

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 and Reconciliation 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 and Reconciliation of Transactions & Accounts

The [Monthly Review and Reconciliation 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 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 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 four **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 four Secondary Reviewers.

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- ✓ 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 are navigation tabs: Transaction Reports (selected), Summary Reports, Dashboards, GL Reports, Grant Reports, Other Reports, Account Maintenance, and Resources. Below the tabs, the 'Transaction Reports' section is active, with sub-tabs for Inbox, TDR Search, SA3 Search, Alternate Reconciliation, Saved Preferences, and Admin Functions. A 'Filters' section shows 'Prd-FY from 12-2024 to 03-2025', 'Show Only Activity', and 'Statuses: In Progress, Not Reconciled'. Below this is a 'WhoKey Role Assignments' section with a 'Show 100 Entries' dropdown. The main table lists assignments with columns for WhoKey, Activity, Prd-FY, Role, and Reconciliation Status.

WhoKey	Activity	Prd-FY	Role	Reconciliation Status
050-15-2750-00000-53200195-21-	Y (113)	03-2025	Reviewer	In Progress
CoE Indirect Cost Recoveries		SEPTEMBER 2024		AT9PRET 10/07/24
050-15-2750-00000-53200450-21-	Y (5)	03-2025	Reviewer	Not Reconciled
Startup: McKenna, Ann		SEPTEMBER 2024		
050-15-2750-00000-53235100-40-	Y (5)	03-2025	Owner/PI	Not Reconciled
Engineering Holding Fund		SEPTEMBER 2024	Reviewer	

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 add or delete comments on a TDR report for which you have a WhoKey role for.
- 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". At the top, there are several navigation tabs: "Inbox", "TDR Search", "SA3 Search", "Alternate Reconciliation", "Saved Preferences", and "Admin Functions". The "Saved Preferences" tab is currently selected. Below the tabs, the main heading is "Preferences". Underneath, there is a section titled "Notifications" containing three checkboxes with corresponding text:

- 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.

At the bottom left of the notification section, there 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.

- 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 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 Entries

WhoKey	Activity	Prd-FY	Role	Reconciliation Status
050-15-2750-00000-53200195-21- CoE Indirect Cost Recoveries	Y (113)	03-2025 SEPTEMBER 2024	Reviewer	In Progress ATIPPETT 10/07/24
050-15-2750-00000-53200450-21- Startup: McKenna, Ann	Y (5)	03-2025 SEPTEMBER 2024	Reviewer	Not Reconciled
050-15-2750-00000-53235100-40- Engineering Holding Fund	Y (5)	03-2025 SEPTEMBER 2024	Owner/PI Reviewer	Not Reconciled

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 the following elements:

- Navigation:** 'Inbox', 'TDR Search', 'SA3 Search', and 'Saved Preferences' tabs.
- Title:** 'Transaction Reports' and 'TDR Search'.
- WhoKey:** Fields for Fund, Org, Dept, Subdept, Grant/Pgm, Fn, and Brf.
- Note:** 'Note: BRF may be left blank. Other blank fields will be converted to zeros.'
- As of:** A dropdown menu showing 'Acctg Prd 04, FY 2025 / month to date'.
- Show Adjustment Periods:** An unchecked checkbox.
- Sorted By:** A dropdown menu showing 'lact, Oact, Dact, Cctr, Eff Date, Journal ID'.
- Buttons:** 'Get Report' (yellow), 'Get Report ColdFusion' (red), and 'Reset' (grey).
- Links:** '[TDR User Manual](#) | [EFR & related information FAQs](#)'.

