The University of Iowa

Electronic Financial Reports - Grant Reports User Manual
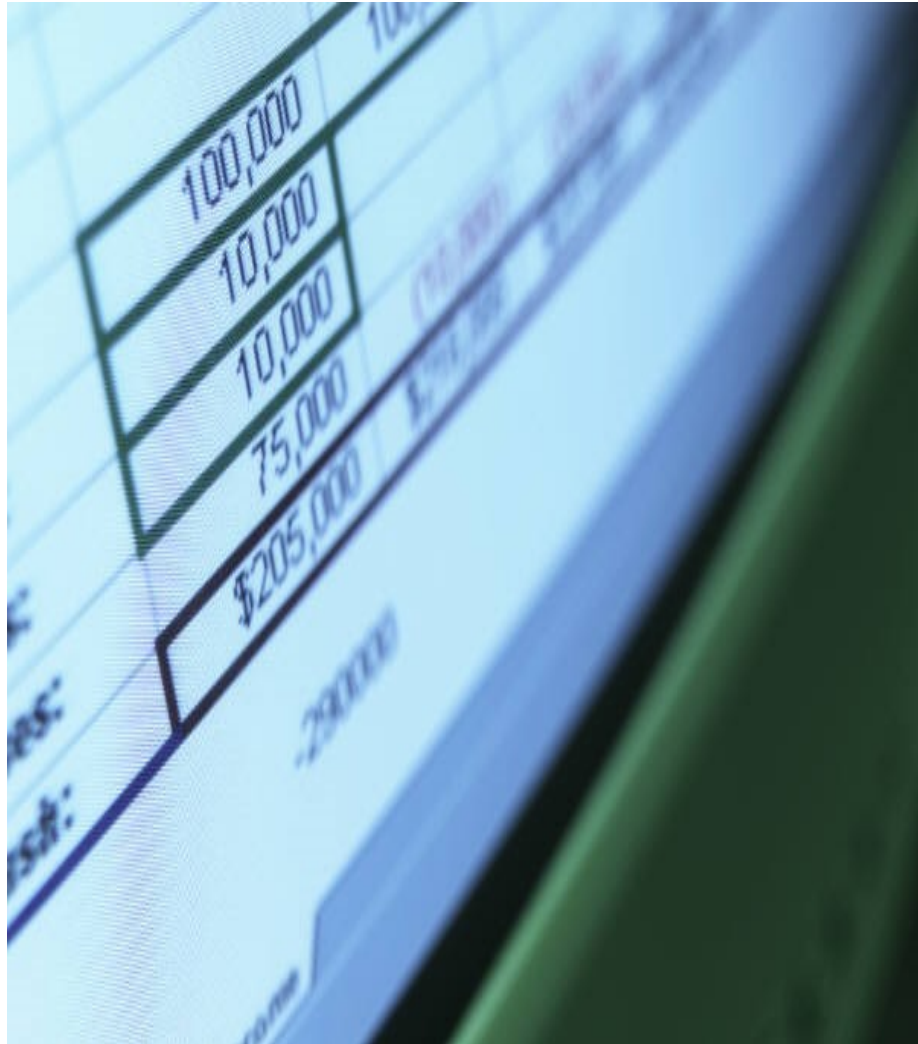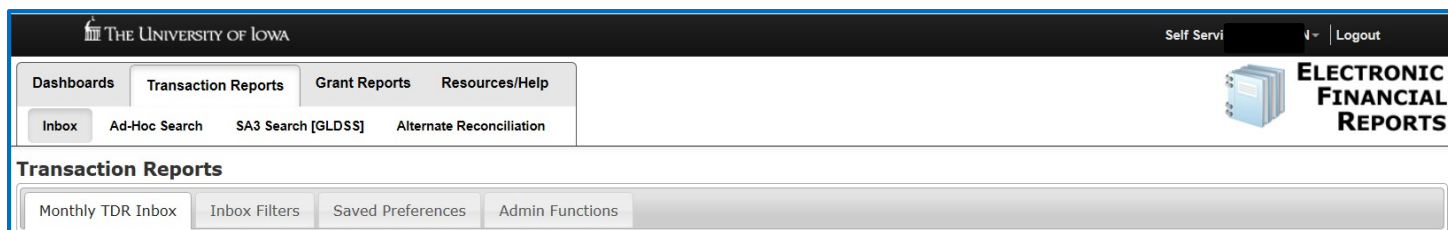
Part I – EFR Inbox

Grant Reports are electronically distributed to the Electronic Financial Reports (EFR) Portal. The EFR portal is accessed through Employee Self-Service ("Administration" tab).

