User Manual

EFR Summary Reports

The University of Iowa

Accounting and Financial Reporting

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Section 1: EFR Summary Reports

How can the Summary Reports be useful to me?

EFR Summary Reports were developed to replace the existing Balance Reports and the Transaction Detail reports accessed through the EFR Portal – GL Reports tab (E.g. MSxx reports & SA3). They allow administrators to run financial reports 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 other levels: WhoKey, Institutional Account, Journal Detail
- Allow users to export to multiple applications such as Excel, PDF, CSV, Word

How do I access the Summary Reports, and who has access to them?

General ledger-related Summary Reports are available in: *Self Service>Business & Financial Systems>Electronic Financial Reports (EFR) Portal>Summary Reports* tab. There is a check box to show or hide the report descriptions for each report, with the default checked to hide the descriptions.

Any financial user with one of the roles below can access these reports:

- Institutional Roles: Business Officer, Research Administrators, Dean and Departmental Executive Officer categories
- WhoKey: Owner, Reviewer, Secondary Reviewer and Grants
- Cumulative Compensation
- Transactional applications: GL Journal Entry, WebCV and PayCV
- Financial Reporting (AFR)

Are there any technical requirements to use the Summary Reports?

- Must use an up-to-date version of one of these browsers: Chrome, Firefox, Edge or Safari. Other browsers are not supported for accessing these reports.
- Depending on your unit's IT security policy, you may need to set up a trusted site by adding the standard UIowa sites which use Single Sign On and Windows authentication to your web browsers.
- Financial users logging in with either an IOWA or HEALTHCARE domain are both able to now access these Summary Reports, without needing to incorporate any additional steps.
- For questions or assistance on any of these technical requirements, please contact your local IT department, HCIS Help Desk for Healthcare users or ITS Help Desk for everyone else.

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 include as much detail as possible, and a screenshot of the parameter's selection.

Section 2: Transactions Query Report (TQR)

How can the Transactions Query Report (TQR) be useful to me?

The TQR was developed to be a flexible, easy-to-use query report tool that can be used to retrieve transaction details for multiple Fiscal years and Accounting Periods for posted accounting transactions, based on selected parameters. It is replacing the existing *GLDSS Query Tool – Transaction Detail Data,* available in the EFR Portal under the GL Reports tab. The Query Tool has not been available during year-end closing periods for many years, due to the legacy programming it utilizes, and is not supportable going forward.

What information is available through the TQR and how does it work?

The different Transaction Types' (I.e. Revenue & Transfer-In, Expense & Transfer-Out, Encumbrances, Balance Sheet and Budget) of accounting transaction details, along with their associated reference information tied to each transaction (E.g. MFK, Journal ID, Effective Date, descriptions, PO #, Voucher #, SLID/SLAC, etc.) can be retrieved.

<u>The flexibility of the report includes the ability to:</u>

- Select single, multiple or all Fiscal Years (current fiscal year back to FY2012) and Accounting Periods (periods 01-14 for closed fiscal years and 01 through current month-to-date for current fiscal year)
- Select one Organizational Unit (Org) per report run
- Select single, multiple or all values for Fund, Dept (Department), Transaction Type and Iact (Institutional Account)
- Select wildcarding or specific values for Subdept (Subdepartment), Grant/Pgm (Grant/Program), Oact (Organizational Account), Dact (Departmental Account), Fn (Function), Cctr (Cost Center) and BRF (Budget Reference Field)
- Select single, multiple or all fields for Output Columns to view in the report

<u>Required parameters</u>: Columns/fields using a drop-down box. Values must be selected for the below fields to be able to run the report, and they must be entered in the order below. The default that is pre-selected for each field is also noted:

1) Fiscal Year default: None selected
2) Fiscal Year/Period default: All periods based on Fiscal Year selected
3) Org default: None selected
4) Exclude Fund 900 default: Yes
5) Fund default: All funds based on prior fields selected
6) Dept default: None selected
7) Transaction Type default: Expense & Transfer-Out, Revenue & Transfer-In
8) Iact: All Iact's based on prior fields selected
9) Output Columns default: Many fields including WhoKey, WhoKey description, each individual Chartfield value, reference information associated with each transaction, amount, transaction type

