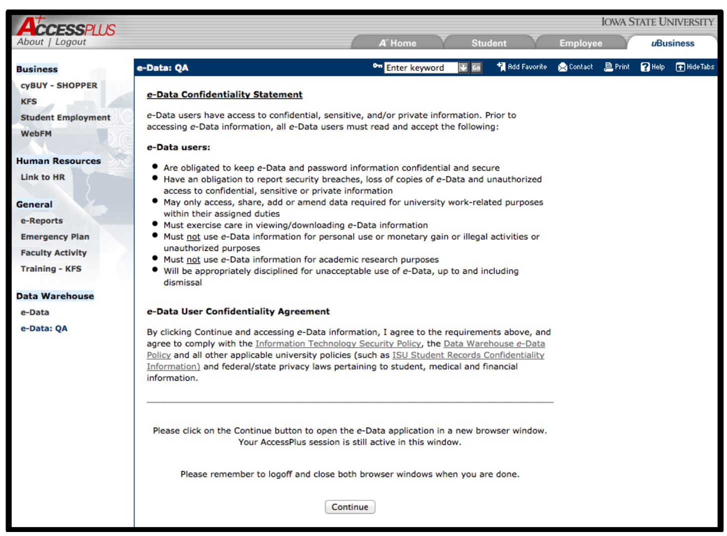
Quick Reference Guide: Generating Financial Summary Reports

Instructions: Use the steps below to generate **Financial Summary Reports** in e-Data. For more information about reports in e-Data, refer to the **Understanding the e-Data Interface Job Aid**.

Financial Summary Reports include:

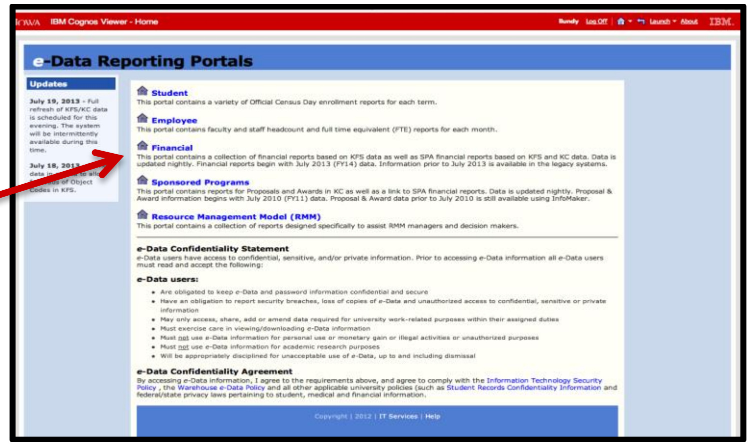
Report Type (Radio Buttons)	Description
Financial Summary	View summarized revenue, expense, encumbrance and balance totals.
Object Summary by Consolidation	View summarized revenue and expense totals broken down by object consolidation.
Object Summary by Level	View summarized revenue and expense totals broken down by object level.
Object Summary by Object	View summarized revenue and expense totals broken down by object code.
Account List by RU	View a list of accounts by RU. Report includes balance forward, revenue, expense, encumbrance, and balance totals.
Account List by Sub Fund Group	View a list of accounts by Sub Fund Group. Report includes balance forward, revenue, expense, encumbrance, and balance totals.
Account List by Department	View a list of accounts by Org Department. Report includes balance forward, revenue, expense, encumbrance, and balance totals.
Account List by Role	View a list of accounts by Account Supervisor, Fiscal Officer, or Account Manager.
Labor and Object Consolidation Summary	View a list of accounts summarized by object consolidation. The personnel object consolidation is broken down by object level.

1. Log into **AccessPlus** and enter your **University ID** and **Password**.
2. Click the ***u*Business** tab
3. Click **e-Data,** then **Continue**.



