eData Faculty Guide: Generating SPA Financial Reports

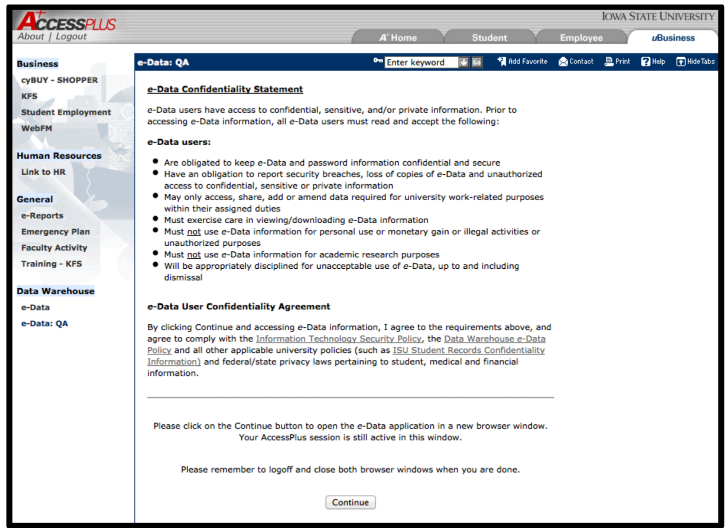
Instructions: Use the following steps to generate and view **SPA Financial Reports**:

1. Log into **AccessPlus** and enter your **University ID** and **Password**.

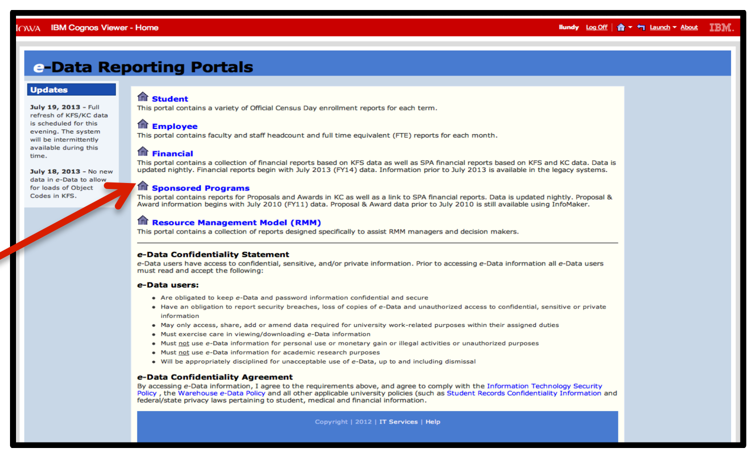
2. Click the ***u*****Business** tab on the far right.

3. Click **eData** under the **Data Warehouse** heading.

4. Click **Continue** to agree to the **eData Confidentiality Statement**.



5. Click **Sponsored Programs** on the blue homepage.



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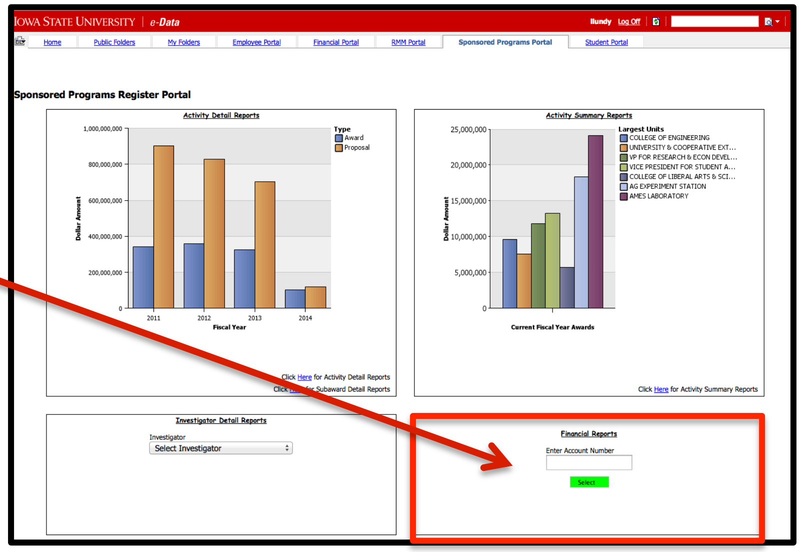
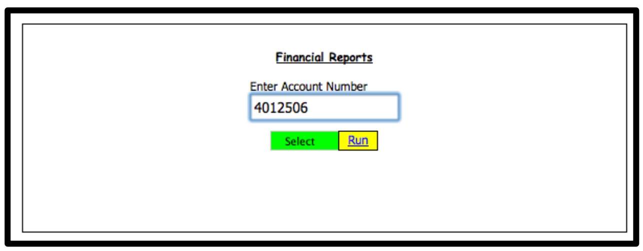
6. Type in an **Account Number** with no dashes or spaces in the **Financial Reports** field.



