

User Manual

Electronic Financial Reports (EFR)

Monthly Account Statement (MAS)



The University of Iowa

**Accounting and Financial Reporting
(AFR)**

Table of Contents

Section 1: Background Information	4
General Information.....	4
Criteria for MAS Report Generation	4
Related Policy – Monthly Review and Reconciliation of Transactions & Accounts	5
Related Information – Financial Sub-certification	5
Section 2: Related Applications	6
Accessing related Applications.....	6
Institutional Roles Application	6
WhoKey Administration Application.....	7
Section 3: Transaction Reports	9
General Information.....	9
Settings Preferences – Email Notifications	9
Inbox - WhoKey Role Assignments Section.....	10
Inbox - Voluntary Subscriptions Section	10
Inbox - Defaults & Filters.....	11
MAS Search	11
Administrative Functions	12
Alternate Reconciliation:.....	12
Section 4: Monthly Account Statement (MAS)	13
Report Header & Sidebar Navigation menu.....	13
Income Statement Transactions tab	14
Account Balance tab.....	15
Revenue & Expense Iact Recap tabs	15
Balance Sheet Transactions tab	15
Balance Sheet tab.....	15
Transaction Tabs Columns, Sorting & Filtering	15
Drilling to Subsystem Details.....	16
Adding Comments – Transaction-Level & Report-Level	18
Making Correcting Entries (WebCV)	18
Reconciliation Indicator – Transaction-Level (Optional).....	18
Transaction-Level Reconciliation Exceptions	19
Reconciliation Indicator – WhoKey-Level (Required)	20

Reconciliation Expectations 20

Downloading to Excel..... 21

Questions & Contact Information 21

Section 5: Resources22

Section 1: Background Information

In this section, you will learn:

- General Information
- Criteria for MAS report generation
- Related Policy – Monthly Review and Reconciliation of Transactions and Accounts
- Related Information – Financial Sub-Certification

General Information

The MAS, or Monthly Account Statement, is a monthly electronic financial report which provides Income Statement and Balance Sheet transaction details and balances by account (WhoKey). An individual with a WhoKey role (*Account Owner* or *Account Reviewer/Secondary Reviewer*) for an account, are required to electronically confirm that the Income Statement transactions have been reviewed and reconciled to available supporting documents. The report has functionality to drill down to various subsystems. This includes a drill to CumComp (Cumulative Compensation), which maintains salary and fringe detail by employee. Finally, the MAS allows [Account Reviewers](#) and [Account Owners](#) to add comments at the report and line level.

A link to each MAS is electronically distributed to the “Electronic Financial Reports (EFR) Inbox” of the following:

WhoKey roles:

- ✓ *Account Owner*
- ✓ *Account Reviewer*
- ✓ *Secondary Reviewers*

Grant roles:

- ✓ PI Dept Research Admin
- ✓ Co-I(nvestigator)
- ✓ Co-I(nvestigator) Dept Research Admin
- ✓ Alternate Research Admin

The EFR Inbox is accessed through Self Service – Business & Financial Systems – Data, Reports & Dashboards – Electronic Financial Reports (EFR) Portal – Transaction Reports - Inbox.

Criteria for MAS Report Generation

A MAS report is generated for each WhoKey/accounting period/fiscal year combination, when one or more of the following criteria is met:

- ✓ There is Income Statement (expense, revenue, and encumbrance) activity for the month.
- ✓ There is Income Statement balances.
- ✓ There is Balance Sheet (assets and liabilities) activity for the month.
- ✓ There is Balance Sheet balances.

Related Policy – Monthly Review and Reconciliation of Transactions & Accounts

The [Monthly Review and Reconciliation of Transactions and Accounts Policy](#) requires that Income Statement activities, which includes expense, revenue, and encumbrance transactions, for each account be reviewed and reconciled on a monthly basis. This is required to reasonably assure that financial information for University of Iowa reports, including the published annual audited financial report, accurately reflects activity and balances. Key roles critical to compliance with this policy are the *Account Owner*, *Account Reviewer*, & *Secondary Reviewers*.

The **Account Owner** is the individual who has general decision-making authority over the account, as well as fiscal responsibility and accountability. The Account Owner for non-grant accounts is typically the Department Administrator but may be delegated to a Business Manager, Financial Officer, or Program Administrator. The Account Owner for grant accounts is the Principal Investigator. Research Administrators are not permitted to be the Account Owner.

Account Reviewer(s) are the individual(s) responsible for the timely review and reconciliation of transactions at an account/accounting period/fiscal year level and comparing them to available supporting documents. In addition to the Account Reviewer, up to four **Secondary Reviewers** may be assigned to an account.

Please note that from an application perspective, there is no distinction in the responsibility or hierarchy of reviewers (i.e., Account Reviewers and Secondary Reviewers all have the same level of responsibility).

Specific responsibilities of the Account Owner and Account Reviewers are covered in the policy.

