

User Manual

Electronic Financial Reports (EFR)

Transaction Detail Report (TDR)



The University of Iowa

**Accounting and Financial Reporting
(AFR)**

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Section 1: Background Information

In this section, you will learn:

- General Information
- Related Policy – Monthly Review of Transactions & Accounts
- Related Information – Financial Sub-certification

General Information

The TDR, or Transaction Detail Report, is a monthly electronic report which provides revenue & expense transaction details by account (WhoKey). It requires *Account Reviewers* (see next section for definition) to electronically confirm that transactions have been reviewed & reconciled to available supporting documents. The report has functionality to drill down too many subsystems, including CumComp (Cumulative Compensation), the payroll system which maintains salary and fringe detail by employee. Finally, the TDR allows *Account Reviewers* and *Account Owners* (see next section for definition) to add comments to the report.

The TDR is electronically distributed to the “Electronic Financial Reports (EFR) Inbox” of *Account Owners*, *Account Reviewers* & *Secondary Reviewers* and began with July 2010 reports. The “EFR Inbox” is accessed through Self Service.

Related Policy – Monthly Review of Transactions & Accounts

The [Monthly Review of Transactions & Accounts Policy](#) requires that financial transactions for each account (WhoKey) be reviewed and reconciled on a monthly basis. This is required to reasonably assure that financial information in these reports accurately reflects actual activity.

Key roles that are 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 and fiscal responsibility & accountability for the account. The Account Owner for non-grant accounts is typically the Departmental 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. Specific responsibilities of the Account Owner are listed in the policy.

The **Account Reviewer** is the individual(s) reviewing the transactions and comparing them to available supporting documents. Specific responsibilities of the Account Reviewer(s) are listed in the policy. In addition to the Account Reviewer, up to two **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 both Secondary Reviewers all have the same level of responsibility).

Related Information – Financial Sub-certification

Deans, Vice-Presidents, Senior Fiscal Officers and certain central administration Directors are required to complete an annual [Financial Sub-certification](#) form consisting of 16 questions. The sub-certification process is intended to serve two purposes -- (a) to provide reasonable assurance of the underlying numbers in the University's financial statements, and (b) to provide reasonable assurance of a sufficient and effective internal control structure that can identify weaknesses in financial processes and systems. The 16 questions address topics related to (a) compliance with laws, regulations & contracts (b) prevention & detection of fraud (3) proper recording, classification & valuation of transactions and balances, and (a) adequate documentation & disclosure. Question #8 is specifically related to the TDR and inquires if the college or unit performs monthly review of general ledger transactions appearing in its financial reports.

Section 2: Related Applications

In this section, you will learn:

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

Accessing the Application

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 will have automatic access to the Institutional Roles application – this is assigned by the Controller’s Office. After this, access is granted by assigning additional roles as described below.

Institutional Roles Application

The Institutional Roles application was developed to maintain roles assignments for various functions across campus. We will focus on these three roles:

Business Officer role – The Controller’s Office assigns a Business Officer for each org unit. Business Officers will be able to access the WhoKey Administration application for all WhoKeys within their org.

Departmental Administrator role – The assigned Business Officer for each org may assign a Departmental Administrator for each department within his/her org. Departmental Administrators will be able to access the WhoKey Administration application for all WhoKeys within their department.

Subdepartment Administrator role - The assigned Business Officer for each org may assign a Subdepartmental Administrator for each subdepartment within his/her org. Also, the assigned Departmental Administrator for each department may assign a Subdepartment Administrator for each subdepartment within his/her department. Subdepartment Administrators will be able to access the WhoKey Administration application for all WhoKeys within their subdepartment.

The **Administrative Delegate role** 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 graphical summary of the assignments that can be made by each role within the Institutional Roles application:

Controller's Office	<ul style="list-style-type: none"> Assign org-level Business Officer role <u>for each org unit</u>
Business Officers	<ul style="list-style-type: none"> Assign Departmental Administrator role <u>for each department</u> May assign Subdepartment Administrator role <u>for each Subdepartment</u> May assign Administrative Delegate(s) role(s)
Department Administrators	<ul style="list-style-type: none"> Assign Subdepartment Administrator role <u>for each Subdepartment</u> May assign Administrative Delegate(s) role(s)

WhoKey Administration Application

The WhoKey Administration application is a financial system developed to maintain information about accountability for all open accounts (WhoKeys). The following actions are available in the WhoKey Administration application:

- ✓ Assign **Account Owner** for each WhoKey – This required role can be assigned by *Subdepartment Administrator, Departmental Administrator & Business Officer* within the account structure.
- ✓ **Exception:** *Account Owners* for all Fund 500 & 510 accounts are assigned only by Grant Accounting.
- ✓ Reviewer(s) for Grant/Program# starting with 1, 2, or 3 will be automatically assigned when a new WhoKey with a new BR is added 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 *Account Owner, Subdepartment Administrator, Departmental 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 Reviewers* for all Fund 900 accounts are assigned to Capital Assets Management.
- ✓ Assign up to two **Secondary Reviewers** for each WhoKey – This optional role can be assigned by *Account Owner, Subdepartment Administrator, Departmental 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 up to two Secondary Reviewers.

- ✓ Document the Account Purpose of each WhoKey
- ✓ Request Account Closures by WhoKey
- ✓ This action can be performed by any of the roles above and will send an automated email to the appropriate staff in Accounting & Financial Reporting or Grant Accounting.
- ✓ 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 in order for those individuals to receive the TDR email notification for that accounting period. Newly assigned individuals will be able to see existing TDR's for the current fiscal year in their EFR inbox immediately.

