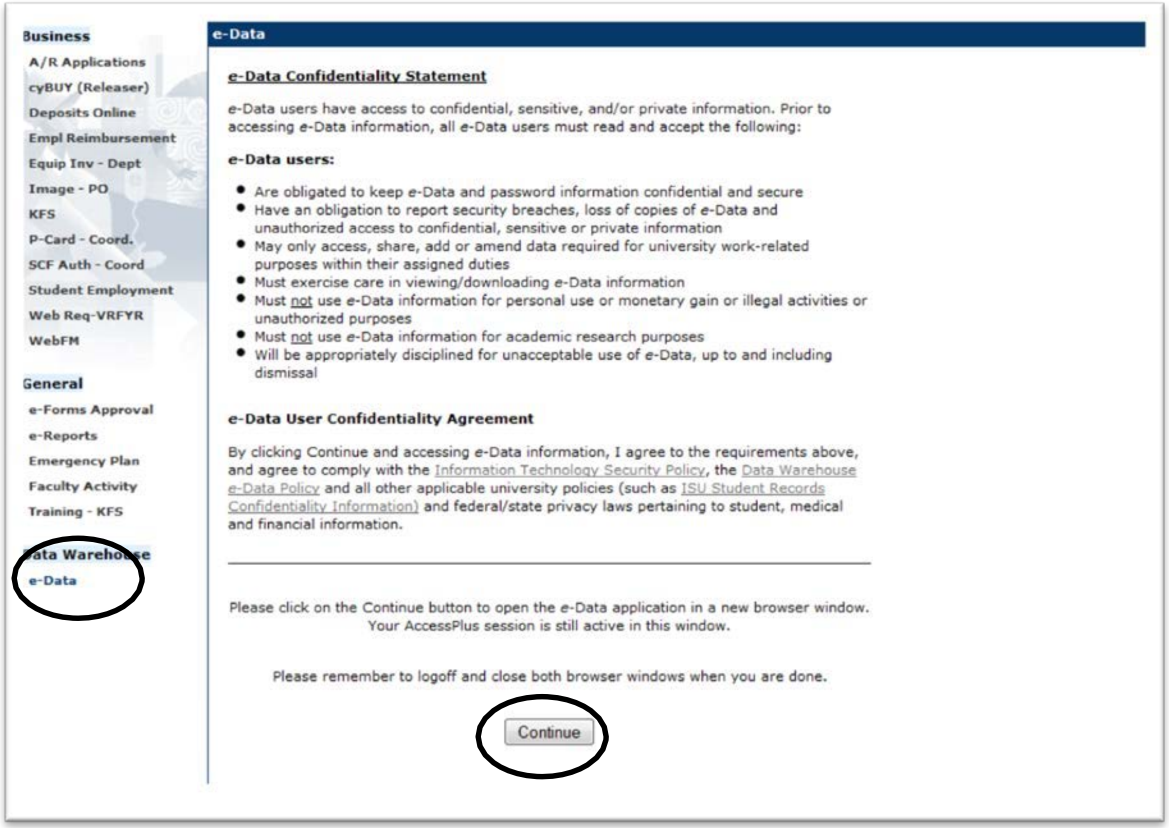
Checking your account balances using E-data

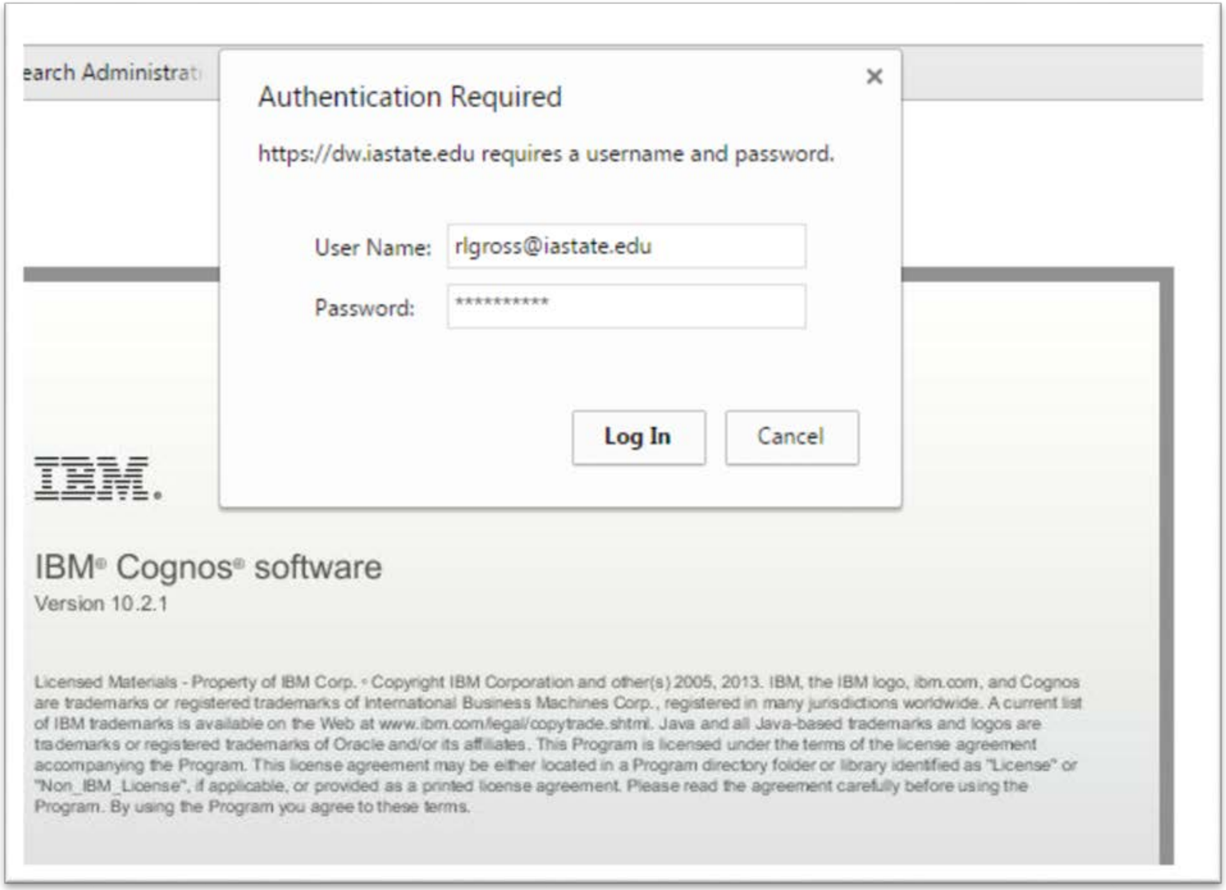
How to log into eData

- ❖ Log into AccessPlus
- ❖ Select uBusiness tab on the far right
- ❖ Select eData under the Data Warehouse
- ❖ Select continue to acknowledge confidentiality statement



