

# 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

The screenshot displays the e-Data login interface. On the left is a navigation menu with categories: Business, General, Data Warehouse, and e-Data. The 'e-Data' link is circled. The main content area is titled 'e-Data' and contains an 'e-Data Confidentiality Statement' with a list of user obligations. Below this is an 'e-Data User Confidentiality Agreement' section. At the bottom, there is a 'Continue' button, which is also circled. The text below the button reads: 'Please click on the Continue button to open the e-Data application in a new browser window. Your AccessPlus session is still active in this window. Please remember to logoff and close both browser windows when you are done.'

**Business**

- A/R Applications
- cyBUY (Releaser)
- Deposits Online
- Empl Reimbursement
- Equip Inv - Dept
- Image - PO
- KFS
- P-Card - Coord.
- SCF Auth - Coord
- Student Employment
- Web Req-VRFYR
- WebFM

**General**

- e-Forms Approval
- e-Reports
- Emergency Plan
- Faculty Activity
- Training - KFS

**Data Warehouse**

- e-Data

**e-Data**

**e-Data Confidentiality Statement**

e-Data users have access to confidential, sensitive, and/or private information. Prior to accessing e-Data information, all e-Data users must read and accept the following:

**e-Data users:**

- Are obligated to keep e-Data and password information confidential and secure
- Have an obligation to report security breaches, loss of copies of e-Data and unauthorized access to confidential, sensitive or private information
- May only access, share, add or amend data required for university work-related purposes within their assigned duties
- Must exercise care in viewing/downloading e-Data information
- Must not use e-Data information for personal use or monetary gain or illegal activities or unauthorized purposes
- Must not use e-Data information for academic research purposes
- Will be appropriately disciplined for unacceptable use of e-Data, up to and including dismissal

**e-Data User Confidentiality Agreement**

By clicking Continue and accessing e-Data information, I agree to the requirements above, and agree to comply with the [Information Technology Security Policy](#), the [Data Warehouse e-Data Policy](#) and all other applicable university policies (such as [ISU Student Records Confidentiality Information](#)) and federal/state privacy laws pertaining to student, medical and financial information.

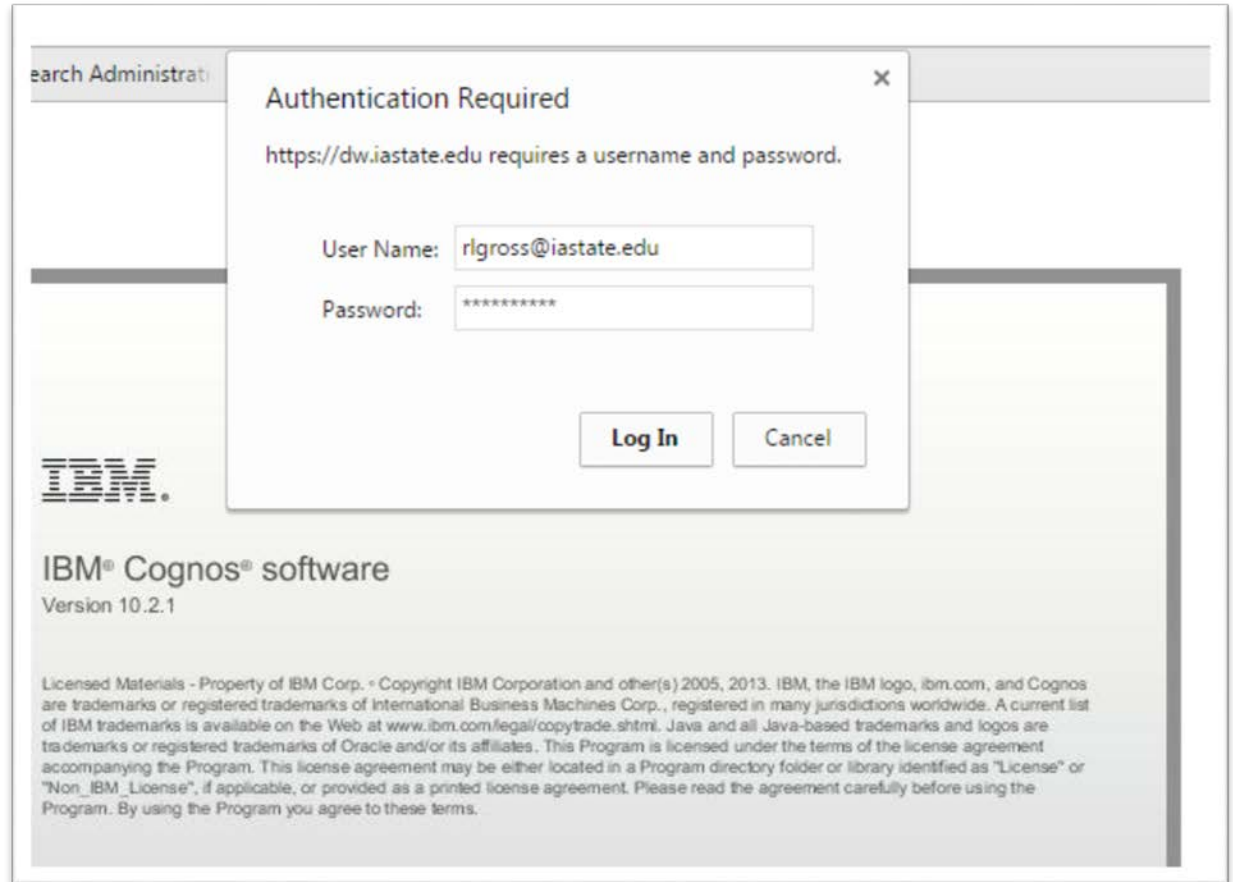
Please click on the Continue button to open the e-Data application in a new browser window. Your AccessPlus session is still active in this window.

