Transaction Detail Report (TDR)

Alternate Reconciliation Procedure

There are some University departments which have accounts with a high volume of transactions. These accounts may have hundreds or thousands of transactions each month. In such cases, departments may have developed processes to reconcile their accounts using Access queries & Excel reporting. These departments can continue to use their existing reconciliation process which is likely more efficient than reviewing hundreds or thousands of transactions on a TDR. However, Account Reviewers for these accounts must still electronically confirm that these accounts have been reconciled. A new reconciliation function has been created in order to allow departments to confirm that a WhoKey or multiple WhoKeys have been reconciled using an Alternate Reconciliation Procedure.

An Alternate Reconciliation Procedure can be set up by Account Owners or Account Reviewers. It is the responsibility of each Account Owner to make sure that (1) any alternate reconciliation procedures used for his/her accounts are complete & accurate and (2) that the alternate procedures described is in fact the procedure that is being followed to reconcile accounts.

The following steps must be followed in order to use this new functionality (detailed instructions will follow in subsequent pages):

Step 1. Create a new alternate reconciliation procedure – You will do this in the *WhoKey Administration Application*. In this step you will provide a short name for the Alternate Reconciliation Procedure and also provide a description of your reconciliation process.

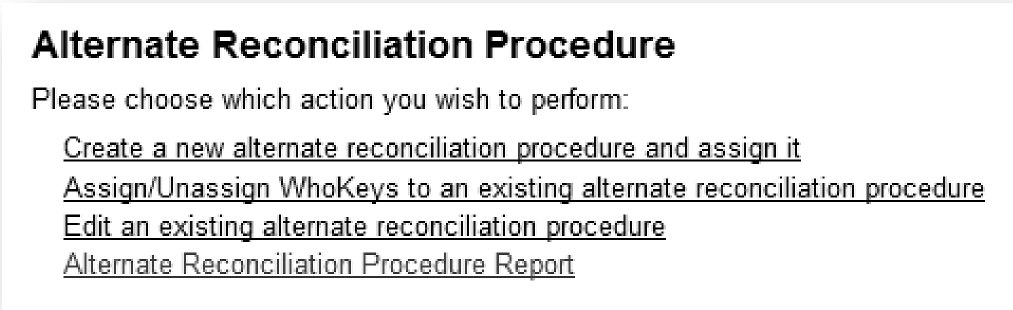
Step 2. Assign the alternate reconciliation procedure to specific WhoKeys – You will do this in the *WhoKey Administration Application*. In this step you will assign the procedure to one or more WhoKeys.

Step 3. Confirm reconciliation is completed – You will do this in the *Electronic Financial Reports (EFR) Application*. Once a procedure has been created and assigned, it will be available to use within EFR to reconcile the selected WhoKeys. In this step you will confirm that reconciliation is complete for a single WhoKey or for multiple WhoKeys at one time without having to view each TDR.

Getting Started

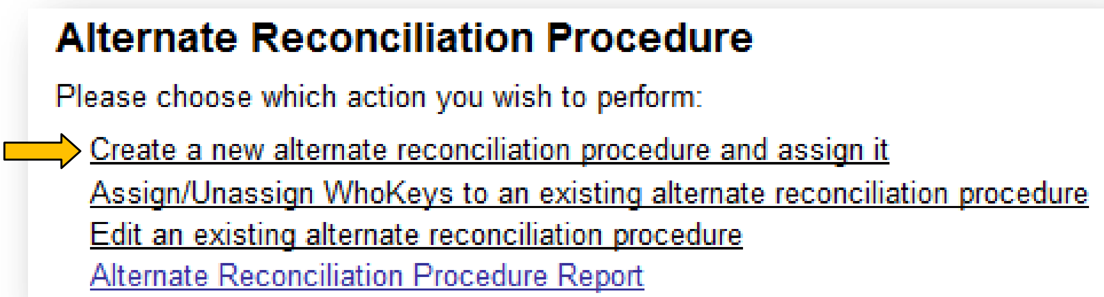
In the *WhoKey Administration Application* header, click on the "Alt. Recon." Button:

When you do this, the following menu will display:

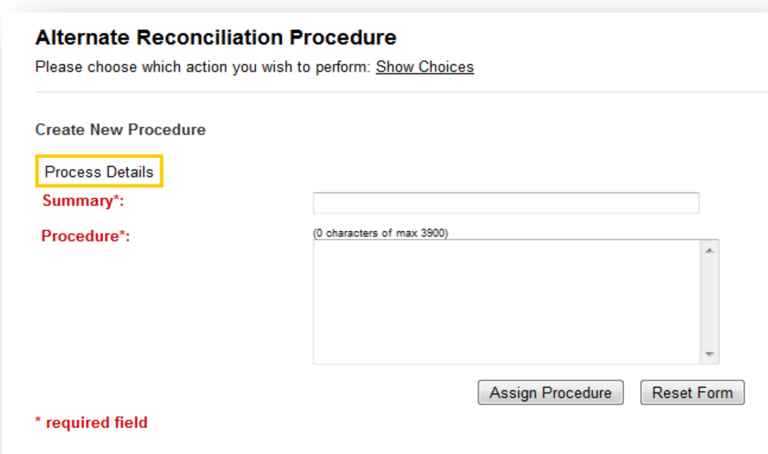


Step 1: Create a New Alternate Reconciliation Procedure

Click on the link “Create a new alternate reconciliation procedure & assign it”:



The following window will display:

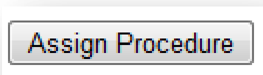


Follow these steps:

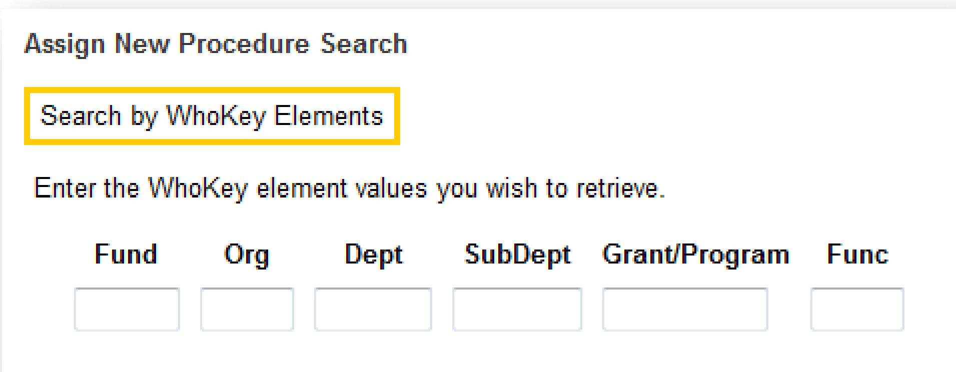
1. In the ***Summary*** field, enter a procedure name (short description of alternate reconciliation procedure).
2. In the ***Procedure*** field, enter a more detailed description (up to 3900 characters) of the alternate reconciliation procedure. This description will fully describe your process for reconciling transactions for the applicable WhoKeys.

Step 2a: Assign the Alternate Reconciliation Procedure to Specific WhoKey(s)

In the same window where you described the procedure, click on “Assign Procedure” button to assign a WhoKey(s) to the procedure you just created.



Then, you will see the following window:



Enter the elements of the Whokey(s) that you want to search. Your results may look something like this:

	Fund	Org	Dept	SubDept	Grant/Program	Func	Whokey Status	Whokey Descr.	Alt. Reco.
	050	05	0305	10000	50501800	60	O	Business Office	N
	050	05	0305	11000	50501800	60	O	Business Office	N
	050	05	0305	12000	50501800	60	O	Business Office	N
	050	05	0305	13000	50501800	60	O	Business Office	N
	050	05	0305	14000	50501800	60	C	Business Office	N

Now you can use the check boxes to the left to assign the alternate procedure you just created to one or more WhoKeys. You can select each box individually or the top box in the column header to select all displayed WhoKeys.

After you've done this, you will be asked to confirm your selection by clicking on the "Confirm Submission" button:

Submission Confirmation

Please review your procedure submission and assignments below. If nothing is in error, you may complete the process by clicking the "Confirm Submission" button at the bottom of this page.

If any items are incorrect, you may change the values by clicking the "Edit" link under the appropriate section.

