User Manual

Electronic Financial Reports (EFR)

EFR Summary Reports

The University of Iowa

Accounting & Financial Reporting

6/9/2017

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.

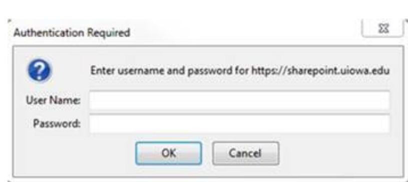
- Allow users to select one or multiple departments within an Org unit
- Allow users to select the current year, prior year or multi-year reporting periods
- Allow users to select fiscal YTD time period or any defined period(s) within a given fiscal year
- Allow users to drill down to at least three 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)?

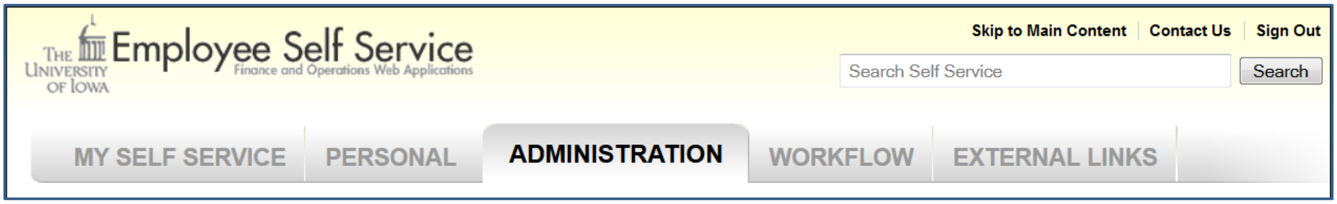
What technical set-up guidelines do you need to know about?

- Users will need to set up trusted sites by adding the standard UIowa 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 or contact the IT Help Desk.
- We recommend that users use the Firefox browser when utilizing EFR Summary 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.



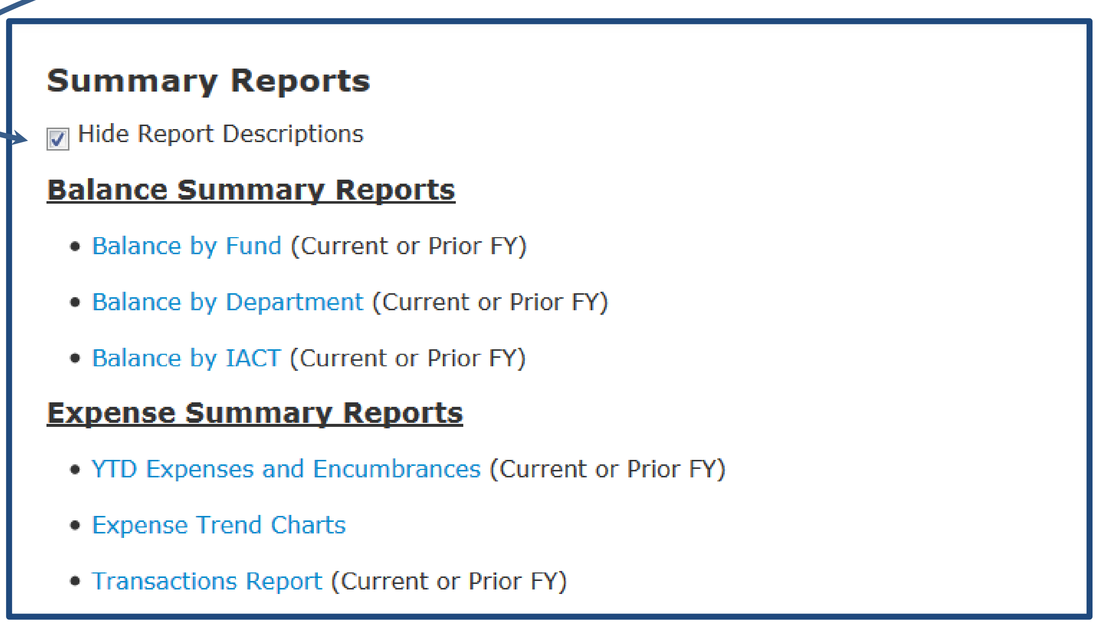
How do you access the reports?

The Summary Reports are available through Self Service in the Electronic Financial Reports portal:



Go to the ‘Summary Reports’ tab.

Check box to show or hide full report descriptions.



What are features of the SharePoint interface to these reports?