Related Information – Financial Sub-certification

Deans, Vice-Presidents, Senior Business Officers, Senior HR Reps and Directors of central units are required to certify the University of Iowa's financial operations. This is accomplished through completing an annual [Financial Sub-certification](#) process overseen by the University Controller. This sub-certification process is intended to serve two purposes: (1) to provide reasonable assurance of the underlying numbers in the University's financial statements, and (2) to provide reasonable assurance of a sufficient and effective internal control structure that can identify weaknesses in financial processes and systems. A set of questions must be answered in the Financial Sub-certification (FSC) Application to address topics related to (a) compliance with laws, regulations, and contracts; (b) prevention and detection of fraud; (c) proper recording, classification and valuation of transactions and balances, and (d) adequate documentation and disclosure. One question specifically related to the MAS asks: *"Does your unit have an effective control environment which holds individuals accountable for their responsibilities, requires adequate training and timely review of financial activity?"*

Section 2: Related Applications

In this section, you will learn:

- How to access related applications
- How the Institutional Roles application relates to the MAS
- How the WhoKey Administration application relates to the MAS

Accessing related Applications

Institutional Roles: Self Service → General Systems & Tools → Roles & Security → Institutional Roles

WhoKey Administration: Self Service → Business & Financial Systems → Financial Systems & Forms → WhoKey Administration

Every org-level Business Officer has automatic access to the Institutional Roles application and the specific Org Unit(s) assigned to them by the Controller's Office. After org-level access is granted, individuals are assigned to additional roles as described below.

Institutional Roles Application

The Institutional Roles application was developed to maintain role assignments for various functions across campus. Our focus is on the Business Officer category and the following roles:

Business Officer (required role) – The Controller's Office assigns a Business Officer for each org unit. Business Officers can access the WhoKey Administration application for all WhoKeys within their org(s) to assign/update Owner and Reviewer(s), assign/edit Purpose, and to request close and inactivation.

Department Administrator (required role) – The assigned Business Officer for each org unit is required to assign a Department Administrator for each department within their org(s). Department Administrators can access the WhoKey Administration application for all WhoKeys within their department(s) to assign/update Owner and Reviewer(s), assign/edit Purpose, and to request close and inactivation.

Subdepartment Administrator (optional role) - The assigned Business Officer for each org unit may assign a Subdepartment Administrator for each department/subdepartment within their org. The assigned Department Administrator for each department can also assign a Subdepartment Administrator for each department/subdepartment within their department(s). Subdepartment Administrators can access the WhoKey Administration application for all WhoKeys within their department(s)/subdepartment(s) to assign/update Owner and Reviewer(s), assign/edit Purpose, and to request close and inactivation.

The **Administrative Delegate role** (optional) can also be assigned by the individuals above. The Administrative Delegate role can perform any function of the role hierarchically above it, including actions within the Institutional Roles application and other actions in HR and Financial Systems (such as the WhoKey Administration application).

Below is a summary of how the roles within Institutional Roles are assigned and by whom, as well as the WhoKey roles they can assign:

<p>Controller’s Office</p>	<ul style="list-style-type: none"> • Must assign org-level Business Officer role <u>for each org unit.</u>
<p>Business Officers (org level)</p>	<ul style="list-style-type: none"> • Must assign Department Administrator role <u>for each department in their org unit(s).</u> • May assign Subdepartment Administrator role <u>for each department/subdepartment in their org unit(s).</u> • May assign Administrative Delegate(s) role(s). • May assign WhoKey roles (<i>I.e., Owner & Reviewer(s)</i>) <u>for WhoKeys in their org unit(s).</u>
<p>Department Administrators</p>	<ul style="list-style-type: none"> • May assign Subdepartment Administrator role <u>for each subdepartment in their department(s)</u> • May assign Administrative Delegate(s) role(s). • May assign WhoKey roles (<i>I.e., Owner & Reviewer(s)</i>) <u>for WhoKeys in their department(s).</u>

WhoKey Administration Application

The WhoKey Administration application is a financial system used by departments to: (a) Assign and update ownership for Account Owner and Reviewer roles by account, (b) Assign and update account purpose, and (c) facilitate searching for accounts that need attention for unassigned account roles and missing purpose. The following actions are available in the WhoKey Administration application:

- ✓ Assign **Account Owner** for each WhoKey – This required role can be assigned by the *Subdepartment Administrator, Department Administrator & Business Officer* within the account structure.
 - **Exception:** *Account Owners* for all Fund 500 & 510 accounts are automatically assigned to the individual identified by the Sponsor, as identified in the UI Proposal Routing form.
- ✓ Reviewer(s) for Grant/Program# starting with 1, 2, or 3 are automatically assigned when a new WhoKey with a new BR is created, unless any WhoKey components change. Please note that Reviewer(s) can be manually updated by the individuals with assigned roles.
- ✓ Assign **Account Reviewer** for each WhoKey – This required role can be assigned by the *Account Owner, Subdepartment Administrator, Department Administrator & Business Officer* within the account structure. Additionally for Grant accounts the *Co-Investigator, PI Department Research Administrator, Co-Investigator Department Research Administrator & Alternate Research Administrator* may also assign the Account Reviewer role.
 - **Exception:** *Account Reviewer* for all Fund 900 accounts are assigned to Capital Assets Management.