Section 3: Transaction Reports

In this section, you will learn about:

- General Information
- Setting Preferences
- Inbox Filters
- WhoKey Assignments Section
- TDR Ad-Hoc Search
- Administrative Functions
- Voluntary Subscriptions Section

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 people will have a link to EFR in Self Service:

1. Employees who are assigned as *Account Owners* or *Account Reviewers* in the WhoKey Administration application. These individuals will see the TDRs for WhoKeys they are assigned.
2. Employees who have Financial Reporting (AFR) access. These individuals may or may not have assigned roles for WhoKeys, but they can run ad-hoc TDR reports through a link in the EFR Inbox.

The employees in the groups described above may also self-subscribe through the **Voluntary Subscriptions** feature. Below is a screenshot of the EFR Inbox.

The screenshot displays the EFR Inbox interface. At the top, there is a navigation bar with links: Transaction Reports (highlighted), Summary Reports, Dashboards, GL Reports, Grant Reports, Other Reports, Account Maintenance, and Resources. Below this, the 'Transaction Reports' section is active, showing tabs for Inbox, TDR Search, SA3 Search, Saved Preferences, and Admin Functions. A 'Filters' section includes buttons for 'Prd-FY from 01-2023 to 06-2023', 'Show Only Activity', and 'Statuses: Reconciled, In Progress, Not Reconciled, N/A'. The main content area is titled 'WhoKey Role Assignments' and features a 'Show 100 Entries' dropdown. Below this is a table with the following data:

WhoKey	Activity	Prd-FY	Role	Reconciliation Status
050-15-2750-00000-00000000-40- Engineering Administration	Y (152)	06-2023 DECEMBER 2022	Reviewer	Reconciled SCHNIEDLERK 01/06/23
050-15-2750-00000-53201500-40- CoE DEI Council	Y (2)	06-2023 DECEMBER 2022	Reviewer	Reconciled SCHNIEDLERK 01/13/23
050-15-2750-00000-53201550-40- CoE Commencement	Y (4)	06-2023 DECEMBER 2022	Reviewer	Reconciled SCHNIEDLERK 01/13/23

Setting Preferences - Notifications

Notifications (found in "Saved Preferences"):

- Have a monthly email notification sent to you when the TDR reports are available.
- Have an email notification sent to you when others make comments on a TDR report for which you are an assigned Account Owner or Account Reviewer.
- Turn on/off email notification when you comment on a report that you own or review.
- Have an email sent to you when a Voluntary Subscription is created for a TDR that you own.

The screenshot shows a web interface titled "Transaction Reports". Below the title is a navigation bar with five tabs: "Inbox", "TDR Search", "SA3 Search", "Saved Preferences" (which is highlighted), and "Admin Functions". Below the navigation bar is a section titled "Preferences". Under "Preferences" is a sub-section titled "Notifications". This section contains four checkboxes with corresponding text:

- ☒ Send me an email notification when monthly reports are available to be viewed.
- ☐ Send me an email notification when someone comments on a report I own or review.
- ☐ Do not send me an email notification when I comment on a report I own or review.
- ☒ Send me an email notification when a Voluntary Subscription is created for a report I own.

At the bottom left of the "Notifications" section is a yellow "Save" button.

Inbox Defaults/Filters

You can refine the list of reports in your inbox by using the “Filters” option available right above your Inbox listing.

Transaction Reports

Inbox TDR Search SA3 Search Saved Preferences Admin Functions

Filters

Prd FY from 01-2023 to 06-2023 Show Only Activity Statuses: In Progress, Not Reconciled, N/A

Accounting Period Range

From: Acctg Prd 01, FY 2023 / JULY 2022 To: Acctg Prd 06, FY 2023 / DECEMBER 2022

WhoKey

Fund	Org	Dept	Subdept	Grant/Pgm	Fn	Brf

Activity

☐ Show all TDRs ☒ Show TDRs w/Activity

☐ Reconciled ☐ All Other Statuses

☒ Not Reconciled ☒ In Progress ☒ N/A

TDR Defaults

6 fiscal periods shown in my TDR Inbox.

☐ Show adjustment periods in dropdowns for TDR search

☐ Show only WhoKeys where I am an assigned Account Owner/PI.

☒ Show only WhoKeys where I am an assigned Account Reviewer (including Secondary Reviewers).

Save Defaults

Apply Filters

- The “Accounting Period Range” allows you to define the starting and ending periods to display in your list.
- The “WhoKey” section allows filtering your list by any WhoKey element.
- The “Activity” section provides filtering options for your inbox. A monthly TDR report will not be created if there is no activity (transactions) for an accounting period. However, the EFR Inbox will still list all of your WhoKeys even if there are no transactions for the month. To hide WhoKeys for which there is no activity for any given period, select the checkbox for “Show TDRs w/ Activity” and then press the “Refine Inbox” button. To filter your inbox by the report status (Reconciled, Not Reconciled, In Progress, N/A (for WhoKeys that have no activity)) check the desired status box or a combination of status boxes.
- Designate how many fiscal periods of reports you want to view in your EFR Inbox. (Max is 12)
- Show adjustment periods in dropdowns.
- Show only WhoKeys where I am an assigned Account Owner/PI.
- Show only WhoKeys where I am an assigned Account Reviewer (including Secondary Reviewers).

NOTE: Use “Save Defaults” to apply your changes for each time you open your inbox. Use “Apply Filters” if you are only wanting to make a temporary filter change.