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 'As of' dropdown menu with the following options:

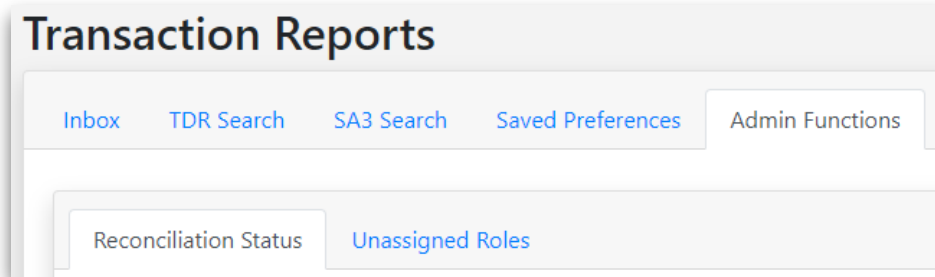
- Acctg Prd 08, FY 2024 / FEBRUARY 2024
- Acctg Prd 907, FY 2024 / JANUARY 2024
- Acctg Prd 07, FY 2024 / JANUARY 2024
- Acctg Prd 04, FY 2025 / month to date (highlighted)

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 02 FY25 – 03 FY25, Status of All status EXCEPT ‘Reconciled’, leaving all other defaults:

The screenshot shows the "Reconciliation Status" report configuration form. The "Admin Functions" tab is selected, and the "Reconciliation Status" sub-tab is active. The form includes the following fields and options:

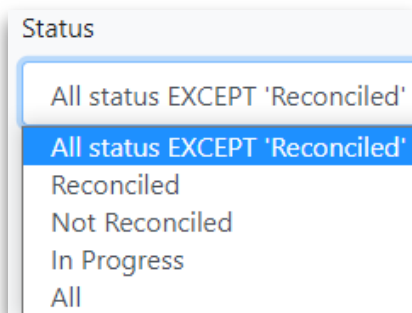
- Refinements:**
 - Radio buttons for "My Assigned WhoKeys" (unselected) and "My Org/Dept/Subdept WhoKeys" (selected).
 - Input fields for Fund, Org (15), Dept (2750), Subdept, Grant/Pgm, Fn, and Brf. A note states: "Note: Fields may be left blank."
- From:** A dropdown menu showing "Acctg Prd 02, FY 2025 / AUGUST 2024".
- To:** A dropdown menu showing "Acctg Prd 03, FY 2025 / SEPTEMBER 2024".
- *Acctg Prd 13 activity included in the Prd 14 TDR for reconciliation.
- Show Adjustment Periods
- Status:** A dropdown menu showing "All status EXCEPT 'Reconciled'".
- Owner Hawkld:** An empty input field.
- Reviewer Hawkld:** An empty input field.
- Buttons:** "Get Report" (yellow) and "Reset" (grey).

Report returned:

Reconciliation Status		Unassigned Roles					
Refinements Export to Excel Edit							
Type: My Org/Dept/Subdept WhoKeys WhoKey: xxx-15-2750-xxxxx-xxxxxxxx-xx- Accounting Period Range: 02-2025 to 03-2025 Adj. Prds: N Status: Not Reconciled or In Progress							
WhoKey	Prd-FY	Owner/PI	Reviewer	Secondary Reviewer	Reconciliation Status	Reconciliation Date	Reconciler Name
050-15-2750-00000-00000000-40- Engineering Administration	03-2025	April L Tippett	Katie L Schnedler		Not Reconciled (148)		
050-15-2750-00000-35167400-21-01 C/S ISU: RII Track-1: Building	02-2025	Allasser K Salem	April L Tippett	Kristen L Wolf Rachel R Vrchoticky	Not Reconciled (1)		
050-15-2750-00000-35167410-21-01 C/S Fiegel (15-2750-00000)	02-2025	Jennifer Fiegel	April L Tippett	Kristen L Wolf Rachel R Vrchoticky Katie L Schnedler	Not Reconciled (1)		

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:



- ✓ 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 Subscribe “bell” icon in the left menu of the report.