7. Click **Select** then the yellow **Run** button when it appears.



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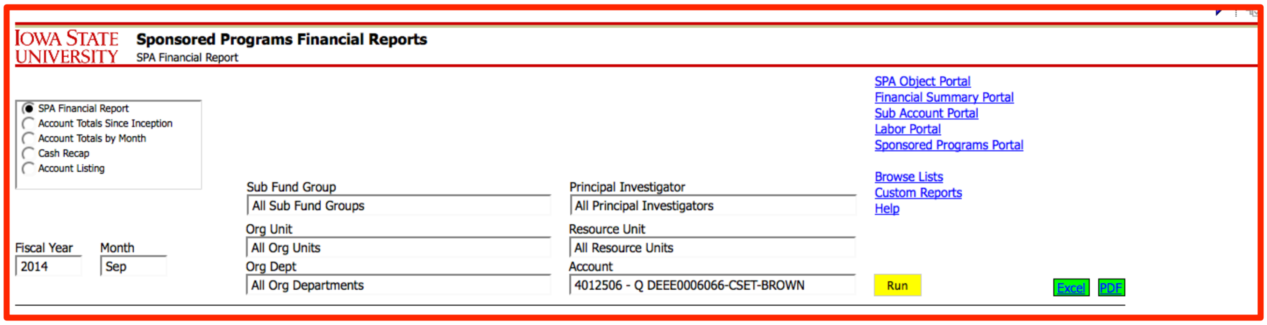
8. View your **Sponsored Programs Financial Reports** for the account you entered.

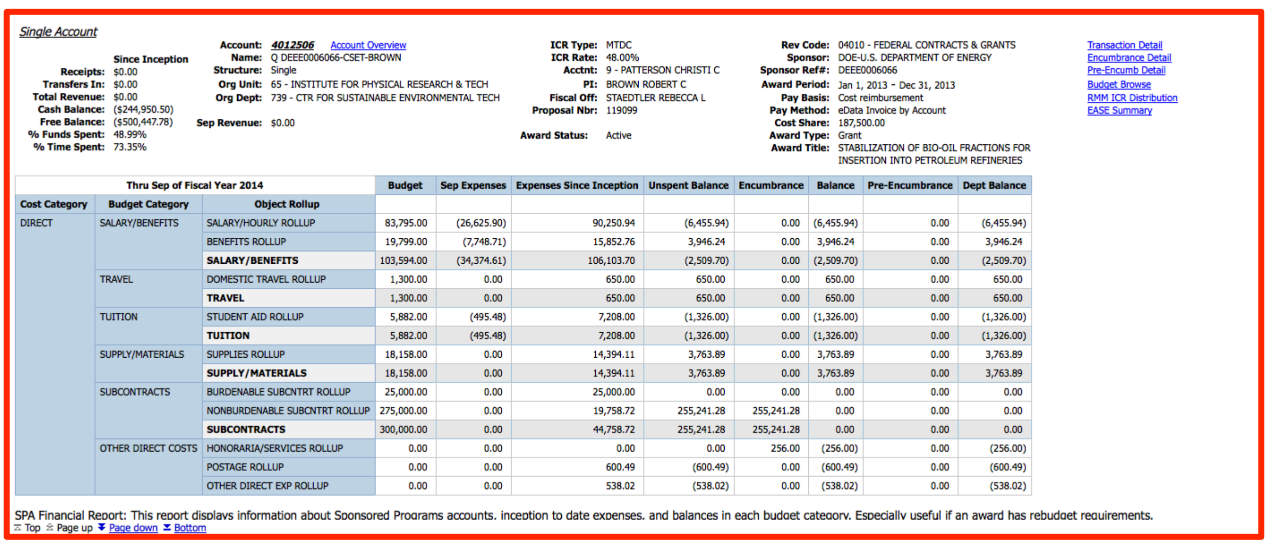
The **top portion** of the screen allows you to generate a report:

- Change **Report Titles**
- Filter by **Sub Fund**, **Org Unit**, **Org Dept**, **Principal Investigator**, **Resource Unit**, and **Account**
- Click the underlined **blue links** to view other reports without exiting
- Click the yellow **Run** button each time you make a change in the filters or report titles
- Click the **Excel** or **PDF** buttons to export and view the report



The **bottom area** of the screen displays the actual report:

- View direct and indirect costs, expenditures, encumbrances, and final balance
- Click the **Account Overview** blue link to get a **Financial Summary** or snapshot of the Account
- Click the underlined **blue links** to view Transaction Details, Encumbrance Details, and more



Thru Sep of Fiscal Year 2014			Budget	Sep Expenses	Expenses Since Inception	Unspent Balance	Encumbrance	Balance	Pre-Encumbrance	Dept Balance
Cost Category	**Budget Category**	**Object Rollup**								
DIRECT	SALARY/BENEFITS	SALARY/HOURLY ROLLUP	83,795.00	(26,625.90)	90,250.94	(6,455.94)	0.00	(6,455.94)	0.00	(6,455.94)
		BENEFITS ROLLUP	19,799.00	(7,748.71)	15,852.76	3,946.24	0.00	3,946.24	0.00	3,946.24
		SALARY/BENEFITS	103,594.00	(34,374.61)	106,103.70	(2,509.70)	0.00	(2,509.70)	0.00	(2,509.70)
	TRAVEL	DOMESTIC TRAVEL ROLLUP	1,300.00	0.00	650.00	650.00	0.00	650.00	0.00	650.00
		TRAVEL	1,300.00	0.00	650.00	650.00	0.00	650.00	0.00	650.00
	TUITION	STUDENT AID ROLLUP	5,882.00	(495.48)	7,208.00	(1,326.00)	0.00	(1,326.00)	0.00	(1,326.00)
		TUITION	5,882.00	(495.48)	7,208.00	(1,326.00)	0.00	(1,326.00)	0.00	(1,326.00)
	SUPPLY/MATERIALS	SUPPLIES ROLLUP	18,158.00	0.00	14,394.11	3,763.89	0.00	3,763.89	0.00	3,763.89
		SUPPLY/MATERIALS	18,158.00	0.00	14,394.11	3,763.89	0.00	3,763.89	0.00	3,763.89
	SUBCONTRACTS	BURDENABLE SUBCNTRT ROLLUP	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00
		NONBURDENABLE SUBCNTRT ROLLUP	275,000.00	0.00	19,758.72	255,241.28	255,241.28	0.00	0.00	0.00
		SUBCONTRACTS	300,000.00	0.00	44,758.72	255,241.28	255,241.28	0.00	0.00	0.00
	OTHER DIRECT COSTS	HONORARIA/SERVICES ROLLUP	0.00	0.00	0.00	0.00	256.00	(256.00)	0.00	(256.00)
		POSTAGE ROLLUP	0.00	0.00	600.49	(600.49)	0.00	(600.49)	0.00	(600.49)
		OTHER DIRECT EXP ROLLUP	0.00	0.00	538.02	(538.02)	0.00	(538.02)	0.00	(538.02)

SPA Financial Report: This report displays information about Sponsored Programs accounts, inception to date expenses, and balances in each budget category. Especially useful if an award has rebudget requirements.
Top Page up Page down Bottom

9. Click the ‘x’ on the tab or window to close a screen or navigate back and forth. Avoid using back arrows to go back a page.