

User Manual

Electronic Financial Reports (EFR)

Transaction Detail Report (TDR)



The University of Iowa

Accounting and Financial Reporting

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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 in order 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.

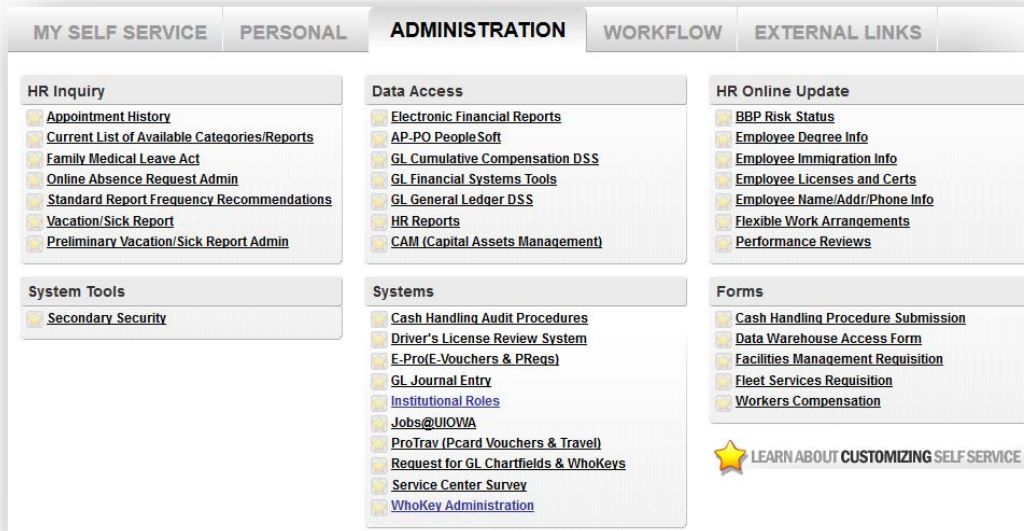
Section 2: Related Applications

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

The *Institutional Roles* & *WhoKey Administration* applications are accessed through Self Service (Administration tab, Systems section):



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.

- ✓ 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.
- ✓ **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.
- ✓ 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 ("Administration" tab). 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 online GLDSS 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: Account Maintenance, Dashboards, Transaction Reports (selected), Summary Reports, Grant Reports, and Resources/Help. Below these are sub-tabs: Inbox, Ad-Hoc Search, and SA3 Search [GLDSS]. The main content area is titled 'Transaction Reports' and includes sub-tabs: Monthly TDR Inbox (selected), Inbox Filters, Saved Preferences, and Admin Functions. Below this is the 'WhoKey Role Assignments' section, which includes a 'Show 10 entries' dropdown and a search box. The table below lists the assignments:

WhoKey	Activity	Prd-FY	Role	Recon. Status
050-04-0200-00000-00000000-21-Research Administration	Y (5)	03-2017 SEPTEMBER 2016	Reviewer	Reconciled TALLMAN 10/11/16
050-04-0200-00000-50250210-21-FREC Allocation	Y (2)	03-2017 SEPTEMBER 2016	Reviewer	Reconciled TALLMAN 10/11/16
050-04-0213-00000-00000000-21-Human Subjects/IRB Office	Y (17)	03-2017 SEPTEMBER 2016	Reviewer	Reconciled TALLMAN 10/13/16

Setting Preferences

You may use the “Saved Preferences” section to turn on or off the following features:

Notifications:

- 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.

Defaults:

- Designate how many fiscal periods of reports you want to view in your EFR Inbox. (Max is 12)
- 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)
- 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).

Preferences

Notifications

- ☒ 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.

TDR Defaults

- fiscal periods shown in my TDR Inbox. [Max. 12]
- rows shown for TDR Role Assignments.
- rows shown for TDR Voluntary Distributions.
- ☐ 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).

Inbox Filters

You can refine the list of reports in your inbox by using the “Inbox Filters” tab. The first option is “Accounting Period Range” and allows you to define the starting and ending periods to display in your list:

The screenshot shows the "Transaction Reports" interface. At the top, there are four tabs: "Monthly TDR Inbox", "Inbox Filters", "Saved Preferences", and "Admin Functions". The "Inbox Filters" tab is selected. Below the tabs, the section "Accounting Period Range" is highlighted. It contains two dropdown menus: "From:" and "To:". The "From:" dropdown is set to "acctg prd 14, FY 2016 / Final , 2016" and the "To:" dropdown is set to "acctg prd 03, FY 2017 / SEPTEMBER, 2016".

