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.
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.
Financial Summary

- You can also look into Transaction Details
- Encumbrance detail is also available
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
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
Having Trouble?

If you start feeling like this……..

Please call:
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