The screenshot shows the top portion of a web application interface. On the left is a vertical navigation menu with icons for information, home, search, and a bell icon (highlighted with a blue box). Below the menu are buttons for 'Collapse All Sections' and 'Expand All Sections'. The main content area has a title bar with the text: 'The University of Iowa - Transaction Detail Report', 'Fiscal Year 2025, Accounting Period 03 - SEPTEMBER 2024', and '050-05-0312-20000-00000000-60- Accounting/Financial Reporting'. Below the title bar is a 'Quick Jump' dropdown menu showing 'Acctg Prd 03, FY 2025 / SEPTEMBER 2024' and a 'Change' button. At the bottom of the main area is a 'Go To:' dropdown menu showing 'SALARY, FRINGE'.

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 FY25 – 12 FY25:

The screenshot shows a modal dialog box titled 'Subscription'. It contains the following text: 'Subscribing to this WhoKey allows you to voluntarily subscribe to receive monthly TDR distribution emails and the account will appear in your TDR Inbox under the Voluntary Subscriptions section. Adding a voluntary subscription is only needed if you do not have a WhoKey role, E.g. Owner/PI or Reviewers, but have a business need to monitor.' Below this is a 'WhoKey' field with the value '050-05-0312-20000-00000000-60-'. There are two sections: 'Starting Distribution' and 'Ending Distribution'. The 'Starting Distribution' section has a 'Period' dropdown set to '01' and an 'FY' input field with '2025'. The 'Ending Distribution' section has an 'Indefinite' checkbox checked, a 'Period' dropdown set to '12', and an 'FY' input field with '2025'. A yellow 'Create' button is located at the bottom right of the dialog.

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

Voluntary Subscriptions					
WhoKey	Activity	Prd-FY	Reconciliation Status	Actions	
050-05-0312-20000-00000000-60- Accounting/Financial Reporting	Y (8)	03-2025 SEPTEMBER 2024	In Progress ACLEMBNCE 10/16/24	Edit	
050-05-0312-20000-00000000-60- Accounting/Financial Reporting	Y (7)	02-2025 AUGUST 2024	Reconciled 08/24/24	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:

Subscription ✕

Subscribing to this WhoKey allows you to voluntarily subscribe to receive monthly TDR distribution emails and the account will appear in your TDR Inbox under the Voluntary Subscriptions section. Adding a voluntary subscription is only needed if you do not have a WhoKey role, E.g. Owner/PI or Reviewers, but have a business need to monitor.

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

Created Date

Starting Distribution

Period FY

Ending Distribution

Indefinite

Period FY

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 & Left navigation menu
- Report categories
- Report columns & sorting
- Drilling down to subsystem 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 & Left Navigation menu

The top of the TDR will show the Fiscal Year & Accounting Period, WhoKey value and WhoKey/Account description. Below is an example of a Report Header:

The University of Iowa - Transaction Detail Report
 Fiscal Year 2025, Accounting Period 03 - SEPTEMBER 2024
 240-05-0305-00000-50503300-60-
 Incentive Plan Transfers COM

✘ Not Reconciled

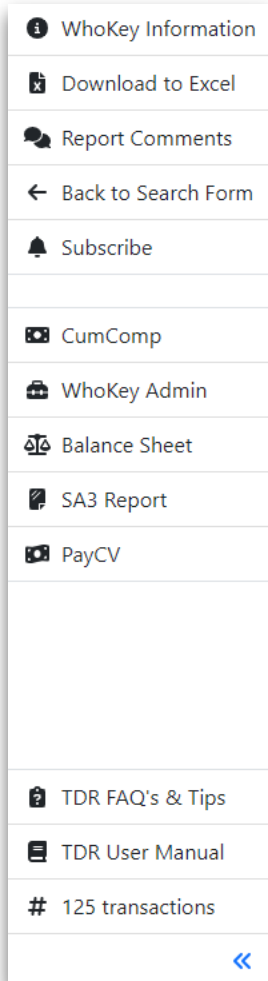
Quick Jump

The left navigation bar will include:

- WhoKey Information: Chartfield elements, WhoKey status, description and purpose, Open/Close Dates, and WhoKey role assignments.
- Download to Excel
- Report Comments – this is the report level comments.
- Back to Search Form
- Subscribe
- Drills to applications based on the WhoKey being reviewed:
 - CumComp (drill also includes Accounting Period & Fiscal Year)
 - WhoKey Admin
 - Balance Sheet
 - SA3 (drill also includes Accounting Peirod & Fiscal Year)
- Link to PayCV
- TDR FAQ's & Tips

- TDR User Manual
- Count of transactions included in the report

Example of left navigation bar when expanded:



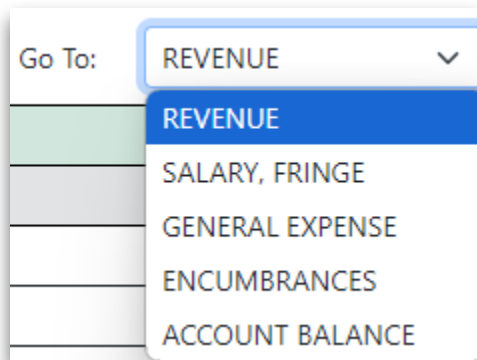
Report Categories

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.

This option will also allow you to go directly to the Account Balance section at the bottom of the report.



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:



**NOTE: For accounts that have between 2,500 – 9,999 transactions, all sections will be collapsed on default. Users are only allowed to expand one section at a time, so upon expanding a second section, the first section will automatically collapse.*

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 \(ACM\)](#).

Description – The transaction journal line description.

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

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

Amount – Dollar amount of the transaction.

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.

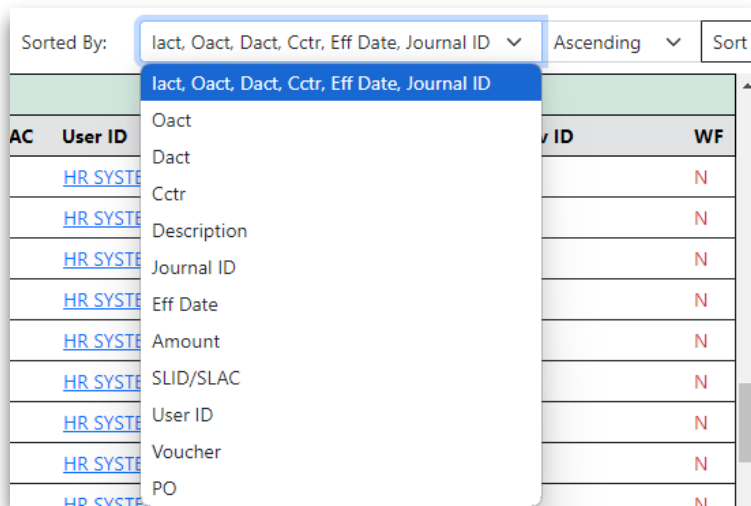
Voucher – Voucher information. Use this link to drill down to view Voucher Summary window which includes voucher details and workflow approval history.

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 12 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 fact that includes employee level detail for all salary & fringe transactions
- ✓ **Payroll encumbrance** by fact that includes employee level detail for all salary & fringe encumbrance transactions
- ✓ **eDeposit** (Treasury eDeposit system)
- ✓ **Facility Focus** (Facilities Management work order system)
- ✓ **MAUI** (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)
- ✓ **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

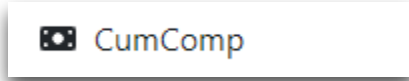
subsystems. Please note the following distinction:

✚ 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:

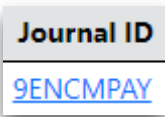
- ✓ To view detail of salary & fringe for the entire WhoKey, click on the CumComp option in the left navigation bar. A pop-up screen will display all original and correcting transactions for salary & fringe detail by employee for the current period and fiscal year-to-date and a grand total for salary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



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



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.

