eData Faculty Fact Sheet: Generating SPA Financial Reports

Purpose: The purpose of this guide is to assist you in generating **SPA Financial Reports** through the **Sponsored Programs** portal in eData.

The available **SPA Financial Reports** are listed and described below:

- SPA Financial Report
- Account Totals Since Inception
- Account Totals by Month
- Cash Recap
- Account Listing

Note: SPA Financial Reports are updated nightly.

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.
WebFM equivalent*: Sponsored Programs, Financial Report*

Account Totals Since Inception Report
Shows inception to date expenses in each budget category as well as cumulative total revenue or expenses based on selected dates.
WebFM equivalent*:* Sponsored Programs, Account Totals, Monthly Incept-Date

Account Totals by Month Report
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.
WebFM equivalent*:* Sponsored Programs, Account Totals, Monthly Periodic

Cash Recap Report
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.
WebFM equivalent: none

Account Listing Report
Available when more than one account is selected. The report displays consolidated accounts and allows you to sort the accounts in several ways.
WebFM equivalent*:* Sponsored Programs, Award Listing

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Other Report Types
The table below lists and describes each report type and its legacy equivalent. It also describes the set of underlined blue links and drop down boxes found in the results section of the **SPA Financial Portal**.

Report Type (Blue Links)	Description/Expected Data Results
Account Overview	Summarizes a selected account, its attributes, and related reporting codes.
Transaction Detail *WebFM: Transaction Detail*	The detail for a single account's transactions, including Tran Date, Description, Doc Type, Sub Accounts, etc.
Transaction Download	Download the transaction detail to Excel for the multiple accounts selected.
Encumbrance Detail *WebFM: Encumbrance*	Summarizes commitments of unpaid amounts for Payroll, Purchase Orders, Travel and Telecom for the single account selected.
Pre-Encumbrance Detail *WebFM: Account Detail, Departmental Commitments*	Summarizes the manually created commitments of unpaid amounts created by the user for the single account selected.
Budget Browse *WebFM: Award Bdgt Browse*	Shows each budget that has been entered for the selected account.
RMM ICR Distribution *WebFM: RMM IDC Distributn*	Shows the Indirect Cost Recovery (ICR) distribution in percentage.
EASE Summary *WebFM: EASE Summary*	A link to the current Employee Activity Summary of Effort (EASE) report in WebFM.
Sub Account Summary	Shows a summary for all sub-accounts tied to the selected account.

Note: For a full description of the SPA Financial Portal, please go to **Reporting Help: Generating SPA Financial Reports** document at http://www.kuali.iastate.edu/training/edata/