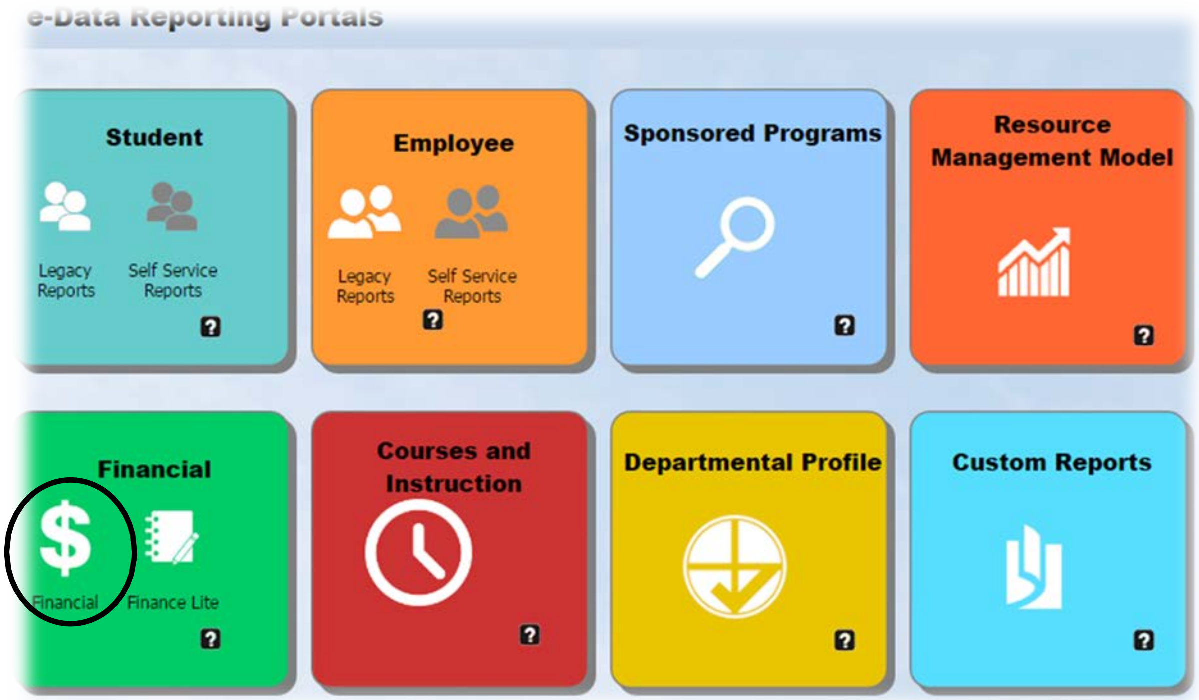
How to log into eData

- You will be prompted to enter your ISU Email Address and Password



Financial Report Portal

- This portal contains financial reports for all accounts
- To check your balance you will use this portal



Financial Report Portal

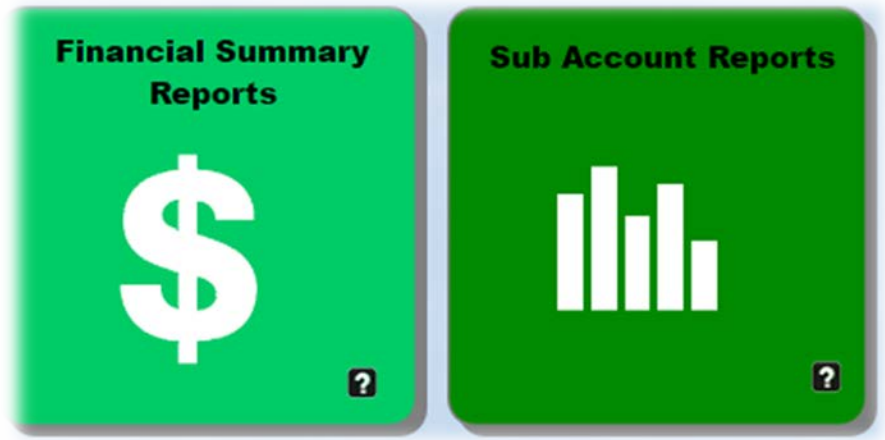
You will only use three applications in this reporting portal

- ❖ Financial Summary
  - Non-Grant Accounts (7 Digits long)
- ❖ Sub Accounts
  - Non-Grant Accounts (13 Digits long)
- ❖ SPA Summary
  - Grants (4XX, Excluding 497* or 490)

**497 Account Balances can only be accessed by the department fiscal coordinator, due to additional training requirements*

Financial Summary

- *Financial Summary Reports* are for any account that does not require a subaccount