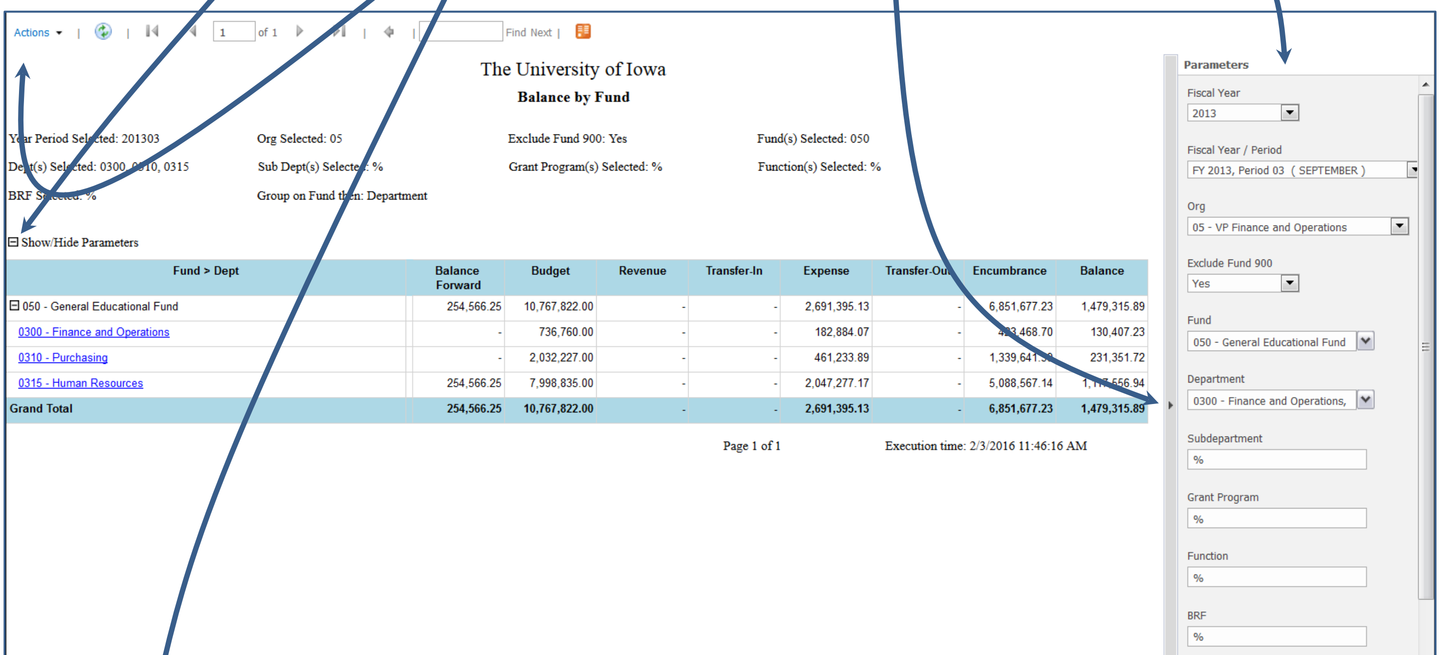
EFR Summary Reports are based on backend usage of SQL Server Reporting Services (SSRS). The latest and all future releases of SSRS utilizes **SharePoint** as the presentation layer for reporting. The screenshot below highlights some of the features of SharePoint that are standard across all reports.

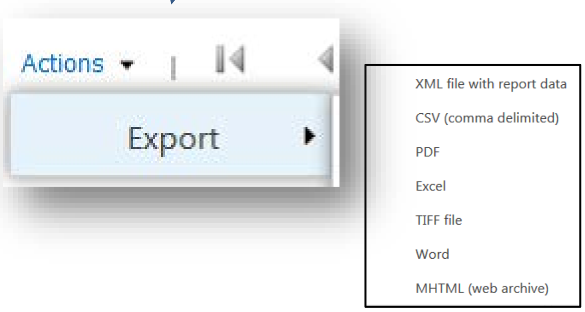
Select '+' to show or hide parameters on the report header.

Exporting is done through use of "Actions" then "Export".

You may hide/show the parameters display box by clicking on the triangle.

Parameters are displayed on the right side of screen. See important note regarding 'cascading parameters' rule.





Cascading Parameters Rule

If you change a value for any parameter, you must update all of the subsequent parameters' values (i.e., those listed <u>after</u> the parameter you changed).

