SPONSORED PROGRAMS ACCOUNTING
Reporting Manual

e-Data WAREHOUSE, Available thru AccessPlus
Sponsored Programs Financial Reporting Manual For e-Data

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**Introduction**

This manual is a guide to the Sponsored Programs Accounting screens found in e-Data, ISU’s data warehouse available through AccessPlus. The SPA Summary screens are available for accounts in the Sponsored Funding fund group. Accounts in this fund group represent external funds awarded to Iowa State University as contracts, grants, and cooperative agreements.

Because of the various requirements associated with sponsored funding, the format of this system is designed to assist departments, colleges, and research units in the administration and monitoring of their awards.

All general information, i.e. sponsor names, award period, budgets, etc. are input based on information in the award documents. Personnel addresses and financial information are derived from databases maintained by Human Resources and the Controller’s Department.

**Sponsored Programs Financial Reports available**

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Report</td>
<td>Displays the Sponsored Programs Financial Report for a specific fund account</td>
</tr>
<tr>
<td>Account Overview</td>
<td>Displays a summary of general account information along with a listing of some of the award’s terms and conditions</td>
</tr>
<tr>
<td>Structure</td>
<td>Indicates whether an award is comprised of a single account or part of a parent/child family structure</td>
</tr>
<tr>
<td>Transaction Detail</td>
<td>Displays the income/expense transactions posted to an account</td>
</tr>
<tr>
<td>Encumbrance Detail</td>
<td>Displays the encumbrances for an account</td>
</tr>
<tr>
<td>Pre-Encumbrance Detail</td>
<td>Displays the manually entered encumbrances for an account</td>
</tr>
<tr>
<td>Budget Browse</td>
<td>Displays a listing of budgets that have been entered for an account</td>
</tr>
<tr>
<td>RMM ICR Distribution</td>
<td>Displays information on how indirect costs are distributed (family structure distribution is based on Parent account)</td>
</tr>
<tr>
<td>EASE Summary</td>
<td>Displays information entered in the Employee Activity Summary of Effort system (from Legacy system)</td>
</tr>
<tr>
<td>Sub Account Summary</td>
<td>Displays summary information categorized by Sub Account</td>
</tr>
<tr>
<td>Account Totals Since Inception</td>
<td>Displays inception to date expenditure information by SP Object Rollup categories</td>
</tr>
<tr>
<td>Account Totals by Month</td>
<td>Displays monthly expenditure information by SP Object Rollup categories</td>
</tr>
<tr>
<td>Cash Recap</td>
<td>Displays a summary of receipt and expense information</td>
</tr>
<tr>
<td>Account Listing</td>
<td>Displays (when in consolidated family view) summary information for all accounts under a single award</td>
</tr>
</tbody>
</table>
Logging into Data Warehouse - e-Data

To access e-Data from your AccessPlus homepage, first click on the uBusiness tab. Next click on e-Data in the area on the left, then click on Continue after reviewing the Confidentiality Statement.

1. Log into AccessPlus and enter your University ID and Password.
2. Click the uBusiness tab.
3. Click e-Data, then Continue.
5. Click Here for SPA Financial Reports on the SPA Summary graph.

6. Choose on the Selection Page how you would like to enter the Sponsored Programs Financial Reports page.

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

   B) Or Search
   - Enter one or more Account Numbers or Keywords separated by spaces, and then click Search.
   - Click the green Select button to enter the Sponsored Programs Financial Reports screen.

   C) Or Click one of the underlined blue links in the Select by Investigator, Resource Unit, Org Unit, Org Department, Sub Fund Group, or Control Account boxes.

   Note: You can choose your selected items from the Results box and click Insert to move them into the Choice box.
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.

9. Click the yellow Run button to produce a report.
SPA Financial Report

The Financial Report screen is an online view of the Sponsored Programs Financial Report. The report is updated nightly and also offers views for prior month end reports by changing the Fiscal Year and Month dropdowns, then clicking Run.

The two primary differences between the SPA Financial Portal and the Financial Summary portal are

1) The SPA Financial Portal uses the Award Period for dates, rather than starting at the beginning of a fiscal year. The expenses and revenue are all “Inception to Date.”
2) Rather than the Object Codes rolling up to Object Levels, they “report to” a budget category.

Users also have the ability to change the account number they are viewing by choosing the Account dropdown and scrolling, or by keying the number in, then clicking Run.

