

Quick Reference Guide: Generating General Fund Budget Reports

Instructions: Use the steps below to generate **General Fund Budget Reports** and **Budget Detail Reports** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

General Fund Budget Reports include:

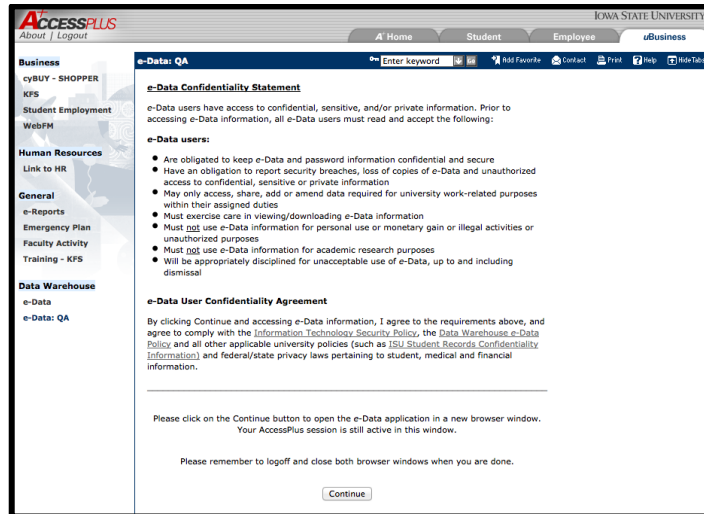
Report Type (Radio Buttons)	Description
Budget Summary	Summarizes Budgeted and Actual revenue and expenses for one or more Resource Units (RUs). This report also includes any Variance, Encumbrance, and totals for Variance with Encumbrance.
Departmental Summary	Summarizes budgeted and actual revenue and expenses for one or more Resource Units. It also shows the Budgeted and actual expense for each Org Department within the RU(s) selected. This report also includes any Variance, Encumbrance and totals for Variance with Encumbrance.
Encumbrance Tracking	View Current Cash Balance, Encumbrances (Payroll, PO, Telecom, and Travel), and Current Free Balance by Org Department and Sub Fund Group.
ICR Tracking	This report is displayed in two tables. The top table summarizes revenue and percentage of Indirect Cost Recovery (ICR) for one or more RUs. This is the revenue received in the RRC Control account (711-XX-XX). The bottom table displays the ICR by Org Department and object code.
Admin Fee Tracking	This report shows the total Admin Overhead income received in the RRC Control account (711-XX-XX) for each RU. It further breaks down income based on the department the generated the income.
Tuition Tracking	View summarized Tuition Budget, Revenue and Variance by term (Summer, Fall and Spring). The table sorts Undergraduate, Graduate and Professional student levels and breaks down Differential, Enrollment and Student Credit Hours tuition.

General Fund Budget Detail Reports offer revenue and expense details and include:

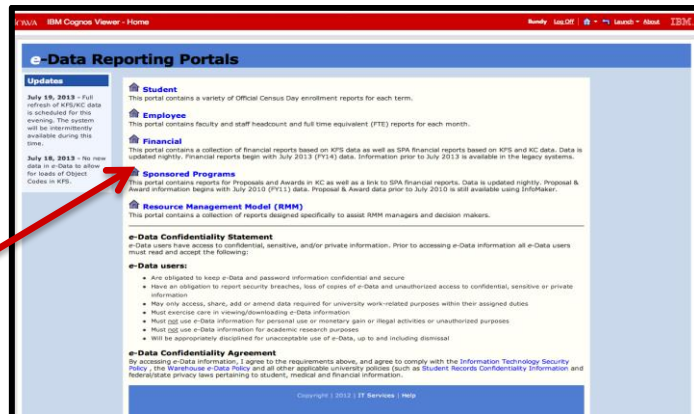
Report Type (Radio Buttons)	Description
All	All budgeted and actual revenue (Receipts, RMM revenue, Other Transfers-In) and expenses (Expenditures, Allocated Expenses, Other Transfers-Out). This report also shows variance for revenue and expenses, encumbrance and variance with encumbrance. Report shows Object Level and Object Code detail.
Receipts	View budget and actual receipts by Object Level and Object Code.
RMM Revenue	View budgeted and actual RMM Revenue by Object Level and Object Code.
Opening Entries	View Opening Entries by Object Level and Object Code.
Other Transfers-In	View Other Transfers-In by Object Level and Object Code.
Expenditures	View budgeted, actual and encumbered expenditures by Object Level and Object Code.
Allocated Expenses	View budgeted and actual allocated expenses by Object Level and Object Code.
Other Transfers-Out	View Other Transfers-Out by Object Level and Object Code.

