EFR Summary Reports

User Manual
Electronic Financial Reports (EFR)

The University of Iowa
Accounting & Financial Reporting
Section 1: General Information

How can EFR Summary Reports be useful to you?

**EFR Summary Reports** were developed to replace the existing Summary Reports and the Transaction Detail reports accessed through GLDSS Reports (MS Reports & SA3). They allow administrators to run financial summaries which are more robust and offer functionality not previously available. Below is a list of some of these features.

- Allow users to select one or multiple departments within an Org unit
- Allow users to select the current year, prior year or multi-year reporting periods
- Allow users to select fiscal YTD time period or any defined period(s) within a given fiscal year
- Allow users to drill down to at least three levels: WhoKey, institutional account, journal detail
- Allow users to set customizable report titles
- Allow users to export to multiple applications such as Excel, PDF, CSV, Word

These General Ledger based reports can help administrators answer common questions such as:

- Which accounts have a specific type of expenditure (food, postage, printing, etc.) charges?
- What is the spending by a faculty member (cost center)?
- What are a unit’s expenditures or balances by function code?
- What does a specific budget look like (Ex: Graduate Assistant and related tuition supplement)?

What technical set-up guidelines do you need to know about?

- Users will need to set up trusted sites by adding the standard Ulowa sites which use Single Sign On and Windows authentication to their web browsers. Please contact your local IT support to help you set up trusted sites. To determine who to contact in your unit for extended desktop support, please visit [http://its.uiowa.edu/support/article/2697](http://its.uiowa.edu/support/article/2697) or contact the IT Help Desk.
- An up-to-date browser must be used to run the reports.
- Health Care employees will need to use the IOWA domain when accessing the EFR Summary Reports. In the authentication prompt below, type “IOWA\HAWKID” (your HawkID) in the User Name field.
How do you access the reports?


Check box to show or hide full report descriptions.

Go to the ‘Summary Reports’ tab.

- **Balance Summary Reports**
  - Balance by Fund
  - Balance by Department
  - YTD Balance by IAC
  - YTD Balance by IAC (with Prior Year)
    - Standard
    - Excel Friendly (Tabular)

- **Expense Summary Reports**
  - YTD Expenses and Encumbrances
  - Expense Trend Charts
  - Transactions Report
    - Standard
    - Excel Friendly (Tabular)
What are standard features for these reports?

The screen shot below and text highlights some of the features that are standard across all EFR Summary Reports.

**Cascading Parameters Rule**

If you change a value for any parameter, you must update all of the subsequent parameters’ values (i.e., those listed after the parameter you changed).
What other common features are available across reports?

In addition to the features highlighted in the section above, there are many common functionalities, which are standard across all Summary Reports.

- **Available historical data.** The EFR Summary Reports allow users to access data going back to fiscal year 2012 (FY12). To view data earlier than FY12, legacy reports in GLDSS Reports must be used.
- **Required Parameters.** Any fields with a drop down box is a required parameter.
- **Optional Parameters.** Any field with a wildcard “%” is optional and you may input any part of the chartfield to refine your report (Subdepartment, Grant Program, Function, BRF).
- **Fiscal Year/Period.** Users may choose only one fiscal year value at a time in all reports with one exception: the Expense Trend Charts allows users to select multiple fiscal years. Data for adjustment periods 901-911 and period 15 are not in EFR Summary Reports.
- **Org.** Users may choose only one org value in this chartfield parameter.
- **Fund 900.** All reports have a default setting to exclude Fund 900 (Exclude Fund 900 box checked “Yes”). You may change this to include Fund 900 by choosing ‘No’ in the drop down box.
- **Fund.** Users may choose multiple fund values.
- **Department.** Users may choose all or multiple department values.
- **Iacct Report Category.** This is available in the Balance by Iacct report & all of the Expense Summary reports. Users may choose all or multiple Institutional Account Report Categories. Mapping of Institutional Accounts to Report Categories is documented in the next section.
- **Exporting Data.** Users may export reports to multiple format options including XML, CSV, PDF, Excel, TIFF file, Word & MHTML.
- **Customizable report titles.** Users may set a customized report title which will display on the report header on the web report and on any reports exported to another format.

