

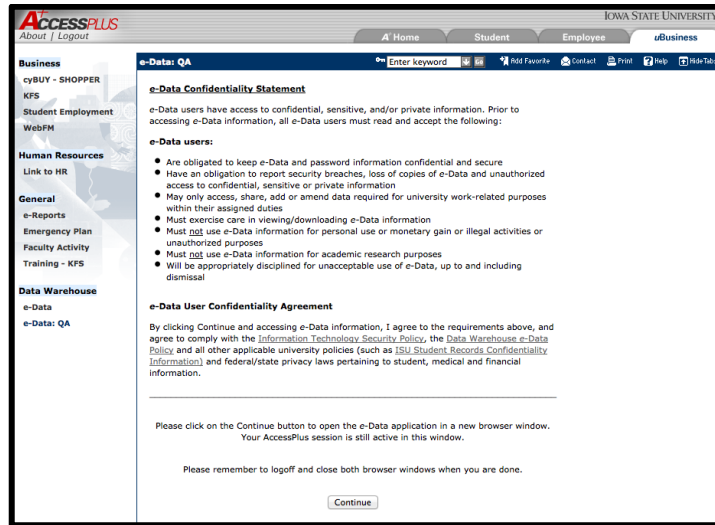
Quick Reference Guide: Generating SPA Object Reports

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

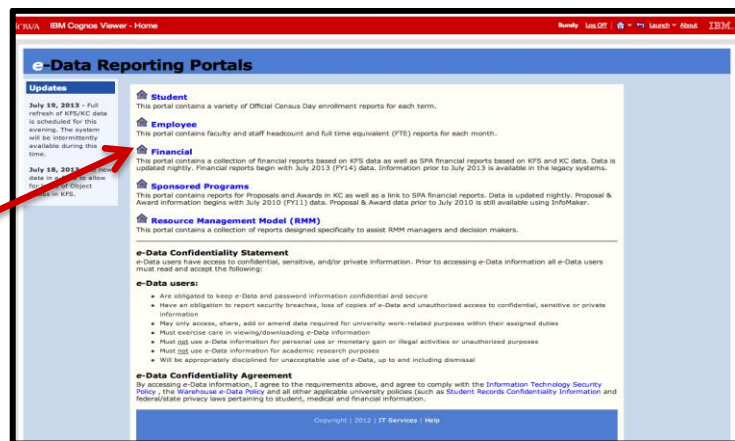
SPA Object Reports include:

Report Type (Radio Buttons)	Description
Trans by Reports To, Level and Object	Shows transactions by object codes that report to other object codes, then by level and object. Account numbers link to more details on the account.
Trans by Unit, Dept and Object	Shows transactions by name of resource unit, department, and object. Account numbers link to more details on account.

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

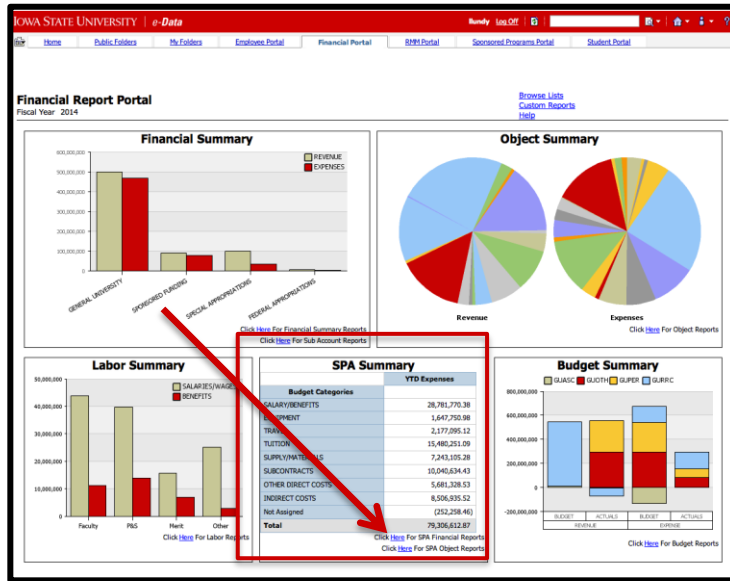


4. Click **Financial** on the blue homepage to enter the **Financial Report Portal**.



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- Click [Here](#) for SPA Object Reports on the SPA Summary graph.



- Click one of the **underlined blue links** in the boxes (Select by Org Unit, Org Department, Level, Report To Object, or Object) on the **Selection Page** to enter the SPA Object Reports page.

The screenshot shows the 'SPA Object Portal Selection Page' with four selection boxes:

- Select by Org Unit:** Lists various organizational units like ADMINISTRATION, COLLEGE OF BUSINESS, etc.
- Select by Org Department:** Lists departments like ACCOUNTING, AEROSPACE ENGINEERING, etc.
- Select by Level:** Lists object levels like STATE APPROPRIATIONS, TUITION, etc.
- Select by Object:** Lists specific object codes like ADVANCE ROLLUP, BENEFITS ROLLUP, etc.

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7. Select one **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.

The screenshot shows the 'IOWA STATE UNIVERSITY SPA Object Reports' interface. At the top left, there is a 'Report List' with a red circle '6' and an arrow pointing to it. Below this, there are two radio buttons: 'Trans by Reports To, Level and Object' (selected) and 'Trans by Unit, Dept and Object'. To the right, there are dropdown menus for 'Level' (set to 'All Level Codes') and 'Reports to Object' (set to 'All Reports To Codes'). Below these are fields for 'Year' (2012), 'Calendar Type' (Fiscal), and 'Period' (Month Periodic). On the right side, there are dropdown menus for 'Org Unit' (set to 'COLLEGE OF DESIGN') and 'Org Department' (set to 'All Org Departments'). A red circle '7' is placed over the 'Org Unit' dropdown menu.

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.

The screenshot shows the bottom part of the SPA Object Reports interface. It features a yellow 'Run' button, a green 'Excel' button, and a green 'PDF' button. Above these buttons are several blue links: 'SPA Object Portal', 'Financial Summary Portal', 'Labor Portal', 'Sponsored Programs Portal', 'Browse Lists', 'Custom Reports', and 'Help'. A red circle '9' is placed over the 'Run' button, with an arrow pointing to it. Below the buttons, there are labels for 'Resource Unit' (All) and 'Account' (All). At the bottom left, there is a blue link 'Transaction Download' with an arrow pointing to it.