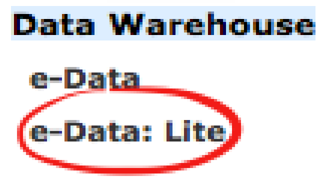
e-Data: Finance Lite Portal

e-Data Finance Lite is a portal with a list of most commonly used reports by departmental administrators and investigators. Each user that has access to e-Data, has access to e-Data: Finance Lite. If you would like to request access to e-Data/e-Data Lite for new users, please fill out the Administrative Systems Request form here: www.it.iastate.edu/forms.

Navigate to e-Data: Finance Lite

Use the following steps to navigate to e-Data Lite.

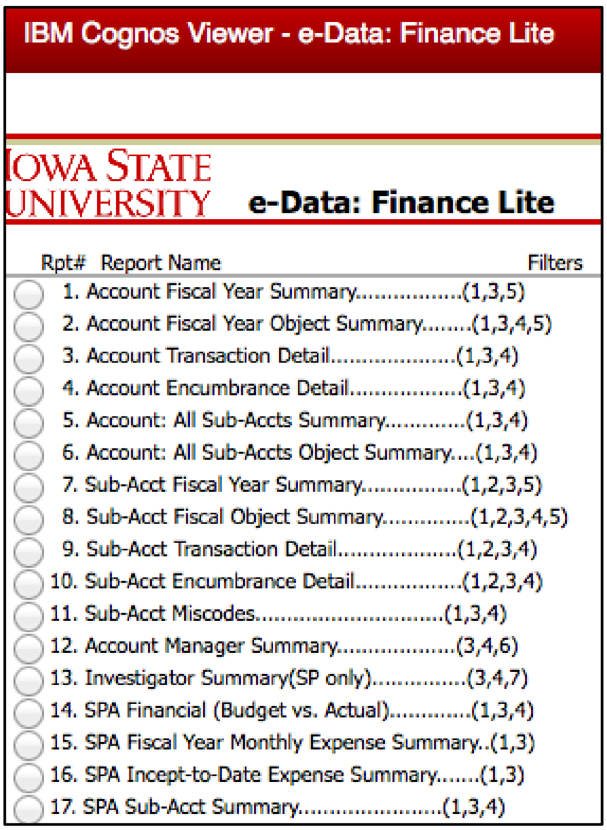
1. Log into **AccessPlus** as you normally would do to go to e-Data.
2. Click the ***u*Business** tab.
3. Click on the new menu item called **'e-Data: Lite'** under the **Data Warehouse** group.
4. Click on the **Continue** button
5. You are there!



e-Data: Finance Lite Features

e-Data Lite was created with the following enhancements:

- **Most frequently used list of reports:** This report list is shortened for ease of use. If you do not see a report you need here, please navigate to the complete e-Data portals via the uBusiness tab in AccessPlus.
- **Directly enter account numbers:** Reports are created with the account and sub-account level, therefore users can directly type in the number on the page.
- **Simplified filters**: There are 7 filters available in e-Data Lite. The report list indicates which filters are available for each report.
- **Scrollable reports**: When the report will not fit on a single page, the data is displayed on the screen through a scrollable data table to eliminate the page up/down feature in e-Data Financial.
- **Minimal training anticipated**: This portal was built with simplified navigation and ease of use in mind. The report displays were built based on user feedback and creating 'just-in-time" reporting.
- **Excel downloads**: Excel downloads are available on report #1,3,5,7 and 9.



- **PI/CoI summary**: Report 13 shows accounts for an individual, regardless of PI/CoI role.

For questions, comments, or feedback please email edatahelp@iastate.edu or contact your Fiscal Officer.