Confirm Submission

After you've confirmed, you will see the message below:

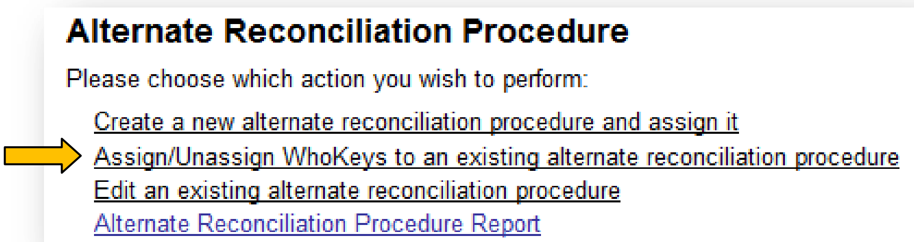
Operation Completed Successfully.

The operation you just performed completed successfully.

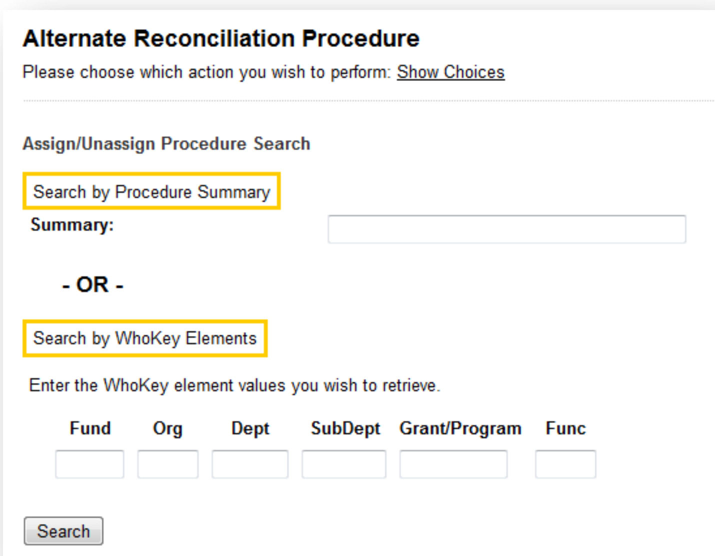
Step 2b: Assign/Unassign WhoKeys to an Existing Alternate Reconciliation Procedure

The previous directions (Step 2) describe how to assign WhoKeys to a new Alternate Reconciliation Procedure. Any time after WhoKeys are assigned to alternate reconciliation procedures, their assignments can edited (deleted or altered). The following instructions describe how to do this.

Click on "Assign/Unassign WhoKeys to an existing alternate reconciliation procedure":



The following window will display:



Use the "Search by Procedure Summary" or the "Search by WhoKey Elements" option to find the saved procedure that you wish to assign. Enter text to search for in the "Summary:" box OR enter the WhoKey elements to search for in the appropriate boxes. Click the "Search" button to bring up the list of saved procedures matching your criteria. Select the radio button next to the desired procedure and click on the "Choose Procedure" button to bring up the screen used to assign accounts to the procedure.

To assign Whokeys, use the "Search by WhoKey Elements" section of the form. Filter the account list by entering the desired WhoKey elements and clicking "Search". *Example: Enter your department number to see all of the Whokeys for your department*. Use the checkbox next to each account to select accounts to assign (or use the checkbox in the header to select all listed accounts) and then click the "Add Assignments" button at the bottom of the screen.

Add Additional Assignments

Choose from the list of WhoKeys below by clicking the checkboxes of the rows you wish to process.

Add Assignments

☐	Fund	Org	Dept	SubDept	Grant/Program	Func	Whokey Status	Whokey Descr.	Alt. Reco.
☐	260	03	3670	00300	00000000	00	O	FPDS-Capital Mngmt Acctng	Y
☐	260	03	3670	00300	00000000	00	O	FPDS-Capital Mngmt Acctng	Y
☐	260	03	3670	00400	00000000	00	O	Financial Reporting and Contro	Y
☐	260	03	3670	00400	00000000	00	O	Financial Reporting and Contro	Y

To remove accounts from an alternate procedure, search for the procedure and filter the WhoKeys in the same manner as above. In the "Remove Current Assignment" section, select the desired account(s) using the checkbox on the left, then click on the "Remove Assignments" button.

Remove Current Assignment

Choose from the list of WhoKeys below by clicking the checkboxes of the rows you wish to process.

