Checking your account balances using E-data

Rachael Kinsella, Lisa Dillavou and Janell Meyer
Supported Browsers for eData

Use one of the following browsers to use eData

- Firefox 12 (Recommended)
- Internet Explorer 9 or up
- Safari 6 or up (optional for Macs)
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 two applications in this reporting portal

- Financial Summary
  - Non-Grant Accounts
- SPA Summary
  - Grants only
Financial Summary

In Financial summary there are two options:

- Financial Summary Reports
- Sub Account Reports
Financial Summary

- **Financial Summary Reports** are for any account that does not require a section project.

- **Sub Account Reports** are used to find the balance in that accounts sub project.
Financial Summary

We will start with the Financial Summary report

- After you click on “here” you will be brought to this screen
- This is where you can enter your account number

**note if you attempt to enter a grant account it will not allow the account number**
Financial Summary

- Enter your 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 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.
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 encumbrance
  - 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 “here” 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 account number
- Hit “Select”
- Then hit “Run”

**note if you attempt to enter a grant account you will receive an error**
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 we will go back to the Financial Report Portal

- Under SPA Summary
  - Click “Here” For SPA Financial reports in order to check a balance
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.
Quiz Question 1

What is the balance of account 202-01-50?
Quiz Question 2

What is the balance of Sub-account 202-01-50-00-0115?
Quiz Question 3

What were the three transactions on account 202-10-32-00-0020 in the month of August?

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/6/2013</td>
<td>WHEATSFIELD COOPERATIV</td>
<td>8.89</td>
</tr>
<tr>
<td>8/6/2013</td>
<td>HY VEE 1013</td>
<td>35.64</td>
</tr>
<tr>
<td>8/23/2013</td>
<td>SOY FOODS COUNCIL</td>
<td>144.53</td>
</tr>
</tbody>
</table>
Quiz Question 4

What is the balance of 400-28-05?
Quiz Question 5

How many IT guys does it take to screw in a light bulb?

None, that’s a facilities problem.
Having Trouble?
If you start feeling like this........

Please call:
Rachael 4-4546
Lisa 4-3027
Or Janell 4-8623

IOWA STATE UNIVERSITY
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Summary

- You find eData in accessplus
- Use only the Financial Portal
- **Financial summary** is for non-grant accounts
  - 102, 701, 202, 290, 490, 721
- Sub account reports are for non-grant account with a sub account
- **SPA summary** is for grant accounts only
  - 4XX
- You may export data to excel or PDF
- Transaction Detail and Encumbrance Detail