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 conversation bubble icon  on the transaction line:
- ✓ A pop-up window will allow you to add comments

Line Level Comments
✕

050-15-2750-00000-53200195-6070-000-02850-21-0000-

Description	Journal ID	Eff Dt	Amount	SLID/SLAC	User ID	Voucher	PO	Univ ID
Fiegel Jennifer	VCHR177752	7/29/2024	\$36.34			V1542764		

No Comments.

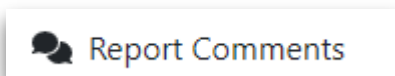
Add Comment

0 characters of max 255

Add Comment

2. Add a comment for the entire TDR

- ✓ Click on the conversation bubble icon/Report Comments button from the left navigation bar:



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

Report Comments
✕

050-15-2750-00000-53200195-21-

Fiscal Year 2025, Accounting Period 01 - JULY 2024

No Comments.

Add Comment

0 characters of max 255

Add Comment

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 that has a role on the account, by clicking on the trashcan icon to the right of the comment. 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	Description	Journal ID	Eff Date	Amount
	6070	000	02850	0000 Fiegel Jennifer	VCHR177752	7/29/2024	\$36.34

Entry Detail ✕

Journal ID VCHR177752	Description Fiegel Jennifer	Eff Date 07/29/2024																								
D/C DEBIT	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Fund</th> <th>Org</th> <th>Dept</th> <th>Subdept</th> <th>Grant/Pgm</th> <th>Iact</th> <th>Oact</th> <th>Dact</th> <th>Fn</th> <th>Cctr</th> <th>BRF</th> <th>SLID/SLAC</th> </tr> </thead> <tbody> <tr> <td>050</td> <td>15</td> <td>2750</td> <td>00000</td> <td>53200195</td> <td>6070</td> <td>000</td> <td>02850</td> <td>21</td> <td>0000</td> <td></td> <td>/</td> </tr> </tbody> </table>	Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC	050	15	2750	00000	53200195	6070	000	02850	21	0000		/	Amt \$36.34
Fund	Org	Dept	Subdept	Grant/Pgm	Iact	Oact	Dact	Fn	Cctr	BRF	SLID/SLAC															
050	15	2750	00000	53200195	6070	000	02850	21	0000		/															
PO none	Voucher V1542764	Univ ID none																								

[Correct Entry](#)

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

SA3 - Entry Detail

JRNL ID WCV0075879	DESCRIPTION BBQ Too LLC	EFF DT 11/16/2016																								
D/C CREDIT	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>FND</th> <th>ORG</th> <th>DPT</th> <th>SDPT</th> <th>GRANT/PRGM</th> <th>IACT</th> <th>OACT</th> <th>DACT</th> <th>FN</th> <th>CCTR</th> <th>BRF</th> <th>SLID/SLAC</th> </tr> </thead> <tbody> <tr> <td>050</td> <td>05</td> <td>0370</td> <td>00150</td> <td>00000000</td> <td>6070</td> <td>000</td> <td>00000</td> <td>70</td> <td>0063</td> <td></td> <td>/</td> </tr> </tbody> </table>	FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC	050	05	0370	00150	00000000	6070	000	00000	70	0063		/	AMT - \$163.56
FND	ORG	DPT	SDPT	GRANT/PRGM	IACT	OACT	DACT	FN	CCTR	BRF	SLID/SLAC															
050	05	0370	00150	00000000	6070	000	00000	70	0063		/															
PO none	VOUCHER 82477053	CHECK NBR none																								
		UNIVID none																								

[Back to the SA3 Report](#)

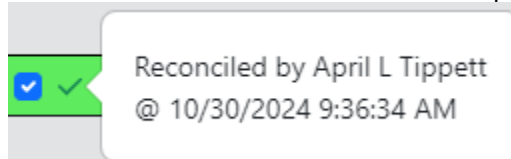
NOTE: In the TDR, the WebCV pencil icon will only be displayed on records that meet the business rules to be corrected. You must have separate WebCV security to have access to the “correct entry” button to complete entries, regardless of whether going in through the TDR or SA3.

