Quick Reference Guide: Generating SPA Financial Reports

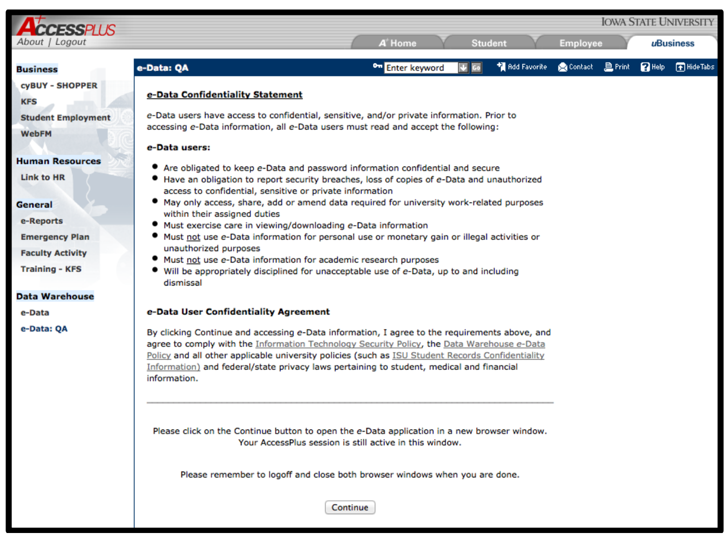
Instructions: Use the steps below to generate **SPA Financial Reports** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

SPA Financial Reports include:

Report Type (Radio Buttons)	Description
SPA Financial Report	View reports with information about Sponsored Programs accounts, inception to date expenses, and balances in each budget category. Especially useful if an award has re-budget requirements.
Account Totals Since Inception	Shows inception to date expenses in each budget category as well as cumulative total revenue or expenses based on selected dates.
Account Totals by Month	Shows monthly totals in each budget category as well as monthly total expenses or monthly total revenue. A zero '0' in the field means total transactions net to '0'. A blank field means that there are no transactions for that budget category.
Cash Recap	Represents the "bottom line" of the report. Shows the totals from inception to current date for expenses and receipts, the current cash balance, and the percentage of funding spent. Offers an overview of accounts at-a-glance.
Account Listing	Available when more than one account is selected. Shows the accounts that you have consolidated and allows you to sort the accounts in several ways.

Note: When an account number is selected in the SPA Financial Summary portal, the **Budget Browse** option appears below the **Transaction Detail** link. Budget Browse is a summary of award budgets that the Principal Investigator (PI) has submitted through the OSPA Budget Form.

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



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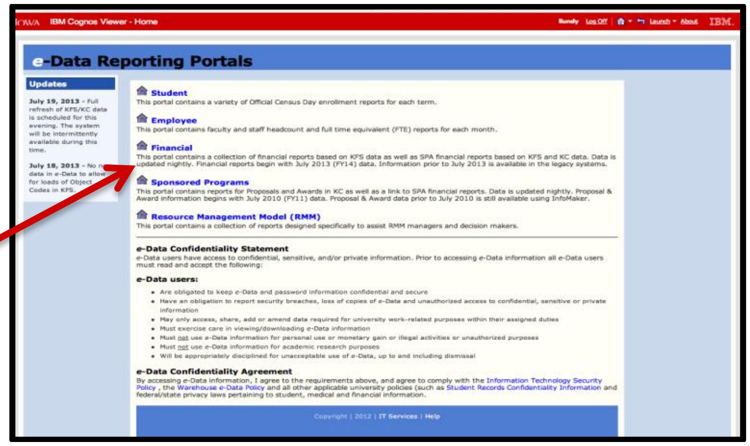
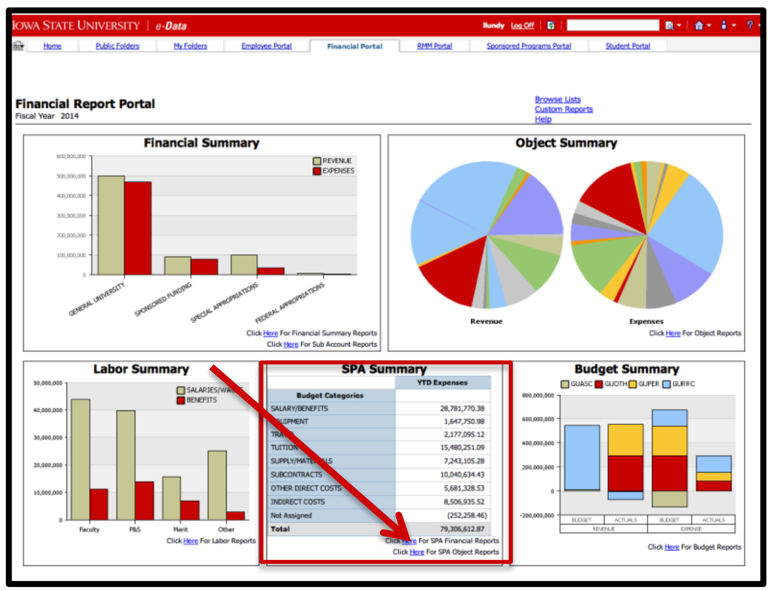
4. Click **Financial** on the blue homepage to enter the **Financial Report Portal**.