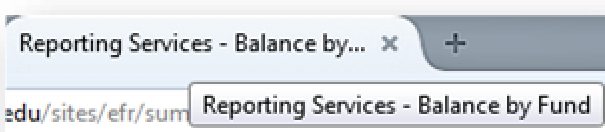
What are the common features across reports?

In addition to the SharePoint 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 <u>one</u> fiscal year value at a time in all reports with one exception: the *Expense Trend Charts* allows users to select <u>multiple</u> fiscal years. Data for adjustment periods 901-911 and period 15 are <u>not</u> 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 <u>exclude</u> Fund 900 (**Exclude Fund 900** box checked "Yes"). You may change this to <u>include</u> 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 un-grayed, 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 <u>there is no data displayed</u>, 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
- ✓ Grants & Gifts Income
- ✓ Sales & Services (non-patient)
- ✓ Investment Income
- ✓ State & Other Appropriations
- ✓ Patient Services Revenue
- ✓ F&A Recoveries
- ✓ Other Receipts & Additions

Expense Categories

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

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 Department -> 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 Encumberance -> 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:

EFR -> Expense Trend Charts - > FY Expense Report -> FY Expense Department Report -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Expense Trend Charts - > Multi-Year Expense Report -> Multi-Year IAcct Expense -> Transactions Report -> Transactions Report Tabular

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:

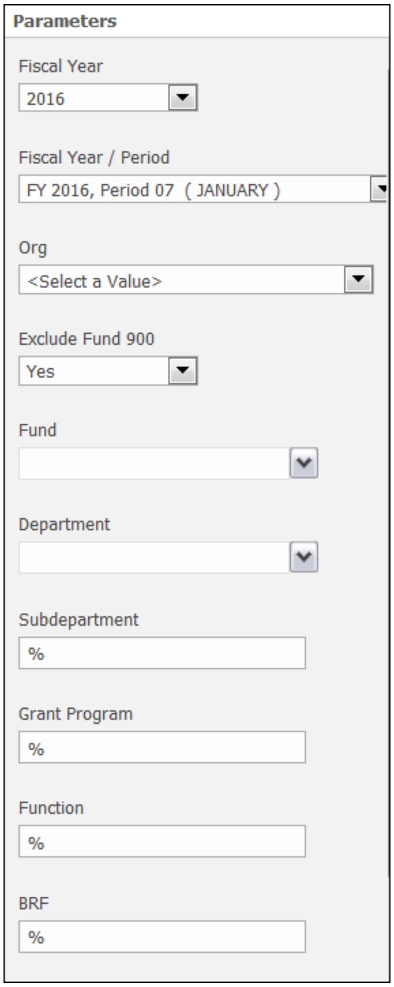
EFR -> Transactions Report -> Transactions Report Tabular
EFR -> Balance By Fund - > Balance By Department -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular

EFR -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Expense and Encumbrance -> Transactions Report -> Transactions Report Tabular
EFR -> Expense Trend Charts -> FY Expense Report -> FY Expense Department Report -> Balance By IAcct -> Transactions Report -> Transactions Report Tabular
EFR -> Expense Trend Charts -> Multi-Year Expense Report -> Multi-Year IAcct Expense -> 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

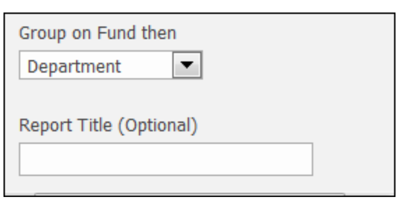
Select one, multiple or all Department

Leave '%' to retrieve all values or enter portion of Sub-department 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

The University of Iowa

Balance by Fund

Year Period Selected: 201303 Org Selected: 05 Exclude Fund 900: Yes Fund(s) Selected: 050

Dept(s) Selected: 0300, 0310, 0315 Sub Dept(s) Selected: % Grant Program(s) Selected: % Function(s) Selected: %

BRF Selected: % Group on Fund then: Department

⊟ Show/Hide Parameters

Fund > Dept	Balance Forward	Budget	Revenue	Transfer-In	Expense	Transfer-Out	Encumbrance	Balance
⊟ 050 - General Educational Fund	254,566.25	10,767,822.00	-	-	2,691,395.13	-	6,851,677.23	1,479,315.89
0300 - Finance and Operations	-	736,760.00	-	-	182,884.07	-	423,468.70	130,407.23
0310 - Purchasing	-	2,032,227.00	-	-	461,233.89	-	1,339,641.39	231,351.72
0315 - Human Resources	254,566.25	7,998,835.00	-	-	2,047,277.17	-	5,088,567.14	1,117,556.94
Grand Total	**254,566.25**	**10,767,822.00**	**-**	**-**	**2,691,395.13**	**-**	**6,851,677.23**	**1,479,315.89**