TDR Inbox – WhoKey Role Assignments and Voluntary Subscriptions:

- Define how many rows of assigned TDR's show in your inbox. (Default is 10)
- Define how many rows of Voluntary Subscriptions to show in your inbox. (Default is 10)

WhoKey Role Assignments

Show 100 ▾ Entries

WhoKey Assignments Section

The “WhoKey Assignments” section of the EFR Inbox shows TDR reports for WhoKeys that you are an assigned Account Owner, Account Reviewer, Secondary Reviewer and Grant-specific roles and identifies which of these roles you are assigned.

WhoKey Role Assignments

Show 10 ▾ Entries

WhoKey ▾	Activity ▾	Prd-FY ▾	Role ▾	Reconciliation Status ▾
050-05-0305-10000-50501800-60- Business Office	Y (1)	06-2023 DECEMBER 2022	Reviewer	Reconciled TBENOVIE 01/05/23
050-46-4590-00000-50493200-00- Indirect Cost Recoveries 050	Y (157)	06-2023 DECEMBER 2022	Reviewer	Reconciled TBENOVIE 01/05/23
050-46-4590-00000-50505400-00- State Approp Receipts 050	Y (1)	06-2023 DECEMBER 2022	Reviewer	Reconciled TBENOVIE 01/05/23

You may choose how many rows of reports you want to view per page and sort by any of the following columns that are included in the Inbox:

WhoKey – The WhoKey for which you are an assigned Account Owner or Account Reviewer.

Activity – Shows “Y” and # of transactions during the month or “N” if there are none.

Prd-FY – The fiscal period and fiscal year.

Role – Shows if you are an “Owner”, “Reviewer” or “Secondary Reviewer” for the WhoKey.

Reconciliation Status – Shows the reconciliation status as Not Reconciled, In Progress, Reconciled, or N/A (if no transactions). If reconciled, the HawkID of the reconciler and the date are displayed. As described above, you can filter your list by report status under the “Activity & Status” tab.

TDR Search

At the top of the EFR Inbox, the navigation tab titled “TDR Search” will take you to this form where you will enter the WhoKey chartfields, accounting period, sorting preference and report extract type (HTML or Excel). After entering/selecting the data, click the “Get Report” button:

The screenshot shows the 'Transaction Reports' interface with the 'TDR Search' tab selected. The form includes fields for WhoKey (Fund, Org, Dept, Subdept, Grant/Pgm, Fn, Brf), an accounting period dropdown (currently 'Acctg Prd 07, FY 2023 / month to date'), a checkbox for 'Show Adjustment Periods' (unchecked), and a 'Sorted By' dropdown (currently 'IACT,OACT,DACT,CCTR'). There are 'Get Report' and 'Reset' buttons at the bottom. Links for 'TDR User Manual' and 'EFR & related information FAQs' are also present.

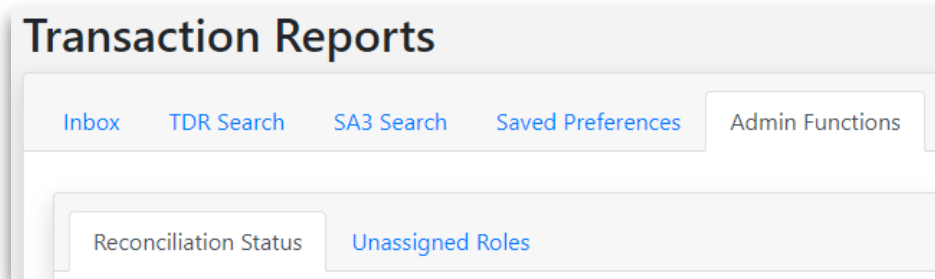
NOTE: You may select on the TDR Search screen whether you want adjustment periods in the dropdown list to be shown or not. Check the box to show adjustment periods:

This close-up shows the dropdown menu for the accounting period. It lists three options: 'Acctg Prd 910, FY 2022 / APRIL 2022', 'Acctg Prd 10, FY 2022 / APRIL 2022', and 'Acctg Prd 07, FY 2023 / month to date'. The third option is highlighted. Below the dropdown is a checked checkbox labeled 'Show Adjustment Periods'.

Un-check the box to exclude showing adjustment periods. You may also choose to globally show or hide adjustment periods in dropdowns by selecting that option in the Filtering section of the EFR Inbox.

Administrative Functions

From the “Admin Functions” tab of your EFR Inbox, under the section “*Administrative Reports*”, you will see the two report options shown below.



The **Reconciliation Status** Report allows you to query by WhoKey elements, a range of accounting periods, reconciliation status, owner, and reviewer. After selecting your criteria, click on “Get Report” to view the report online. Once the report displays you may choose to download the data to Excel. Defaults are report type My Assigned WhoKeys, blank WhoKey, from and to is the current period, status is “All status EXCEPT ‘Reconciled’”, Owner & Reviewer are blank.

For this example, we chose report type My Org/Dept/SubDept WhoKeys, Org 15, Dept 2750, Periods 05 FY23 – 06 FY23, Status of All status EXCEPT ‘Reconciled’, leaving all other defaults:

 A screenshot of the 'Reconciliation Status' report configuration form. The 'Admin Functions' tab is selected. Under 'Reconciliation Status', the 'Unassigned Roles' link is visible. The 'Refinements' section contains:

- Radio buttons: ☒ My Assigned WhoKeys, ☐ My Org/Dept/Subdept WhoKeys
- Fields: Fund (blank), Org (15), Dept (2750), Subdept (blank), Grant/Pgm (blank), Fn (blank), Brf (blank)
- Note: Fields may be left blank.
- From: Acctg Prd 05, FY 2023 / NOVEMBER 2022 (dropdown)
- To: Acctg Prd 06, FY 2023 / DECEMBER 2022 (dropdown)
- ☐ Show Adjustment Periods
- Status: All status EXCEPT 'Reconciled' (dropdown)
- Owner HawkId: (empty text box)
- Reviewer HawkId: (empty text box)
- Buttons: Get Report (highlighted), Reset