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



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

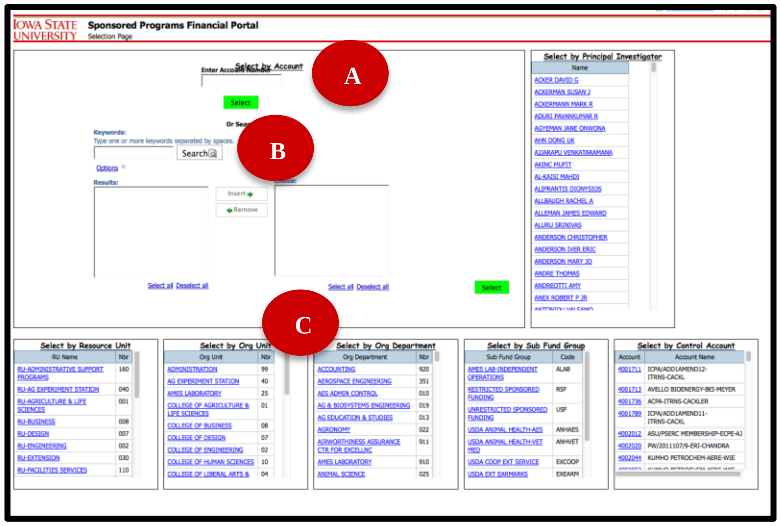
A) **Select by Account**

- 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 **Sponsored Programs Financial Reports** screen.

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 Select by Investigator, Resource Unit, Org Unit, Org Department, Sub Fund Group, or Control Account boxes.

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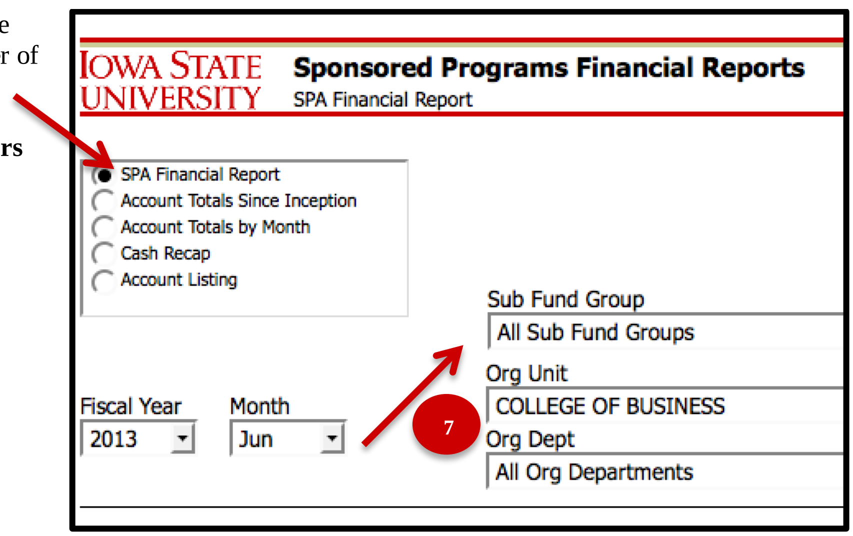
7. Select <u>one</u> **Report Title** from the **Report List** in the top left corner of the screen.

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



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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 view detailed information or link to other portals.