If you see in the bottom left corner, there are multiple pages to the report. You also have the option any time you see to convert the page to a PDF or Excel file.

The SPA Financial Report is the screen from which all of the options can be found discussed in the remainder of this guide.
Supporting Reports Available
Below is a subset of the linked reports available while in any of the Sponsored Programs Reports, including the SPA Financial Report. Please note, these links will only appear if there is associated data.

Account Overview

Clicking on Account Overview will display the account’s title, award period, sponsor, a section for notes related to the account, along with other information about the account.

The Account Overview may also display Terms & Conditions. Sponsored Programs Accounting has programmed specific terms and conditions to automatically appear for some (mostly federal) sponsors. In other cases the terms and conditions are individually tailored and entered by the SPA accountants based on information contained in the award documents. Please note that NOT ALL of an award’s terms and conditions will be listed. The award documents should be reviewed for determining all applicable restrictions and regulations for an award.

Structure

If an award is assigned a single account number, the Financial Report screen will show the Structure as single and will not have an active link, as there is nothing to link to. Structure: Single

If multiple accounts have been established for a single award (due to different PIs, REU tracking, differing IDC rates, etc.), then one account will be chosen as the “Parent” with all other account numbers labeled as “Children”. In this example 4332102 is a Parent and 4332103 is a Child.

Both Parent and Child fields are underlined, indicating they are clickable links. If you click on this field, e-Data will take you to a new Financial Report where all accounts in the family are consolidated.

Transaction Detail

On the right side of the Financial Report is a list of menu options, the first being Transaction Detail. Clicking this link will take you to a listing of the individual transactions beginning with FY14 and forward. Included will be the Transaction Date, Fiscal Period, Description, Document Type, Document Number, GL Object Type, Object Name, Sub Object Code, KFS Doc Number, KFS Origin Code, Sub Account and Amount. Sort by Options include Date, Sub Account, Doc Number, and Object Type.

Detail can be shown for All Months or for individual months by choosing from the dropdown menu.
Encumbrance Detail

The Encumbrance Detail provides a detailed listing of the figures from the Encumbrance column of the Financial Report. These may include salaried payroll, purchase orders for subcontracts, and purchase orders created with vendors through the Purchasing Department. The example below shows an account with no payroll encumbrances and $69,790 in PO encumbrances.

<table>
<thead>
<tr>
<th>Amount Remaining as of Fiscal 2014 Period 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origination</td>
</tr>
<tr>
<td>PO encumbrances</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Clicking on “PO encumbrances”, we can see that the encumbrance is for a single subcontract to Georgia Tech Research Corporation.

Pre-Encumbrance Detail

The Pre-Encumbrance Detail provides a listing of the figures from the Pre-Encumbrance column of the Financial Report. These encumbrances are manually entered and removed by the department to aid in management of the account.

Below is an example of an account where the department has entered Pre-Encumbrances. For this to display properly, “All Months” should be selected for the report period.
The Budget Browse screen displays a listing of budgets entered for an account. More than one budget will be listed for awards with incremental funding or rebudgets.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Fiscal Accounting Period</th>
<th>Transaction Description</th>
<th>Document Number</th>
<th>ICR Type Code</th>
<th>ICR Type</th>
<th>Direct Costs</th>
<th>Indirect Costs</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-15-2013</td>
<td>05</td>
<td>4002156 REVISED BUDGET</td>
<td>298816</td>
<td>02</td>
<td>TDC</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>02-31-2013</td>
<td>01</td>
<td>4002156/NEW BUDGET</td>
<td>223088</td>
<td>02</td>
<td>TDC</td>
<td>210,000.00</td>
<td>21,000.00</td>
<td>231,000.00</td>
</tr>
<tr>
<td>07-01-2013</td>
<td>01</td>
<td>12/16/2011, LEGACY CG BUDGET</td>
<td>BG720130701</td>
<td>02</td>
<td>TDC</td>
<td>70,000.00</td>
<td>7,000.00</td>
<td>77,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>280,000.00</strong></td>
<td><strong>28,000.00</strong></td>
<td><strong>308,000.00</strong></td>
</tr>
</tbody>
</table>

From the Budget Browse screen it is possible to drill down to the individual budgets for an account. Clicking on an underlined date will take you to the Budget Detail screen.