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

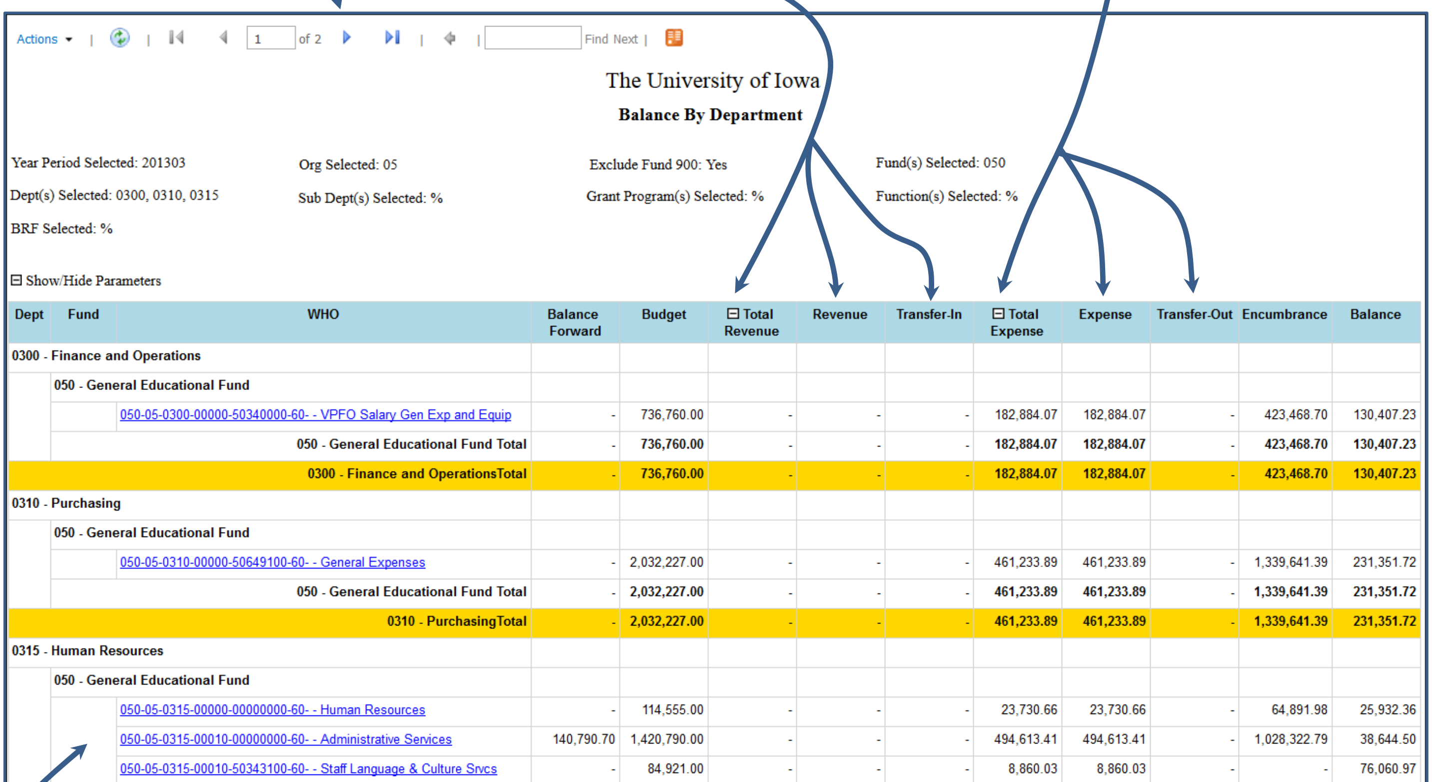
The parameters to select are the same as for the *Balance by Fund* report except (1) there is no "Group On" dropdown box in this report and (2) there is a 'Page Break' option at the department level.