Remove Assignments

☐	Fund	Org	Dept	SubDept	Grant/Program	Func	Whokey Status	Whokey Descr.	Alt. Reco.
☐	260	03	3670	00000	00000000	00	O	Fin Planning &Decision Support	Y
☐	260	03	3670	00100	00000000	00	O	FPDS-Business Intelligence&TSI	Y
☐	260	03	3670	00200	00000000	00	O	FPDS-Financial Planning	Y
☐	260	03	3670	00300	00000000	00	O	FPDS-Capital Mngmt Acctng	Y

Remove Assignments

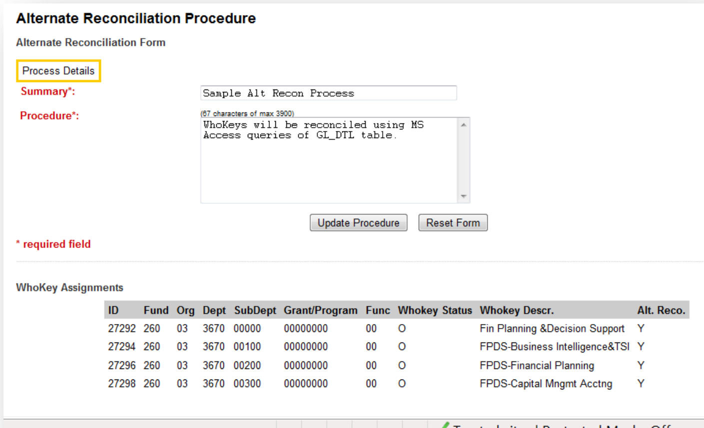
Step 2c: Edit an Existing Alternate Reconciliation Procedure

Alternate Reconciliation Procedure

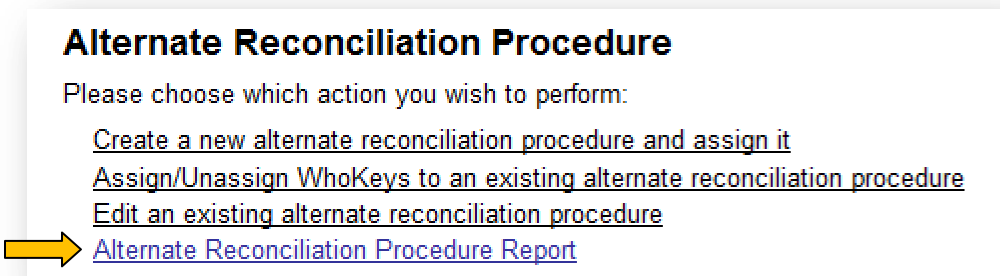
Please choose which action you wish to perform:

- Create a new alternate reconciliation procedure and assign it
- Assign/Unassign WhoKeys to an existing alternate reconciliation procedure
- Edit an existing alternate reconciliation procedure
- Alternate Reconciliation Procedure Report

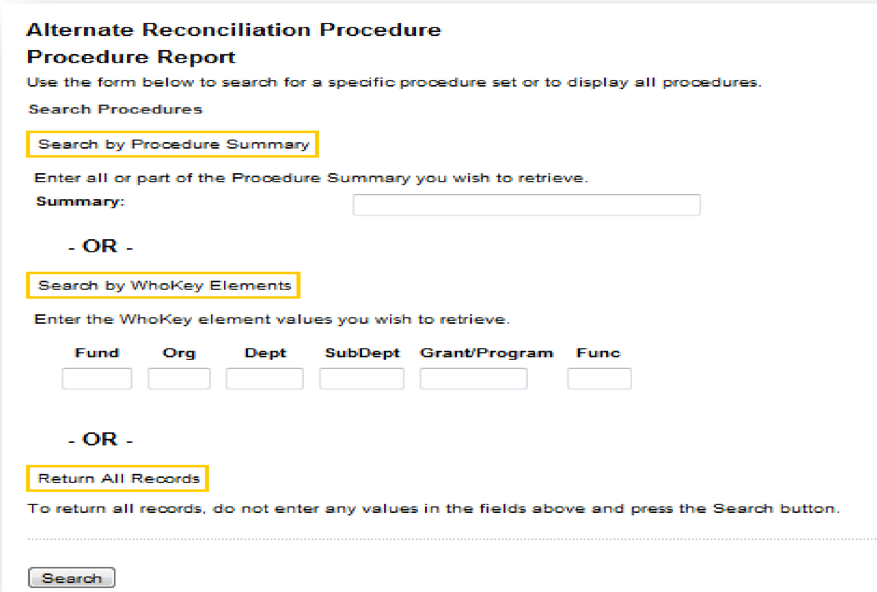
To edit an existing procedure, you will search for it in the same manner as in the “Assign/Unassign” section above. On this form, you may edit the Summary and the detailed Procedure.