The example below shows a “zero dollar” budget where existing funds were redistributed between categories, but there is no new funding.

The Budget Detail screen provides individual budget information by SP Object Rollup. A separate budget will be entered for each piece of incremental funding received. Also, a separate budget will be entered for approved rebudgets (like above example) and any budget reductions.
RMM ICR Distribution

The RMM ICR Distribution screen will provide users with detailed information about indirect cost distributions to PI Incentive accounts, Lead Unit, and RRC PI/Co-PI Budget Homes.

EASE Summary

The link to this field provides detail on the cost share that has been documented to date and pledged for future EASE periods in the EASE effort reporting system.
Sub Account Summary

For those accounts utilizing Sub Accounts, this summary will display expenses categorized by the Sub Accounts established.

Account Totals Since Inception Report

The Account Totals Since Inception screen displays expenditure information by Object Rollup budget cost categories. This view shows the cumulative totals for the account at the end of each month. Each month's expenses are added to the previous month's total. A dropdown menu is available to change the Fiscal Year being viewed. Data for this report is available beginning with FY14 figures.

If the account you are working with is part of a family, you can click on the Parent or Child link (found in summary data, not shown below) to have the system generate consolidated numbers.
**Account Totals by Month report**

The Account Totals by Month screen displays expenditure information by Object Rollup budget cost categories. This view shows the expenditure totals for each month. These totals represent only expenses incurred for that month. A dropdown menu is available to change the Fiscal Year being viewed. Data for this report is available beginning with FY14 figures.

If the account you are working with is part of a family, you can click on the Parent or Child link (found in summary data, not shown below) to have the system generate consolidated numbers.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>JULY 2013</th>
<th>AUG. 2013</th>
<th>SEPT. 2013</th>
<th>OCT. 2013</th>
<th>NOV. 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SALARY/BENEFITS</strong></td>
<td>3,572.50</td>
<td>6,410.02</td>
<td>1,034.00</td>
<td>4,028.35</td>
<td>5,439.00</td>
</tr>
<tr>
<td><strong>BENEFITS ROLLUP</strong></td>
<td>217.58</td>
<td>539.10</td>
<td>172.38</td>
<td>1,180.26</td>
<td>1,247.63</td>
</tr>
<tr>
<td><strong>SALARY/BENEFITS</strong></td>
<td>5,790.08</td>
<td>6,949.12</td>
<td>2,006.38</td>
<td>5,208.61</td>
<td>6,786.63</td>
</tr>
<tr>
<td><strong>TRAVEL</strong></td>
<td>4,547.12</td>
<td>5,044.91</td>
<td>2,567.77</td>
<td>40.00</td>
<td>844.54</td>
</tr>
<tr>
<td><strong>DOMESTIC TRAVEL ROLLUP</strong></td>
<td>4,547.12</td>
<td>5,044.91</td>
<td>2,567.77</td>
<td>40.00</td>
<td>844.54</td>
</tr>
<tr>
<td><strong>FOREIGN TRAVEL ROLLUP</strong></td>
<td>0.00</td>
<td>5,044.91</td>
<td>2,567.77</td>
<td>40.00</td>
<td>844.54</td>
</tr>
<tr>
<td><strong>TUITION</strong></td>
<td>0.00</td>
<td>3,924.00</td>
<td>0.00</td>
<td>3,924.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>STUDENT AID ROLLUP</strong></td>
<td>0.00</td>
<td>3,924.00</td>
<td>0.00</td>
<td>3,924.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>SUPPLY/MATERIALS</strong></td>
<td>0.00</td>
<td>170.90</td>
<td>386.72</td>
<td>1,400.24</td>
<td></td>
</tr>
<tr>
<td><strong>SUPPLIES ROLLUP</strong></td>
<td>0.00</td>
<td>170.90</td>
<td>386.72</td>
<td>1,400.24</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER DIRECT COSTS</strong></td>
<td>0.00</td>
<td>170.90</td>
<td>386.72</td>
<td>1,400.24</td>
<td></td>
</tr>
<tr>
<td><strong>HONORARIA/SERVICES ROLLUP</strong></td>
<td>1,569.48</td>
<td>50.00</td>
<td>1,569.48</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER DIRECT EXP ROLLUP</strong></td>
<td>0.00</td>
<td>1,569.48</td>
<td>50.00</td>
<td>1,569.48</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>OTHER DIRECT COSTS</strong></td>
<td>0.00</td>
<td>1,569.48</td>
<td>50.00</td>
<td>1,569.48</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>DIRECT</strong></td>
<td>8,337.20</td>
<td>16,088.00</td>
<td>4,574.15</td>
<td>7,204.81</td>
<td>9,121.41</td>
</tr>
<tr>
<td><strong>DIRECT COST ROLLUP</strong></td>
<td>2,167.67</td>
<td>3,162.90</td>
<td>1,189.28</td>
<td>1,873.25</td>
<td>2,371.58</td>
</tr>
<tr>
<td><strong>INDIRECT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INDIRECT COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cash Recap Report (best when viewing multiple accounts)

