

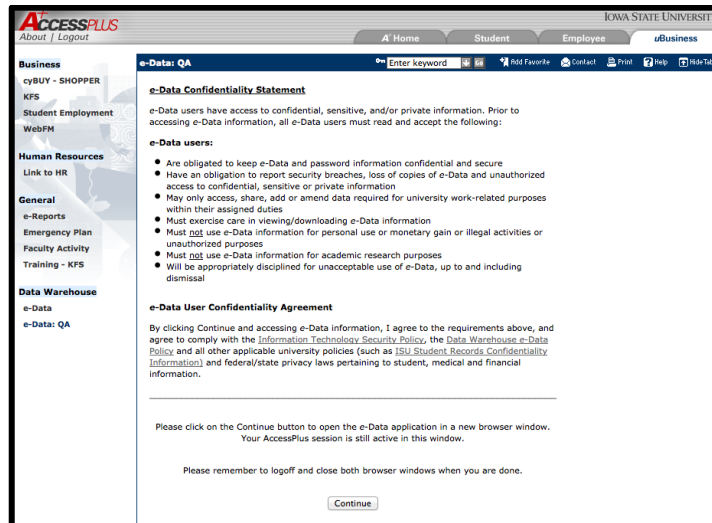
Quick Reference Guide: Generating Object Summary Reports

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

Object Summary Reports include:

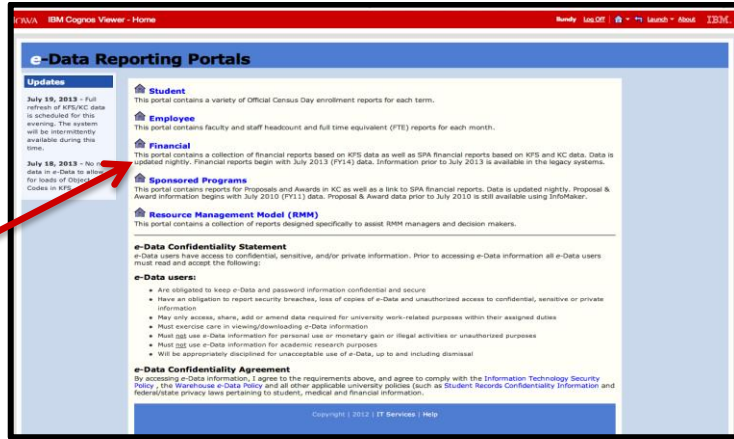
Report Type (Radio Buttons)	Description
Amount by Object	View account lists based on criteria selected; summarized by Revenue/Expense Type, Consolidation, Level, and Object Code.
Amount by Level	View account lists based on criteria selected; summarized by Revenue/Expense Type, Consolidation, and Level.
Amount by Consolidation	View account lists based on criteria selected; summarized by Revenue/Expense Type, and Consolidation.
Amount by RU, Sub Fund Group and Object	View account lists based on criteria selected; summarized by Resource Unit, Sub Fund Group, and Object.
Amount by Department and Object	View account lists based on criteria selected; summarized by Org Department and Object.

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



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



- Click **Here** for **Object Reports** on the **Object Summary** graph.



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- Click one of the **underlined blue links** on the **Selection Page** to enter the **Object Summary Reports** page.

Note: **Select by Object** allows multiple selections.

- Select **one Report Title** from the **Report List** in the top left corner of the screen.
- Select one or more **Report Filters** from the dropdown menus.

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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 link to other portals.

The screenshot shows a web interface for generating reports. It features two dropdown menus: 'Object Code' with 'All Object Codes' selected, and 'Resource Unit' with 'All Resource Units' selected. To the right of these menus is a list of blue underlined links: 'Financial Summary Portal', 'SPA Financial Portal', 'Sub Acct Portal', 'Budget Portal', 'Labor Portal', 'Browse Lists', 'Custom Reports', and 'Help'. At the bottom of the form, there is a yellow 'Run' button, a green 'Excel' button, and a blue 'PDF' button.