Report returned:

Reconciliation Status
Unassigned Roles

Refinements
Export to Excel
Edit

Type: My Assigned WhoKeys
WhoKey: xxx-15-2750-xxxx-xxxxxxx-xx-
Accounting Period Range: 05-2023 to 06-2023 Adj. Prds: N
Status: Not Reconciled or In Progress

WhoKey	Prd-FY	Owner/PI	Reviewer	Secondary Reviewer	Reconciliation Status	Reconciliation Date	Reconciler Name
050-15-2750-00000-53235150-40- Engineering Recruitment	06-2023	April L Tippet	Katie L Schnedler		Not Reconciled (1)		
050-15-2750-00000-53239000-40- Engineering Staff Adv Council	06-2023	Andrew L Veit	Hillary S Ramaker	Katie L Schnedler	Not Reconciled (5)		
240-15-2750-10000-53236150-50- Eng Student Success Team	06-2023	Nicole M Grosland	Laura O Vasser	April L Tippet Katie L Schnedler	Not Reconciled (14)		

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NOTES for criteria that may be entered as options:

- ✓ Leave the default of “My Assigned WhoKeys” or select “My Org/Dept/SubDept WhoKeys”.
- ✓ You may enter any individual chartfield or combination of chartfield elements that you have a business need to review.
- ✓ You may enter any single accounting period/fiscal year or range of accounting period/fiscal year.
- ✓ You may choose to show or not show adjustment period/fiscal year in the dropdown and corresponding report data that is retrieved.
- ✓ You may choose one of the following status options:

Status

All status EXCEPT 'Reconciled'
All status EXCEPT 'Reconciled'
Reconciled
Not Reconciled
In Progress
All

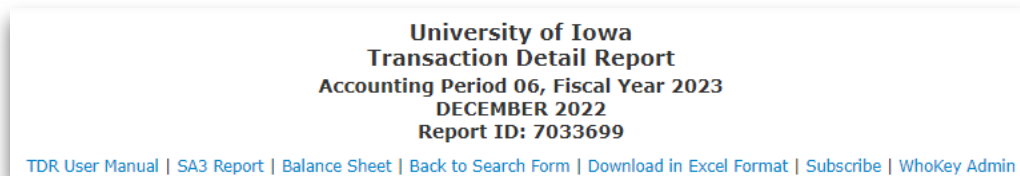
- ✓ You may choose to enter the HawkID of the Owner, Reviewer or both by typing in a valid HawkID or clicking on the “Lookup HawkID” link and typing in the University ID or HawkID or Last Name or Last Name & First Name.

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

Voluntary Subscriptions Section

The “Voluntary Subscriptions” section of the EFR Inbox shows the list of WhoKeys for which you have voluntarily subscribed. Users can sign up to receive TDR’s for specific WhoKeys for which they are not assigned as an *Account Owner* or *Account Reviewer*. Please follow the steps below:

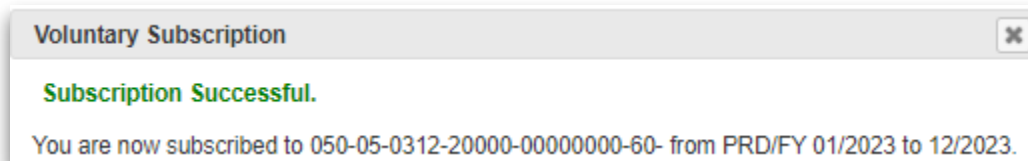
1. Determine which WhoKey TDR you want to subscribe to.
2. Open the TDR for the WhoKey via the “TDR Search” (described above), must be for a closed month.
3. After the TDR displays, click the link titled “[Subscribe](#)” at the top of the report.



The screen below will require you to designate the starting & ending period for the subscription. You may also subscribe indefinitely. After completing this information, click on the Subscribe button. Defaults are Period 01 for start and end distribution with blank FY and the option INDEFINITELY is selected.

For this example, we chose a range of Period 01 FY23 – 12 FY23:

A message similar to the one below will display after you select Subscribe.



You should now see the WhoKey listed in the Voluntary Subscriptions section of your EFR Inbox:

Voluntary Subscriptions

Show 10 Entries

WhoKey	Activity	Prd-FY	Reconciliation Status	Actions
050-05-0312-20000-00000000-60- Accounting/Financial Reporting	Y (6)	06-2023 DECEMBER 2022	Reconciled 01/06/23	Edit
050-05-0312-20000-00000000-60- Accounting/Financial Reporting	Y (10)	05-2023 NOVEMBER 2022	Reconciled 12/07/22	Edit

To unsubscribe to a TDR for which you have signed up via Voluntary Subscriptions, click on the “edit” link in the last column titled **Actions**. You will see the following:

Update Subscription

Subscription Information

WhoKey
050-05-0312-20000-00000000-60-

Created Date
01/24/23

Starting Distribution

PeriodFY

01

2023

Ending Distribution

☐ Indefinite

PeriodFY

12

2023

Update

Delete

At this point, you may update the FY/Accounting Period selection and select the “Update” button to change the subscription period or “Delete” button to end your voluntary subscription to this TDR.