- *Sub Account Reports* are used to find the balance in a subaccount

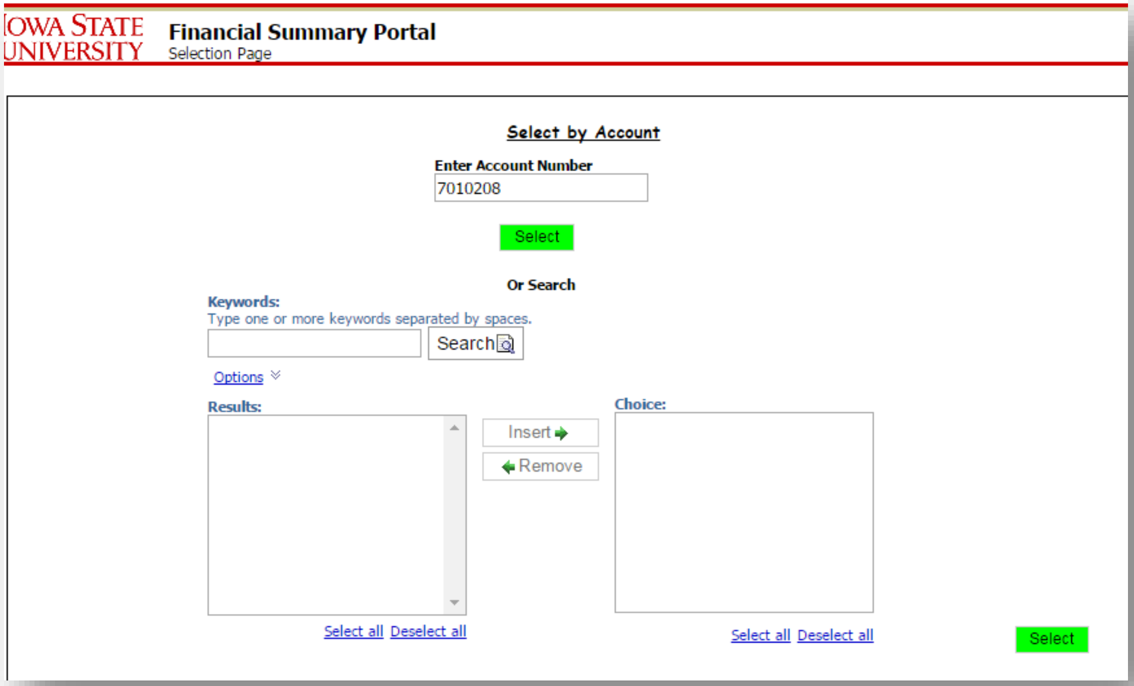
Financial Summary Account level Example:
701-02-08

Sub Account Report Sub Account Examples:
701-02-08-01-0000
701-02-08-02-0001
701-02-08-99-9999

Financial Summary

Starting with the Financial Summary report:

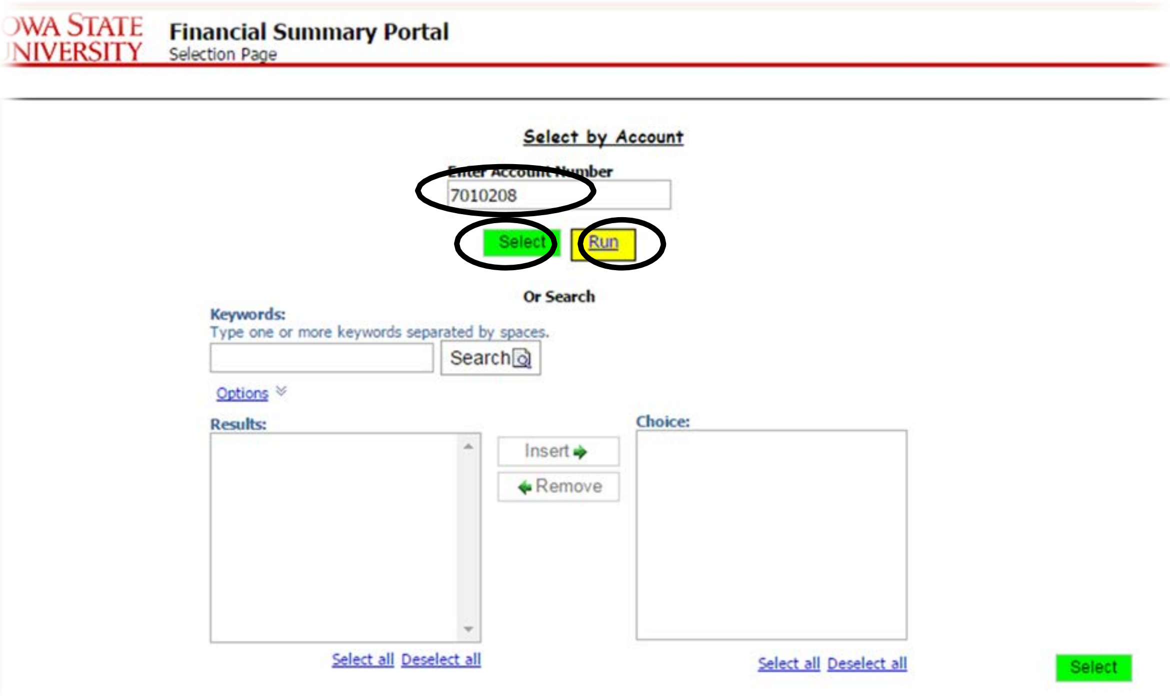
- After you click on "Financial Summary reports" you will be brought to this screen
- This is where you can enter your 7 digit account number



*note if you attempt to enter a grant account (4XX, Excluding 497 or 490 it will not allow the account number