- ✓ Assign up to four *Secondary Reviewers* for each WhoKey – This optional role can be assigned by *Account Owner, Subdepartment Administrator, Department Administrator & Business Officer* within the account structure. Additionally for Grant accounts the *Co-Investigator, PI Department Research Administrator, Co-Investigator Department Research Administrator & Alternate Research Administrator* may assign up to four Secondary Reviewers.
- ✓ Document the Account Purpose of each WhoKey.
- ✓ Request Account Closure/Inactivation by WhoKey
 - This action can be performed by any of the roles above and will send an automated email to the appropriate staff in the Controller's Office (I.e., Accounting & Financial Reporting, Grant Accounting and Capital Projects).
 - Account closure is typically complete within a few days of the request.

Account Owners and Account Reviewers must be assigned by the last day of the month for those individuals to receive the MAS email notification for that accounting period. Newly assigned individuals can see existing MAS reports for the current fiscal year in their EFR inbox immediately.

Section 3: Transaction Reports

In this section, you will learn:

- General Information
- Setting Preferences- Email Notifications
- Inbox – WhoKey Role Assignment Section
- Inbox – Voluntary Subscription Section
- Inbox – Defaults & Filters
- MAS Ad-Hoc Search
- Administrative Functions
- Alternate Reconciliation

General Information

The EFR Inbox (Electronic Financial Reports Inbox) is accessed through Employee Self Service → Business & Financial Systems → Data, Reports & Dashboards → Electronic Financial Reports (EFR) Portal. The following groups of individuals have a link to EFR in Self Service:

1. Individuals assigned as an *Account Owner, Account Reviewer(s) and for grant accounts the Co-Investigator, PI Department Research Administrator, Co-Investigator Department Research Administrator & Alternate Research Administrator* in the WhoKey Administration application. These individuals will see the MAS reports in their EFR Inbox for WhoKeys they are assigned.
2. Individuals with Financial Reporting (AFR) access. These individuals may or may not have assigned WhoKey or grant roles, but they can run ad-hoc MAS reports through a link in the EFR Inbox.

The individuals in the above groups may also self-subscribe through the [Voluntary Subscriptions](#) feature.

Settings Preferences – Email Notifications

Please note that the options selected apply permanently, until you update and save them, to when an email is sent to you or not for these scenarios.

The three notification options, found in “Email Preferences”, can be selected individually or in any combination:

- ✓ Send me an email notification when monthly reports are available to be viewed.
- ✓ Email me when someone other than myself adds or deletes a comment on an account I have a WhoKey Role for.
- ✓ Send me an email notification when a Voluntary Subscription is created for a report I own.

Inbox - WhoKey Role Assignments Section

The “WhoKey Role Assignments” section of the EFR Inbox shows MAS reports for WhoKeys that you are assigned a role. Those roles include Account Owner, Account Reviewer, Secondary Reviewer, Co-Investigator, PI Department Research Administrator, Co-Investigator Department Research Administrator, and/or Alternate Research Administrator. The specific role(s) you are assigned for each WhoKey is also displayed.

You may choose how many rows of reports you want to view per page. You also have the choice to modify the sort by clicking on the text of the desired column to sort on, and/or apply a filter using the filter icon located in each of the following columns:

- ✓ **WhoKey** – The WhoKey(s) that you are assigned a role for.
- ✓ **Income Statement Activity** – Shows “Y” and # of transactions during the month or “N” if there are none.
- ✓ **Balance Sheet Activity** – Shows “Y” and # of transactions during the month or “N” if there are none.
Note: While the FY11-FY25 reports will include the Balance Sheet transaction activity in the report, the Balance Sheet transaction count is not provided for historical reports.
- ✓ **Prd-FY** – The fiscal period and fiscal year, along with the month and calendar year.
- ✓ **Role** – Shows if you are an Owner, Reviewer, Secondary Reviewer, Co-Investigator, PI Department Research Administrator, Co-Investigator Department Research Administrator, and/or Alternate Research Administrator for the WhoKey.
- ✓ **Reconciliation Status** – Shows the reconciliation status as Not Reconciled, In Progress, Reconciled, or N/A (if there are no Income Statement transactions). If N/A then the report is not required to be reconciled. If a report has been reconciled, the HawkID of the reconciler and the date/time are displayed.

Inbox - Voluntary Subscriptions Section

The “Voluntary Subscriptions” section of the EFR Inbox shows the list of WhoKeys that you voluntarily subscribed for or shows “No Reports Returned for Supplied Criteria” if you have not added any subscriptions. For a WhoKey(s) that an individual is NOT assigned as an *Account Owner* or *Account Reviewer*, and they have a business need to monitor the account through the MAS, there is a voluntary subscription feature that can be utilized. Once a subscription is created, a monthly MAS distribution email is sent to you, as well as the account added to your EFR Inbox under the Voluntary Subscriptions section.