Please remember to logoff and close both browser windows when you are done.

Continue

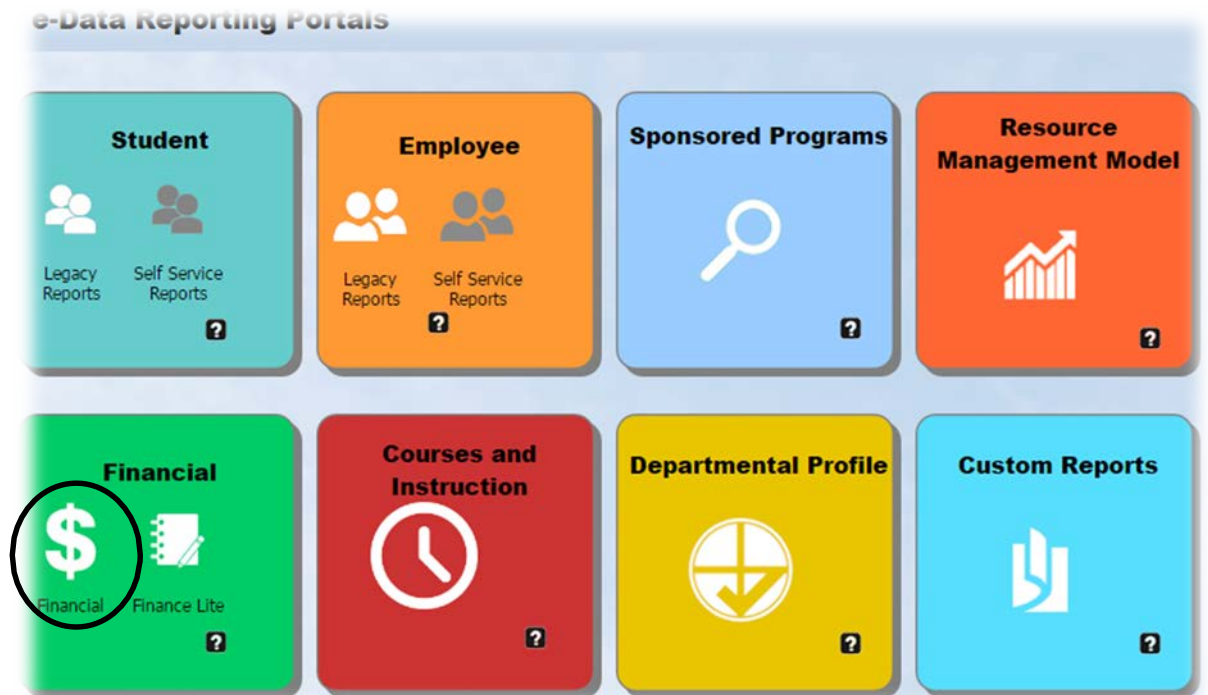
# How to log into eData

- ❖ 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)