The “WhoKey” section allows filtering your list by any WhoKey element:

The screenshot shows the "WhoKey" filter section. It has a title "WhoKey" and a row of seven input fields labeled "Fund", "Org", "Dept", "SubDept", "Grant/Program", "Func", and "BRF". Each field is empty. To the right of the fields is a button labeled "Clear MFK".

The “Activity & Status” 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 ONLY TDRs w/ Activity” and then press the “Refine Inbox” button. To filter your inbox by the report status (*Reconciled, Not Reconciled, In Progress, Unreconciled*) check the desired status box or a combination of status boxes.

The screenshot shows the "Activity & Status" filter section. It has a title "Activity & Status" and two radio buttons: "Show ONLY TDRs w/Activity" (selected) and "Show all TDRs". Below the radio buttons, it says "Show only TDRs with status of:". There are four checkboxes: "Reconciled (TDR is completely reviewed & reconciled)", "All Other Statuses", "Not Reconciled (TDR has not been reviewed & reconciled)", "In Progress (TDR is in the process of being reconciled and one or more line-level reconciliation boxes have been checked)", and "Unreconciled (TDR was reconciled at one time but has subsequently been unreconciled)". At the bottom, there is a button labeled "Refine Inbox" and a section labeled "Current Refinements:".

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	Search:	
WhoKey	Activity	Prd-FY	Role	Recon. Status
050-05-0305-11000-50501800-60-Business Office	Y (6)	03-2017 SEPTEMBER 2016	Owner/PI Reviewer	Not Reconciled
050-05-0305-15000-50501800-60-Business Office	Y (2)	03-2017 SEPTEMBER 2016	Owner/PI	Reconciled AFGINGERICH 10/04/16
050-05-0370-00150-00000000-70-Leased Properties	Y (148)	03-2017 SEPTEMBER 2016	Secondary Reviewer	Reconciled TBENDIXE 10/28/16

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” if there are 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.

Recon. 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 Ad-Hoc Search

At the top of the EFR Inbox, the navigation tab titled “Ad Hoc 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:

TDR Ad-Hoc Search

☐ Disable AutoTab

Fund	Org	Dept	SubDept	Grant/Program	Func	BRF
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: BRF may be left blank. Other blank fields will be converted to zeros.

As of:

☐ Show Adjustment Periods

Sorted By:

Get Data as:

☒ report (HTML)

☐ excel spreadsheet

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

As of:

☒ Show Adjustment Periods

☒

- acctg prd 06, FY 2017 / month to date
- acctg prd 05, FY 2017 / NOVEMBER , 2016
- acctg prd 904, FY 2017 / OCTOBER , 2016
- acctg prd 04, FY 2017 / OCTOBER , 2016
- acctg prd 903, FY 2017 / SEPTEMBER, 2016

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 "Saved Preferences" 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.

Transaction Reports

Monthly TDR Inbox
Inbox Filters
Saved Preferences
Admin Functions

Administrative Reports

- Reconciliation Status Report
- Unassigned Roles Report

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 or download the data to Excel. Defaults are report type My Assigned WhoKeys, Disable AutoTab is not selected, blank WhoKey, from and to is the current period, status is All, Owner & Reviewer are blank, report option is selected.

For this example, we chose report type My Org/Dept/SubDept WhoKeys, Org 05, Dept 0305, Periods 03 FY17 – 05 FY17, Status of Not Reconciled, Unreconciled or In Progress, leaving all other defaults:

Reconciliation Status Report

☐ My Assigned WhoKeys
☒ My Org/Dept/SubDept WhoKeys
☐ Disable AutoTab

Fund	Org	Dept	SubDept	Grant/Program	Func	BRF
	05	0305				

Note: Fields may be left blank.

