SECTION V

eFinancePLUS Instructions
Conroe Independent School District

Finance Manual

Section V

eFinancePlus User’s Guide

I. Getting Started in eFinancePlus 5.0

I. BUDGET & FINANCE
   A. Querying the Budget ...............................................................5-1
      Pre-Encumbrances .............................................................5-5
      Available Balances ..................................................................5-6
      View All Transactions .............................................................5-6
   B. Printing Detail Expenditure Status Report .............................5-10
   C. Printing an Expenditure Audit Trail Report .............................5-10
   D. Batch Budget Transfer ............................................................5-12
   E. How to Add and Delete Favorites from the Panel .....................5-13
   F. How to Add and Delete Favorites within the Screen ................5-15
   G. How to Add and Remove Tabs and Panels ...............................5-17
   H. How to Sort your Favorites .....................................................5-18
   I. How to Access your Favorites ..................................................5-19

II. WAREHOUSE: Once on the intranet the information is located in “How to” section

III. PURCHASING: Once on the intranet the information located in “Information for Requisition Entry” section.
Getting Started in eFinancePlus 5.1

- In most instances, if the instructions say to click OK, hitting the Enter key on your keyboard will accomplish the same thing, as will double clicking.
- You can navigate from field to field by tabbing or by clicking in each field.
- When data is displayed in columns, the columns can be rearranged by clicking the column header and dragging to the desired location.
- Columns can be hidden by mousing over the column until an “X” appears. Click the “X” to hide.
- Hidden columns can be unhidden by right clicking any column heading. Hidden columns will not be checked. Click on the one(s) you would like to unhide so that there is a checkmark by it.

Home Screen

1. To access the Main Menu; Hover over Main Menu in the top left hand corner of your screen and then you will see a list of applications and will be able to navigate to each screen.
2. If you are unsure of where a screen is located, you can use the search box at the top of your screen.
3. You can have multiple tabs that contain information such as your favorites, documents and activities.
4. Each tab can have up to 4 panels. This panel displays any favorites you have created.
5. To change default settings for items requiring double clicks, go to e Forms & Tools>User Preferences and change the menu mouse control to single click.
Budget & Finance
Querying the Budget

1. Click Fund Accounting > Entry & Processing > Expenditure Ledger
2. Select the year. The current year will automatically be displayed.
3. Enter or select the 16-digit budget unit.
4. Enter or select the account number. (Leave this blank to print all accounts, type one number to print a specific account, or enter the first two digits of the account followed by an asterisk to print a group of accounts, for example 63*.) You may also use the > symbol to print a group of accounts, for example, >6200 will show all accounts greater than 6200.
5. Click OK.
6. The columns will show by account:
   A. The current budget.
   B. The expenditures for the current period.
   C. The expenditures year-to-date.
   D. The outstanding encumbrances (purchase orders).
   E. The remaining balance.

7. When looking at the remaining balance, the system views the remaining balance by account groupings (62XX, 63XX, 64XX, etc.) for budget purposes.

8. To view the detail of an account, highlight the account and click OK, then OK again.
9. To view further detail of a specific line item, highlight the row and click **OK**.
10. This screen displays greater detail about specific line items.
Pre-Encumbrances:

11. To view details of pre-encumbrances, follow steps 1-5 to get to this screen, or use the Back button if you have already been viewing details of an account.
12. Highlight the specific account and click the Requisitions button.
13. This screen displays pre-encumbrances
14. To view available balances by control groups (6200s, 6300s, etc.), follow steps 1-5 to get to this screen.

15. Click on **Budget Control** to get to the following screen.
16. To determine the actual remaining budget balance of a control group, highlight a specific control account group and click the Period Balances button.
17. This screen shows budget, expenses, and encumbrances by period. You must subtract the **Pre-encumbered Requisition Balance** (A) and **Inventory Requested** (B) from the **Pending Balance** (C). This will be your available balance for that account group.
18. To view all transactions of a control group (6200, 6300, etc.) follow steps 1-5 to get to this screen.
19. Click *Budget Control*. 
20. Highlight the control group you wish to query.
21. Click OK.
22. For more details of a particular transaction, highlight it and click **OK**.
23. This screen will show detailed transaction information.
24. To view the actual requisition, click More Information.
Printing Detail Expenditure Status Report

HOVER MOUSE OVER MAIN MENU IN THE TOP LEFT OF THE SCREEN

1. Click *Fund Accounting* > Reports > Detail Expenditure Status Report
2. Enter any combination of the fund, function, sub-object, organization, or program intent code for the report you wish to run. When entering the fund, enter ONLY the first 4 positions of the budget code (ex. 1998), WITHOUT adding ????.