Financial Summary

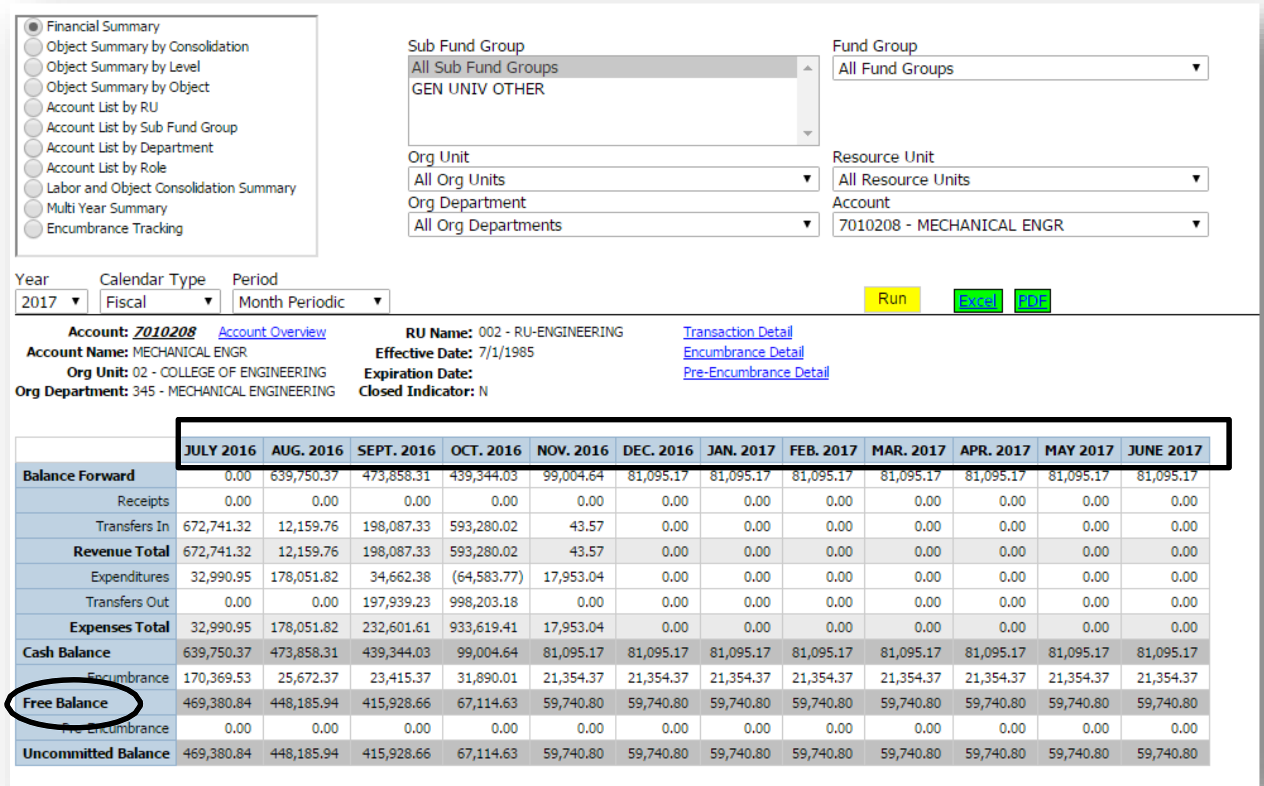
- Enter your 7 digit account number in the box
- Hit Select
- This will populate a similar screen with a new option to "Run"
- Select Run



*note if you attempt to enter a grant account (4XX, Excluding 497 or 490 it will not allow the account number

Financial Summary

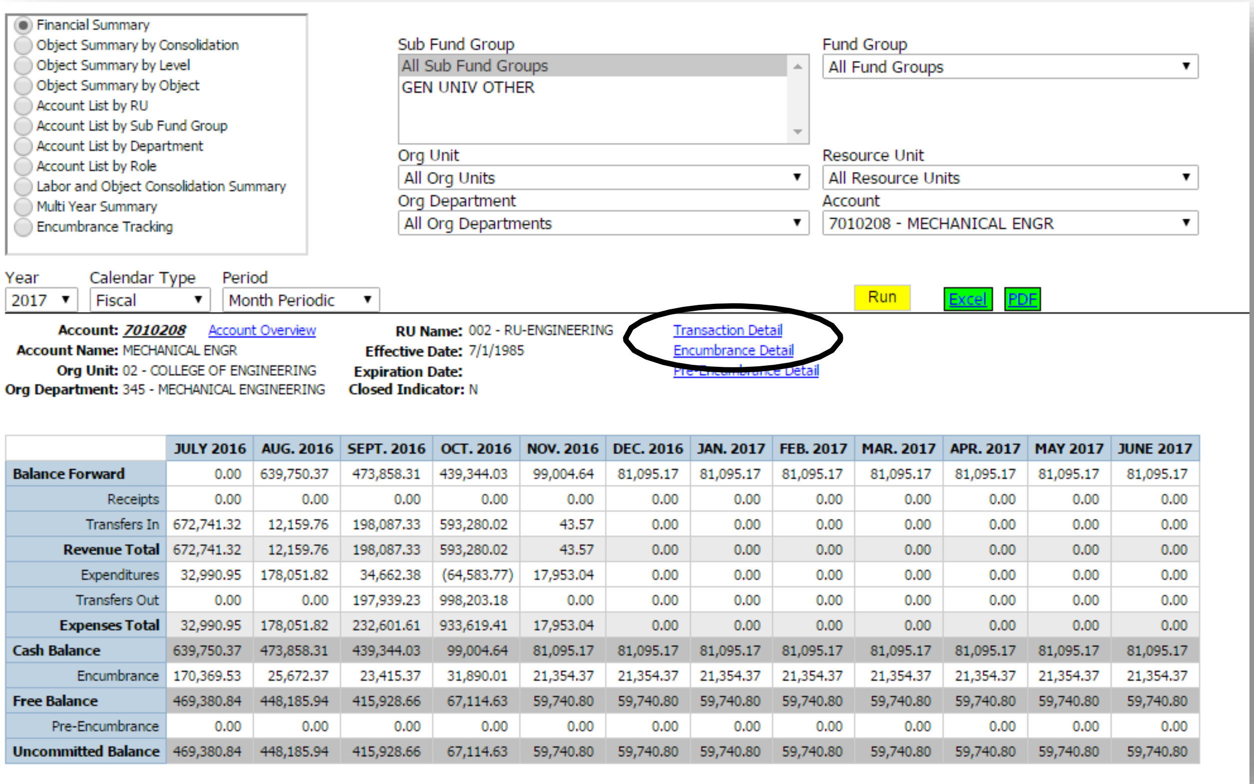
- This will bring you to your financial report for the selected account
- You can find your free balance for each Month