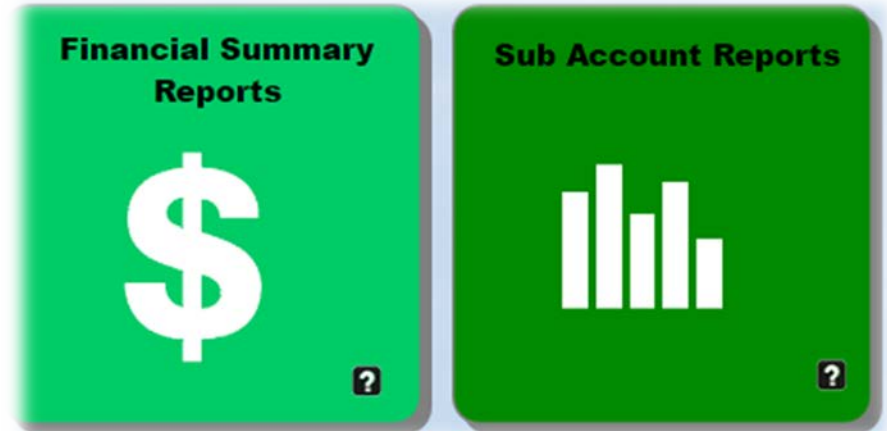


*\*497 Account Balances can only be accessed by the department fiscal coordinator, due to additional training requirements*

# 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

The screenshot shows the 'Financial Summary Portal Selection Page' from Iowa State University. At the top left is the Iowa State University logo. The page title is 'Financial Summary Portal Selection Page'. Below the title, there is a section titled 'Select by Account'. It contains an input field labeled 'Enter Account Number' with the value '7010208' entered. Below this field is a green 'Select' button. Underneath is the 'Or Search' section, which includes a 'Keywords:' label, a sub-instruction 'Type one or more keywords separated by spaces.', an input field, and a 'Search' button with a magnifying glass icon. Below the search section is an 'Options' dropdown menu. The main area is divided into two columns: 'Results' and 'Choice'. The 'Results' column has a large empty box with a vertical scrollbar and 'Select all' and 'Deselect all' links below it. The 'Choice' column has a large empty box with 'Insert' and 'Remove' buttons between the two columns, and 'Select all' and 'Deselect all' links below it. A green 'Select' button is located at the bottom right of the page.

\*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

**IOWA STATE UNIVERSITY** Financial Summary Portal  
Selection Page

Select by Account

Enter Account Number  
7010208

Select Run

Or Search

Keywords:  
Type one or more keywords separated by spaces.  
Search

Options

Results:

Insert Remove

Choice:

Select all Deselect all

Select all Deselect all

Select

\*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

Financial Summary  
 Object Summary by Consolidation  
 Object Summary by Level  
 Object Summary by Object  
 Account List by RU  
 Account List by Sub Fund Group  
 Account List by Department  
 Account List by Role  
 Labor and Object Consolidation Summary  
 Multi Year Summary  
 Encumbrance Tracking

Sub Fund Group: All Sub Fund Groups, GEN UNIV OTHER  
 Fund Group: All Fund Groups  
 Org Unit: All Org Units  
 Resource Unit: All Resource Units  
 Org Department: All Org Departments  
 Account: 7010208 - MECHANICAL ENGR

Year: 2017 | Calendar Type: Fiscal | Period: Month Periodic

Account: **7010208** | Account Overview | RU Name: 002 - RU-ENGINEERING | Transaction Detail  
 Account Name: MECHANICAL ENGR | Effective Date: 7/1/1985 | Encumbrance Detail  
 Org Unit: 02 - COLLEGE OF ENGINEERING | Expiration Date: | Pre-Encumbrance Detail  
 Org Department: 345 - MECHANICAL ENGINEERING | Closed Indicator: N

	JULY 2016	AUG. 2016	SEPT. 2016	OCT. 2016	NOV. 2016	DEC. 2016	JAN. 2017	FEB. 2017	MAR. 2017	APR. 2017	MAY 2017	JUNE 2017
<b>Balance Forward</b>	0.00	639,750.37	473,858.31	439,344.03	99,004.84	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
<b>Revenue Total</b>	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
<b>Expenses Total</b>	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
<b>Cash Balance</b>	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
<b>Free Balance</b>	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
<b>Uncommitted Balance</b>	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

- Financial Summary
- Object Summary by Consolidation
- Object Summary by Level
- Object Summary by Object
- Account List by RU
- Account List by Sub Fund Group
- Account List by Department
- Account List by Role
- Labor and Object Consolidation Summary
- Multi Year Summary
- Encumbrance Tracking

