Quick Reference Guide: Generating Sub-Account Reports

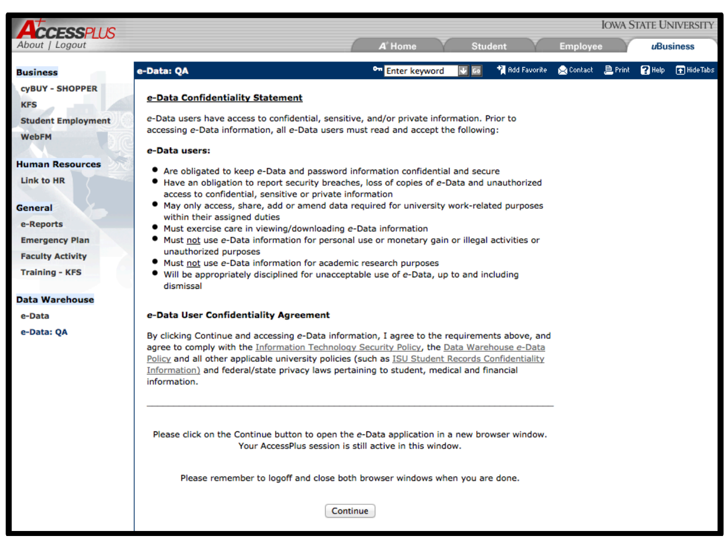
Instructions: Use the steps below to generate **Sub-Account Reports** in eData. For more information about reports in eData, refer to the **Understanding the eData Interface Job Aid**.

Sub-Accounts reports include:

Report Type (Radio Buttons)	Description
Financial Summary	View summarized revenue, expense, encumbrance, and balance totals for accounts and sub-accounts.
Object Summary by Consolidation	View summarized revenue and expense totals broken down by object consolidation.
Object Summary by Level	View summarized revenue and expense totals broken down by object level.
Object Summary by Object	View summarized revenue and expense totals broken down by object code.
Object Summary by Account	View summarized revenue and expense totals broken down by object code for each sub-account.
Sub Account Summary	View monthly activity statement, including balance carried forward at sub-account level, sorted by sub-account.
Sub Account Summary by Sub Fund Group	View monthly activity statement, including balance and uncommitted balance carried forward at sub-account level, sorted by sub-fund group.
Sub Account List	View a list of all sub-accounts associated with a specific account.
Miscode Report	Transactions that posted to an account with sub-accounts, that did not have sub-accounts assigned. These transactions previously posted as the 99-9999 section-project. They now post to the null, which is blank. This report summarizes these unassigned transactions for a given period.

Note: You can view a summary of all Accounts and Sub-Accounts with activity in eData. Go to the main page, click Public Folders, Custom Reports, then University Wide, and select All Accounts Summary List.

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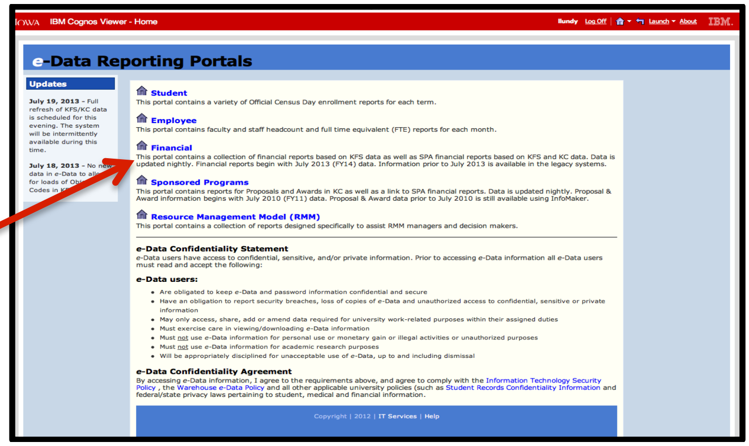
4. Click **Financial** on the blue homepage to enter the **Financial Report Portal**.



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

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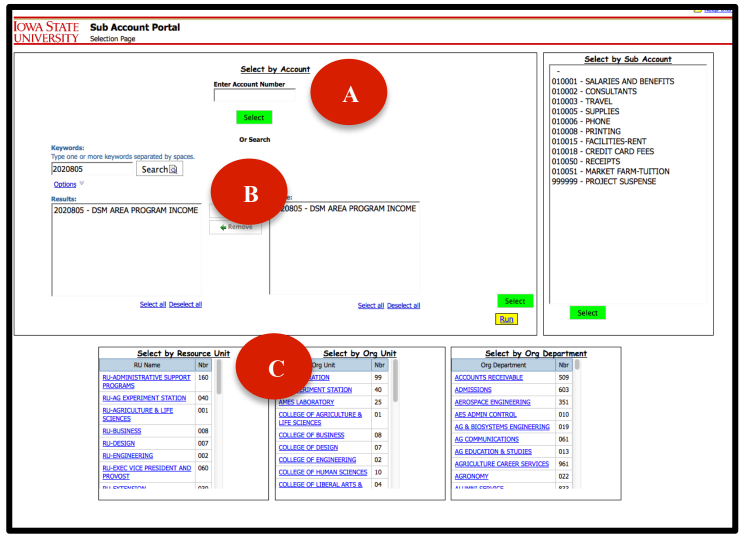
6. Choose on the **Selection Page** how you would like to enter the **Sub Accounts Reports** page:

A) Select by Account
- Enter an **Account Number.**
- Click the green **Select** button.
- Click **Run,** which appears after you click **Select**.

B) Or Search
- Enter one or more Account Numbers or **Keywords** separated by spaces.
- Click **Search** then **Run**.

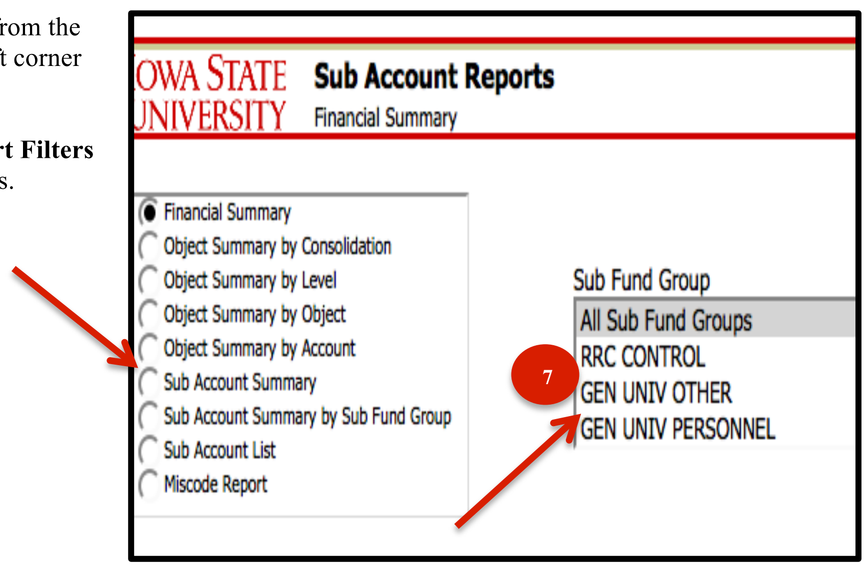
Note: You can choose your selected items from the **Results** box and click **Insert** to move them into the **Choice** box.
- If the account has one or more sub-accounts, they will appear in the **Select by Sub Account** box.
- Select one or more Sub Accounts to enter the **Sub Account Reports** page.



C) Click one of the underlined blue links in the **Resource Unit, Org Unit**, or **Org Department** boxes.

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.



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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.