The EFR Portal:

Part II – Grant Reports tab

When the Grant Reports tab is selected, the list of awards presented will include all awards listed by grant/budget reference field (BRF) that you are able to view based on established roles that have been assigned to you (PI, Co-I(nvestigator), PI Department Research Administrator, Co-I(nvestigator) Department Research Administrator, WhoKey Reviewer, Alternate Department Contact).

- **EFR Grant Reports – Grant Inbox - standard version:**

Acctg Prd 07, FY2020 / January (Period 7), 2020

UI Grant Number ▲	BRF	Award Desc	Current Month Financial Activity	Budget Begin Date	Budget End Date	PI Name/Co PI ⬍	Reports							
11281200	01	NIH-NIGMS-Minig the Coprophilo	Y	12/01/2019	11/30/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
11281900	01	NIH-NIEHS-Rapid Uranium Sensor	Y	02/01/2019	01/31/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
12333800	01	UNIV OF CONN - REG OF GAMMA DE	Y	04/01/2018	03/31/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
13103100	02	KALMAN & CO, INC.: Chemometric	Y	09/08/2014	03/07/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
▸ 137118xx	01	DoEd: Doctorial Training Oppor	Y	09/01/2017	08/31/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information
14035700	01	DOE-Forbes-SubtleVariationsOxo	Y	07/15/2019	07/14/2020		Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information

Awards that have multiple sub-components established will be displayed with an "xx" for the last two characters of the UI Grant Number field. The symbol ▸ can be selected to show each sub-component.

Grant Report selection can be made at 1) the single sub-component to see financial data for a specific 8-digit grant and BRF, or 2) the summary "xx" of multiple components for a 6-digit grant and BRF (if applicable).

An example of a multiple sub-component award that has been expanded:

The reports can be viewed by selecting one of the report buttons:

- **EFR Grant Reports – Grant Inbox – Free Balance version:**

A button allows you to toggle between the standard (default) Grant Inbox and a more detailed version called Free Balance. The Free Balance version includes the WhoKey elements (Fund, Org, Dept/Sdept, BR, Fn), status of the award (I-Inactive, A-Active, C-Closing), if the award is an advance MFK (aMfk), if the award is a renewal MFK (rMfk), cumulative budget/receipts, cumulative expenditures, current period encumbrances, free balance, budget begin and end dates, project begin and end dates, and the Award Desc title for each award. The Report button in the last column will take you to the grant reports for the award.

The [Export to Excel] button in the right corner allows the Free Balance inbox to be exported to Excel.

Part III – Grant Reports

(a) Report Header

The WhoKey in the header indicates an 8-character single component versus a 6-character multiple component.

An example of a WhoKey listed for multiple 6-digit component:

PI Name: ⬛⬛⬛⬛	Grant/Contract/Protocol #: 1 T32 GM077973-01	Budget Period: 08/01/2006 - 06/30/2007
Sponsor: US Department of Health & Human Services, National Institutes of Health	Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics	WhoKey: 510-20-522000000-117129xx-10-01

An example of a WhoKey listed for a single 8-digit component:

PI Name: ⬛⬛⬛⬛	Grant/Contract/Protocol #: 1 T32 GM077973-01	Budget Period: 08/01/2006 - 06/30/2007
Sponsor: US Department of Health & Human Services, National Institutes of Health	Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics	WhoKey: 510-20-522000000-11712900-10-01

Clicking on the WhoKey will expand the header to show the WhoKey elements and descriptions:

PI Name: ⬛⬛⬛⬛		Grant/Contract/Protocol #: 1 T32 GM077973-01	Budget Period: 08/01/2006 - 06/30/2007	
Sponsor: US Department of Health & Human Services, National Institutes of Health		Award Description: Statistics in Microbiology, Infectious Diseases & Bioinformatics	WhoKey: 510-20-522000000-11712900-10-01	
Fund Source:	510	Current Restricted Federal	Function:	10	Instruction
Collegiate Unit:	20	College of Public Health	Department/SubDepartment:	522000000	Biostatistics
Grant Number:	11712900	NIH NIGMS-Statistics in Micro	Budget Reference Field:	01	

(b) Reports

(b)(i) Financial Summary:

This summary report replaced the FMS and SGRE paper reports that were discontinued in January 2013. It provides a cumulative summary of actual expenditures incurred by budget category. With this electronic version, users have the ability to expand a budget category to view the institutional account descriptions, payroll information, Subaward information and amounts included in a summary budget line and the ability to view up to twelve months of monthly activity at a time. One of two types of summary report formats will be displayed on the tab, <u>Budget and Expense Summary</u> (FMS) or <u>Revenue and Expense</u> <u>Summary</u> (SGRE). The type of summary report the user views is controlled by Grant Accounting.

An example of a Financial Summary tab (report):

User options on the Financial Summary tab:

1) Select the link to *Expand All* to expand every budget category to view applicable institutional account descriptions.

2) *Collapse All* to collapse the institutional account descriptions and just see budget categories.

3) Select the symbol next to a Budget Category: the ▸ to view the applicable institutional account descriptions for a single budget category or the ⯆ to collapse institutional account descriptions of a single category to see just budget category.

4) Select the symbol next to a Personnel or Trainee Stipend institutional account description: the ▸ to view the individual's name(s) associated with a Personnel or Trainee Stipend institutional account or the ⯆ to collapse the names to just the institutional account descriptions.

5) Select a number of months from the *Show Previous* drop down list to view more than one month of expenditures.

6) Select a different "Current Month" by changing the selection in the *Reporting Period* drop down

7) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include tabs for Budget Category_Summary, Budget Category_Iact, and Personnel).

8) Select *Full Screen* to expand the report to fill the entire screen.

9) Select another tab (report): IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information.

(b)(ii) IACT Recap:

This report replaced the recap section of the TDS paper report that was discontinued in January 2013. It provides a revenue and expense recap by institutional account within budget categories for all WhoKeys established for a single 8-digit or a 6-digit multiple component grant program number and for cost share accounts. Additionally grant-to-date and fiscal year-to-date revenue and expenses are available at the Master File Key (MFK) level.

An example of the IACT Recap tab:

User options on the IACT Recap <u>tab</u>:
1) Select the "IACT Recap" button to view a report for a specific WhoKey.

2) Select ▸ button to expand the grant program and/or cost share account IACT recap report

3) If there are multiple WhoKeys available, the "xx" WhoKey can be selected to view a report with all the WhoKeys summarized together.

4) Select *Full Screen* to expand the report to fill the entire screen.

5) Select another tab (report): Financial Summary, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note: If the IACT Recap tab is greyed out, there is no current or historic activity posted to the WhoKey

An example of the IACT Recap report

THE UNIVERSITY OF IOWA

Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant/Contract/Protocol #: 2 T12 HP14992-04   Budget Period: 09/01/2013 - 08/31/2014
Sponsor: US Department of Health & Human Services, Health Resources & Services Administration   Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa   WhoKey: 510-13-237000000-127066xx-10-04

| Financial Summary | IACT Recap | Transaction Detail | Payroll Summary | Subaward Summary | Cost Share Summary | Key Personnel Committed Effort | Award Information |

IACT Recap Summary
510-13-237000000-127066xx-10-04   Recap by Institutional Account within Budget Category   Excel   Back To WhoKey's