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 "Revenue" and "Transfer-Out" in separate columns



The University of Iowa

Balance By Department

Year Period Selected: 201303 | Org Selected: 05 | Exclude Fund 900: Yes | Fund(s) Selected: 050

Dept(s) Selected: 0300, 0310, 0315 | Sub Dept(s) Selected: % | Grant Program(s) Selected: % | Function(s) Selected: %

BRF Selected: %

⊟ Show/Hide Parameters

Dept	Fund	WHO	Balance Forward	Budget	⊟ Total Revenue	Revenue	Transfer-In	⊟ Total Expense	Expense	Transfer-Out	Encumbrance	Balance
0300 - Finance and Operations												
	050 - General Educational Fund											
		050-05-0300-00000-50340000-60- - VPFO Salary Gen Exp and Equip	-	736,760.00	-	-	-	182,884.07	182,884.07	-	423,468.70	130,407.23
		050 - General Educational Fund Total	-	**736,760.00**	-	-	-	**182,884.07**	**182,884.07**	-	**423,468.70**	**130,407.23**
		0300 - Finance and OperationsTotal	-	**736,760.00**	-	-	-	**182,884.07**	**182,884.07**	-	**423,468.70**	**130,407.23**
0310 - Purchasing												
	050 - General Educational Fund											
		050-05-0310-00000-50649100-60- - General Expenses	-	2,032,227.00	-	-	-	461,233.89	461,233.89	-	1,339,641.39	231,351.72
		050 - General Educational Fund Total	-	**2,032,227.00**	-	-	-	**461,233.89**	**461,233.89**	-	**1,339,641.39**	**231,351.72**
		0310 - PurchasingTotal	-	**2,032,227.00**	-	-	-	**461,233.89**	**461,233.89**	-	**1,339,641.39**	**231,351.72**
0315 - Human Resources												
	050 - General Educational Fund											
		050-05-0315-00000-00000000-60- - Human Resources	-	114,555.00	-	-	-	23,730.66	23,730.66	-	64,891.98	25,932.36
		050-05-0315-00010-00000000-60- - Administrative Services	140,790.70	1,420,790.00	-	-	-	494,613.41	494,613.41	-	1,028,322.79	38,644.50
		050-05-0315-00010-50343100-60- - Staff Language & Culture Srvcs	-	84,921.00	-	-	-	8,860.03	8,860.03	-	-	76,060.97

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

Balance Summary Report: Balance by IACT

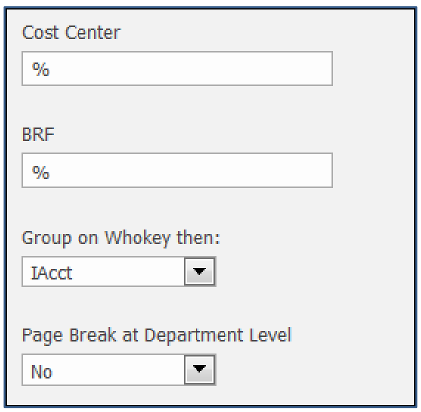
This report displays free balance for an Org by Dept/Fund/WhoKey by Institutional Account in an 8-column format segregating Transfers In/Out.

Selecting Parameters

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

Select all, one or multiple Report Categories

Select all, one or multiple Institutional Accounts within the selected Report Categories



Leave '%' to retrieve all values or enter portion of Cost Center value

Leave '%' to retrieve all values or enter portion of BRF value

Group on WhoKey and then either IAcct or Org Acct

Select if you want a page break between each Department

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

The University of Iowa

Balance by IAcct

Year Period Selected: 201303 | Org Selected: 05 | Exclude Fund 900: Yes | Fund(s) Selected: 050

Dept(s) Selected: 0300 | Inst Acct Reporting Category Selected: Select All | Inst Acct(s) Selected: Select All | Sub Dept(s) Selected: 00000

Grant Program(s) Selected: 50340000 | Org Acct(s) Selected: % | Dept Acct(s) Selected: % | Function(s) Selected: 60

Cost Center(s) Selected: % | BRF Selected:

⊟ Show/Hide Parameters

Dept	⊟ Fund	⊟ WHO	⊞ iAcct > Org Acct	Balance Forward	Budget	⊟ Total Revenue	Revenue	Transfer-In	⊟ Total Expense	Expense	Transfer-Out	Encumbrance	Balance
0300 - Finance and Operations													
	050 - General Educational Fund												
		050-05-0300-00000-50340000-60- - VPFO Salary Gen Exp and Equip											
			5002 - Non Clin Faculty Sal-Acad Eflt	-	133,086.00	-	-	-	38,028.16	38,028.16	-	99,814.50	(4,756.66)
			5102 - Fringe Benefits Faculty	-	36,865.00	-	-	-	10,533.77	10,533.77	-	27,648.54	(1,317.31)
			5200 - P and S Salaries Reg Bud Only	-	6,042.00	-	-	-	-	-	-	-	6,042.00
			5202 - P and S Salaries Regular	-	267,386.00	-	-	-	66,846.48	66,846.48	-	200,539.44	0.08
			5214 - P&S Technology Allowance	-	-	-	-	-	69.18	69.18	-	-	(69.18)
			5300 - Fringe Ben P and S Budget Only	-	2,296.00	-	-	-	-	-	-	-	2,296.00
			5302 - Fringe Benefit P and S Regular	-	101,607.00	-	-	-	26,981.76	26,981.76	-	76,204.80	(1,579.56)
			5314 - Fringe Ben P&S Techn Allow	-	-	-	-	-	2.61	2.61	-	-	(2.61)
			5402 - Gen Srv Staff Base Pay Regular	-	16,228.00	-	-	-	4,035.75	4,035.75	-	12,107.25	85.00
			5502 - Fringe Ben Gen Serv Staff Reg	-	9,250.00	-	-	-	2,300.37	2,300.37	-	6,901.11	48.52
			SALARY, FRINGE Total	-	**572,760.00**	-	-	-	**148,798.08**	**148,798.08**	-	**423,215.64**	**746.28**

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

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.

Include Encumbrances
Yes

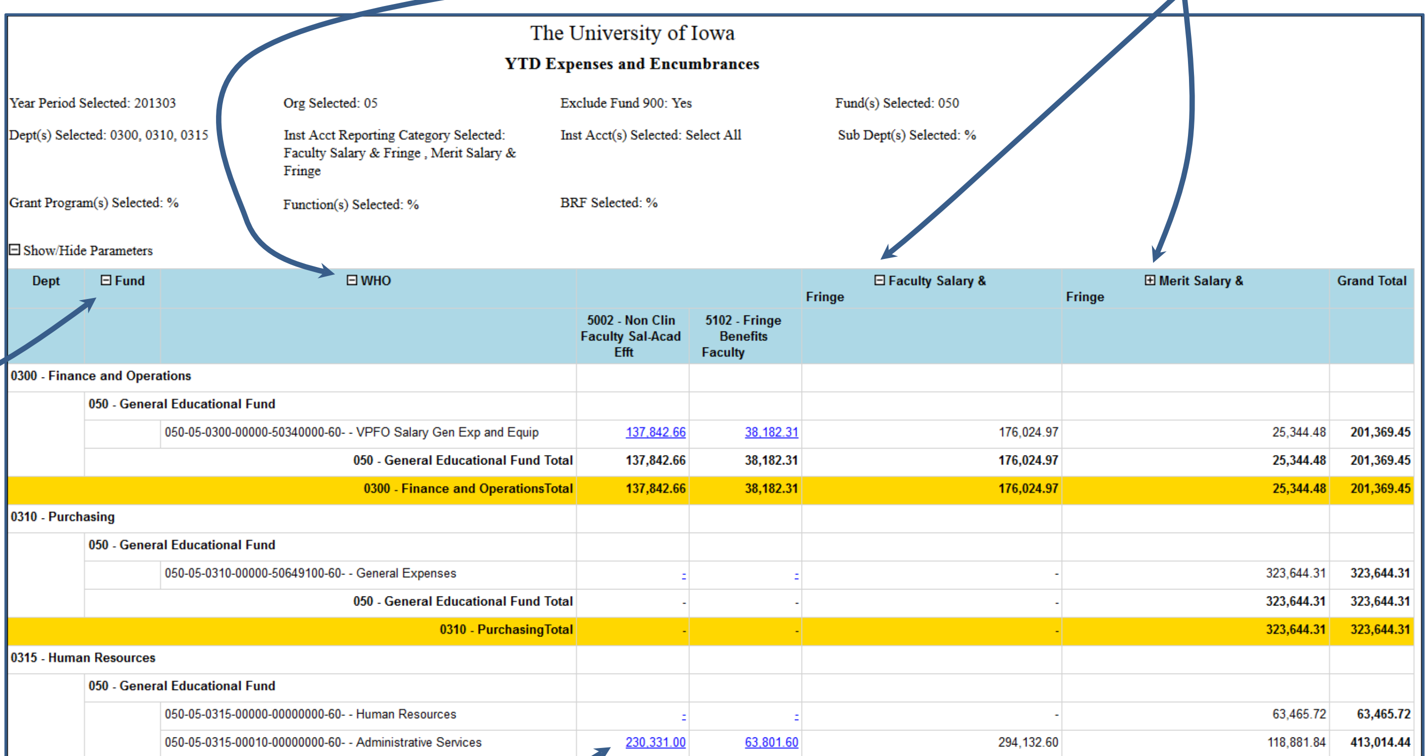
Default is to include encumbrances in report data; to exclude encumbrances, select 'No'