To voluntarily subscribe to a WhoKey MAS please follow these steps:

1. Determine which WhoKey MAS you want to subscribe to.
2. Open the MAS for the WhoKey via the “MAS Search” and select a closed period/FY. NOTE: The current month-to-date/daily MAS does not have this feature.
3. After the MAS displays, click the Subscribe “bell” icon in the sidebar menu of the report.
 - a. You are required to designate the starting & ending period for the subscription. You may also subscribe indefinitely. After completing the information, click on the *Create* button. Defaults

- are Period 01 for start and end distribution with blank FY and the option INDEFINITELY selected.
4. Once the subscription is completed, the WhoKey is added to the list in the Voluntary Subscriptions section of your EFR Inbox.

An alternative to either being assigned a WhoKey role or to voluntarily subscribe to an account is to choose to retrieve the MAS report through an ad-hoc option. This is done through the MAS Search, but the MAS can only be retrieved on-screen instead of appearing in your EFR Inbox.

To unsubscribe to a WhoKey MAS you signed up for via a Voluntary Subscription, click on the “edit” link in the last column of the Voluntary Subscription section of the EFR Inbox titled “Actions”. At this point, you may update the Accounting Period/FY selection and select the “Update” button to change the subscription period or “Delete” button to end your voluntary subscription to this WhoKey.

Note: When you subscribe to an account, the WhoKey Owner is notified by email of the voluntary subscription.

Inbox - Defaults & Filters

For the EFR Inbox the list of MAS reports can be refined by using the “Filters” option available above the Inbox list of accounts/periods/fiscal years. The filtering options include:

- The ability to modify the default “Accounting Period Range” to define the starting and ending period for the reports to display in your list.
- The ability to optionally add any individual WhoKey element value or a combination of elements to appear in your list through using the “WhoKey” section.
- The “MAS Defaults” section allows for the ability to:
 - Modify the default number of fiscal periods of reports to view in your EFR Inbox.
 - Select the check box to *Show adjustment periods in dropdowns (applies to EFR Inbox & MAS Search)*.

Note: Use the floppy disk icon (Save Defaults) to apply your changes permanently for each time you open your Inbox. Use “Apply Filters” if you want to apply filters or make a temporary filter change.

EFR Inbox – WhoKey Role Assignments and Voluntary Subscriptions sections:

- Define how many rows of assigned MAS reports show in your inbox. (Default is 10)
- Define how many rows of voluntary Subscriptions to show in your inbox. (Default is 10)
- Apply sorting on the columns. For sorting on multiple columns, hold the shift key to make additional column selections.
- Apply filtering on the columns.
- Clear sort/filtering by selecting the eraser icon.
- Restore saved default sort/filtering by selecting the clock with circular back arrow icon.
- Save currently applied sort/filtering by selecting the floppy disk icon.

MAS Search

Under the Transaction Reports tab is the “MAS Search” that takes you to an Ad-Hoc search form to enter the WhoKey chartfield values and accounting period/fiscal year to review. After entering/selecting the data, click

the “Get Report” button.

Note: The default is for the “Show Adjustment Periods” box to be unchecked to exclude adjustment periods 901-911 from the accounting period drop-down list. Select the box to include adjustment periods in the drop-down list, as applicable for that account. The adjustment periods can also be included in drop-down list by selecting the option in the Filtering section of the EFR Inbox. Only an extremely limited number of centrally controlled Health Care accounts have activity for these adjustment periods.

Administrative Functions

From the “Admin Functions” tab there are two report options:

Reconciliation Status: To review the reconciliation status of accounts, a search by assorted options for WhoKey elements, a range of accounting periods, reconciliation status, and the HawkID of the Owner and/or Reviewer is available. After selecting the desired criteria, click on “Get Report” to view the report online. Once the report displays you may choose to download the data to Excel. The defaults for this report are: My Assigned WhoKeys, blank WhoKey, From and To is the most recent closed period, status is “All status EXCEPT ‘Reconciled’”, Owner & Reviewer HawkID are blank.

NOTES for criteria options that may be entered/changed:

- ✓ Leave the default of “My Assigned WhoKeys” based on your WhoKey roles assigned or select “My Org/Dept/Subdept WhoKeys” based on your Institutional Roles Business Officer category roles (if applicable).
- ✓ Any individual chartfield or combination of chartfield elements can be entered that you have a business need to review.
- ✓ Any single accounting period/fiscal year or range of accounting period/fiscal year can be used.
- ✓ Choose to show or not show adjustment period/fiscal year in the drop-down and corresponding report retrieved.
- ✓ Choose one of the following Status options:
 - All status EXCEPT ‘Reconciled’
 - Reconciled
 - Not Reconciled
 - In Progress
 - All
- ✓ Optionally choose to enter the HawkID of the Owner, Reviewer, or both by entering a valid HawkID.