FROM:
acctg prd 03, FY 2017 / SEPTEMBER, 2016

TO:
acctg prd 05, FY 2017 / NOVEMBER, 2016

☐ Show Adjustment Periods

Status:
Not Reconciled, Unreconciled or In Progress

Owner/PI:
Owner/PI HawkID:

[Lookup HawkID](#)

Reviewer:
Reviewer HawkID:

[Lookup HawkID](#)

Get Data as:
☒ report (HTML)
☐ excel spreadsheet

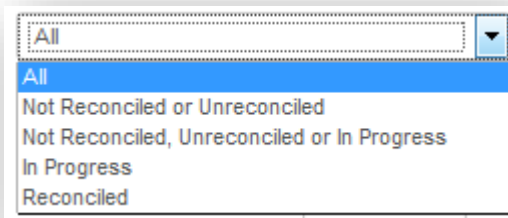
Get Report
Reset

Report returned:

Reconciliation Status Report							
As of Thursday, December 22, 2016							
Back to Form							
Refinements							
Type: My Org/Dept/Subdept WhoKeys							
WhoKey: xxx-05-0305-xxxxx-xxxxxxxx-xx							
Accounting Period Range: 03-2017 to 05-2017 Adj. Prds: N							
Status: Not Reconciled, Unreconciled or In Progress							
WhoKey	Prd-FY	Owner/PI	Reviewer	Secondary Reviewer	Reconciliation Status	Reconciliation Date	Reconciler Name
050-05-0305-11000-50501800-60-Business Office	2017-05	CATHERINE R S HAGEN	CATHERINE R S HAGEN		Not Reconciled (13)		
050-05-0305-12000-50501800-60-Business Office	2017-05	TERRY L JOHNSON	TERRY L JOHNSON		Not Reconciled (13)		
510-05-0305-00000-25359997-80-01 Veterans Admin Pub Law 16	2017-05		BRIAN J RUDEN		Not Reconciled (53)		
510-05-0305-00000-24999297-80-01 USAF ROTC Financial Assist	2017-05		BRIAN J RUDEN		Not Reconciled (10)		

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:



NOTE: the selection "Not Reconciled, Unreconciled or in Progress" will retrieve a report for all status' that are something other than "Reconciled".

- ✓ 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** provides a current list of WhoKeys with missing owners or reviewers for the selected account criteria. Fill in the desired WhoKey elements to search by and click “Get Report” to view the list or download it to an Excel file. Defaults are report type All Available, Disable AutoTab is not selected, blank WhoKey, report option is selected.

For this example, we chose report type My Org/Dept/SubDept WhoKeys, Org 05, leaving all other defaults:

Report returned:

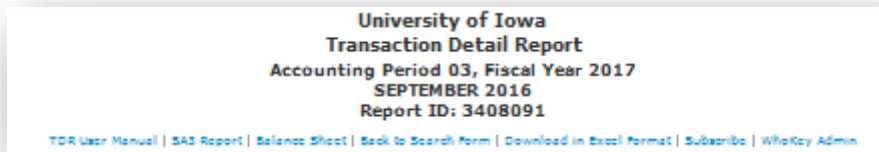
Unassigned Roles Report		
As of Thursday, December 22, 2016		
Back to Form		
Criteria:		
Org: 05		
Refine: My Org/Dept/Subdept WhoKeys		
WhoKey	Owner/PI	Reviewer
050-05-0305-00000-60600018-70- Flood 08 - Temporary Boilers		Scott P Boisen
050-05-0370-00110-00000000-60- Facilities Managment Admin		
050-05-0372-00000-61212993-70- FH - Reno Lab Room N406		

NOTE: Clicking on the “Back to form” link will return you to the previous search page.

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 Ad-Hoc Search" (described above).
3. After the TDR displays, click the link titled "[Subscribe](#)" at the top of the report.

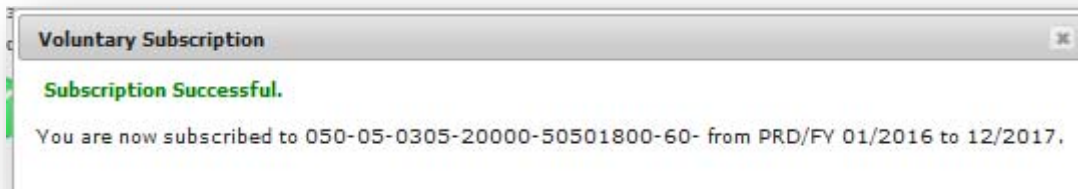


The screen below will require you to designate the starting & ending period for the subscription. You may also subscribe indefinitely. After completing this information, click on the Subscribe button. Defaults are Period 01 for start and end distribution with blank FY and the option INDEFINITELY is selected.