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

Section 4:

Transaction Detail Report (TDR)

In this section, you will learn about:

- Report header
- Report categories
- Report columns & sorting
- Drilling down to subsystem details
- Viewing additional transaction details
- Adding comments - transaction level & report level
- Making correcting entries
- Reconciliation Indicator – transaction level (optional)
- Transaction Level Reconciliation Exceptions
- Reconciliation Indicator – WhoKey level (required)
- Reconciliation expectations
- Downloading to Excel

Report Header

The top of the TDR will show the Accounting Period & Fiscal Year. The left side of the report header will include all of the chartfield elements and their descriptions: Fund, Org, Dept, Subdept, Grant/Program, Function and BRF. The right side the header will show the full WhoKey elements, description, status, names of Account Owner, Reviewer & Secondary Reviewers and Purpose. Below is an example of a Report Header:

University of Iowa
Transaction Detail Report
Accounting Period 05, Fiscal Year 2017
NOVEMBER 2016
Report ID: 3491797

[TDR User Manual](#) | [SA3 Report](#) | [Balance Sheet](#) | [Back to Search Form](#) | [Download in Excel Format](#) | [Subscribe](#) | [WhoKey Admin](#)

Quick Jump

Fund: 240 General Organized Activities Org: 05 VP Finance and Operations Dept: 0305 Business Office Sdept: 00000 Business Office	Grant: 50503902 CBRB Lease Payments Function: 60 Institutional Support BRF:	WhoKey: 240-05-0305-00000-50503902-60- WhoKey Descr: CBRB Lease Payments WhoKey Status: Open Owner/PI: STEVEN ROMONT (ROMONTS) Reviewer: AARON HEMMER (AHEMMER) Secondary Reviewers: JOEL UDEN (UDEN) YAN HUANG (YANHUANG) WhoKey Purpose: CBRB lease payments.
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This report has not been reconciled.
Reconciliation buttons are located at the bottom of the report.

Report Categories

All revenue & expense transactions on the TDR will fall into one of the following report categories:

- ✓ Revenue
- ✓ Allocations
- ✓ Other Additions
- ✓ Grant Bal-Fwd Indirect
- ✓ Salary & Fringe
- ✓ General Expense
- ✓ Equipment
- ✓ RR&A
- ✓ Other Deductions
- ✓ Encumbrances

In most cases, you will not have transactions in every report category. For the categories where transactions exist, you can go directly to that category on the TDR by clicking on the appropriate link in the “Go To” section.

Go To: | [SALARY, FRINGE](#) | [GENERAL EXPENSE](#) | [GRANT](#) | [FACILITIES & ADMINISTRATIVE COSTS](#) | [ENCUMBRANCES](#) |

You may collapse the TDR to show only total amount by report category and then expand it again to show all transaction details by using the buttons below:

[Collapse All Sections](#)

[Expand All Sections](#)

The report header also includes a feature to go directly to the bottom of the TDR to display Grand Totals & Account Balances. Just click on this button:

[Grand Totals & Account Balance](#)

Report Columns & Sorting

The following columns are shown on the TDR:

IACT – Institutional Account. The institutional account is the primary accounting element in the Master File Key. This element identifies revenues, expenses, assets, liabilities and fund balances. For additional details, visit the [Accounting Code Manual \(ACM\)](#).

OACT – Organizational Account. A sub-element to the institutional account which is defined by the org units which use them. The organizational account may be used by an organizational unit to break down the institutional account into greater detail. For additional details, visit the [Accounting Code Manual \(ACM\)](#).

DACT – Departmental Account. The departmental account may be used by a department to further breakdown the institutional account and the organizational account (if utilized) in greater detail. For additional details, visit the [Accounting Code Manual \(ACM\)](#).

CCTR – The cost center element will be used to indicate if it is identifying building codes, faculty codes or open access numbers. For additional details, visit the [Accounting Code Manual \(ACM\)](#).

Journal ID – Unique identifier of journals that have posted to the General Ledger.

Amount – Dollar amount of the transaction.

Eff Dt – The date on the journal header or journal date.

SLID/SLAC – Free-form field most commonly used to reference job numbers from Facilities Management and other re-charge centers or coding practices established within departments.

User ID – The HawkID of the individual who submitted the journal entry. User ID is captured for various journals, including PeopleSoft GL, WebCV, PayCV, GLJE, Pcard, eDeposit and ProTrav.

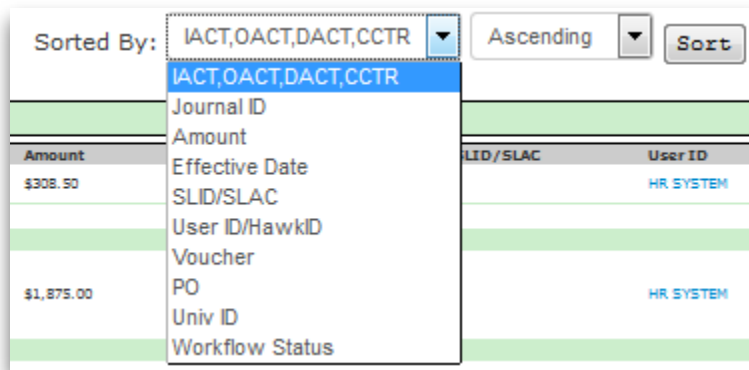
Voucher – Voucher information. Use this link to drill down to view Voucher Summary window which includes voucher details and workflow approval history.

PO – Purchase Order. Use this link to drill down to purchase order details.

Univ ID – Most commonly used for recording the Univ ID for employees on selected payroll transactions or for students on loan or scholarship transactions.

Wf – Workflow indicator. This column will show a "Y" (Yes) if the transaction has gone through the Workflow approval process. Click on the "Y" to drill down to the workflow transaction and approval history details. The column will show a "N" (No) if the transaction has not gone through the Workflow approval process.

There are 10 options to sort the columns on your TDR. Click on the “Sorted By” drop down box to view the options and then choose Ascending or Descending.