Alternate Reconciliation Procedure Report

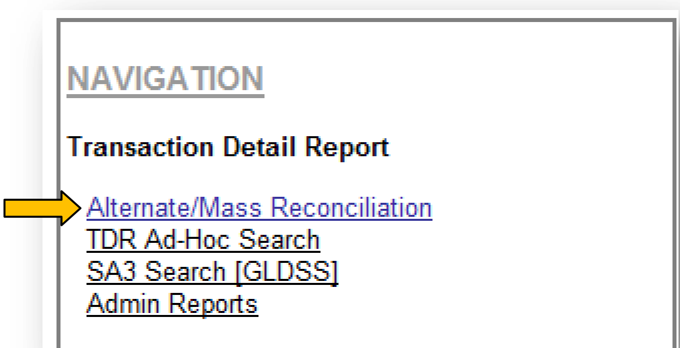


Use this form to view a report of the selected procedures showing their status, creation and update dates and a count of assigned WhoKeys.



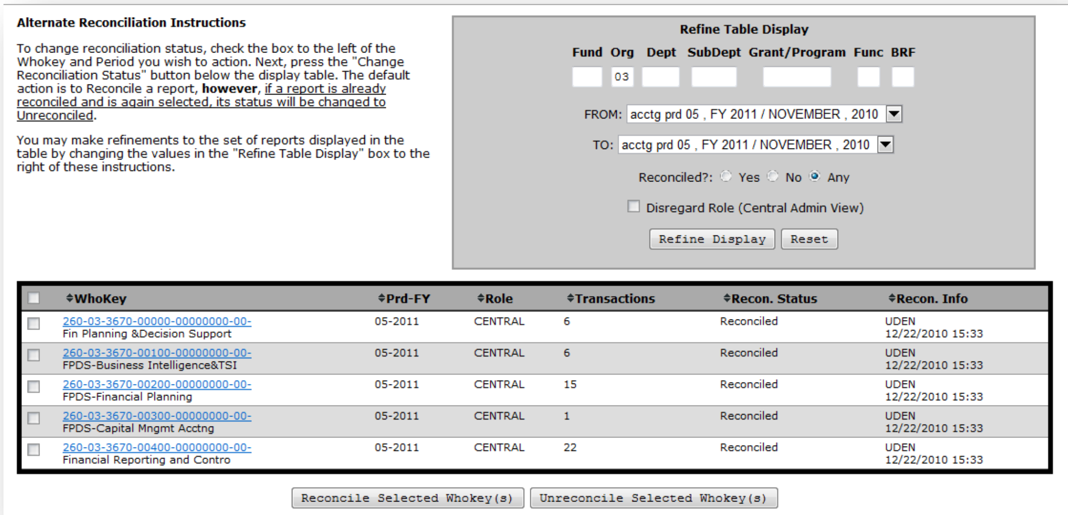
Step 3: Confirm Reconciliation is Complete

Now that you have created an Alternate Reconciliation Process and assigned it to certain WhoKeys, you are ready to confirm when reconciliation is complete. You may confirm that reconciliation is complete for a single WhoKey or for multiple WhoKeys at one time without having to view each TDR. In the *Electronic Financial Reports Application* navigation box, click on the "Alternate/Mass Reconciliation" Button:



You will see a screen which shows all available Whokeys for which an Alternate Reconciliation Process has been created and assigned. This list can be filtered using the options in the "Refine Table Display" box. You may filter by WhoKey element, period range and/or reconciliation status.

Reminder: TDR's are not generated for accounts with no activity in a given period. If the period range is defaulted to a "9XX" period, you may not see any of your accounts.



The account list can be sorted in ascending or descending order by clicking on the up or down arrows beside the field header.

To confirm that accounts have been reconciled using the alternate reconciliation processes that you assigned, follow these steps:

- Select the desired account(s) by clicking on the checkbox to the left of each account.
- Click on the “Reconcile Selected WhoKey(s)” button at the bottom of the list.

After this is done the list will be updated with the new status and the “Recon. Info” column will show the Userid, date and time of the last status update.

WhoKeys can be “unreconciled” by selecting the account and clicking on the “Unreconcile Selected WhoKey(s)” button.

Questions & Contact Information

Questions or comments about the TDR Alternate Reconciliation Process can be sent to: mailto:as-efr@uiowa.edu.