The Cash Recap provides a summary of expenditure and receipt information along with information such as End Dates, % Funds Spent, and % Time Spent. Below is an example of a report showing Consolidated Figures. This award consists of two accounts: the Parent account 4206117, and the Child account 4206184. There is a dropdown box available which allows you to filter the results displayed by Percent Spent.

![Consolidated Accounts Table]

![Transaction Download]

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Account Structure</th>
<th>Award Type</th>
<th>RU</th>
<th>Org Unit</th>
<th>Org Department</th>
<th>PI</th>
<th>Budget</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>4206117</td>
<td>DEB1146312-EEOB-NASON</td>
<td>Parent</td>
<td>Grant</td>
<td>RU-LERL ART/SCI</td>
<td>COLLEGE OF LIBERAL ARTS &amp; SCIENCES</td>
<td>ECOLOGY, EVOLUTION &amp; ORG BIOLOGY</td>
<td>NASON JOHN DAVID</td>
<td>415,400.00</td>
<td>167,204.79</td>
</tr>
<tr>
<td>4206184</td>
<td>DEB1146312/FSC-EEOE-NASON</td>
<td>Child</td>
<td>Grant</td>
<td>RU-LERL ART/SCI</td>
<td>COLLEGE OF LIBERAL ARTS &amp; SCIENCES</td>
<td>ECOLOGY, EVOLUTION &amp; ORG BIOLOGY</td>
<td>NASON JOHN DAVID</td>
<td>9,600.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Overall - Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>425,000.00</td>
<td>167,204.79</td>
</tr>
</tbody>
</table>

![Percent Spent Table]

<table>
<thead>
<tr>
<th>Unspent Balance</th>
<th>Receipts</th>
<th>Transfers In</th>
<th>Revenue</th>
<th>To Be Received</th>
<th>Cash Balance</th>
<th>Encumbrance</th>
<th>Free Balance</th>
<th>% Funds Spent</th>
<th>% Time Spent</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>240,195.21</td>
<td>87,475.60</td>
<td>68,236.20</td>
<td>155,711.80</td>
<td>235,680.20</td>
<td>(11,492.90)</td>
<td>32,546.27</td>
<td>(44,039.26)</td>
<td>40.25%</td>
<td>41.96%</td>
<td>09-01-2012</td>
<td>08-31-2015</td>
</tr>
<tr>
<td>9,600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9,600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>41.96%</td>
<td>09-01-2012</td>
<td>08-31-2015</td>
</tr>
<tr>
<td>257,795.21</td>
<td>87,475.60</td>
<td>68,236.20</td>
<td>155,711.80</td>
<td>268,288.20</td>
<td>(11,492.90)</td>
<td>32,546.27</td>
<td>(44,039.26)</td>
<td>40.25%</td>
<td>41.96%</td>
<td>09-01-2012</td>
<td>08-31-2015</td>
</tr>
</tbody>
</table>
Account Listing (best when viewing multiple accounts)
Choosing Account Listing returns a list of all accounts that meet the selection criteria chosen. More than one dropdown box may be chosen to narrow the selection criteria. Choosing multiple parameters will limit the amount of data retrieved, improving report processing time.

Below is a listing of the categories that will be returned based on the above selection criteria.