Drilling Down to Subsystem Details

TDR-only available drill downs

The TDR allows you to drill down to the following subsystems that are only available through the TDR:

- ✓ **CumComp** (Cumulative Compensation) by WhoKey and by IACT that includes employee level detail for all salary & fringe transactions
- ✓ **Payroll encumbrance** by IACT that includes employee level detail for all salary & fringe encumbrance transactions
- ✓ **Facility Focus** (Facilities Management work order system)
- ✓ **MAUI/MARS** (scholarships/Accounts Receivable system – drill to FIRE system journals, amount billed, amount paid and bad debts transactions)
- ✓ **PeopleSoft Inventory systems** (General Stores, Biochemistry Stores, UIHC Central Sterilizing Stores, College of Dentistry, College of Pharmacy, UIHC Processed Stores, UIHC Pharmacy, UIHC Pharmacy Vault, University Housing, Biomedical Research Stores, DeGowin Blood Center Blood Bank, DeGowin Blood Center Tissue Bank, DeGowin Blood Center Donor Collections, DeGowin Blood Center Patient Services, DeGowin Blood Center HPC Section, State Hygienic Lab Iowa City, State Hygienic Lab Ankeny & more to come in the future)
- ✓ **Central Mail** (Bulk Mail, Metered Mail)
- ✓ **Web Budget** allocations
- ✓ **Workflow routing** transaction and approval history details+

Information on CumComp and Payroll encumbrance drill downs

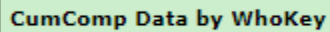
CumComp & payroll encumbrance security - All employees who have an assigned *Owner* or *Reviewer* role will be allowed to view CumComp detail and payroll encumbrance detail for their WhoKeys even if they do not have current access to the CumComp or HR reports subsystems. Please note the following distinction:

✚ If an Owner/Reviewer **does not** have current access to CumComp or HR reports, he/she will have access to underlying CumComp and payroll encumbrance detail for the summarized payroll expense and encumbrance entries in the TDR, but **only for his/her assigned WhoKeys**.

✚ If an Owner/Reviewer **does** have current access to CumComp or HR reports, he/she will have access to CumComp and payroll encumbrance detail in the TDR for **any WhoKey**.

You may drill down to CumComp detail in two ways:

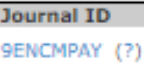
- ✓ To view detail of salary & fringe for the entire WhoKey, click on the button below. A pop-up screen will display all original and correcting transactions for salary & fringe detail by employee for the current period and fiscal year-to-date and a grand total for salary & fringe.


 A rectangular button with a green background and a black border. The text "CumComp Data by WhoKey" is written in black, centered on the button.

- ✓ To view detail of salary & fringe for an IACT, click on the IACT button below. The same pop up screen as by WhoKey will be displayed with only the data for that particular IACT:


 A rectangular button with a grey background and a black border. The text "IACT" is written in black above the number "5002", which is written in blue.

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" as follows:


 A rectangular button with a grey background and a black border. The text "Journal ID" is written in black above the text "9ENCMPAY (?)", which is written in blue.

A pop-up screen will display salary & fringe encumbrance detail by employee for that period's journal. An excel download feature is also available through the pop-up screen.

TDR and SA3 drill downs

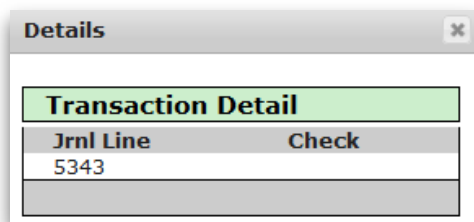
The TDR allows you to drill down to all of the subsystems that are available through the SA3, which include the following:

- ✓ ProTrav (pCard transactions, TEV, cash advances)
- ✓ APPO (PeopleSoft vouchers, direct/auto replenish POs)
- ✓ eDeposit (eDeposit vouchers)
- ✓ WebCV

The TDR has and will continue to be enhanced so that you can drill down to more subsystems.

Viewing Additional Transaction Details

Additional details are available for each transaction by clicking on the magnifying glass icon next to each transaction. Currently the details include the journal line # and check # (if applicable).

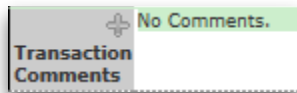


Adding Comments – Transaction Level & Report Level

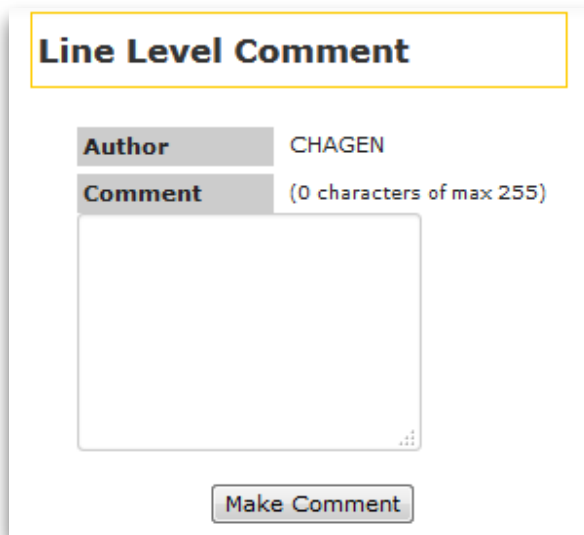
Account Owners, Account Reviewers & Secondary Reviewers can add comments in two ways:

1. Add a comment for a specific transaction

- ✓ Click on the "+" sign Transaction Comments button:



- ✓ A pop-up window will allow you to add comments



Line Level Comment

Author CHAGEN

Comment (0 characters of max 255)