Additional Tips & Guidance

- To see the report you’re on when on the Parameters value page, you can hover the mouse over the new window tab the report opens in to see it:

- If there is no data meeting the parameter selection made, you will receive an error message on the page.
- If the parameters are grayed out/not available to select or changes values, then the cascading parameters are “processing” and they impact the parameters that follow. Once the fields/text are ungrayed, you can move on to the next parameter criteria to select.
- While the report is generating, you will see a “Loading” icon spinning. You can choose to Cancel the report by clicking on ‘cancel’.
- If you run a report and get the report header, parameters selected and column titles within the body of the report but there is no data displayed, check your parameters selection to ensure that any of the fields originally defaulted with a “%” to act as a wildcard were not inadvertently deleted and left with a blank. These optional fields (Subdepartment, Grant Program, Function and BRF) must be populated with either the % sign OR a value.
What are “Report Categories”? 

In some reports, users may choose to view only balance/activity in certain report categories. These categories are new and they are different than the grouping used in existing GLDSS Reports. The available report categories are as follows and a full mapping of Institutional Accounts to category is available at https://afr.fo.uiowa.edu/sites/afr.fo.uiowa.edu/files/IACT_EFR_minorcat.xlsx.

Revenue Categories

- Tuition & Fees Revenue
- State & Other Appropriations
- Sales & Services (non-patient)
- Patient Services Revenue
- Investment Income
- F&A Recoveries
- Other Receipts & Additions

Expense Categories

- Faculty Salary & Fringe
- Teaching Assistant Salary & Fringe
- Research Assistant Salary & Fringe
- Post Doc/Fellow/House Staff Salary & Fringe
- P&S/SEIU Salary & Fringe
- Merit Salary & Fringe
- Wages & Fringe
- Other Salary & Fringe Benefits
- Travel
- Supplies & Other Tangible Items
- Scholarships & Tuition/Fee
- Services & Repairs
- Depreciation & Amortization
- Fees, Leases & Overhead
- Capital Expenditures
- Goods Purchased for Resale
- Miscellaneous Deductions
- Capital Cost Funding Transfer
- Non-Expense Disbursements
- Other Costs

All Other Categories

- Balance Forward (this is the balance forward for the selected parameters)
- Transfers In
- Transfers Out
Section 2: Reports & Specific Features

Balance Summary Reports

Balance by Fund. This report displays free balance by fund in an 8-column format segregating Transfers In/Out. This report interacts with other reports using drill down features as follows:

EFR -> Balance By Fund -> Balance by Department -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular

Balance by Department. This report displays free balance by department in an 8-column format segregating Transfers In/Out. This report interacts with other reports using drill down features as follows:

EFR -> Balance By Department -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Balance By Fund -> Balance By Department -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular

Balance by IACT. This report displays free balance by IACT (or Org Acct) in an 8-column format segregating Transfers In/Out. This report interacts with other reports using drill down features as follows:

EFR -> Balance by IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Balance By Fund -> Balance By Department -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> FY Expense Department Report -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
Expense Summary Reports

**YTD Expenses & Encumbrances** - This report displays YTD expenses by Dept, Fund & WhoKey based on selected IACT’s which are shown in columns that exclude Transfers Out. This report interacts with other reports using drill down features as follows:

EFR -> Expense and Encumbrance -> Transactions Report -> Transactions Report Tabular

**Expense Trend Charts** - This report displays annual expense trend in a chart format & accompanied by a data table based on selected criteria that exclude Transfers Out. This report interacts with other reports using drill down features as follows:


**Transactions Report** – This report displays revenue, expenses, budget and encumbrance transaction details by IACT at the JID level based on selected parameters that include Transfers In/Out. This report interacts with other reports using drill down features as follows:

EFR -> Transactions Report -> Transactions Report Tabular
EFR -> Balance By IAacct -> Transactions Report -> Transactions Report Tabular
EFR -> Expense and Encumbrance -> Transactions Report -> Transactions Report Tabular
Balance Summary Report: **Balance by Fund**

This report displays free balance for an Org **by fund** in an 8-column format **segregating Transfers In/Out**.