OR

3. Enter the 16-digit budget unit.
4. Enter the account number (leave this blank to print all accounts, type one number to print a specific account, or enter the first two digits of the account followed by an asterisk to print a group of accounts, for example 63*). You may also use the > symbol to print a group of accounts, for example, >6200 will show all accounts greater than 6200.
5. Tab to the Year field.
6. Select the year. The current year will automatically be displayed.
7. Select the period. The current period will automatically be displayed.
8. To include pre-encumbrance detail, check this box. There is no need to check Print Key Organization.
9. Click OK.
10. This message will appear ONLY if you are running a report for any but the current period. Click OK if it does appear.

11. You have 3 options for saving and printing your report or document. You can print to Screen, which will immediately open the report on your screen in pdf format and you can then print as you would any other document. It will also save it on the Documents tab with a pdf extension and a file number. You can print to File which will place your report or document on the Documents tab with an rpt extension, and you can select it there at a later time to print. In some instances, you may be able to convert to an Excel file, although this option is not available on every report.

12. Once you have made your selection, Click OK, then Back.

13. If you chose to print to File or Excel (or wish to reprint a pdf document), follow the instructions in How to Print Reports as detailed beginning on page 5-102.
<table>
<thead>
<tr>
<th>ORGANIZATION / ACCOUNT / TITLE</th>
<th>BUDGET</th>
<th>PERIOD EXPENDITURES</th>
<th>ENCUMBRANCES OUTSTANDING</th>
<th>YEAR TO DATE EXP</th>
<th>AVAILABLE BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2446-11-00-874-220CT 6219 INSTR - GEN OTHER PROFESSIONAL</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6248 INSTR - GEN COMP/AV REPAIR</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6299 INSTR - GEN MISC CONTRACTS</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6317 INSTR - GEN COMPUTER/AV SUPPLIES</td>
<td>202,335.08</td>
<td>690.00</td>
<td>.00</td>
<td>690.00</td>
<td>201,645.08</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6325 INSTR - GEN BOOKS</td>
<td>-5,103.90</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>-5,103.90</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6399 INSTR - GEN GENERAL SUPPLIES</td>
<td>-39,913.69</td>
<td>5,076.00</td>
<td>3,295.00</td>
<td>5,076.00</td>
<td>-48,284.69</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6411 INSTR - GEN TRAVEL EMPLOYEES</td>
<td>8,850.00</td>
<td>550.00</td>
<td>.00</td>
<td>550.00</td>
<td>8,300.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6475 INSTR - GEN DUES</td>
<td>1,750.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6497 INSTR - GEN FEES AND DUES</td>
<td>1,750.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td>2446-11-00-874-220CT 6636 INSTR - GEN COMPUTER EQUIPMENT</td>
<td>84,634.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>84,634.00</td>
</tr>
<tr>
<td>TOTAL SUB-OBJECT - GEN</td>
<td>254,301.49</td>
<td>6,316.00</td>
<td>3,295.00</td>
<td>6,316.00</td>
<td>244,690.49</td>
</tr>
<tr>
<td>TOTAL FUNCTION - INSTRUCTION</td>
<td>254,301.49</td>
<td>6,316.00</td>
<td>3,295.00</td>
<td>6,316.00</td>
<td>244,690.49</td>
</tr>
<tr>
<td>TOTAL FUND - CARL PERKINS GRANT</td>
<td>254,301.49</td>
<td>6,316.00</td>
<td>3,295.00</td>
<td>6,316.00</td>
<td>244,690.49</td>
</tr>
<tr>
<td>TOTAL REPORT</td>
<td>254,301.49</td>
<td>6,316.00</td>
<td>3,295.00</td>
<td>6,316.00</td>
<td>244,690.49</td>
</tr>
</tbody>
</table>
Printing an Expenditure Audit Trail Report

This report presents a detailed list of budget and expenditure transactions for an account within a particular budget unit.

HOVER MOUSE OVER MAIN MENU IN THE TOP LEFT OF THE SCREEN

1. Click Fund Accounting > Reports > Expenditure Audit Trail
2. Enter any combination of the fund, function, sub-object, organization, or program intent code for the report you wish to run. When entering the fund, enter ONLY the first 4 positions of the budget code (ex. 1996)

OR

3. Enter the 16-digit budget unit.
4. Enter the account number (leave this blank to print all accounts, type one number to print a specific account, or enter the first two digits of the account followed by an asterisk to print a group of accounts, for example 63*).
5. Tab to the Year field.
6. Select the year. The current year will automatically be displayed.
7. Select the starting period. Period I will automatically display in the starting period.
8. Enter the ending period. The current period will automatically display in the ending period.
9. In the next six criteria, check or uncheck the boxes to detail the report as needed.
10. Click OK.
11. You have 3 options for saving and printing your report or document. You can print to Screen, which will immediately open the report on your screen in pdf format and you can then print as you would any other document. It will also save it on the Documents tab with a pdf extension and a file number. You can print to File, which will place your report or document on the Documents tab with an rpt extension, and you can select it there at a later time to print. In some instances, you may be able to convert to an Excel file, although this option is not available on every report.