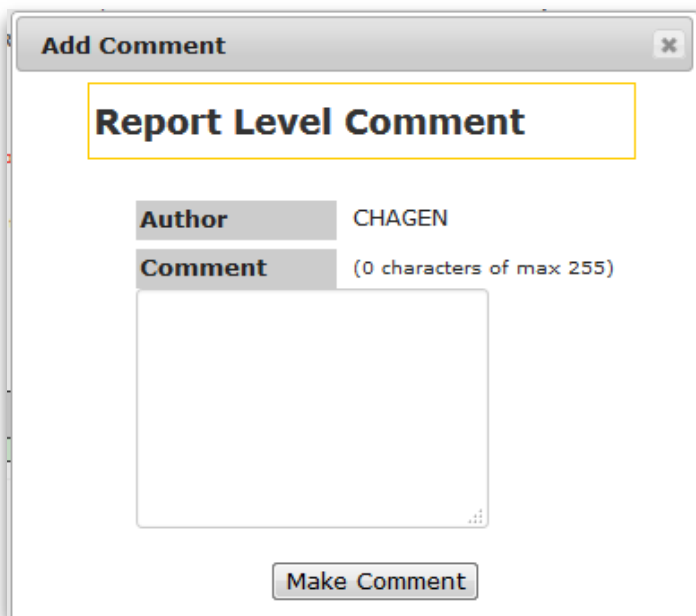
2. Add a comment for the entire TDR
✓ Click on the "+" sign Report Comments button:



Report Comments +

No Comments.

- ✓ A pop-up window will allow you to add comments



Add Comment [X]

Report Level Comment

Author CHAGEN

Comment (0 characters of max 255)

All comments are stamped with the user's HawkID as well as date and time that the comment is submitted. Comments can be removed by the user who added the comment, by clicking on the word [Delete](#) on the right side of the page. All comments are viewable to anyone who views the TDR through WhoKey assignments, voluntary subscription or ad-hoc search.

Making Correcting Entries (WebCV)

Correcting entries (WebCV) for non-payroll transactions may be made in two different ways:

1. **Through the TDR (accessed through EFR Inbox or Ad-Hoc search for current month or prior closed months)** – simply click on the “pencil” icon next to the transaction and a pop-up window will allow you to correct the entry:

IACT	OACT	DACT	CCTR	Journal ID	Amount	Eff Dt
6070	000	00000	0063	WCV0075879	(?)-\$163.56	11/16/2016
Description BBQ Too LLC						
Transaction + No Comments.						

WebCV

Entry Detail

<u>JRNL ID</u> WCV0075879	<u>DESCRIPTION</u> BBQ Too LLC	<u>EFF DT</u> 11/16/2016
<u>D/C</u> CREDIT	<u>FND ORG DPT SDPT GRANT/PRGM IACT OACT DACT FN CCTR BRF SLID/SLAC</u> 050 05 0370 00150 00000000 6070 000 00000 70 0063 /	<u>AMT</u> - \$163.56
<u>PO</u> none	<u>VOUCHER</u> 82432403	<u>CHECK NBR</u> none <u>UNIVID</u> none

Correct Entry

2. **Through the SA3 (GLDSS Reports)** – same functionality available today.

SA3 - Entry Detail

<u>JRNL ID</u> WCV0075879	<u>DESCRIPTION</u> BBQ Too LLC	<u>EFF DT</u> 11/16/2016
<u>D/C</u> CREDIT	<u>FND ORG DPT SDPT GRANT/PRGM IACT OACT DACT FN CCTR BRF SLID/SLAC</u> 050 05 0370 00150 00000000 6070 000 00000 70 0063 /	<u>AMT</u> - \$163.56
<u>PO</u> none	<u>VOUCHER</u> 82477053	<u>CHECK NBR</u> none <u>UNIVID</u> none

Back to the SA3 Report

NOTE: you must have separate WebCV security to have access to the “correct entry” button to complete entries, regardless of whether going in through the TDR or SA3.

Reconciliation Indicator – Transaction Level (Optional)

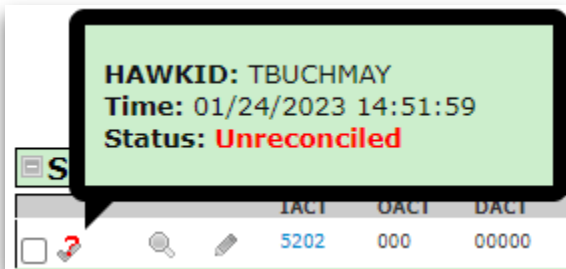
Transaction level (or line level) reconciliation is [optional](#) – it is available only for your convenience if you find it helpful. To mark a transaction as having been reviewed, simply check the box in the left hand side of the transaction information. When you check the box, the line for that transaction is highlighted bright green.

IACT	OACT	DACT	CCTR	Journal ID	Amount	ET DT
<input checked="" type="checkbox"/>	6200	000	00000	0000 VCHR080551 (?)	\$28.00	11/30/2016
Description Wells Fargo Bank NA						
No Comments.						

This will allow you to review/reconcile some transactions, and then return to the TDR another time and know the status of the reconciliation. This feature may be especially helpful for those WhoKeys with *Secondary Reviewers*. Each transaction level reconciliation (when you check the box) is stamped with the user's HawkID, date, time and status of "reconciled".