Quick Reference Guide: Generating Financial Summary Reports

4. Click **Financial Reporting** on the blue homepage to enter the **Financial Report Portal**.



5. Click **Here** for **Financial Summary Reports** on the **Financial Summary** graph.

Quick Reference Guide: Generating Financial Summary Reports

6. Choose on the **Selection Page** how you would like to enter the **Financial Summary Reports** page.

A) **Select by Account**

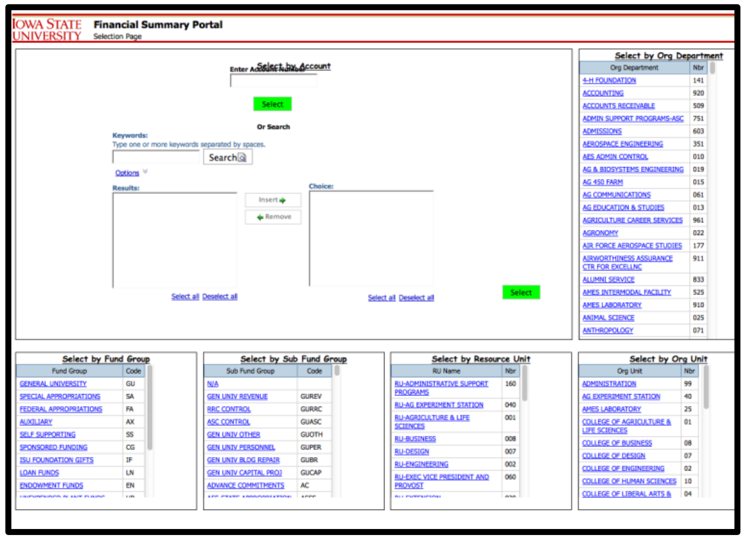
- **Enter Account Number**, and then click the green **Select** button.
- Click the **Run** button, which appears after you click **Select**.

B) **Or Search**

- Enter one or more Account Numbers or **Keywords** separated by spaces, and then click **Search**.
- Click the green **Select** button to enter the **Financial Summary Reports** page.

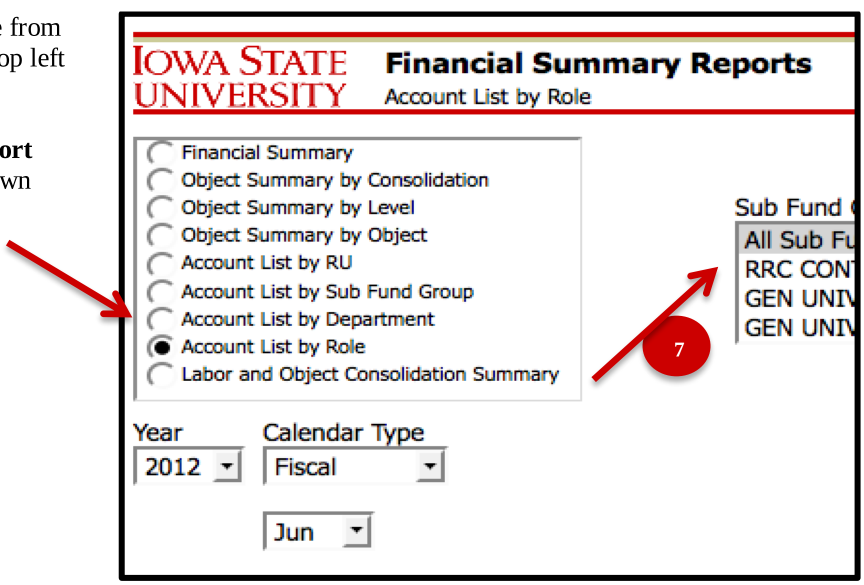
Note: You can choose your selected items from the **Results** box and click **Insert** to move them into the **Choice** box.

C) Click one of the **underlined blue links** in the Fund Group, Sub Fund Group, Resource Unit, Org Department, or Org Unit boxes.



7. Select <u>one</u> **Report Title** from the **Report List** in the top left corner of the screen.

8. Select one or more **Report Filters** from the dropdown menus.



Quick Reference Guide: Generating Financial Summary Reports

9. Click the yellow **Run** button to produce a report.

10. Click the **Excel** or **PDF** buttons to view, download, or print reports.

11. Click one of the other underlined **blue links** to view detailed information or link to other portals.