Unassigned Roles: This report directs you to the WhoKey Administration application, applying the following default filters: WhoKey statuses of Open and Closed, and Unassigned Owner & Reviewer (excludes Reviewers for Fund 500/510 accounts where PI Dept Res Admin is assigned). Expand on the filters to enter the desired WhoKey elements to search by and click “Apply Filters” to view the list or download to an Excel file.

Alternate Reconciliation:

Information to be added in the future for this restricted functionality.

Section 4: Monthly Account Statement (MAS)

In this section, you will learn about:

- Report header & sidebar navigation menu
- Income Statement Transactions
- Account Balance
- Revenue & Expense Iact Recap
- Balance Sheet Transactions
- Balance Sheet
- Transactions tabs columns, sorting & filtering
- Drilling to subsystem details
- Adding comments – transaction-level & report-level
- Making correcting entries (WebCV)
- Reconciliation Indicator – transaction-level (optional)
- Transaction-level reconciliation exceptions
- Reconciliation Indicator – WhoKey-level (required)
- Reconciliation expectations
- Downloading to Excel
- Questions & contact information

Report Header & Sidebar Navigation menu

Once a MAS is retrieved, the top of the report includes the Accounting Period/Fiscal Year (with the ability to quickly change to another AP/FY), WhoKey value, WhoKey/Account description, and the reconciliation status of the account.

The sidebar navigation includes icons with important links to information related to the MAS and to support the review/reconciliation of the report. The functionality includes:

- ✓  WhoKey Information: Chartfield elements, WhoKey status, description, and purpose, open/close dates, and WhoKey role assignments.
- ✓  Download to Excel option
 - File includes six tabs that correlate to the six tabs of the report on-screen. Two additional tabs for the Raw Income Statement Transactions and Raw Balance Sheet Transactions are included that can easily be used to create pivot tables and to manipulate the raw data with no formatting or totals.
- ✓  Report Comments – Report-level comments can be viewed by any user. Only individuals with a WhoKey role for that account have security to add a report-level comment.
- ✓  Back to Search Form – The last WhoKey and accounting period/fiscal year retrieved from the search form is displayed.

- ✓  Subscribe – Voluntary subscription to the MAS for the WhoKey on-screen.
- ✓ Drills to other applications based on the WhoKey retrieved:
 -  CumComp – Drill to Cumulative Compensation by employee, job code, journal, and MFK.
 -  WhoKey Administration
- ✓  Link to PayCV
- ✓  User Preferences
 - Options for user to choose from include ability to select expand/collapse for the sidebar, and ability to hide/unhide specific transaction detail columns for the MAS retrieved on-screen. Once any preference change(s) is saved, those changes are applied to all MAS reports.
- ✓  MAS FAQ's & Tips
- ✓  MAS User Manual
- ✓  Count of transactions for the report retrieved – Income Statement & Balance Sheet separated.
Note: While the FY11-FY25 reports include the Balance Sheet transaction activity in the report, the Balance Sheet transaction count is not provided for historical reports.

The sidebar navigation view default is for only the above icons to be displayed on-screen. If you want to view the text with the icons, click on the expand  icon at the bottom. The icon can also be clicked off  to collapse to view only the icons.

Income Statement Transactions tab

Income Statement transactions include revenue, expense, and encumbrance. These transactions are required to be reviewed and reconciled monthly, as described previously. The revenue and expense transactions are further categorized by these Types, based on the institutional account of each transaction:

- ✓ Revenue
- ✓ Other Additions & Revenue
- ✓ Allocations (*Budget - only applies to FY20 and prior years*)
- ✓ Salary & Fringe
- ✓ General Expense
- ✓ Equipment
- ✓ RR&A (Repair, Replace & Alter)
- ✓ Other Deductions
- ✓ F&A (Facilities & Admin Cost)
- ✓ Encumbrance

Most accounts do not have transactions for every category Type. Each Type with transactions posted in that period/FY for the specified WhoKey is displayed in individual boxes (i.e., buttons) shown above the report column header. These buttons also include the total dollar amount for each Type, as well as including a filter button to only include the Type(s) you select.

Account Balance tab

Includes the beginning balance, monthly transactions, and ending balance totals for Balance Forward, Revenue, Expense, Encumbrance, and Free Balance.

**Allocations (Budget) column is only included for FY20 and prior reports.*

Revenue & Expense Iact Recap tabs

The Iact category (Revenue or Expense) determines if one or both recap tabs have information displayed. Each recap has applicable balances summed at the Iact/Oact/Dact level and are also totaled at the Iact level for current month activity and year-to-date. Totals for encumbrance activity is included in the Expense Iact Recap.

These reports can be collapsed to show only the Iact level totals by selecting the “Collapse Details” button at the top left of the report.

Balance Sheet Transactions tab

Balance Sheet transactions include all asset and liability activity for the accounting period, except for cash (Iact 1000) and accounts payable (Iact 2000). Balance sheet transactions are *not* required to be reviewed or reconciled monthly, via the [Monthly Review and Reconciliation of Transactions and Accounts](#) policy. However, per the [Quarterly Reconciliation of Balance Sheet Accounts](#) policy, this information can serve as a resource to the individual(s) assigned a WhoKey role to review the transaction details, add line-level comments, and complete line-level reconciliation for their department records or their own.