Description	Inst Acct	Org Acct	Dept Acct	CCTR	Current Month ($)	Fiscal YTD ($)	Cumulative ($)	Encumbrances ($)
Allocated Revenue	4012	000	00000	0000	0.00	0.00	379,663.76	0.00
Total Revenue					$ 0.00	$ 0.00	$ 379,663.76	$ 0.00
NonClin&Instr FacSal-Acad Efft	5002	000	00000	0000	0.00	0.00	11,161.08	0.00
Clin Faculty Sal-Acad Effort	5004	000	00000	0000	0.00	0.00	62,409.41	0.00
Clin Faculty Sal-Acad Effort	5004	000	00000	9203	0.00	0.00	49,969.59	0.00
Graduate Asstships Research	5045	000	00165	0000	0.00	0.00	8,870.74	0.00
Fringe Benefits Faculty	5102	000	00000	0000	0.00	0.00	3,102.75	0.00
Fringe Benefits Clin Faculty	5104	000	00000	0000	0.00	0.00	13,450.96	0.00
Fringe Benefits Clin Faculty	5104	000	00000	9203	0.00	0.00	10,820.24	0.00
Fringe Ben Graduate Asst Rsrch	5145	000	00165	0000	0.00	0.00	1,337.17	0.00
P and S Salaries Regular	5202	000	00000	0000	0.00	0.00	25,728.86	0.00
Fringe Benefit P and S Regular	5302	000	00000	0000	0.00	0.00	8,928.78	0.00
Total Personnel					0.00	0.00	195,779.58	0.00
Books Periodic Subscrp Non Lib	6075	000	00000	0000	0.00	0.00	80.00	0.00
Total Supplies					0.00	0.00	80.00	0.00
Travel In State Fac and Staff	6025	000	00000	0000	0.00	0.00	183.00	0.00
Travel Out State Fac and Staff	6026	000	00000	0000	0.00	0.00	3,298.36	0.00
Motor Vehicle Rental	6058	000	00000	0000	0.00	0.00	751.80	0.00
Total Faculty/staff Travel					0.00	0.00	4,233.16	0.00
UI Provided Serv Incl FM Svc	6218	000	00000	0000	0.00	0.00	5,080.75	0.00
Postage	6250	000	00000	0000	0.00	0.00	0.00	0.00
Total Other Costs					0.00	0.00	5,080.75	0.00
Fellow Associate	5055	000	00000	0000	0.00	0.00	6,050.08	0.00
FringeBen FellowAssoc,GME Post	5155	000	00000	0000	0.00	0.00	2,359.53	0.00
Trainee Stipends & Fringe					0.00	0.00	8,409.61	0.00
Subaward Subj To F&A	6230	000	00000	0000	0.00	0.00	25,000.00	0.00
Total Subaward Subj To F&a					0.00	0.00	25,000.00	0.00
Subaward Not Subj To F&A	6231	000	00000	0000	0.00	0.00	118,129.77	0.00
Total Subaward Not Subj To F&a					0.00	0.00	118,129.77	0.00
Grad RA/TA Tuition Costs	6350	000	00165	0000	0.00	0.00	4,053.00	0.00
Total Tuition & Fees					0.00	0.00	4,053.00	0.00
Reimbursed F and A Fed Direct	7340	000	00000	0000	0.00	0.00	18,897.89	0.00
Total F & A Costs					0.00	0.00	18,897.89	0.00
Total Costs					$ 0.00	$ 0.00	$ 379,663.76	$ 0.00

User options on the IACT Recap <u>report</u>:

1) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include one tab for IACT Recap MFK).

2) Select *Full Screen* to expand the report to fill the entire screen.

3) Select *Back to WhoKey's* to return to the listing of WhoKeys

4) Select another tab (report): Financial Summary, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

(b)(iii) Transaction Detail:

This tab provides a direct link to the Transaction Detail Report (TDR) within the Electronic Financial Report (EFR) portal. The TDR provides monthly activity at the transaction level that was previously provided by the TDS.

An example of the Transaction Detail tab:

User options on the Transaction Detail tab:

1) Select the "TDR (EFR)" button to view a report for a specific WhoKey

2) Select ▶ button to expand the grant program and/or cost share account TDR report (s)

3) Select another tab (report): Financial Summary, IACT Recap, Payroll Summary, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note: If the TDR (EFR) button is greyed out a TDR report was not created for the selected Reporting Period

(b)(iv) Payroll Summary:

This report provides a summary of pay and fringe for all individuals paid on the award by pay period begin and end date.