If you have reconciled the transaction in error, you may un-reconcile it by simply un-checking the box in the left hand side of the transaction information. This activity is also stamped with the user's HawkID, date, time and status of "unreconciled" in red and is displayed when you do a mouse-over on the check box that has a red question mark over it:



Transaction Level Reconciliation Exceptions

Certain TDR transactions are generated by central systems & processes and provide no supporting details of the charges to the Account Owners & Reviewers. As a result, Account Owners & Reviewers are not required to verify the exact accuracy of these transactions. The transactions still appear in the applicable TDRs but the line level reconciliation checkbox has been removed. In addition, the line level comment next to the following system transactions has been populated as follows, to indicate that a central functional area is responsible for verifying the validity of these transactions:

- ✓ BuildUI journals → "Project-related expenses are reconciled monthly by Facilities Management staff."
- ✓ Pcard reversal journals → "Pcard reversal journals do not need to be reconciled and are not allowed to be corrected. The purpose of these transactions is to reverse the corresponding Pcard default journal."
- ✓ Pcard default journals → "Pcard default journals do not need to be reconciled and are not allowed to be corrected. The purpose of these transactions is to charge the Pcard holder's default MFK and the corresponding Pcard reversal journal."
- ✓ TTI journals → "TTI journals are generated through a process that is reviewed, approved & controlled by Accounting & Financial Reporting and the resulting data is verified by Accounting & Financial Reporting staff."
- ✓ Allocation journals → "PSGL allocation journals are generated through a process that is reviewed, approved & controlled by Accounting & Financial Reporting and/or UI Healthcare Financial Operations-Accounting and the resulting data is verified by their staff."

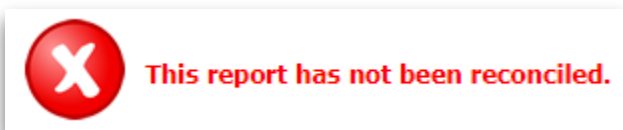
NOTE: allocation transactions include journals such as sales tax accrual, construction-in-progress additions & adjustments, additions & adjustments for deferred revenue and prepaid expense, financial reporting eliminations, and others that are controlled by Accounting & Financial Reporting as well as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

Example of line level transaction box removed and comment auto-populated:

REVENUE									
	IACT	DACT	DACT	CCTR	Journal ID	Amount	Eff Dt	SLID/SLAC	User ID
	4131	000	00000	0000	TTIDS00010 (?)	-\$203,308.02	10/31/2016		
Description	050 TTI DIST								
Transaction Comments	TTI journals are generated through a process that is reviewed, approved and controlled by Accounting and Financial Reporting and the resulting data is verified by Accounting and Financial Reporting staff.								
	No Comments.								

Reconciliation Indicator – WhoKey Level (Required)

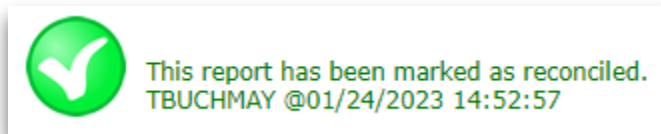
WhoKey level (or report level) reconciliation is [required](#). When a report is not reviewed or reconciled, you will see the following message at the top of the TDR:



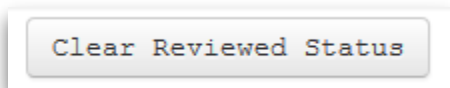
After you review the transactions for your WhoKey(s), please mark the TDR as reconciled. If there are Secondary Reviewers for an account, coordination and planning will need to occur to determine who is responsible for the final WhoKey-level reconciliation. To mark the entire WhoKey TDR as reconciled, click on "I confirm that transactions have been reviewed and this TDR should be marked as reconciled".

I confirm that transactions have been reviewed and this TDR should be marked as reconciled

After you have done this, the message at the top of the TDR will indicate that the report is reconciled and will include the user's HawkID and date & time of reconciliation. This action will also change the reconciliation status to "Reconciled" in the EFR Inbox.



If you have reconciled the report in error, you may un-reconcile it by clicking on the "Clear Reviewed Status" button. This activity is also stamped with HawkID, date & time.



Reconciliation Expectations

The [Monthly Review of Transactions & Accounts Policy](#) requires that financial transactions for each account (WhoKey) be reviewed and reconciled on a monthly basis. This is required in order to reasonably assure that financial information in these reports accurately reflects actual activity.

At this time, there is no systematic cut-off period that requires reconciliation to be completed within a certain time period. This means, for example, that the system currently allows you to reconcile the August TDR in October or November. However, it is strongly recommended that you review and reconcile your accounts on a timely basis. Business Officers, Departmental Administrators & Subdepartment Administrators should make use of the Administrative Reports described above to monitor the reconciliation status of their WhoKeys.

Downloading to Excel

You may download the TDR to Excel by clicking on the link below the header, displayed below.



Questions & Contact Information

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

Section 5: Resources

Transaction Reports | Summary Reports | Dashboards ▼ | GL Reports | Grant Reports | Other Reports | Account Maintenance | **Resources**

Click on the **Resources** tab to find links to online resources for:

User Manuals

- [Grant Reports User Manual & Distribution Role Definitions](#)
- [Request for GL Chartfields & WhoKeys User Manual](#)
- [Summary Reports User Manual](#)
- [TDR User Manual](#)
- [WhoKey Administration User Manual](#)

Other Documentation/Training

- [TDR Drilldown List](#)
- [Summary Reports – Access Roles](#)

Special Permission

- [Alternate Reconciliation](#)

Related Policies & Guidelines

- [Account \(WhoKey\) Closure Guidelines](#)
- [Chartfield & WhoKey Maintenance Guidelines](#)
- [Guidelines for Moving Budgets, Revenue & Expenditures](#)
- [Monthly Review of Transactions and Accounts](#)
- [Quarterly Reconciliation of Balance Sheet Accounts](#)

FAQ's

- [EFR & related information FAQ's](#)