	JULY 2016	AUG. 2016	SEPT. 2016	OCT. 2016	NOV. 2016	DEC. 2016	JAN. 2017	FEB. 2017	MAR. 2017	APR. 2017	MAY 2017	JUNE 2017
Balance Forward	0.00	639,750.37	473,858.31	439,344.03	99,004.64	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17
Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	672,741.32	12,159.76	198,087.33	593,280.02	43.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	672,741.32	12,159.76	198,087.33	593,280.02	43.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures	32,990.95	178,051.82	34,662.38	(64,583.77)	17,953.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	197,939.23	998,203.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	32,990.95	178,051.82	232,601.61	933,619.41	17,953.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Balance	639,750.37	473,858.31	439,344.03	99,004.64	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17	81,095.17
Encumbrance	170,369.53	25,672.37	23,415.37	31,890.01	21,354.37	21,354.37	21,354.37	21,354.37	21,354.37	21,354.37	21,354.37	21,354.37
Free Balance	469,380.84	448,185.94	415,928.66	67,114.63	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80
Pre-Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Uncommitted Balance	469,380.84	448,185.94	415,928.66	67,114.63	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80

Financial Summary

- You can Also look into Transaction Details
- Encumbrance detail is also available



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Revenue Total	672,741.32	12,159.76	198,087.33	593,280.02	43.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures	32,990.95	178,051.82	34,662.38	(64,583.77)	17,953.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	197,939.23	998,203.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	32,990.95	178,051.82	232,601.61	933,619.41	17,953.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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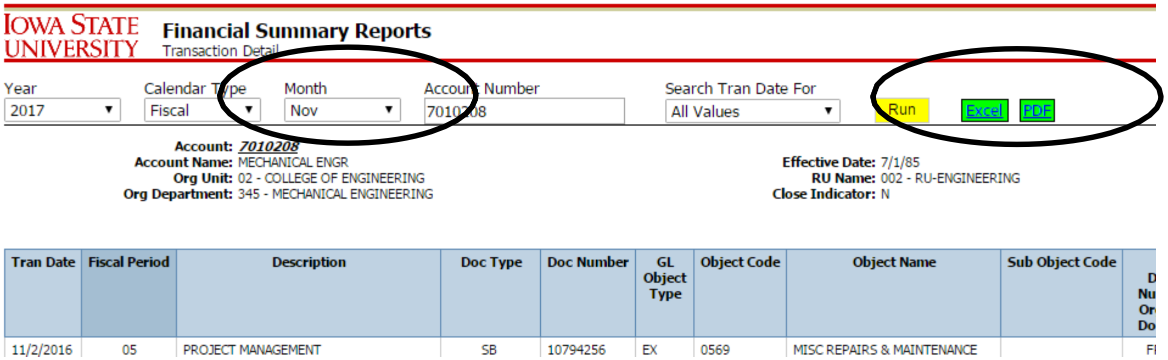
Pre-Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Uncommitted Balance	469,380.84	448,185.94	415,928.66	67,114.63	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80	59,740.80

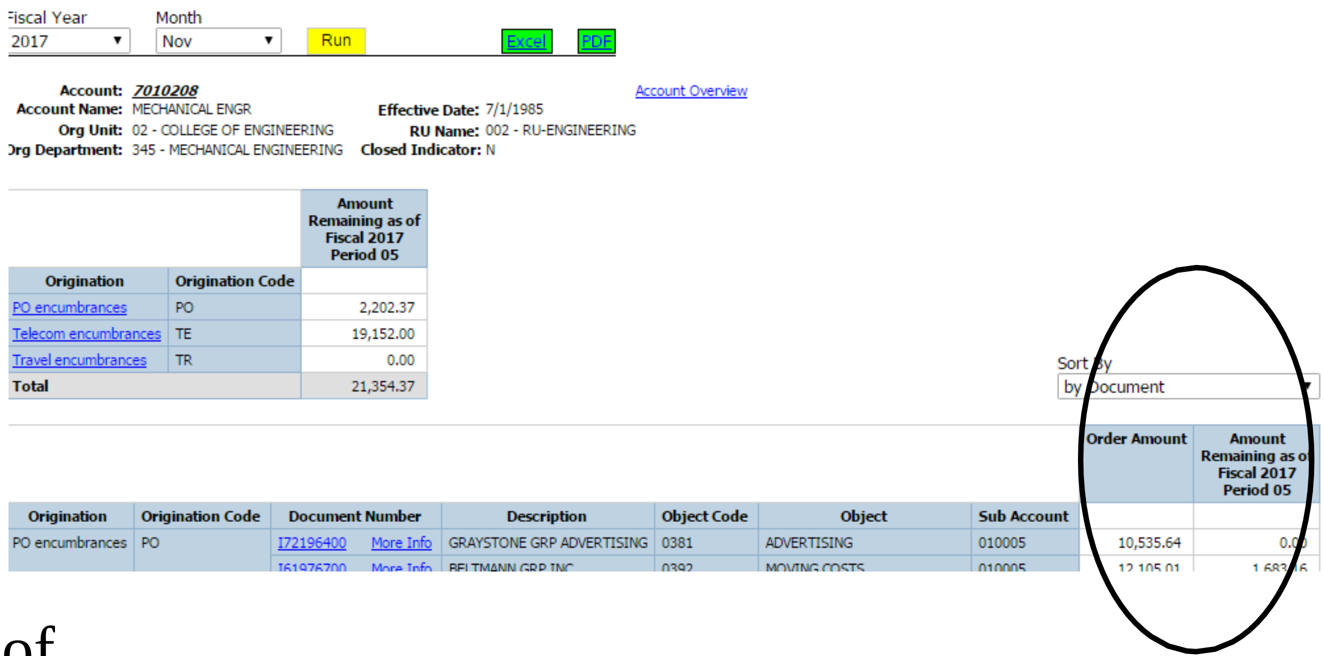
Transaction Detail

- You can look at transactions from each month or all months
- You may also export the details into excel or PDF



Encumbrance Detail

- In this screen you will see two columns
  - The original order amount
  - The amount of remaining encumbrance still being held on the account