### Selecting Parameters

- **Select a Fiscal Year**
- **Select a Period within that fiscal year**
- **Select an Org**
  - Default is to exclude Fund 900; to include Fund 900, select ‘No’. If you choose to include Fund 900 in your report results the first time you run it, the fund will be checked in the Fund parameter drop down box and your report will include all Fund 900 activity/balance. However, if you change the setting after first running the report using the default setting, you must manually select Fund 900 in the ‘Fund’ drop down box.
- **Select one, multiple or all Funds**
- **Select one, multiple or all Department**
- **Leave ‘%’ to retrieve all values or enter portion of Subdepartment value**
- **Leave ‘%’ to retrieve all values or enter portion of Grant Program value**
- **Leave ‘%’ to retrieve all values or enter portion of Function value**
- **Leave ‘%’ to retrieve all values or enter portion of BRF value**
- **Select to group on a secondary Chartfield – Department or Function**
- **Enter a customized name for your report or leave it blank to use the standard report title**
### Viewing the Report & Drilling Down to Details

Use +/- to show or hide departments (or function, depending on the grouping you selected)

**Click on a department (or function) to drill down to “Balance by Department” report**

<table>
<thead>
<tr>
<th>Fund &gt; Dept</th>
<th>Balance Forward</th>
<th>Budget</th>
<th>Revenue</th>
<th>Transfer-In</th>
<th>Expense</th>
<th>Transfer-Out</th>
<th>Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - General Educational</td>
<td>254,566.25</td>
<td>10,767,822.00</td>
<td>-</td>
<td>-</td>
<td>2,691,395.13</td>
<td>-</td>
<td>6,851,677.23</td>
<td>1,479,315.89</td>
</tr>
<tr>
<td>0300 - Finance and Operations</td>
<td>-</td>
<td>736,760.00</td>
<td>-</td>
<td>-</td>
<td>182,884.07</td>
<td>-</td>
<td>423,468.70</td>
<td>130,407.23</td>
</tr>
<tr>
<td>0310 - Purchasing</td>
<td>-</td>
<td>2,032,227.00</td>
<td>-</td>
<td>-</td>
<td>461,233.89</td>
<td>-</td>
<td>1,339,641.39</td>
<td>231,351.72</td>
</tr>
<tr>
<td>0315 - Human Resources</td>
<td>254,566.25</td>
<td>7,998,835.00</td>
<td>-</td>
<td>-</td>
<td>2,047,277.17</td>
<td>-</td>
<td>5,088,567.14</td>
<td>1,117,556.54</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>254,566.25</td>
<td>10,767,822.00</td>
<td>-</td>
<td>-</td>
<td>2,691,395.13</td>
<td>-</td>
<td>6,851,677.23</td>
<td>1,479,315.89</td>
</tr>
</tbody>
</table>

The University of Iowa
Balance by Fund
Balance Summary Report: Balance by Department

This report displays free balance for an Org by department and then by Fund & WhoKey in an 8-column format segregating Transfers In/Out.

Selecting Parameters

The parameters to select are the same as for the Balance by Fund report except (1) there is no “Group On” dropdown box in this report and (2) there is a ‘Page Break’ option at the department level.

Viewing the Report & Drilling Down to Details

Click right arrow to go to the next page

Use +/- to collapse “Total Revenue” to display in total only, or expand to show “Revenue” and “Transfer-In” in separate columns

Use +/- to collapse “Total Expense” to display in total only, or expand to show “Expense” and “Transfer-Out” in separate columns

Click on a WhoKey to drill down to “Balance by Iacct” report.

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**EFR Summary Reports – User Manual**

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Balance Summary Report:  **Balance by IACT**

This report displays free balance for an Org by Dept/Fund/WhoKey by Institutional Account in an 8-column format segregating Transfers In/Out.