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 IAcct separately for each selected Report Category.



The University of Iowa
YTD Expenses and Encumbrances

Year Period Selected: 201303
Org Selected: 05
Exclude Fund 900: Yes
Fund(s) Selected: 050
Dept(s) Selected: 0300, 0310, 0315
Inst Acct Reporting Category Selected: Faculty Salary & Fringe , Merit Salary & Fringe
Inst Acct(s) Selected: Select All
Sub Dept(s) Selected: %
Grant Program(s) Selected: %
Function(s) Selected: %
BRF Selected: %

⊟ Show/Hide Parameters

Dept	⊟ Fund	⊟ WHO	5002 - Non Clin Faculty Sal-Acad Efft	5102 - Fringe Benefits Faculty	⊟ Faculty Salary & Fringe	⊞ Merit Salary & Fringe	Grand Total
0300 - Finance and Operations							
	050 - General Educational Fund						
		050-05-0300-00000-50340000-60- - VPFO Salary Gen Exp and Equip	137,842.66	38,182.31	176,024.97	25,344.48	201,369.45
		050 - General Educational Fund Total	137,842.66	38,182.31	176,024.97	25,344.48	201,369.45
		0300 - Finance and OperationsTotal	137,842.66	38,182.31	176,024.97	25,344.48	201,369.45
0310 - Purchasing							
	050 - General Educational Fund						
		050-05-0310-00000-50649100-60- - General Expenses	-	-	-	323,644.31	323,644.31
		050 - General Educational Fund Total	-	-	-	323,644.31	323,644.31
		0310 - PurchasingTotal	-	-	-	323,644.31	323,644.31
0315 - Human Resources							
	050 - General Educational Fund						
		050-05-0315-00000-00000000-60- - Human Resources	-	-	-	63,465.72	63,465.72
		050-05-0315-00010-00000000-60- - Administrative Services	230,331.00	63,801.60	294,132.60	118,881.84	413,014.44

Click on the amount for any Iacct 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.

Fiscal Year: 2012, 2013, 2014, 2015	Select one or more fiscal years beginning with FY 2012.
IAcct Rollup Category: Faculty Salary & Fringe, Researc	Select from multiple "salary & fringe" rollup columns, one "capital expenditure" column and one "all other" column (further drilldown is available in the report display for the "all other" column.

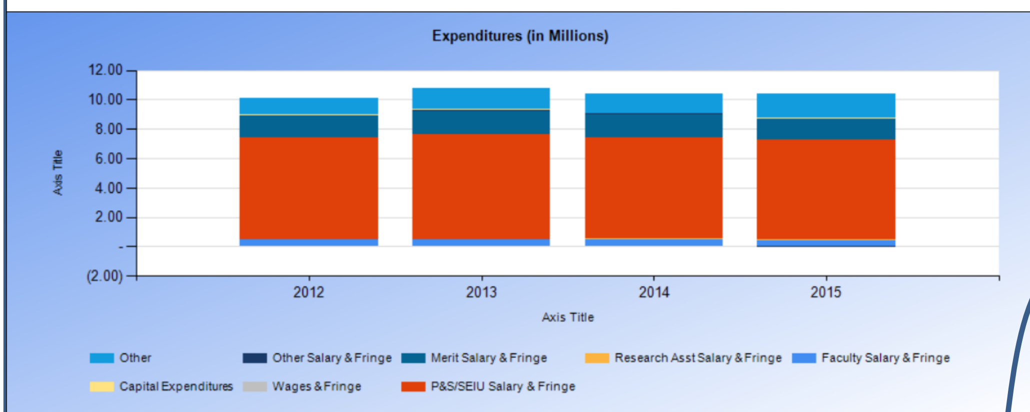
Viewing the Report & Drilling Down to Details

