eData Faculty Guide: Budget Browse

Purpose: In this document, you will find information about the following topics:

- How to View the Budget Browse Link
- Create, Correct or Resubmit a Budget
- Budget Template Information

How to View the Budget Browse Link

To view the budget browse link, follow these instructions:

1. Navigate to AccessPlus in your web browser and enter your University ID and password.
2. Click on uBusiness, then eData, then Continue.
4. Click Here for SPA Financial Reports under the SPA Summary graph.
5. Enter an Account Number and then click the green Select button.
6. Click the Run button, which appears after you click Select.
7. Click Budget Browse, on the right side of the screen.
8. Select a date/budget on the Award Budget Browse screen to view the budget broken down by category.

Create, Correct or Resubmit a Budget

If you need to create, correct or resubmit a budget, use the Budget Templates provided by OSPA here: http://www.ospa.iastate.edu/forms/#budget.
Budget Template Information
The budget information is collected from the OSPA budget templates, located at http://www.ospa.iastate.edu/forms/#budget. The Browse Budget format can be found on the last worksheet of the budget templates, on a locked tab titled “BA Upload”. These fields are automatically pulled from the Summary and Tuition worksheets. There are a few exceptions, noted below.

<table>
<thead>
<tr>
<th>BA Upload Line</th>
<th>Description</th>
<th>Data Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>C21 on BA Upload</td>
<td>Printing/Copying Category</td>
<td>Populates from “Publication Cost” line on Summary Sheet</td>
</tr>
<tr>
<td>C19</td>
<td>Telecom Charges</td>
<td>Not Auto Populated. Instead, Change C89 to read “Telecom Charges” and contact your SPA Accountant.</td>
</tr>
<tr>
<td>C23</td>
<td>Postage</td>
<td>Not Auto Populated. Instead, Change C90 to read “Postage” and contact your SPA Accountant.</td>
</tr>
</tbody>
</table>