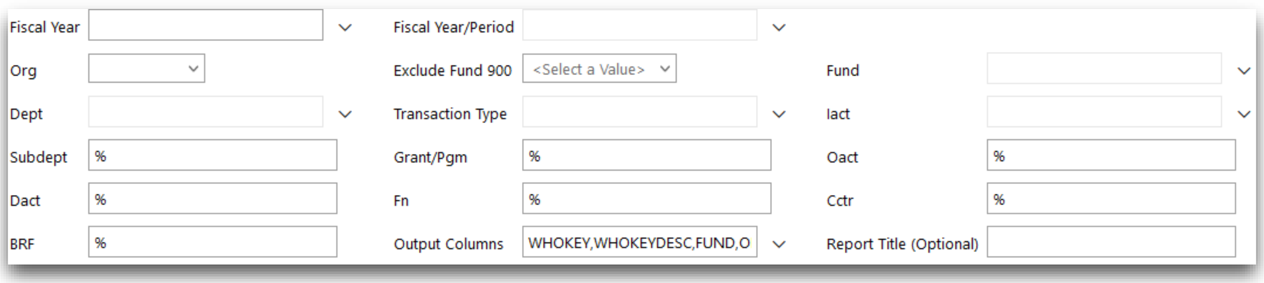
<u>Cascading parameters</u>: These are used for input criteria for the required drop-down fields above, so if you change a value for any of them, then you must update all of the parameter's values listed after the parameter you changed. In other words, the values available in each of these drop-down parameters are dependent on what was selected before it. If any of these parameters are grayed out or not available to select then the cascading parameters are "processing", which impacts the parameters that follow. Once the fields/text are no longer grayed out, you can move on to the next parameter criteria to select.

Select values for each field above, until all required parameters have been selected, going left to right, and up then down to the next row.

<u>Optional Parameters:</u> Columns/fields with a wildcard "%" sign. The wildcard is the default for each of the fields below so they can be left as-is to run the report or can be changed):

- Subdept, Grant/Pgm, Oact, Dact, Fn, Cctr, BRF
- Any part of each Chartfield value can be manually entered, in addition to using the "%" with any partial values entered. The "%" is not needed if a full value is entered.

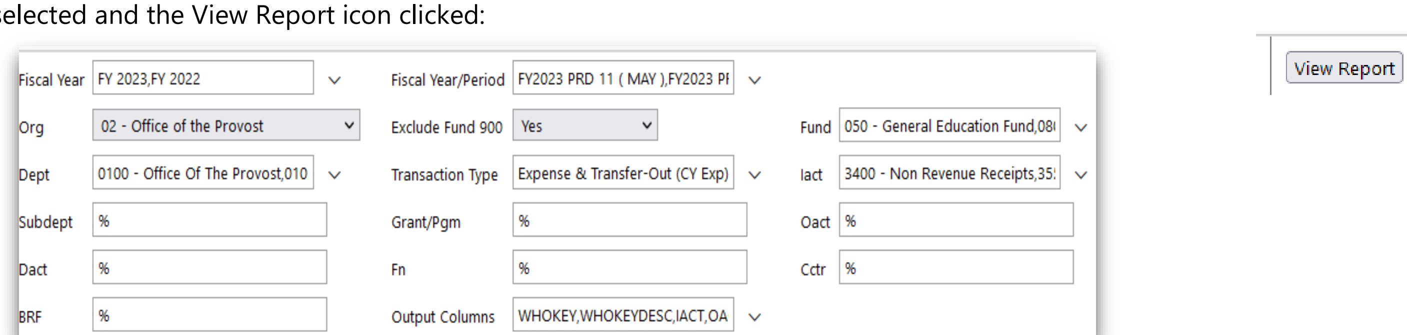
The parameter input screen looks like this, when the page is initially pulled up, before any values are selected for any fields:

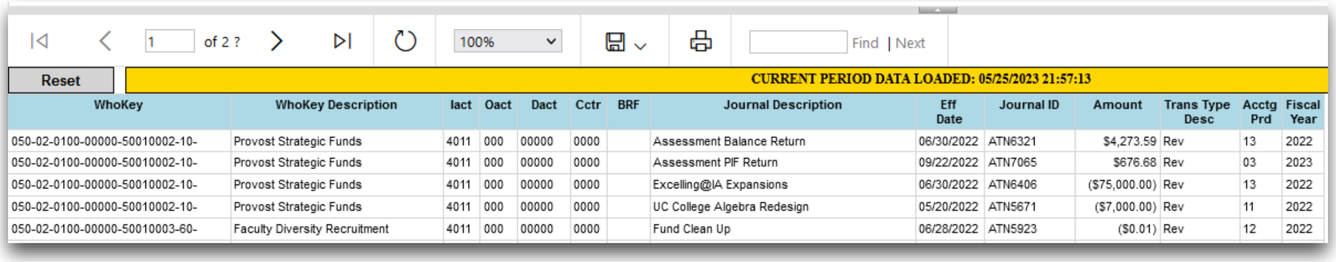


How do I see the TQR report?

To retrieve the report results, click on the "View Report" text at the top right of the screen. While the report is generating, a "Loading.....Cancel" icon is spinning. You can choose to Cancel the report by clicking on 'cancel'.
After the report is generated, the results are displayed on screen. The report displays the Current Period Data Loaded text with the date and time of the most recent general ledger data loaded. Report headers also are displayed for each field shown.

