

MEMORANDUM

Date: November 12, 2024
To: Transaction Detail Report (TDR) Users
From: Accounting and Financial Reporting
RE: Announcement of Enhanced TDR Application Effective November 12

Accounting and Financial Reporting (AFR) is pleased to announce the implementation of an enhanced Transaction Detail Report (TDR) application. This application can still be accessed through the Self-Service portal under *Business & Financial Systems – Data, Reports & Dashboards – Electronic Financial Reports (EFR) Portal*.

Developing a Comprehensive General Ledger Report

AFR has been collaborating with a committee of peers to develop a new report that integrates transaction and balance data, designed to meet reconciliation compliance requirements and support units in making informed financial decisions. This unified report will eventually replace both the SA3 and TDR reports, though a timeline for this transition has not yet been established. The enhanced TDR represents a significant step towards achieving this goal.

Key Features of the Enhanced TDR

- **TDR Header Improvements:**
 - The header size has been reduced and will remain fixed at the top of the page, allowing for more immediate visibility of details.
 - Key items have been relocated to a collapsible left navigation bar, which includes:
 - **WhoKey Information:** Chartfield values, status, open/close dates (*NEW), descriptions, and roles.
 - **Application/Reports/Resource Links:** Options to download to Excel, view report-level comments, subscribe, and access various reports (SA3, Balance Sheet, WhoKey Admin, PayCV (*NEW), etc).
- **Printing and PDF Options:**
 - Browser printing is not supported; users will be prompted to use the Excel download option, which includes a Formatted Report tab and Raw Data tab (format that was previously used).
- **Reconciliation Status:**
 - Report-level reconciliation status and buttons will remain visible at the top right of the page during scrolling.
- **Report and Line Level Comments**
 - Indicated by a conversation bubble icon, with a blue circle showing the number of comments, if any.
 - Default comments tied to Journals (e.g., for transactions that are reconciled centrally), these are included in the Line Level Comment drill and will be highlighted in blue to show they are informational and are not allowed to be deleted.

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- **Sorting Options:**
 - New sorting capabilities have been added (including Eff Date and Journal ID being added to the default sort, Oact, Dact, Cctr), while some options have been removed (Univ ID, Workflow Status).
- **Data Presentation:**
 - Each transaction will now occupy a single row, improving readability.
 - Category section headers (General Expense, Revenue, etc.) will remain fixed at the top of the Details section until the entire section is no longer visible on the screen.
 - When sections are collapsed, the total for that section will be displayed in the collapsed category bar, providing quick access to summary information.
 - Grand Totals section removed – this is the same as the Account Balance – Monthly Transactions section.
- **User Interface Enhancements:**
 - The WebCV pencil icon will only appear if there is a possibility to complete a WebCV for an entry. If the icon is displayed but the “Correct Entry” button is absent on the Entry Detail page, it indicates that the user does not have the necessary WebCV permissions for that specific entry.
 - The icon for journal contacts has been updated from a “?” to a person icon for improved clarity.
 - The last selected drill will remain bolded until another option is chosen within the TDR, enhancing user navigation.

For further details, please refer to the *TDR FAQs & Tips* section in the left navigation bar.

Thank you for your attention to these enhancements. We believe these improvements will significantly enhance your experience with the TDR application.

If you experience any issues with the application or have questions, please send specific details, along with any screenshots that are helpful, to: as-efr@uiowa.edu, with the subject line of “TDR”.