Balance Sheet tab

Balance Sheet balances at the WhoKey + Iact level are included for assets, liabilities, and fund balance. Beginning Balance and Life To Date Balances by Iact and totaled by their category also are included. The information on the Balance Sheet tab of the MAS is also available through a stand-alone Balance Sheet report, under GL Reports in the EFR Portal.

Transaction Tabs Columns, Sorting & Filtering

The following data columns are available on both the Income Statement Transactions and Balance Sheet Transactions tabs. Refer to the [Accounting Code Manual \(ACM\)](#) for additional information about Chartfields.

- ✓ **Type** – Indicates the category of the transaction, which also corresponds to the filter buttons across the top of the tab.
- ✓ **Iact** - Institutional Account, which is the primary accounting element in the Master File Key. This element identifies revenue, expense, assets, liabilities, and fund balance.

- ✓ **Oact** - Organizational Account, which is a sub-element to the institutional account and is defined by the org units that use them.
- ✓ **Dact** - Departmental Account, which may be used by a department to further breakdown the institutional account and the organizational account.
- ✓ **Cctr** - Cost center, which is used to indicate if the transaction was associated with a building code, faculty code or open access number.
- ✓ **Description** – Transaction journal line description.
- ✓ **Journal ID** – Transaction journal ID.
- ✓ **Eff Date** – Journal date of posted transactions.
- ✓ **Amount** – Dollar and cents of the transaction.
- ✓ **SLID/SLAC** – Subledger ID and subledger account, which is a free-form field that can be used for tracking additional details for journal transactions.
- ✓ **User ID** – HawkID of the individual who submitted the journal. Link provides the person’s identifying and contact information.
- ✓ **Voucher** – Voucher information, which is recorded for specific transactions. Link can be used to drill down to view voucher details and workflow approval history.
- ✓ **PO** – Purchase Order, which is recorded for specific transactions. Link can be used to drill down to purchase order details.
- ✓ **Check #** - Check number, which is recorded for specific transactions. *MAS default is to not display.*
- ✓ **Univ ID** – University ID, which is recorded for employees on select payroll transactions or for students on loan or scholarship transactions.
- ✓ **WF** – Workflow indicator, which is available for specific transactions. A “Y” (Yes) is displayed if the transaction was approved through Workflow or an “N” (No) if not. *MAS default is to not display.*

A combination of sorting and filtering can be applied to any, a combination of, or all the columns above. The Type filtering is completed by using the filter buttons at the top of the report. All other columns have the filter and sort indicator available in their respective header columns.

Multi-column sorting can be added when the user selects a sort on one column and then for the next sort holds the Shift key and selects the next column to sort. A number is displayed next to the column(s) sorting is applied to and each number indicates the order of the column sorting. If the Shift key is not held when making these selections, the previous sort applied is not saved.

Once any filter or sort is applied to the report, a “Clear all sorting/filtering” icon appears to the left of the “Type” column. This is a quick way to remove all sorting/filtering with one click.

Drilling to Subsystem Details

Various subsystems provide drill information from certain fields of the MAS to provide additional details for a transaction. This includes:

- ✓ **CumComp** (Cumulative Compensation) by WhoKey and by fact that includes employee level detail for all salary & fringe transactions posted to that account/period/fiscal year
- ✓ **User ID** (HawkID of the individual or subsystem ID that submitted the transaction)

- ✓ **Payroll encumbrance** by fact that includes employee level detail for all salary & fringe encumbrance transactions
- ✓ **eDeposit** (Treasury eDeposit system)
- ✓ **SMART** (Treasury deposit entries)
- ✓ **AiM** (Facilities Management work order system)
- ✓ **MAUI** (Scholarships/Accounts Receivable system) drill to MAUI system for amount billed, amount paid, bad debts and other student-related transactions
- ✓ **ETC** (College of Engineering sale details)
- ✓ **Energy Cap** (Engie utility details)
- ✓ **Fleet** (Fleet requisition application) drill to fleet details on SLID/SLAC
- ✓ **PeopleSoft Inventory systems** (drill to inventory details for the various University units that utilize PeopleSoft Inventory module to record inventory transactions, E.g., General Stores, State Hygienic Lab, Laundry Services, Pharmacy, etc.)
- ✓ **ProTrav** (pCard transactions, Travel Expense Vouchers, cash advances)
- ✓ **APPO** (PeopleSoft vouchers, direct/auto replenish POs)
- ✓ **Central Mail** (Business Services Bulk Mail, Metered Mail, Printing Services)
- ✓ **Workflow routing** (Transaction and approval history details)
- ✓ **WebCV** (link to correct a non-payroll expense or revenue transaction)

Additional information on CumComp and Payroll encumbrance drill downs
--

CumComp & payroll encumbrance security – All individuals who have an assigned Owner or Reviewer role are authorized to view CumComp and payroll encumbrance detail for their WhoKeys, even if they do not have access to the CumComp or HR reports' subsystems.