Below is an example of the both the criteria screen and a few rows of the report results, after all criteria has been selected and the View Report icon clicked:





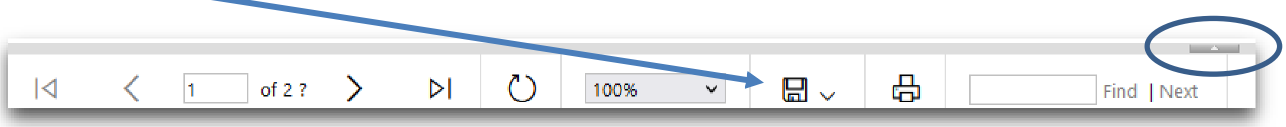
WhoKey	WhoKey Description	Iact	Oact	Dact	Cctr	BRF	Journal Description	Eff Date	Journal ID	Amount	Trans Type Desc	Acctg Prd	Fiscal Year
050-02-0100-00000-50010002-10-	Provost Strategic Funds	4011	000	00000	0000		Assessment Balance Return	06/30/2022	ATN6321	$4,273.59	Rev	13	2022
050-02-0100-00000-50010002-10-	Provost Strategic Funds	4011	000	00000	0000		Assessment PIF Return	09/22/2022	ATN7065	$676.68	Rev	03	2023
050-02-0100-00000-50010002-10-	Provost Strategic Funds	4011	000	00000	0000		Excelling@IA Expansions	06/30/2022	ATN6406	($75,000.00)	Rev	13	2022
050-02-0100-00000-50010002-10-	Provost Strategic Funds	4011	000	00000	0000		UC College Algebra Redesign	05/20/2022	ATN5671	($7,000.00)	Rev	11	2022
050-02-0100-00000-50010003-60-	Faculty Diversity Recruitment	4011	000	00000	0000		Fund Clean Up	06/28/2022	ATN5923	($0.01)	Rev	12	2022

NOTE: The Output Columns parameters' default fields were changed for this example, to un-select some of the fields.

What is the format of the TQR and what output options are available?

The TQR is in a tabular format that the report output can be viewed online or exported using multiple format options, including Excel, PDF, CSV and others. Tabular format is more user-friendly when retrieving a large volume of records and can be used more easily to create a pivot table in Excel, if desired. *Due to the flexibility of parameter input, a large volume of data across multiple fiscal years and periods can be used. This conversely can consume a lot of server space that can impact the response time of retrieving your report as well as others pulling reports in the EFR Portal. Please narrow the report parameters initially used as you use the TQR and become familiar with how it works.*

After the report results are displayed on screen, it can be exported by clicking on the drop-down box on the computer disk icon to get the "Export drop-down menu" to choose an option, including those listed above.



<u>Other notable features of the bar above include</u>:

- First page
- Page numbers
- Last page
- Refresh screen
- Zoom
- Print
- Find
- Find next
- Hide/Show parameters: Click on the triangle in the middle, above the bar area in gray

TQR Troubleshooting

- If there is no data meeting the parameter selection made, and error message is displayed on the page.
- 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 and/or a value.

TQR Reference Information

On the next page is a table with each column/field used for the TQR. It can be used for reference purposes that includes several columns of information that may be useful as you begin to use the TQR.

Column Name	Default Value?	User Selected or Entered?	Input Criteria Method?	Multiple Allowed?	Type of Value Allowed?	Can Select or is also Available?
Fiscal Year	No: User must select	Yes	Drop-down checkboxes	Yes	Single, Multiple or All	Current FY & prior FY's back to FY2012
Fiscal Year/Period	Yes: All periods, based on Fiscal Year selected	User can change default	Drop-down checkboxes	Yes	Single, Multiple or All	Current period + other closed periods in current FY, periods 01-14 for closed FY's. <u>**NOTE:**</u> adjustment periods 901-911 & period 15 are not included.
Org	No: User must select	Yes	Drop-down select value	No	Single	1 Org Unit per report run
Exclude Fund 900	Yes: Yes	User can change default	Drop-down select value	No	Single	
Fund	Yes: All Funds, based on previous columns' values selected	User can change default	Drop-down select value(s)	Yes	Single, Multiple or All	
Dept	No: User must select	Yes	Drop-down select value(s)	Yes	Single, Multiple or All	
Transaction Type	Yes: Expense & Transfer-Out (CY-Exp), Revenue & Transfer-In (CY Rev)	User can change default	Drop-down select value(s)	Yes	Single, Multiple or All	Budget (B2 Budget) Balance Sheet (CY Balance Sheet), Encumbrances (CE Encum)
Iact	Yes: All Iacts, based on previous column's values selected	User can change default	Drop-down select value(s)	Yes	Single or Wildcard	
Subdept	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Grant/Pgm	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Oact	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Dact	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Fn	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Cctr	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
BRF	Yes: % (wildcard)	User can change default	Enter value	No*	Single or Wildcard	
Output Columns	Yes: Includes WhoKey, WhoKeyDesc, each individual Chartfield value, Jrnldesc, Effdt, Jrnlid, Userid, POnbr, Vchrnbr, Slid/Slac, Check, Univid, Amount, Transdesc, Transcode, Acctgprd, FY	User can change default	Drop-down select value(s)	Yes	Single, Multiple or All	Descriptions of individual Chartfield values' descriptions: Funddesc Orgdesc Deptdesc Subdeptdesc GrantPgmdesc Fndesc Iactdesc Cctrdesc

Section 3: All Other Summary Report Details

Work-in-progress – Information Coming Soon