For this example, we chose a range of Period 01 FY16 – 12 FY17:

The screenshot shows a "Voluntary Subscription" dialog box. It contains the following fields and options: "WhoKey: 050-05-0305-20000-50501800-60- [ID 730]", "Start Distribution:" with "Period:" set to 01 and "FY:" set to 2016, "End Distribution:" with "Period:" set to 12 and "FY:" set to 2017, and radio buttons for "INDEFINITELY" (which is selected) and "Subscribe" button.

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	Search:	
WhoKey	Activity	Prd-FY	Recon. Status	Actions
050-05-0305-20000-50501800-60-Business Office-AFR	Y (21)	05-2017 NOVEMBER 2016	Reconciled ROMONTS 12/12/16	Edit
050-05-0305-20000-50501800-60-Business Office-AFR	Y (22)	04-2017 OCTOBER 2016	Reconciled ROMONTS 11/09/16	Edit
050-05-0305-20000-50501800-60-Business Office-AFR		03-2017	Reconciled	

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:

Voluntary Subscription

You are already subscribed to this WhoKey.

Subscription Information

- WhoKey: 050-05-0305-20000-50501800-60-
- Start Prd/FY: 01/2016
- End Prd/FY: 12/2017
- Created By: JOEL UDEN (UDEN)
- Created Date: 12/22/2016 1:47 PM

Subscription Actions

EditDelete

At this point, you may click the “Edit” 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

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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.
---	--	---

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](#).

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](#).

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](#).

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](#).

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.

For the numerous journals generated by campus feeder systems that do not carry a User ID, a contact resource is provided on the Accounting & Financial Reporting web site at: https://afr.fo.uiowa.edu/files/afr.fo.uiowa.edu/files/journalid_list_feeders_new.pdf.

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

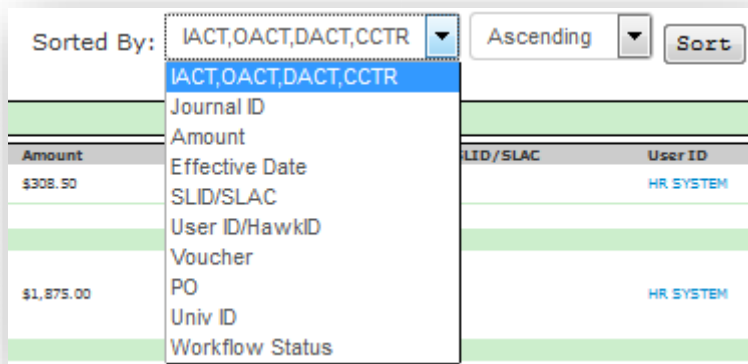
PO – Purchase Order. Use this link to drill down to purchase order details.

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.

CumComp Data by WhoKey

- ✓ 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:

IACT
5002

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:

Journal ID
9ENCMPAY (?)

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

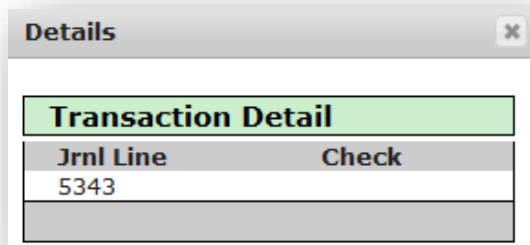
The TDR allows you to drill down to all of the subsystems that are available through the SA3, which include the following:

- ✓ 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).

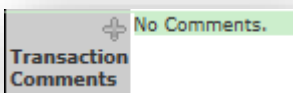


Adding Comments – Transaction Level & Report Level

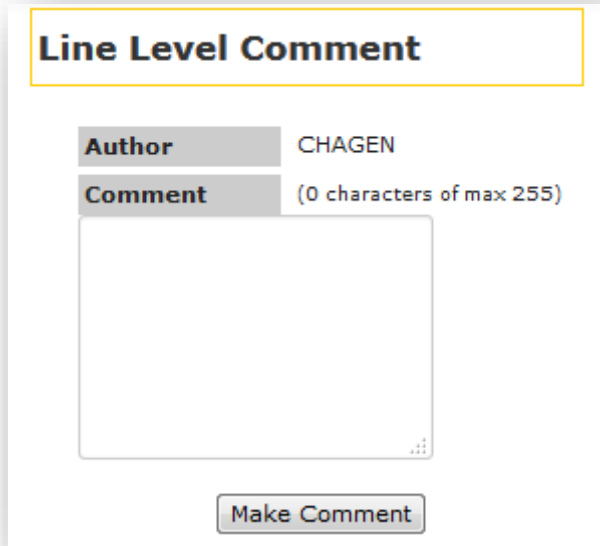
Account Owners, Account Reviewers & Secondary Reviewers can add comments in two ways:

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



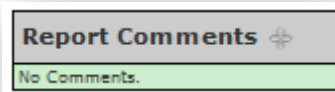
Line Level Comment

Author CHAGEN

Comment (0 characters of max 255)

Make Comment

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)

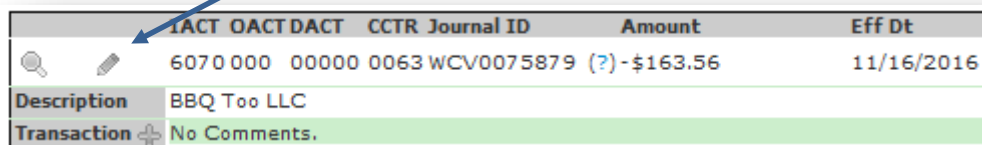
Make Comment

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

JRNL ID

WCV0075879

DESCRIPTION

BBQ Too LLC

EFF DT

11/16/2016

D/C

CREDIT

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

PO

none

VOUCHER

82432403

CHECK NBR

none

UNIVID

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;"> <tr> <th>FND</th><th>ORG</th><th>DPT</th><th>SDPT</th><th>GRANT/PRGM</th><th>IAC</th><th>OACT</th><th>DACT</th><th>FN</th><th>CCTR</th><th>BRF</th><th>SLID/SLAC</th></tr> <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> </table>	FND	ORG	DPT	SDPT	GRANT/PRGM	IAC	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	IAC	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																								

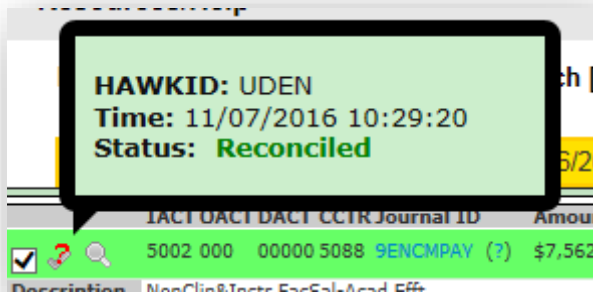
NOTE: you must have separate WebCV security to have access to the "correct entry" button to complete entries, regardless of whether going in through the TDR or SA3.

Reconciliation Indicator – Transaction Level (Optional)

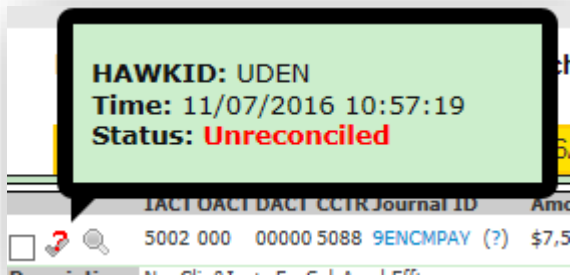
Transaction level (or line level) reconciliation is **optional** – it is available only for your convenience if you find it helpful. To mark a transaction as having been reviewed, simply check the box in the left hand side of the transaction information. When you check the box, the line for that transaction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

	IAC	OACT	DACT	CCTR	Journal ID	Amount	Eff 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.”

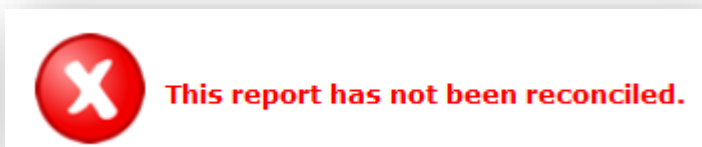
NOTE: allocation transactions include journals such as sales tax accrual, construction-in- progress additions & adjustments, additions & adjustments for deferred revenue and prepaid expense, financial reporting eliminations, and others that are controlled by Accounting & Financial Reporting as well as 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	OACT	DACT	CCTR	Journal ID	Amount	Eff Dt	SLID/SLAC	User ID	Voucher
	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.



This report has been marked as reconciled.
UDEN @11/07/2016 09:50:25

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.

Clear Reviewed Status

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.

Download in Excel Format

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 / Help

Account Maintenance Dashboards Transaction Reports Summary Reports Grant Reports Resources/Help

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

User Manuals

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

Other Documentation/Training

- [TDR Drilldown List](#)
- [TDR Training \(ICON Course\)](#)

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](#)