Please note the following security differences:

- ✓ If an Owner/Reviewer **does not** have current access to CumComp or HR reports, they do have access to CumComp and payroll encumbrance detail for the summarized payroll expense and payroll encumbrance in the MAS, but **only for their assigned WhoKey(s).**
- ✓ If an Owner/Reviewer **does** have current access to CumComp or HR reports, they do have access to CumComp and payroll encumbrance detail in the MAS for **any WhoKey.**

You may drill down to CumComp detail in two ways:

- ✓ To view details of salary & fringe totals for the WhoKey, click on the CumComp option in the left navigation bar. A pop-up screen displays all original and correcting transactions for salary & fringe detail by employee for the current period and fiscal year-to-date, along with a grand total for salary & fringe.
- ✓ To view details of salary & fringe transactions for an lact, click on the lact field. A pop-up screen displays the details for that lact.

You may drill down to payroll encumbrance detail to view salary & fringe encumbrance activity by employee for the current period by Institutional Account by clicking on the Journal ID value of “9ENCMPAY”. A pop-up screen displays salary & fringe encumbrance detail by employee for that period’s journal. An excel download is also available through the pop-up screen.

Adding Comments – Transaction-Level & Report-Level

Account Owners, Reviewers, or those with a grant role can add comments for the WhoKeys they have a role for in two ways:

Option 1: Add a comment for a specific transaction, aka, line-level comment:

- ✓ Select the conversation bubble icon on the transaction line
- ✓ A pop-up window allows you to add comments

Option 2: Add a report-level comment for the WhoKey:

- ✓ Select the conversation bubble icon (Report Comments) from the left navigation bar
- ✓ A pop-up window allows you to add comments

All comments are stamped with the user’s name as well as date and time that the comment is submitted. Comments can be removed by the user who added the comment or by anyone who has a role for that account, by clicking on the trash can icon to the right of the comment. All comments are viewable to anyone with a WhoKey role, has an MAS voluntary subscription for the WhoKey or through the MAS ad-hoc search.

Making Correcting Entries (WebCV)

Correcting entries through WebCV for non-payroll or revenue transactions in the current fiscal year may be made through the MAS. Simply select the “pencil” icon next to the transaction and a pop-up window allows you to correct the entry by taking you to the WebCV application.

Note: The pencil icon is only displayed for records that meet the business rules to be corrected through WebCV. You must have separate WebCV security to have access to the “correct entry” button that appears on the Entry Detail popup to submit entries.

Reconciliation Indicator – Transaction-Level (Optional)

Transaction, or line-level reconciliation is optional – it is available only for your convenience if you find it helpful. To mark a transaction as reviewed, check the box in the left-hand side of the transaction. When you check the box, the line for that transaction is highlighted in bright green.

This functionality allows you the ability to partially review/reconcile transactions and to then return to the MAS later where you can easily identify the status of the reconciliation. This feature may be especially helpful for those WhoKeys with multiple Reviewers, and the responsibility for reconciling is split between multiple

individuals. Each transaction-level reconciliation with the box checked is stamped with reconciliation status, user's name, date, and time and is displayed when you do a mouse-over on the green checkmark.

If you have reconciled the transaction in error, you can un-reconcile it by simply un-checking the box in the left-hand side of the transaction. This activity is also stamped with the reconciliation status of "Unreconciled," user's name, date and time and is displayed when you do a mouse-over on the red "x".

Transaction-Level Reconciliation Exceptions

Certain types of general ledger transactions generated by central systems and processes are reviewed/reconciled by staff in Accounting and Financial Reporting, Facilities Management, and Health Care Finance at an Institutional Account level instead of at a WhoKey level. As a result, Account Owners & Reviewers are not required to verify the exact accuracy of these transactions by WhoKey, so the line-level reconciliation checkbox has been removed for these transactions. A pre-populated MAS line-level comment has been added for the following transactions, with the pre-populated comment text shown below after the →:

- ✓ BuildUI journals → Project-related expense entries are reviewed and reconciled by Facilities Management.
- ✓ Pcard reversal journals → Pcard reversal entries reverse the corresponding Pcard default journal (1PCRDFLT00). These entries do not need reconciled and cannot be manually corrected.
- ✓ Pcard default journals → Pcard charge entries to the Pcard holder's default MFK and corresponding Pcard reversal journal (1PCRDREV0*). These entries do not need reconciled and cannot be manually corrected.
- ✓ TTI journals → TTI entries are generated through a monthly process controlled, reviewed, approved, verified, and reconciled by Accounting and Financial Reporting. These entries cannot be manually corrected.
- ✓ Allocation journals → PSGL allocation entries are generated through a monthly process controlled, reviewed, approved, verified, and reconciled by staff in Accounting and Financial Reporting/Health Care Finance.
- ✓ Scholarship lacts (6300-6399) → Scholarship entry corrections must be processed through MAUI. Please contact ubill-3rdparty@uiowa.edu for assistance.
- ✓ Investment lacts (4100-4198) → Investment entries are generated through a monthly process controlled, reviewed, approved, verified, and reconciled by Accounting and Financial Reporting. These entries cannot be manually corrected.

