

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**.
3. Click **Financial Reporting** on the blue homepage.
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.

Budget Categories	YTD Expenses
SALARY/BENEFITS	96,770,262.31
EQUIPMENT	3,166,113.98
TRAVEL	6,218,165.43
TUITION	29,849,940.72
SUPPLY/MATERIALS	20,067,903.14
SUBCONTRACTS	23,298,413.48
OTHER DIRECT COSTS	20,686,330.14
INDIRECT COSTS	25,623,752.97
Not Assigned	2,306,902.50
Total	227,987,784.67

Click [Here](#) For SPA Financial Reports
Click [Here](#) For SPA Object Reports

[Transaction Detail](#)
[Encumbrance Detail](#)
[Pre-Encumb Detail](#)
[Budget Browse](#)
[RMM ICR Distribution](#)
[EASE Summary](#)



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>.

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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.

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