Fiscal Year 2017 Month Nov Run Excel PDF

Account: 7010208
Account Name: MECHANICAL ENGR
Org Unit: 02 - COLLEGE OF ENGINEERING
Org Department: 345 - MECHANICAL ENGINEERING
Effective Date: 7/1/1985
RU Name: 002 - RU-ENGINEERING
Closed Indicator: N
Account Overview

Origination	Origination Code	Amount Remaining as of Fiscal 2017 Period 05
PO encumbrances	PO	2,202.37
Telecom encumbrances	TE	19,152.00
Travel encumbrances	TR	0.00
Total		21,354.37

Sort By: by Document

Origination	Origination Code	Document Number		Description	Object Code	Object	Sub Account	Order Amount	Amount Remaining as of Fiscal 2017 Period 05
PO encumbrances	PO	I72196400	More Info	GRAYSTONE GRP ADVERTISING	0381	ADVERTISING	010005	10,535.64	0.00
		I61976700	More Info	BELTMANN GRP INC	0392	MOVING COSTS	010005	12,105.01	1,683.16

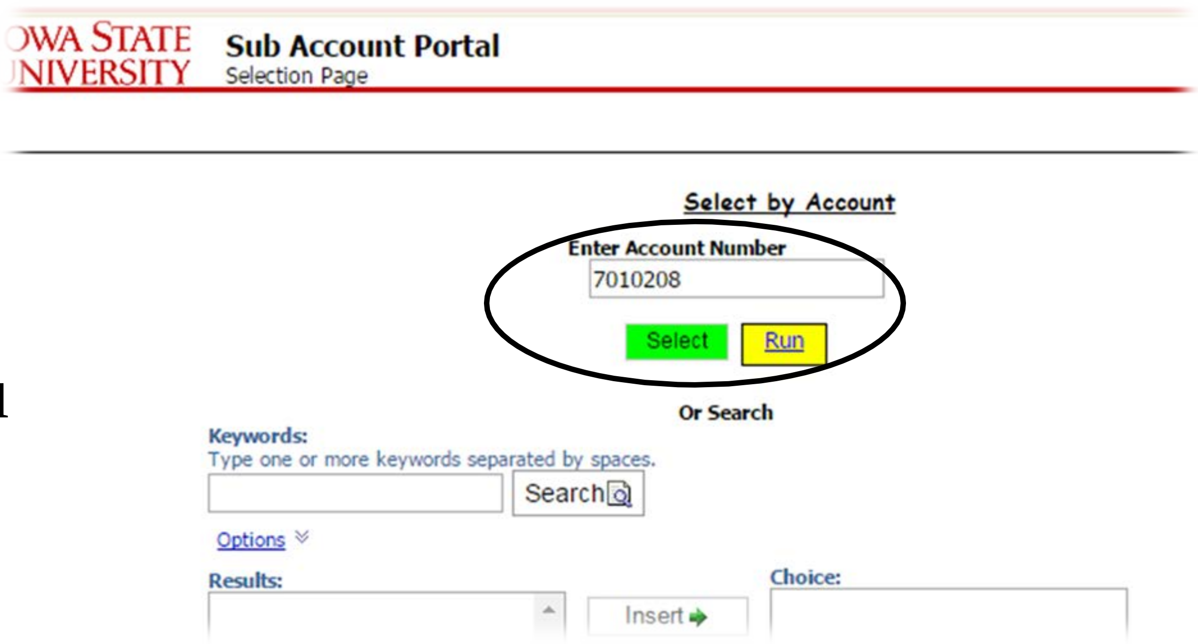
Sub Account Reports

- How to find the balance in an account with a sub account
- We will go back in the Financial report portal
- Click "Sub Account Reports" For sub accounts

Sub Account Reports

Similar to the Financial summary you will be brought to this screen

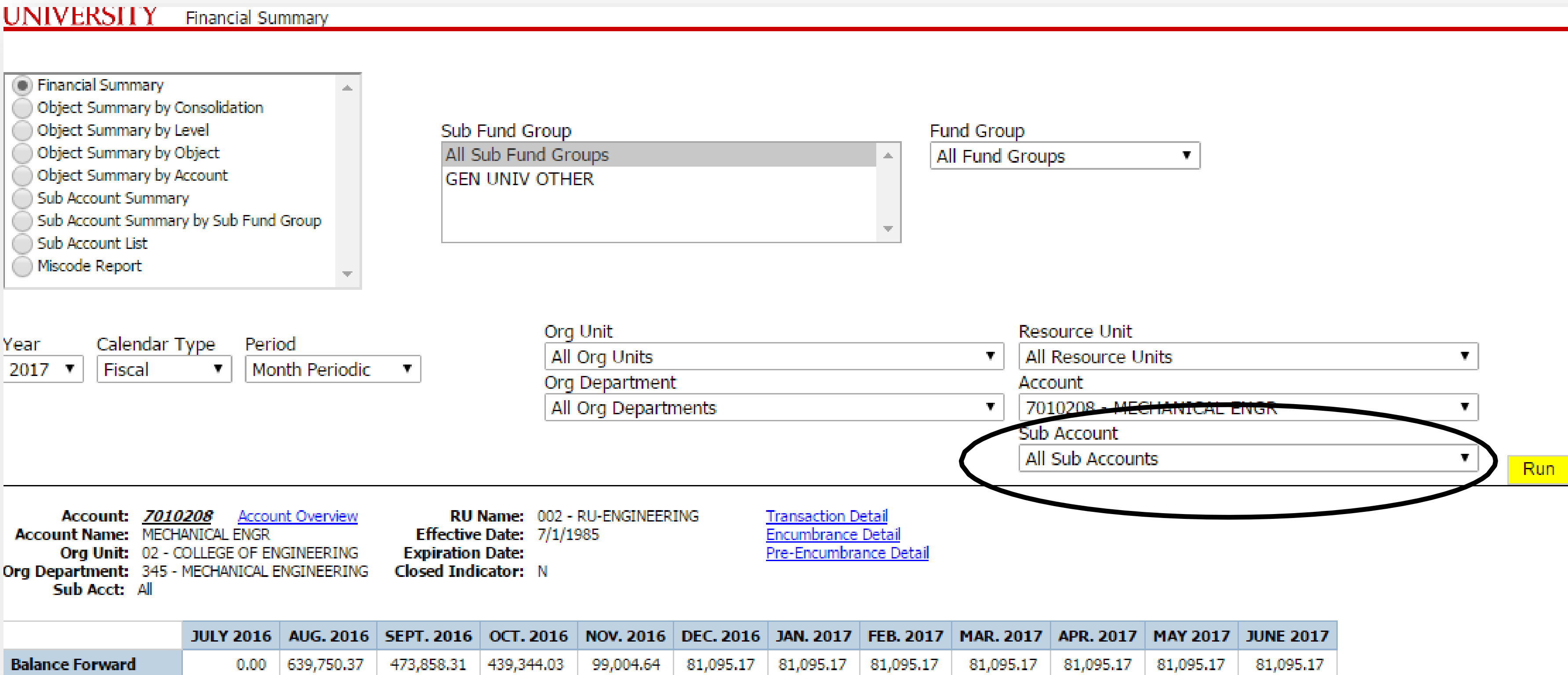
- ❖ This is where you can enter ONLY the 7 first digits of the account number
- ❖ Hit “Select”
- ❖ Then hit “Run”