The University of Iowa

Expense Trend Charts

Year(s) Selected: 2012,2013,2014,2015	Org Selected: 05	Exclude Fund 900: Yes	Fund(s) Selected: 050
Dept(s) Selected: 0300, 0310, 0315	IAcct Rollup Category: Select All	Sub Dept(s) Selected: %	Grant Program(s) Selected: %
Function(s) Selected: %	BRF Selected: %		

⊟ Show/Hide Parameters



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

FY > Fund	⊞ Faculty Salary & Fringe	⊞ Research Asst Salary & Fringe	⊞ P&S/SEIU Salary & Fringe	⊞ Merit Salary & Fringe	⊞ Wages & Fringe	⊞ Other Salary & Fringe	⊞ Capital Expenditures	⊞ Other	Total
⊞ 2015	508,186	562	6,729,528	1,437,847	59,119	(48)	3,201	1,648,896	**10,387,290**
⊞ 2014	510,961	869	6,940,165	1,547,240	42,815	455		1,352,685	**10,395,190**
⊞ 2013	501,252		7,117,890	1,635,802	39,652	4,261	43,428	1,453,847	**10,796,131**
⊞ 2012	479,677		6,903,752	1,569,738	35,075	4,536	15,663	1,129,659	**10,138,101**
Grand Total	**2,000,077**	**1,430**	**27,691,335**	**6,190,627**	**176,661**	**9,204**	**62,292**	**5,585,086**	**41,716,712**

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".

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 <u>includes Transfers In/Out</u>.

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.

The University of Iowa

Transactions Report

Year Period(s) Selected: 201303 | Org Selected: 05 | Exclude Fund 900: Yes | Fund(s) Selected: 050

Dept(s) Selected: 0300, 0310, 0315 | Inst Acct Reporting Category Selected: Merit Salary & Fringe , P&S/SEIU Salary & Fringe | Inst Acct(s) Selected: Select All | Sub Dept(s) Selected: %

Grant Program(s) Selected: % | Org Acct(s) Selected: % | Dept Acct(s) Selected: % | Function(s) Selected: %

Cost Center(s) Selected: % | BRF Selected: % | Tabular Report

⊟ Show/Hide Parameters

Note: Encumbrances are not loaded for the current month, only prior month encumbrances are available in the transaction details table. This is not true for higher level reports.

Dept	WHO	iAcct	Org Acct	Dept Acct	Cost Center	Journal Description	Effective Date	Journal ID	Voucher Number	Subledger Account	Budget	⊞ Total Revenue	⊞ Total Expense	Encumbrance
0300 - Finance and Operations														
	050-05-0300-00000-50340000-60- - VPFO Salary Gen Exp and Equip													
		5202 - P and S Salaries Regular												
			000	00000	0000	ENCUM-P AND S SALARIES REGULAR	9/30/2012	9ENCMPAY			-	-	-	200,539.44
			000	00000	0000	EOM-P AND S SALARIES REGULAR	9/30/2012	2MOPAYROLL	M11530		-	-	22,282.16	-
										5202 Total	-	-	**22,282.16**	**200,539.44**
		5214 - P&S Technology Allowance												
			000	00000	0000	EOM-P&S TECHNOLOGY ALLOWANCE	9/30/2012	2MOPAYROLL	M11530		-	-	23.06	-
										5214 Total	-	-	**23.06**	-

<u>Tabular Report.</u> Users may view the original Transactions Report in a tabular format by clicking on the Tabular Report link in the report header.

The University of Iowa

Transactions Report

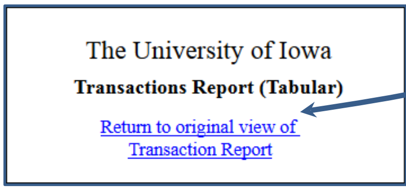
Year Period(s) Selected: 201303 | Org Selected: 05 | Exclude Fund 900: Yes | Fund(s) Selected: 050

Dept(s) Selected: 0300, 0310, 0315 | Inst Acct Reporting Category Selected: Merit Salary & Fringe , P&S/SEIU Salary & Fringe | Inst Acct(s) Selected: Select All | Sub Dept(s) Selected: %

Grant Program(s) Selected: % | Org Acct(s) Selected: % | Dept Acct(s) Selected: % | Function(s) Selected: %

Cost Center(s) Selected: % | BRF Selected: % | Tabular Report

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.