Reconciliation Indicator – Transaction Level (Optional)

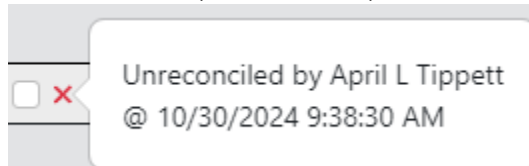
Transaction level (or line level) reconciliation is **optional** – it is available only for your convenience if you find it helpful. To mark a transaction as having been reviewed, simply check the box in the left-hand side of the transaction information. When you check the box, the line for that transaction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

	lact	Oact	Dact	Cctr	Description	Journal ID	Eff Date	Amount
<input checked="" type="checkbox"/>	6070	000	02850	0000	Fiegel Jennifer	VCHR177752	7/29/2024	\$36.34

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 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 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 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 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 controlled, reviewed, approved and verified by Accounting and Financial Reporting."
- ✓ Allocation journals → "PSGL allocation journals are generated through a process that is reviewed, approved and controlled by Accounting and Financial Reporting and/or UI Healthcare Financial Operations-Accounting and the resulting data is verified by their staff."

- ✓ Scholarship lacts (6300-6399) → “Corrections to entries for scholarship IACTs 6300-6399 must be processed through MAUI. Please contact ubill-3rdparty@uiowa.edu for assistance.”
- ✓ Investment lacts (4100-4198) → “Investment journals are generated, approved and controlled by Accounting and Financial Reporting and the resulting data is verified by Accounting and Financial Reporting 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 in the blue box when drilling into the comment pop-up – these comments are NOT allowed to be deleted:

lact	Oact	Dact	Cctr	Description	Journal ID	Eff Date	Amount
4133	000	00000	0000	AUG 24 SPENDING DISTRIBUTION	LTPQTRDIST	9/30/2024	\$15,416.03

Line Level Comments

525-15-2750-00000-71508600-4133-000-00000-80-0000-

Description	Journal ID	Eff Dt	Amount	SLID/SLAC	User ID	Voucher	PO	Univ ID
AUG 24 SPENDING DISTRIBUTION	LTPQTRDIST	9/30/2024	\$15,416.03					

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.

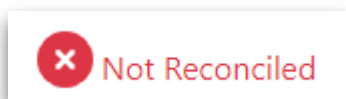
Add Comment

0 characters of max 255

Add Comment

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 transactions are reviewed & the TDR is reconciled.*”

I confirm transactions are reviewed & the TDR is 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 name (drills to contact information) and date & time of reconciliation. This action will also change the reconciliation status to “Reconciled” in the EFR Inbox.

 Reconciled
April L Tippett @ 10/30/2024 9:52:25 AM

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 user’s name (drills to contact information), date & time.

Clear Reviewed Status

 In Progress
April L Tippett @ 10/30/2024 9:54:03 AM

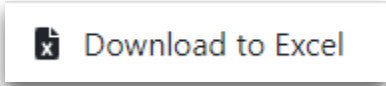
Reconciliation Expectations

The [Monthly Review and Reconciliation 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 Download to Excel option in the left navigation bar:

A rectangular button with a white background and a dark border. On the left side, there is a small icon of a document with a downward arrow. To the right of the icon, the text "Download to Excel" is written in a dark, sans-serif font.

The download to Excel will have two tabs:

- **Formatted Report** - Using this tab, you can create a PDF file (not recommended for large accounts that have thousands of lines) following these instructions/tips:
 1. Expand all columns.
 2. Page Layout:
 - i. Margins: Narrow
 - ii. Orientation: Landscape
 3. File > Save as Adobe PDF
 4. Adobe PDFMaker:
 - i. Ensure the "Formatted Report" sheet is selected for the PDF.
 - ii. Conversion Options: Fit to paper width
 - iii. Convert to PDF
- **Raw Data** - Report that is not formatted.

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](#)
- [Budget 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 and Reconciliation of Transactions and Accounts](#)
- [Quarterly Reconciliation of Balance Sheet Accounts](#)

FAQ's

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