**Selecting Parameters**

The parameters are primarily the same as the *Balance by Fund* report with the exceptions below.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAcct Report Category</td>
<td>Select all, one or multiple Report Categories</td>
</tr>
<tr>
<td>Institutional Account</td>
<td>Select all, one or multiple Institutional Accounts within the selected Report Categories</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Leave ‘%’ to retrieve all values or enter portion of Cost Center value</td>
</tr>
<tr>
<td>BRF</td>
<td>Leave ‘%’ to retrieve all values or enter portion of BRF value</td>
</tr>
<tr>
<td>Group on WhoKey then</td>
<td>Group on WhoKey and then either IAcct or Org Acct</td>
</tr>
<tr>
<td>Page Break at Department Level</td>
<td>Select if you want a page break between each Department</td>
</tr>
</tbody>
</table>
EFR Summary Reports – User Manual

Viewing the Report & Drilling Down to Details

Click on +/- to expand or collapse grouping by Fund

Click on +/- to expand or collapse grouping by WhoKey

Click on +/- to expand to show secondary grouping based on your selection of grouping on the original parameters

Click on +/- to expand or collapse ‘Total Revenue’ or ‘Total Expense’ columns

Select an Institutional Account (IAcct) link to drill down to view specific transactions by Journal ID (JID) on the “YTD Transactions Report”.

<table>
<thead>
<tr>
<th>Year Period Selected: 201303</th>
<th>Org Selected: 05</th>
<th>Exclude Fund 990: Yes</th>
<th>Sub Dept(s) Selected: 0000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept(s) Selected: 0390</td>
<td>Inst Acct Reporting Category Selected: Select All</td>
<td>Inst Acct(s) Selected: Select All</td>
<td>Function(s) Selected: 60</td>
</tr>
<tr>
<td>Grant Program(s) Selected: 50340000</td>
<td>Org Comment(s) Selected: %</td>
<td>Dept Acct(s) Selected: %</td>
<td></td>
</tr>
<tr>
<td>Cost Center(s) Selected: 50</td>
<td>BRF Selected:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Show Report Parameters

#### Dept | Fund | WHO | IAcct > Org Acct | Balance Forward | Budget | Total Revenue | Revenue Transfer In | Total Expense | Expense | Transfer Out | Encumbrance | Balance

<table>
<thead>
<tr>
<th>0000 - Finance and Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>055 - General Educational Fund</td>
</tr>
<tr>
<td>050-05-0200-00000-50340000-60 - VPFO Salary Gen Exp and Equip</td>
</tr>
</tbody>
</table>

| 5001 - Non Clin Faculty Sal Acct Eff | 133,186.00 | - | - | 30,028.16 | 30,028.16 | - | 99,114.50 | (4,716.64) |
| 5101 - Fringe Benefits Faculty | 36,865.00 | - | - | 10,533.77 | 10,533.77 | - | 27,848.54 | (1,117.31) |
| 5201 - P and S Salaries Reg BUd Only | 6,142.00 | - | - | - | - | - | 6,142.00 | 0.00 |
| 5202 - P and S Salaries Regular | 267,396.00 | - | - | 68,846.48 | 68,846.48 | - | 200,549.44 | 0.00 |
| 5214 - F&S Technology Allowance | - | - | - | 69.18 | 69.18 | - | - | (69.18) |
| 5301 - Fringe Ben P and S Budget Only | 2,296.00 | - | - | - | - | - | 2,296.00 | 0.00 |
| 5302 - Fringe Benefit P and S Regular | 101,607.00 | - | - | 26,981.76 | 26,981.76 | - | 74,851.00 | (1,573.54) |
| 5314 - Fringe Ben F&S Tech Allow | - | - | - | 2.61 | 2.61 | - | - | (2.61) |
| 5402 - Gen Srl Staff Dscn Pay Regu | 10,220.00 | - | - | 4,035.75 | 4,035.75 | - | 12,157.25 | 85.00 |
| 5501 - Fringe Ben Gen Srl Staff Reg | 9,250.00 | - | - | 2,360.37 | 2,360.37 | - | 6,890.11 | 48.62 |

**SALARY, FRINGE Total** | 572,760.08 | - | - | 148,786.08 | 148,786.08 | - | 423,215.64 | 740.28 |
Expense Summary Report: **YTD Expenses & Encumbrances**

This report displays YTD expenses and encumbrances by Dept, Fund & WhoKey. The report excludes Transfers Out data and is easiest to view as an Excel or CSV download.