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1. Log into AccessPlus and enter your University ID and Password.
2. Click the **uBusiness** tab
3. Click **eData**, then **Continue**.

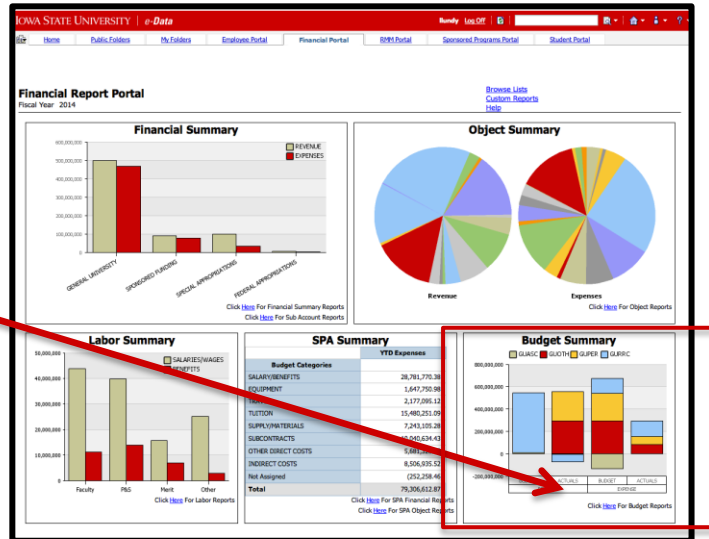


4. Click **Financial** on the blue homepage to enter the **Financial Reporting Portal**.



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Click [Here](#) for Budget Reports under the Budget Summary graph.



5. Choose one or more **Resource Units** on the **Selection Page**.

6. Click **Select** then **Run**.

Note: The yellow **Run** button will appear once you click the green **Select** button.

The screenshot shows the 'General Fund Budget Portal Selection Page'. It features a list of Resource Units (RU) with checkboxes. A red circle with the number '5' and an arrow points to the list. At the bottom, a red circle with the number '6' and an arrow points to the 'Select' and 'Run' buttons. The 'Select' button is green, and the 'Run' button is yellow.

Resource Unit	Selected
<input type="checkbox"/> RU-ADMINISTRATIVE SUPPORT PROGRAMS	
<input type="checkbox"/> RU-AG EXPERIMENT STATION	
<input type="checkbox"/> RU-AGRICULTURE & LIFE SCIENCES	
<input checked="" type="checkbox"/> RU-BUSINESS	
<input type="checkbox"/> RU-DESIGN	
<input type="checkbox"/> RU-ENGINEERING	
<input type="checkbox"/> RU-EXEC VICE PRESIDENT AND PROVOST	
<input type="checkbox"/> RU-EXTENSION	
<input type="checkbox"/> RU-FACILITIES SERVICES	
<input type="checkbox"/> RU-HUMAN SCIENCES	
<input type="checkbox"/> RU-INFORMATION TECHNOLOGY SERVICES	
<input type="checkbox"/> RU-INSTITUTIONAL EXCELLENCE FUND	
<input type="checkbox"/> RU-LIBERAL ARTS & SCIENCES	
<input type="checkbox"/> RU-LIBRARY	
<input type="checkbox"/> RU-PRESIDENT	
<input type="checkbox"/> RU-SENIOR VP AND PROVOST	
<input type="checkbox"/> RU-STUDENT FINANCIAL AID/SCHOLARSHIPS	
<input type="checkbox"/> RU-SUSPENSE	
<input type="checkbox"/> RU-UNIVERSITY LEADERSHIP	
<input type="checkbox"/> RU-VETERINARY MEDICINE	
<input type="checkbox"/> RU-VP FOR BUSINESS & FINANCE ASC	
<input type="checkbox"/> RU-VP FOR BUSINESS & FINANCE RRC	
<input type="checkbox"/> RU-VP FOR RESEARCH & ECONOMIC DEVELOP	
<input type="checkbox"/> RU-VP FOR RESEARCH & ECONOMIC DEVELOP	
<input type="checkbox"/> RU-VP FOR STUDENT AFFAIRS ASC	
<input type="checkbox"/> RU-VP FOR STUDENT AFFAIRS RRC	

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7. Select one Report Title from the Report List in the top left corner of the screen.