User options on the Payroll Summary tab:

1) Select the symbol next to a Person ID: the ▶ to view the applicable pay periods for an individual or the ▼ to collapse the pay periods.

2) Select ▶ button to expand the grant program and/or cost share account Payroll Summary report

3) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include one tab for Payroll Summary).

4) Select *Full Screen* to expand the report to fill the entire screen.

5) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Subaward Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

(b)(v) Subaward Summary:

This report provides a summary of payment by Purchase Order made to Subrecipient vendor(s) for Subaward Subject To F & A & Subaward not Subject To F & A expenses on the award.

User options on the Subaward Summary tab:

1) Select the ▸ symbol next to WhoKey to view all Purchase order(s) applicable to that WhoKey or the ▾ to collapse the Purchase order information*.

2) When the ▸ symbol next to Purchase Order# is selected, all Subaward general Ledger transactions pertaining to that Purchase Order will be displayed.

3) When link on Purchase Order# is clicked, user will be routed to the Purchase Order report for that Purchase Order in the AP-PO application. Similarly, if Voucher ID link is clicked, then user will be routed to that particular voucher report in the AP-PO application.

4) Select Excel button to view/work with the current report format as an Excel spreadsheet.

5) Select Full Screen to expand the report to fill the entire screen.

6) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Cost Share Summary, Key Personnel Committed Effort or Award Information

Note:

1. The Budget periods for the Purchase Order are being pulled from eDSP. Therefore, some older Purchase order displays project period of the PO instead of the Budget period.

2. The link to AP-PO, Purchase Order or Voucher page will work only if the user has security access to AP-PO application.

3. Missing PO section lists all records for which Purchase Order could be found in the General Ledger.

This report provides a cumulative summary of actual expenditures incurred by budget category on a cost share account. With this electronic version, users have the ability to expand a budget category to view the institutional account descriptions, payroll information, and amounts included in a summary budget line and the ability to view up to twelve months of monthly activity at a time.

An example of a Cost Share Summary tab (report):

Full Screen | THE UNIVERSITY OF IOWA | Reporting Period: Acctg Prd 07, FY2020 / January (Period 7), 2020

Grant/Contract/Protocol #: 2 T12 HP14992-04 | Budget Period: 09/01/2013 - 08/31/2014
Sponsor: US Department of Health & Human Services, Health Resources & Services Administration | Award Description: Coordinating and Improving Oral Health Workforce Activities in Iowa | WhoKey: 510-13-237000000-127066xx-10-04

Financial Summary | IACT Recap | Transaction Detail | Payroll Summary | Subaward Summary | *Cost Share Summary* | Key Personnel Committed Effort | Award Information

Expand All | Collapse All   Excel   Close Out   Cost Share - 327066xx-04 - Revenue and Expense Summary   Show Previous: 0 Months

Budget Category	Current Month Revenue/Allocation ($)	Cumulative Revenue/Allocation ($)	Current Month Expenditures ($)	Cumulative Expenditures ($)	Encumbrances ($)	Free Balance (Overdraft) ($)
Revenue/allocations	0.00	79,440.64				
Personnel						
▼ Salaries			0.00	62,287.84	0.00	
▸ NonClin&Instr FacSal-Acad Efft			0.00	5,394.10	0.00	
▸ Clin Faculty Sal-Acad Effort			0.00	31,204.90	0.00	
▼ P and S Salaries Regular			0.00	25,688.84	0.00	
			0.00	22,105.50	0.00	
			0.00	3,583.34	0.00	
▸ Fringe Benefits - Salaries			0.00	17,152.80	0.00	
Total Personnel			0.00	79,440.64	0.00	
Total Costs	$ 0.00	$ 79,440.64	$ 0.00	$ 79,440.64	$ 0.00	$ 0.00

User options on the Cost Share Summary tab:

1) Select the link to *Expand All* to expand every budget category to view applicable institutional account descriptions.

2) *Collapse All* to collapse the institutional account descriptions and just see budget categories.