These pre-populated comments cannot be deleted, but an individual with an Account Owner, Reviewer, or grant role for that WhoKey can add additional comments for those items.

NOTE: Allocation transactions include journals such as sales tax accrual, construction-in-progress additions & adjustments, additions & adjustments for deferred revenue and prepaid expense, financial reporting eliminations, and others that are controlled by Accounting & Financial Reporting as well as journals impacting UI Health Care central and departmental accounts for overhead, financial reporting eliminations, expense/revenue transfer, cash & A/R sweep, and others that are controlled by staff in UI Health Care Financial Operations-Accounting.

Reconciliation Indicator – WhoKey-Level (Required)

WhoKey-level (or report-level) reconciliation is **required**.

When a report has not been reviewed or reconciled, you will see a message at the top right of the MAS with a “Not Reconciled” text.

After adequate review/reconciliation of revenue, expense, and encumbrance transactions for a WhoKey is complete, the Account Owner or Account Reviewer is required to mark the MAS as reconciled. If there are Secondary Reviewers assigned, then coordination and planning is needed to determine who is responsible for the final WhoKey-level reconciliation. To mark the MAS as reconciled, click on *“I confirm transactions are reviewed & the MAS is reconciled”* button at the top right of the report. Prior to completing this action, the message at the top right of the MAS is “Not Reconciled.”

After the reconciled button is clicked, the message at the top of the MAS indicates that the report is reconciled, along with including the reconciler’s name with a drill to their contact information, date & time of reconciliation. This reconciliation action also changes the reconciliation status to “Reconciled” in the EFR Inbox.

If the report was reconciled in error, the Owner or Reviewer may un-reconcile it by selecting the “Clear Reviewed Status” button. This activity is also stamped with user’s name, date & time.

Informational text that indicates what the reconciler is agreeing to have completed in their reconciliation is next to the reconciliation button, or next to the reconciliation status after the report is reconciled.

Reconciliation Expectations

The [Monthly Review and Reconciliation of Transactions and Accounts](#) policy requires that income statement financial transactions for each account (WhoKey) be reviewed and reconciled on a monthly basis. This is required to assure that financial information for each account accurately reflects actual activity. At this time, there is no systematic cut-off period that requires reconciliation to be completed within a certain time. This means, for example, that the system allows reconciliation of the August MAS in October or November. However, it is strongly recommended that review and reconciliation of accounts are completed on a timely basis. Business Officers, Department Administrators & Subdepartment Administrators should make use of the Administrative Reports described in this manual to monitor the reconciliation status of WhoKeys in their units. Another option for Business Officers and Department Administrators is to use the EFR Dashboard for the MAS Reconciliation Status metrics.

Downloading to Excel

The MAS can be downloaded to Excel by selecting the Download to Excel option on the left sidebar menu.

The Excel file has eight tabs:

- ✓ Formatted Income Stmt Txns
- ✓ Raw Income Stmt Txns (not formatted)
- ✓ Account Balance
- ✓ Revenue Iact Recap
- ✓ Expense Iact Recap
- ✓ Formatted Balance Sheet Txns
- ✓ Raw Balance Sheet Txns (not formatted)
- ✓ Balance Sheet

These tabs correlate with the tabs in the online report, except for the additional transactions tabs for the formatted and raw data versions. This allows users the flexibility to use the data as they need to, including using the raw data to easily create pivot tables.

A PDF of the formatted transaction tabs can be created doing the following:

1. Expand all columns
2. Page Layout:
 - a. Margins: Narrow
 - b. Orientation: Landscape
3. File > Save as Adobe PDF
4. Adobe PDF Maker:
 - a. Ensure the formatted report sheet you are working with is selected for the PDF
 - b. Conversion Options: Fit to paper width
 - c. Convert to PDF

Questions & Contact Information

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

Section 5: Resources

Within the EFR Portal, select the **Resources** tab to find links to the following resources:

- ✓ MFK Validation Tool

User Manuals

- ✓ Grant Reports User Manual & Distribution Role Definitions
- ✓ Summary Reports User Manual
- ✓ Budget Summary Reports User Manual
- ✓ MAS User Manual
- ✓ WhoKey Administration User Manual

Other Documentation/Training

- ✓ MAS Drilldown List
- ✓ Summary Reports – Access Roles

Special Permission

- ✓ Alternate Reconciliation

Related Policies & Guidelines

- ✓ Account (WhoKey) Closure Guidelines
- ✓ Chartfield & WhoKey Maintenance Guidelines
- ✓ Guidelines for Moving Revenue and Expense within UI General Ledger
- ✓ Monthly Review and Reconciliation of Transactions and Accounts
- ✓ Quarterly Reconciliation of Balance Sheet Accounts

FAQ's

- ✓ EFR & related information FAQ's