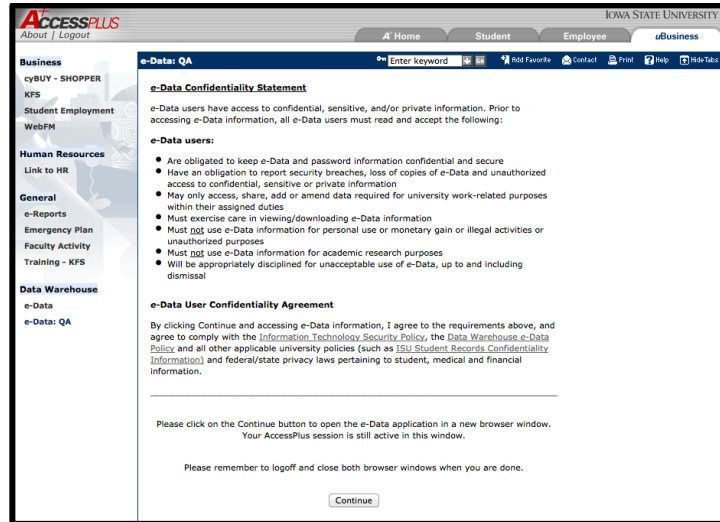


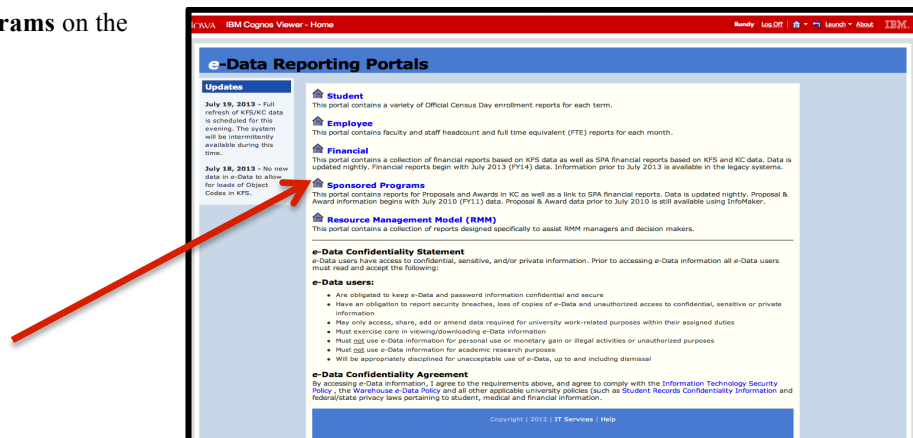
eData Faculty Guide: Generating SPA Financial Reports

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 **uBusiness** 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.

The screenshot shows the 'Sponsored Programs Register Portal' interface. It features two bar charts: 'Activity Detail Reports' (showing dollar amount by fiscal year and type) and 'Activity Summary Reports' (showing largest units by current fiscal year awards). Below the charts are sections for 'Investigator Detail Reports' and 'Financial Reports'. The 'Financial Reports' section has a text input field labeled 'Enter Account Number' and a green 'Select' button. A red arrow points from the 'Financial Reports' section in the screenshot to the 'Financial Reports' section in the next screenshot.

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

The close-up screenshot shows the 'Financial Reports' section. The 'Enter Account Number' field contains the text '4012506'. Below the field are two buttons: a green 'Select' button and a yellow 'Run' button.

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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

Single Account

<p>Since Inception</p> <p>Receipts: \$0.00</p> <p>Transfers In: \$0.00</p> <p>Total Revenue: \$0.00</p> <p>Cash Balance: (\$244,950.50)</p> <p>Free Balance: (\$500,447.78)</p> <p>% Funds Spent: 48.99%</p> <p>% Time Spent: 73.35%</p>	<p>Account: 4012506 Account Overview</p> <p>Name: Q DEEE0006066-CSET-BROWN</p> <p>Structure: Single</p> <p>Org Unit: 65 - INSTITUTE FOR PHYSICAL RESEARCH & TECH</p> <p>Org Dept: 739 - CTR FOR SUSTAINABLE ENVIRONMENTAL TECH</p> <p>Sep Revenue: \$0.00</p>	<p>ICR Type: MITDC</p> <p>ICR Rate: 48.00%</p> <p>Acctnt: 9 - PATTERSON CHRISTI C</p> <p>PI: BROWN ROBERT C</p> <p>Fiscal Off: STAEDTLER REBECCA L</p> <p>Proposal Nbr: 119099</p> <p>Award Status: Active</p>	<p>Rev Code: 04010 - FEDERAL CONTRACTS & GRANTS</p> <p>Sponsor: DOE-U.S. DEPARTMENT OF ENERGY</p> <p>Sponsor Ref: DEEE0006066</p> <p>Award Period: Jan 1, 2013 - Dec 31, 2013</p> <p>Pay Basis: Cost reimbursement</p> <p>Pay Method: eData Invoice by Account</p> <p>Cost Share: 187,500.00</p> <p>Award Type: Grant</p> <p>Award Title: STABILIZATION OF BIO-OIL FRACTIONS FOR INSERTION INTO PETROLEUM REFINERIES</p>	<p>Transaction Detail</p> <p>Encumbrance Detail</p> <p>Pre-Encumb Detail</p> <p>Budget Browse</p> <p>RMM ICR Distribution</p> <p>EASE Summary</p>
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Thru Sep of Fiscal Year 2014			Budget	Sep Expenses	Expenses Since Inception	Unspent Balance	Encumbrance	Balance	Pre-Encumbrance	Dept Balance
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	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	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	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	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	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 Page

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.