Sub Fund Group  
  
 GEN UNIV OTHER

Org Unit  
  
 Org Department

Fund Group

Resource Unit  
  
 Account

Year: 2017 | Calendar Type: Fiscal | Period: Month Periodic

Account: **7010208** [Account Overview](#)      RU Name: 002 - RU-ENGINEERING

Account Name: MECHANICAL ENGR      Effective Date: 7/1/1985

Org Unit: 02 - COLLEGE OF ENGINEERING      Expiration Date:

Org Department: 345 - MECHANICAL ENGINEERING      Closed Indicator: N

[Transaction Detail](#)  
[Encumbrance Detail](#)  
[Pre-Encumbrance Detail](#)

	JULY 2016	AUG. 2016	SEPT. 2016	OCT. 2016	NOV. 2016	DEC. 2016	JAN. 2017	FEB. 2017	MAR. 2017	APR. 2017	MAY 2017	JUNE 2017
<b>Balance Forward</b>	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
<b>Revenue Total</b>	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
<b>Expenses Total</b>	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
<b>Cash Balance</b>	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
<b>Free Balance</b>	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
<b>Uncommitted Balance</b>	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

**IOWA STATE UNIVERSITY** Financial Summary Reports  
Transaction Detail

Year: 2017 | Calendar Type: Fiscal | Month: Nov | Account Number: 7010208 | Search Tran Date For: All Values

Run | Excel | PDF

Account: 7010208  
Account Name: MECHANICAL ENGR  
Org Unit: 02 - COLLEGE OF ENGINEERING  
Org Department: 345 - MECHANICAL ENGINEERING

Effective Date: 7/1/85  
RU Name: 002 - RU-ENGINEERING  
Close Indicator: N

Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	D Nu Or Do
11/2/2016	05	PROJECT MANAGEMENT	SB	10794256	EX	0569	MISC REPAIRS & MAINTENANCE		FI

# 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 | Exec | PDF

Account: **7010208** | Account Name: MECHANICAL ENGR | Effective Date: 7/1/1985 | [Account Overview](#)  
 Org Unit: 02 - COLLEGE OF ENGINEERING | RU Name: 002 - RU-ENGINEERING  
 Org Department: 345 - MECHANICAL ENGINEERING | Closed Indicator: N

Origination	Origination Code	Amount Remaining as of Fiscal 2017 Period 05
<a href="#">PO encumbrances</a>	PO	2,202.37
<a href="#">Telecom encumbrances</a>	TE	19,152.00
<a href="#">Travel encumbrances</a>	TR	0.00
<b>Total</b>		<b>21,354.37</b>

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	<a href="#">172196400</a> <a href="#">More Info</a>	GRAYSTONE GRP ADVERTISING	0381	ADVERTISING	010005	10,535.64	0.00
		<a href="#">161976700</a> <a href="#">More Info</a>	BEITMANN GRP INC	0392	MOVING COSTS	010005	12,105.01	1,683.64

# 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”

IOWA STATE UNIVERSITY Sub Account Portal Selection Page

Select by Account

Enter Account Number  
7010208

Select Run

Or Search

Keywords:  
Type one or more keywords separated by spaces.  
Search

Options

Results: Insert Choice:

\*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

**UNIVERSITY** Financial Summary

- Financial Summary
- Object Summary by Consolidation
- Object Summary by Level
- Object Summary by Object
- Object Summary by Account
- Sub Account Summary
- Sub Account Summary by Sub Fund Group
- Sub Account List
- Miscode Report

Sub Fund Group: All Sub Fund Groups, GEN UNIV OTHER

Fund Group: All Fund Groups

Year: 2017, Calendar Type: Fiscal, Period: Month Periodic

Org Unit: All Org Units, Resource Unit: All Resource Units

Org Department: All Org Departments, Account: 7010208 - MECHANICAL ENGR

Sub Account: All Sub Accounts

**Run**

**Account:** 7010208 [Account Overview](#)  
**Account Name:** MECHANICAL ENGR  
**Org Unit:** 02 - COLLEGE OF ENGINEERING  
**Org Department:** 345 - MECHANICAL ENGINEERING  
**Sub Acct:** All

**RU Name:** 002 - RU-ENGINEERING  
**Effective Date:** 7/1/1985  
**Expiration Date:**  
**Closed Indicator:** N

[Transaction Detail](#)  
[Encumbrance Detail](#)  
[Pre-Encumbrance Detail](#)

	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

# Sub Account Reports

- ❖ Select your sub account
- ❖ Hit “Run”

