based on the funding source. They will then verify the balances are zero and will complete the inactivation process. Refer to these instructions to assist you with the details to complete this process.

Dashboard Metric: WhoKeys in Deficit Status

This metric shows a count by Department of WhoKeys in deficit status for your Org/Department. Accounts will be listed if there is a deficit in the Fund Balance or Free Balance amount.

The initial view shows WhoKey counts for all funds. You may drill down to details by clicking on the corresponding Org-Department link in the table or by clicking on the large number that represents the total count.

Org-Dept.	Department	Count	Fund Balance Deficit	Free Balance Deficit
05-0300	Finance and Operations	7	\$-258,403.71	\$-503,562.01
05-0303	Treasury Operations	33	\$-10,108,564.22	\$-10,485,067.02
05-0305	Business Office	82	\$-73,352,793.27	\$-74,038,037.20
05-0307	Tenant Properties	5	\$-259,695.06	\$-335,092.36
05-0308	Risk Management Office	130	\$-102,198,992.41	\$-407,422,560.15
05-0310	Purchasing	5	\$-242,100.00	\$-271,202.88
05-0311	Accounts Payable and Travel	5	\$-72,558.11	\$-370,994.08

Drilling into the data for each Org-Department will display a table that includes each WhoKey within a unit, along with their Description, Owner/PI, Reviewer, and the Fund Balance and Free Balance amounts, along with a link to the most recent TDR.

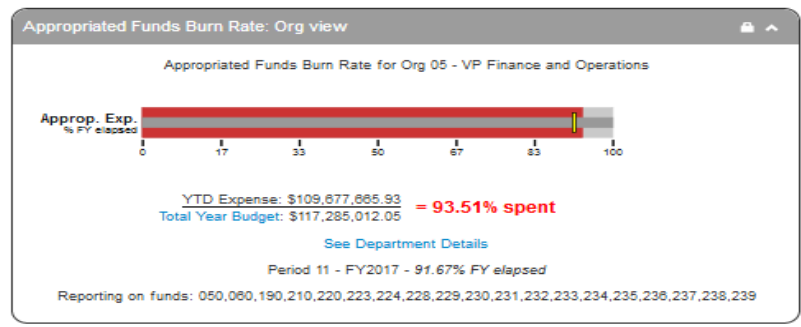
WhoKey	WhoKey Desc.	WhoKey Owner/PI	WhoKey Reviewer	Fund Bal.	Free Bal.	TDR
050-05-0305-00000-50501805-60-	BUSINESS OFFICE COMPUTER PURCH	Terry L Johnson	Catherine R S Hagen	\$-4,978.40	\$-4,978.40	View TDR
050-05-0305-00000-50507200-10-	Fiscal Year End Closeout	Terry L Johnson	Selina J Martin	\$-186,029.20	\$-186,029.20	View TDR
050-05-0305-00000-50507200-21-	Fiscal Year End Closeout	Terry L Johnson	Selina J Martin	\$-109,556.39	\$-109,556.39	View TDR
050-05-0305-00000-50507200-30-	Fiscal Year End Closeout	Terry L Johnson	Selina J Martin	\$-981.80	\$-981.80	View TDR

What should you do with this information? You should know which accounts are in deficit status and why. For accounts with deficit balances, work with the appropriate administrators and Account Owners to develop a plan to address timely funding of the deficit balances. Monitoring and acting upon the data in this metric will also assist you with compliance to the Grants & Contracts Funds in Deficit Status (<http://gao.fo.uiowa.edu/funds-deficit-status>) and Gifts – Managing Deficit Balances (<http://gao.fo.uiowa.edu/gifts/managing-deficit-balances>) guidelines.

Dashboard Metric: Appropriated Funds Burn Rate

This metric shows a graph comparing YTD spending vs. YTD budget and comparing that to the percentage of the fiscal year that has elapsed (“Burn Rate”). The Total Year Budget is calculated by adding any balance forward amount to the revised budget.

The initial view displays all appropriated funds (050, 060, 190, 210, 220, 223, 224, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239). You may drill down into each Department by clicking on the “Show Department Details” link.



Drilling into the Department data will display a table that includes the Org-Department within a unit, along with their description, YTD Expense, Total Year Budget and % Spent, along with drills to SubDepts and WhoKeys within the unit. If the percentage spent exceed the percentage of the fiscal year elapsed, it is highlighted as that Department might be expending funds at too high of rate.

Dept.	Dept. name	YTD Expense	Total Year Budget	% Spent	Drills
05-0300	Finance and Operations	\$482,585.28	\$734,808.98	65.67%	SubDepts WhoKeys
05-0302	Business Manager's Office	\$252,793.62	\$446,488.00	56.62%	SubDepts WhoKeys
05-0303	Treasury Operations	\$558,756.97	\$589,703.00	94.75%	SubDepts WhoKeys
05-0305	Business Office	\$4,712,930.47	\$10,762,939.94	43.79%	SubDepts WhoKeys

Drilling into the data for the “WhoKeys” link will display a table with details that includes each WhoKey within a unit, along with their description, Owner/PI, Reviewer, YTD Expense, Total Year Budget and % Spent for each Department.

WhoKey	WhoKey Desc.	WhoKey Owner/PI	WhoKey Reviewer	YTD Expense	Total Year Budget	% Spent
050-05-0305-10000-50501800-60-	Business Office	Terry L Johnson	Selina J Martin	\$138,806.21	\$7,512,402.00	1.85%
050-05-0305-11000-50501800-60-	Business Office	Catherine R S Hagen	Catherine R S Hagen	\$1,188,279.23	\$6,519,921.06	18.23%
050-05-0305-30000-50501800-60-	Business Office	Audra W Haddy	Angela J Klein	\$1,261,447.80	\$1,687,344.00	74.76%

What should you do with this information? Use this metric to review spending percentages and determine if further action is required. You should determine if the YTD % of total appropriated funds spent compared to the % of FY elapsed is reasonable based on your Org/Department’s practice of allocating funds.

Questions & Contact Information

If you have questions about the EFR Dashboard, please send an email to as-efr@uiowa.edu.