*note if you attempt to enter a grant account (4XX, Excluding 497 or 490 it will not allow the account number

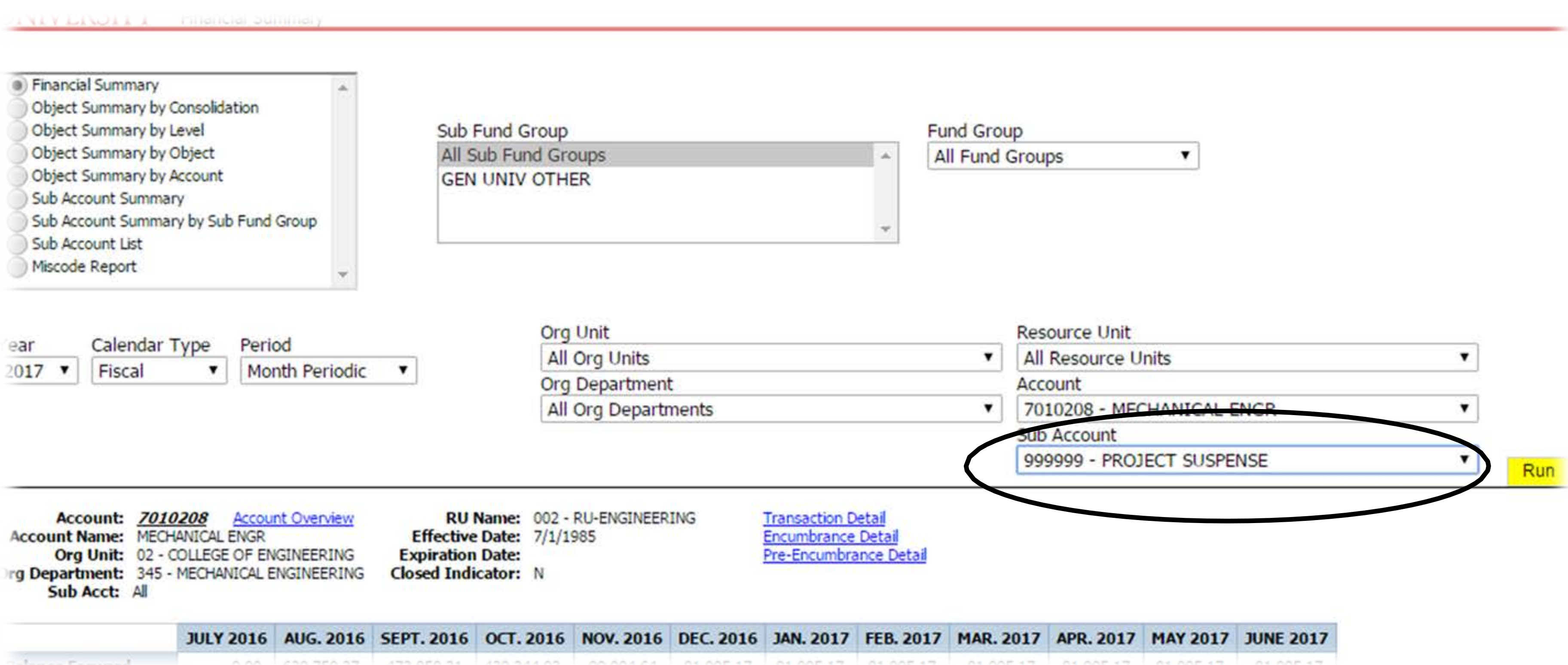
Sub Account Reports

The only difference in this report is the drop down option to choose a sub account



Sub Account Reports

- Select your sub account
- Hit “Run”