UNIVERSITY Financial Summary

Financial Summary  
 Object Summary by Consolidation  
 Object Summary by Level  
 Object Summary by Object  
 Object Summary by Account  
 Sub Account Summary  
 Sub Account Summary by Sub Fund Group  
 Sub Account List  
 Miscode Report

Sub Fund Group: All Sub Fund Groups  
Fund Group: All Fund Groups

Year: 2017 | Calendar Type: Fiscal | Period: Month Periodic

Org Unit: All Org Units | Resource Unit: All Resource Units  
Org Department: All Org Departments | Account: 7010208 - MECHANICAL ENGR  
Sub Account: 999999 - PROJECT SUSPENSE

Account: **7010208** [Account Overview](#)  
Account Name: MECHANICAL ENGR  
Org Unit: 02 - COLLEGE OF ENGINEERING  
Org Department: 345 - MECHANICAL ENGINEERING  
Sub Acct: All

RU Name: 002 - RU-ENGINEERING  
Effective Date: 7/1/1985  
Expiration Date:  
Closed Indicator: N

[Transaction Detail](#)  
[Encumbrance Detail](#)  
[Pre-Encumbrance Detail](#)

	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	630,750.37	473,858.31	430,344.03	80,004.64	81,005.17	81,005.17	81,005.17	81,005.17	81,005.17	81,005.17	81,005.17



# 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”

The screenshot shows the 'IOWA STATE UNIVERSITY Sponsored Programs Financial Portal Selection Page'. The page has a red header with the university logo and title. Below the header, there is a section titled 'Select by Account'. It contains an 'Enter Account Number' input field with the value '4002001', a green 'Select' button, and a yellow 'Run' button. Below this is an 'Or Search' section with a 'Keywords:' label, a sub-instruction 'Type one or more keywords separated by spaces.', a search input field, and a 'Search' button. There are also 'Options' and 'Results' sections. The 'Results' section has a large empty box with 'Select all' and 'Deselect all' links below it. The 'Choice' section has a large empty box with 'Insert' and 'Remove' buttons between it and the 'Results' section, and 'Select all' and 'Deselect all' links below it. The page is partially obscured by a large white box on the left side.

# 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

IOWA STATE UNIVERSITY

**Sponsored Programs Financial Reports**  
SPA Financial Report

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

Fiscal Year: 2017 | Month: Nov

Print
PDF

Sub Fund Group: All Sub Fund Groups  
 Org Unit: All Org Units  
 Org Dept: All Org Departments

Principal Investigator: All Principal Investigators  
 Resource Unit: All Resource Units  
 Account: 4001723 - KIVERDI/I3DEMO002-BEI-WANG

Run

Single Account

**Account:** 4001723 [Account Overview](#)

**Name:** KIVERDI/I3DEMO002-BEI-WANG

**Acct Closed:** N

**Structure:** Child

**Control Acct:** 4001722

**Org Unit:** 17 - VP FOR RESEARCH

**Org Dept:** 702 - BIOECONOMY INSTITUTE

**Nov Revenue:** \$0.00

**ICR Type:** NO INDIRECT - EXCLUDE ALL

**ICR Rate:** 0.00%

**Acctnt:** 12 - HASSEBROCK COREY MICHAEL

**PI:** WANG TONG

**Fiscal Off:** STAEDTLER REBECCA L

**Proposal Nbr:** 010873-00002

**Award Nbr:** 010873-00002

**Award Status:** Active

**Rev Code:** 07010 - INDUSTRY

**Sponsor Ref#:** 13DEMO002

**Award Period:** Aug 1, 2013 - Aug 31, 2016

**Pay Basis:** Firm fixed price

**Pay Method:** Scheduled Payment

**Cost Share:** 39,117.00

**Award Type:** Contract

**Award Title:** 16 GREEN CHALLENGE GRANT

**Sponsor:** KIVERDI INC

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
		<b>SALARY/BENEFITS</b>	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)
		<b>EQUIPMENT</b>	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)
		<b>TRAVEL</b>	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
		<b>SUPPLY/MATERIALS</b>	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)	
<b>OTHER DIRECT EXP ROLLUP</b>		0.00	0.00	271.00	(271.00)	0.00	(271.00)	0.00	(271.00)	
	<b>OTHER DIRECT COSTS</b>	0.00	0.00	1,593.80	(1,593.80)	0.00	(1,593.80)	0.00	(1,593.80)	
	<b>DIRECT</b>		81,494.00	108.65	58,708.48	22,785.52	1,612.06	21,173.46	0.00	21,173.46
<b>TOTAL</b>			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