IOWA STATE UNIVERSITY General Fund Budget Reports
Budget Summary

Budget Summary
 Departmental Summary
 Encumbrance Tracking
 IDC Tracking
 Admin Fee Tracking
 Tuition Tracking

Resource Unit

RU-ADMINISTRATIVE S
 RU-AG EXPERIMENT S
 RU-AGRICULTURE & LI
 RU-BUSINESS
 RU-DESIGN
 RU-ENGINEERING
 RU-EXEC VICE PRES

Budget Detail reports are available through the **Budget Summary** report. Each link opens a new tab to the **General Fund Budget Detail** report illustrated in step 9 below.

8. Click one of the **blue links** in the report area.

IOWA STATE UNIVERSITY General Fund Budget Reports
Budget Summary

Budget Summary
 Departmental Summary
 Encumbrance Tracking
 IDC Tracking
 Admin Fee Tracking
 Tuition Tracking

Resource Unit

RU-ADMINISTRATIV
 RU-AG EXPERIMENT
 RU-AGRICULTURE &
 RU-BUSINESS
 RU-DESIGN
 RU-ENGINEERING
 RU-EXEC VICE PRES
 RU-EXTENSION
 RU-FACILITIES SER

Fiscal Year: 2013 Month: Jun

RU-BUSINESS Thru Fiscal Period Jun 2013		Budget	GEN UN
Revenue	Receipts	5,000.00	
	RMM Revenue	27,743,726.00	
	Opening Entries	0.00	5,5
	Other Transfers-In	0.00	1
	Total	27,748,726.00	5,7
Expenses	Expenditures	19,692,209.00	1,0
	Allocated Expenses	8,056,517.00	
	Other Transfers-Out	0.00	2,5
	Total	27,748,726.00	3,6
Grand Total	-	0.00	2,3

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- Click one of the radio buttons on the **General Fund Budget Detail** report to show other detailed reports.

General Fund Budget Detail
Receipts

All
 Receipts
 RMM Revenue
 Opening Entries
 Other Transfers-In
 Expenditures
 Allocated Expenses
 Other Transfers-Out

Resource Unit
 RU-ADMINISTRATIVE SUPPORT PROGRAMS
 RU-AG EXPERIMENT STATION
 RU-AGRICULTURE & LIFE SCIENCES
 RU-BUSINESS
 RU-DESIGN
 RU-ENGINEERING
 RU-EXEC VICE PRESIDENT AND PROVOST
 RU-EXTENSION
 RU-FACILITIES SERVICES

Fiscal Year: 2013 | Month: Jun

[Select all](#) [Deselect all](#) [Run](#) [Excel](#) [PDF](#)

Receipts for RU-BUSINESS Thru Fiscal Period Jun 2013				Budget	Revenue	Variance
Object Level	Level Code	Object	Object Code			
EXTERNAL SALES & SERVICES	ESL	MISC SALES & SERVICES	0049	0.00	985.00	985.00
		EXTERNAL SALES & SERVICES		0.00	985.00	985.00
INTRAMURAL INCOME	ITM	ADMIN OVER-HEAD INCOME	0077	0.00	3,910.35	3,910.35
		MISC INTRAM INCOME	0079	5,000.00	0.00	(5,000.00)
		INTRAMURAL INCOME		5,000.00	3,910.35	(1,089.65)
MISC OTHER INCOME	MIS	EXEMPT DEPOSIT	0097	0.00	5,250.00	5,250.00
		MISC OTHER INCOME		0.00	5,250.00	5,250.00
Total				5,000.00	10,145.35	5,145.35

- Click the yellow **Run** button to produce a **Budget Summary** or **Budget Detail** report from the selected radio buttons.
- Click the **Excel** or **PDF** buttons to view, download, or print reports.
- Click one of the other underlined **blue links** to enter other portals.

[Financial Summary Portal](#)
[SPA Financial Portal](#)
[Sub Acct Portal](#)
[Object Portal](#)
[Labor Portal](#)

[Browse Lists](#)
[Custom Reports](#)
[Help](#)

[Run](#) [Excel](#) [PDF](#)