**Selecting Parameters**

The parameters are primarily the same as the *Balance by IACT* report with the exceptions below.

Default is to **include** encumbrances in report data; to exclude encumbrances, select ‘No’

**Viewing the Report & Drilling Down to Details**

Click on +/- to expand or collapse grouping by Fund

Click on +/- to expand or collapse grouping by WhoKey

Click on +/- to expand or collapse columns to show Iact separately for each selected Report Category.

Click on the amount for any Iact to drill down to view the journal details in the “Transactions Report”.
Expense Summary Report: Expense Trend Charts

This report displays annual expense trend in a chart format & accompanied by a data table based on selected criteria that exclude Transfers Out. Data will always be available going back to FY 2012.

Selecting Parameters

The parameters are primarily the same as the Balance by Fund report with the exceptions below.

Viewing the Report & Drilling Down to Details

Click on +/- to expand or collapse each column to view further details and to drill down to “Multi-Year Expense Report”.

Click on +/- to expand or collapse each row to view fund level. Clicking on a fund link further allows you to view “FY Expense Report”.

<table>
<thead>
<tr>
<th>FY &gt; Fund</th>
<th>Faculty Salary &amp; Fringe</th>
<th>Research Salary &amp; Fringe</th>
<th>P&amp;S/SEU Salary &amp; Fringe</th>
<th>Merit Salary &amp; Fringe</th>
<th>Wages &amp; Fringe</th>
<th>Other Salary &amp; Fringe</th>
<th>Capital Expenditures</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>608,186</td>
<td>652</td>
<td>6,729,528</td>
<td>1,437,847</td>
<td>59,119</td>
<td>(48)</td>
<td>3,201</td>
<td>1,648,896</td>
<td>10,387,290</td>
</tr>
<tr>
<td>2014</td>
<td>610,961</td>
<td>869</td>
<td>6,940,165</td>
<td>1,547,240</td>
<td>42,815</td>
<td>465</td>
<td>1,352,685</td>
<td>10,395,190</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>601,262</td>
<td>7,117,890</td>
<td>6,635,802</td>
<td>39,652</td>
<td>4,261</td>
<td>43,428</td>
<td>1,453,847</td>
<td>10,796,121</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>479,677</td>
<td>6,903,752</td>
<td>1,569,738</td>
<td>35,075</td>
<td>4,536</td>
<td>15,663</td>
<td>1,129,659</td>
<td>10,138,101</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>2,800,817</td>
<td>1,430</td>
<td>27,501,335</td>
<td>6,190,627</td>
<td>176,661</td>
<td>9,284</td>
<td>62,292</td>
<td>5,585,686</td>
<td>41,716,712</td>
</tr>
</tbody>
</table>
Expense Summary Report: **Transactions Report**

This report displays revenue, expense, budget and encumbrance transaction details by Dept, WhoKey & IACT for the full Master File Key (MFK) at the JID level based on selected parameters and includes Transfers In/Out.

**Selecting Parameters**

The parameters are primarily the same as the *Balance by IACT* report.

**Viewing the Report & Drilling Down to Details**

The report displays as shown below. Click on the “+/-” to expand or collapse the ‘Total Revenue’ and ‘Total Expense’ columns to show Transfers-In & Transfers-Out.

![Tabular Report](image)

**Tabular Report.** Users may view the original Transactions Report in a tabular format by clicking on the Tabular Report link in the report header.
This format is more user friendly when viewing a large volume of data. Users may export the tabular view to any of the available formats. In EFR Summary, most drilldown reports are displayed in a new window. However, the Transactions Report tabular view is one exception – it will open in the same window as the original report. To return to the original report, click on “Return to original view of Transactions Report”.

Questions & Contact Information

If you have questions about the EFR Summary Reports, please send an email to as-efr@uiowa.edu. If you are receiving error messages on any reports, please make sure to include a screenshot of the parameters selection in the body of the email to as-efr@uiowa.edu.