3) Select the symbol next to a Budget Category: the ▸ to view the applicable institutional account descriptions for a single budget category or the ▾ collapse institutional account descriptions of a single category to see just budget category.

4) Select the symbol next to a Personnel or Trainee Stipend institutional account description: the ▸ to view the individual's name(s) associated with a Personnel or Trainee Stipend institutional account or the ▾ to collapse the names to just the institutional account descriptions.

5) Select a number of months from the *Show Previous* drop down list to view more than one month of expenditures.

6) Select a different *Current Month* by changing the selection in the *Reporting Period* drop down

7) Select *Excel* button to view/work with the current report format as an Excel spreadsheet (this will include tabs for Budget Category_Summary, Budget Category_Iact, and Personnel).

8) Select *Full Screen* to expand the report to fill the entire screen.

9) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Key Personnel Committed Effort or Award Information.

(b)(vii) Key Personnel Committed Effort

For awards that require effort monitoring, the Key Personnel Committed Effort report identifies Key Personnel, Effort Period and the individual's Committed/Funded Effort. The information is entered by the Grant Accounting Office during the awarding process and the review of award documents, budget and budget justification. The report does not include voluntary uncommitted effort.

Information for the G/P Number and BRF is listed by UIRIS Sequence Number and the corresponding Budget Period(s). There may be more than one Sequence Number issued under a G/P Number and BRF, and a Budget Period may be broken down into more than one Effort Period. The dates of an Effort Period will always be within of the Budget Period under which it is listed.

When more than one Sequence Number exists, the more recent Sequence Number will default expanded, with all others collapsed. The User has the ability to expand/collapse any Sequence Number.

An example of a Key Personnel Committed Effort tab (report):

User options on the Key Personnel Committed Effort tab:

1) Select the link to *Expand All* to expand on any Sequence number
2) *Collapse All* to collapse all sequence number Key personnel data
3) Select the ▶ symbol next to a Sequence number to view the Key personnel data or the ▼ to collapse Key personnel data.
4) Select a different *Current Month* by changing the selection in the *Reporting Period* drop down
5) *Export to Excel* to view/work with the current report format as an Excel spreadsheet
6) Select *Full Screen* to expand the report to fill the entire screen
7) Select another tab (report): Financial Summary, IACT Recap, Transaction Detail, Payroll Summary, Subaward Summary, Cost Share Summary, Award Information

(b)(viii) Award Information:

This report provides additional award attribute information that is tracked in the Grant Accounting post-award system. Most of this information is identified by Grant Accounting staff during the review of award documents, budgets and other information received from Sponsored Programs and/or directly from campus. Please contact the GA Contact, as noted under the Contacts section, if you have questions.

User options on the Award Information tab:

1) Select *Full Screen* to expand the report to fill the entire screen.

2) Select another tab: Financial Summary, IACT Recap, Transaction Detail, Payroll Summary or Subaward Summary, Cost Share Summary or Key Personnel Committed Effort

*The summary 'xx' record for a 6-digit grant and BRF (117129xx) shows award information from the '00' (parent) subcomponent.

Part IV – Ad Hoc Search

If you are not assigned a role to view any fund 500 or 510 accounts or there is another account that you would like to review, the Ad-Hoc Search can be used.

Use the *Grant Report Ad-Hoc Search*. Enter a period/fiscal year, 6 or 8-digit grant program number and BR (not required). The user can search for grant reports for a period using the whole WhoKey or a combination of Org, Dept & SubDept or combination of Grant & BRF. Subdepartment and BRF fields are optional.

The results will include any award that meets the criteria that was used in the search:

Grant Report selection can be made at 1) the single sub-component to see financial data for a specific 8-digit grant and BRF, or 2) the summary "xx" of multiple components for a 6-digit grant and BRF (if applicable).

An example of a multiple sub-component award that has been expanded:

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▼ 117129xx

  11712900

  11712997
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The reports can be viewed by selecting one of the report buttons:

Financial Summary	IACT Recap	Transaction Detail	Payroll Summary	Subaward Summary	Key Personnel Committed Effort	Cost Share Summary	Award Information