<table>
<thead>
<tr>
<th>Sponsor Award Number</th>
<th>Sponsor</th>
<th>Award Title</th>
<th>Award Type</th>
<th>Cost Share Required</th>
<th>Start Date</th>
<th>End Date</th>
<th>% Time Expended</th>
<th>Award Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6501135966</td>
<td>DUPONT DANISCO CELLULOSE ETHEROL LLC</td>
<td>IDENTIFYING OPTIMAL CORN STOVER STORAGE AND TRANSPORTATION ROUTES IN CENTRAL IOWA</td>
<td>Contract</td>
<td>05-20-2013</td>
<td>09-30-2013</td>
<td>148.87%</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Results can be sorted by Account, PI, Sponsor, or Sponsor Award Number.
## Contact Information

Please contact your assigned SPA accountant if you have any questions regarding the information available in e-Data or on any of your sponsored programs accounts.

Campus mail address for all staff members:
3609 ASB, Ames, IA 50011-3609

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **Jamy Rentschler**| Manager, Sponsored Programs Accounting  
Phone # 515-294-5279  
jamyr@iastate.edu  
Contact Jamy regarding:  
- SPA Policies and Procedures  
- Advice on Sponsor Regulations and Allowability  
- Indirect Costs and Incentive Issues  
- SPA Operations and Feedback |
| **Neena Bentley**  | Accountant  
Phone # 515-294-5330  
nbentley@iastate.edu  
Contact Neena regarding 4XX accounts in these areas:  
- Agricultural Experiment Station  
Contact Neena regarding:  
- e-Data SPA Financial Reports  
- e-Data Training |
| **Erin Johnson**   | Accountant  
Phone # 515-294-5276  
esjohnso@iastate.edu  
Contact Erin regarding 4XX accounts in these areas:  
- Ames Laboratory  
- College of Engineering |
| **Jeff Klein**     | Accountant  
Phone # 515-294-9537  
jeklein@iastate.edu  
Contact Jeff regarding 4XX accounts in these areas:  
- Business & Finance  
- Cooperative Extension Office  
- Facilities Planning & Management  
- Office of the President  
- Plant Sciences Institute  
- Student Affairs |
| **Troy Nichols**   | Accountant  
Phone # 515-294-8945  
tdnicho@iastate.edu  
Contact Troy regarding 4XX accounts in these areas:  
- College of Liberal Arts & Sciences  
Contact Troy regarding:  
- SPECS Training Offerings |
| **Christi Patterson**| Accountant  
Phone # 515-294-4564  
christip@iastate.edu  
Contact Christi regarding 4XX accounts in these areas:  
- College of Business  
- College of Design  
- College of Human Sciences  
- Information Technology  
- IPRT  
- Library  
- Office of the Provost |
| **Shona Roberts** | Accountant  
Phone # 515-294-5214  
sstrober@iastate.edu | Contact Shona regarding 4XX accounts in these areas:  
- Office of the Vice President for Research &  
Economic Development/InTrans |
|------------------|-------------------------------|---------------------------------------------------------------|
| **Lisa Shoemaker** | Accountant  
Phone # 515-294-5331  
llshoem@iastate.edu | Contact Lisa regarding 4xx accounts in these areas:  
- Agricultural Administration  
- Agricultural Experiment Station |
| **Jeanne Vande Voort** | Accountant  
Phone # 515-294-2419  
jvandev@iastate.edu | Contact Jeanne regarding 4XX accounts in these areas:  
- College of Veterinary Medicine  
- Office of the Vice President for Research &  
Economic Development/Non-InTrans  
Contact Jeanne regarding:  
- SPA Fiscal Compliance Monitoring Activities  
- A-133 Audit  
- Subrecipient Monitoring |
| **Pam Olson** | Program Coordinator  
Phone # 515-294-4569  
polson@iastate.edu | Contact Pam regarding:  
- Payments received from sponsors  
- SPA Contact Information  
- EASE forms |

**SPECS (Sponsored Programs Education and Certification Sessions)**

The Office of Sponsored Programs Administration (OSPA) and Sponsored Programs Accounting (SPA) offer a 10-session certification training program that covers a full range of topics related to the successful management of sponsored projects at ISU. Topics will include all Pre-Award and Post-Award functions, research compliance, technology transfer and related issues. Participants attend 10 total sessions over the Fall and Spring. This training is appropriate for all administrative and support staff who provide assistance to Principal Investigators/Project Directors on sponsored projects.

**e-Data: Sponsored Programs Financial Report**

This training session provides an introduction to the information found within the e-Data Sponsored Programs Financial Report. Topics will include Account Totals, Account Overview, Structure, Encumbrance Detail, and Budget Browse.