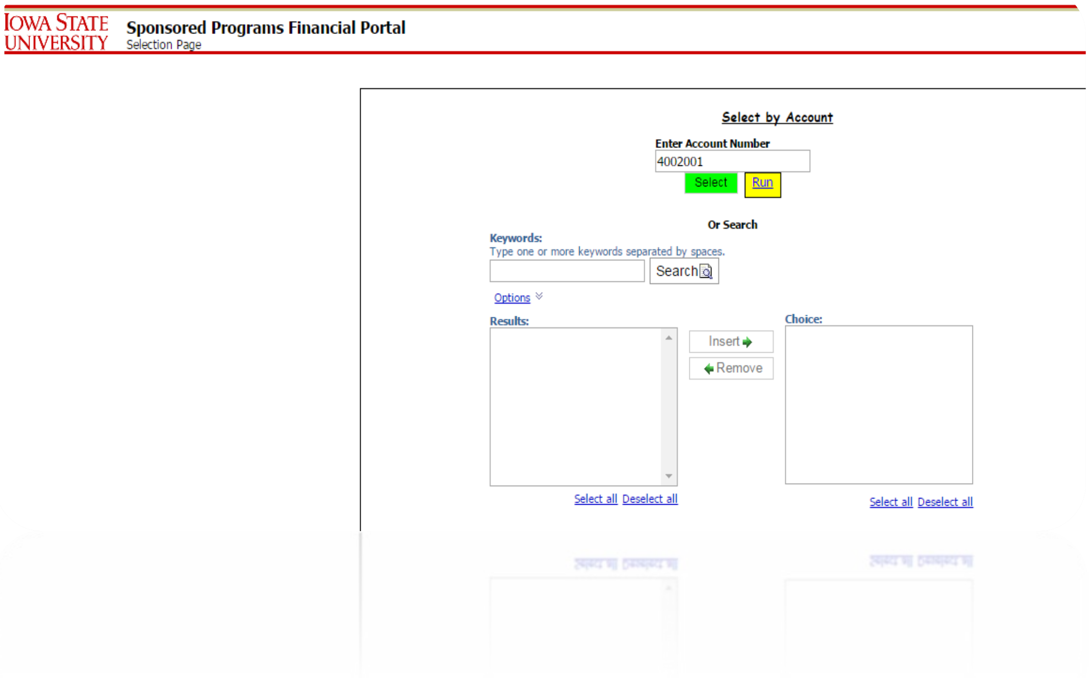
SPA Summary

To check the balance in a grant account go back to the Financial Report Portal

- ❖ Click "SPA Financial Reports" balances and budget status

SPA Summary

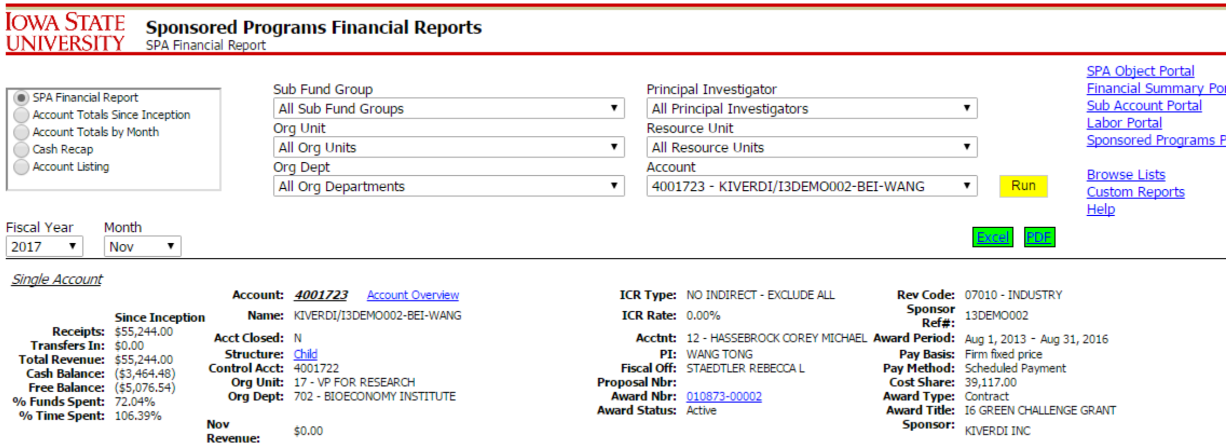
Similar to the previous reports you will be brought to this screen



- ❖ Enter your 7 digit account number
- ❖ Hit “Select”
- ❖ Then hit “Run”

SPA Summary

- ❖ The dark box is where you will find your available balances
- ❖ You also have the option to look at transaction detail and encumbrance detail in this screen



Thru Nov of Fiscal Year 2017			Budget	Nov Expenses	Expenses Since Inception	Unspent Balance	Encumbrance	Balance	Pre-Encumbrance	Dept Balance
Cost Category	Budget Category	Object Rollup								
DIRECT	SALARY/BENEFITS	SALARY/HOURLY ROLLUP	51,973.00	108.00	28,940.07	23,032.93	1,468.18	21,564.75	0.00	21,564.75
		BENEFITS ROLLUP	17,521.00	0.65	8,830.50	8,690.50	143.88	8,546.62	0.00	8,546.62
		SALARY/BENEFITS	69,494.00	108.65	37,770.57	31,723.43	1,612.06	30,111.37	0.00	30,111.37
	EQUIPMENT	EQUIPMENT/COLLECTIONS ROLLUP	0.00	0.00	11,151.78	(11,151.78)	0.00	(11,151.78)	0.00	(11,151.78)
		EQUIPMENT	0.00	0.00	11,151.78	(11,151.78)	0.00	(11,151.78)	0.00	(11,151.78)
	TRAVEL	DOMESTIC TRAVEL ROLLUP	0.00	0.00	1,559.80	(1,559.80)	0.00	(1,559.80)	0.00	(1,559.80)
		TRAVEL	0.00	0.00	1,559.80	(1,559.80)	0.00	(1,559.80)	0.00	(1,559.80)
	SUPPLY/MATERIALS	SUPPLIES ROLLUP	12,000.00	0.00	6,632.53	5,367.47	0.00	5,367.47	0.00	5,367.47
		SUPPLY/MATERIALS	12,000.00	0.00	6,632.53	5,367.47	0.00	5,367.47	0.00	5,367.47
	OTHER DIRECT COSTS	HONORARIA/SERVICES ROLLUP	0.00	0.00	1,280.43	(1,280.43)	0.00	(1,280.43)	0.00	(1,280.43)
		POSTAGE ROLLUP	0.00	0.00	42.37	(42.37)	0.00	(42.37)	0.00	(42.37)
		OTHER DIRECT EXP ROLLUP	0.00	0.00	271.00	(271.00)	0.00	(271.00)	0.00	(271.00)
		OTHER DIRECT COSTS	0.00	0.00	1,593.80	(1,593.80)	0.00	(1,593.80)	0.00	(1,593.80)
	DIRECT		81,494.00	108.65	58,708.48	22,785.52	1,612.06	21,173.46	0.00	21,173.46
TOTAL			81,494.00	108.65	58,708.48	22,785.52	1,612.06	21,173.46	0.00	21,173.46

Having Trouble?

If you start feeling like this……..

Please call:

Rachael Gross

515-294-1431