12. Once you have made your selection, Click OK, and then Back.

13. If you chose to print to File or Excel (or wish to reprint a pdf document), follow the instructions in How to Print Reports as detailed beginning on page 5-102.
### ACCOUNTING PERIODS: 1/17 THRU 9/17

#### TOTALED ON: FUND, FUNCTION, SUB-OBJECT

**FUND - 1997 - GENERAL FUND**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DATE</th>
<th>T/C</th>
<th>P.O. NUMBER</th>
<th>VENDOR</th>
<th>BUDGET</th>
<th>EXPENDITURES</th>
<th>ENCUMBRANCES</th>
<th>DESCRIPTION</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6399</td>
<td>09/01/16</td>
<td>25-1</td>
<td>47</td>
<td></td>
<td>0.00</td>
<td>-7,570.08</td>
<td></td>
<td>BEGINNING BALANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/01/16</td>
<td>25-1</td>
<td>47</td>
<td></td>
<td></td>
<td>-2,270.76</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/01/16</td>
<td>25-1</td>
<td>47</td>
<td></td>
<td></td>
<td>54,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/01/16</td>
<td>25-1</td>
<td>47</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/16</td>
<td>17-1</td>
<td>37000382-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>16.15</td>
<td>ONLINE ORDER #239605</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/16</td>
<td>17-1</td>
<td>37000531-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>193.55</td>
<td>ONLINE ORDER #239595</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/16</td>
<td>17-1</td>
<td>37000625-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>115.28</td>
<td>ONLINE ORDER #239595</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/16</td>
<td>17-1</td>
<td>37000644-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>189.46</td>
<td>ONLINE ORDER #239743</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/06/16</td>
<td>17-1</td>
<td>37000774-01</td>
<td>34000873</td>
<td>CARROLLS DISCOUNT</td>
<td>5.77</td>
<td>RQ447981 LN 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/08/16</td>
<td>17-1</td>
<td>37000996-01</td>
<td>60004415</td>
<td>ADVANCED GRAPHIC</td>
<td>921.07</td>
<td>RQ447972 LN 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/09/16</td>
<td>17-1</td>
<td>37001032-01</td>
<td>23000940</td>
<td>TREE HOUSE INC</td>
<td>1,842.14</td>
<td>RQ448251 LN 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/13/16</td>
<td>17-1</td>
<td>37000382-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>10.00</td>
<td>ESTIMATED SHIPPING/HANDEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/13/16</td>
<td>17-1</td>
<td>37000531-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>38.88</td>
<td>D83-81197-8 1/2 X 11 PAPER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/13/16</td>
<td>17-1</td>
<td>37000625-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>38.88</td>
<td>D83-81199-8 1/2 X 11 EARTHCHOICE 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/13/16</td>
<td>17-1</td>
<td>37000644-01</td>
<td>00000918</td>
<td>DANIEL OFFICE PR</td>
<td>38.88</td>
<td>D83-81200-8 EARTHCHOICE 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

---

Revised Date: October 10, 2016
Batch Budget Transfer

1. Click Fund Accounting > Entry & Processing > Batch Budget Transfer

2. Click new
3. Enter your initials for the control number
4. Select your department code from the drop down
5. Enter a description for the transfer (this description will display in eFinance when you query the budget and print reports) please use the word transfer/budget transfer to begin your description. You may add additional description after that if you wish.
6. Enter your transfer request. You can enter multiple transfers at one time.
7. Click “ok” record will be added
8. Hit the “back button” and you will come back to the screen with all the transfers listed.

9. When you are ready to submit the transfer to Finance office for final approval find your transfer on the list and highlight it. Click the Release/Post button.
10. Click “ok”

11. Click “yes”

12. Click “ok” A report will generate only if there are errors.
Once the transfer is approved and posted in eFinance it will no longer be in your Batch Budget Transfer window and you should be able to query your budget or run reports and see the transfer posted to the appropriate budgets.

<table>
<thead>
<tr>
<th>Status</th>
<th>Hold Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>On Hold</td>
<td>Transfer request is saved but not submitted to Finance for review.</td>
</tr>
<tr>
<td>Review</td>
<td>Review</td>
<td>Transfer is in review status in Finance</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>On Hold</td>
<td>Transfer has been returned to user for corrections</td>
</tr>
<tr>
<td>Denied</td>
<td>On Hold</td>
<td>Transfer was denied. User will need to delete.</td>
</tr>
</tbody>
</table>
Add and Delete Favorites from the Panel

1. To add a favorite Click the + sign and a search box will appear

2. Type name of screen in description
3. Click Search and a list of screens will show
4. Check the screen or screens you would like to add
5. Click Add
6. Now the screen is saved in your favorites and show in your panel

7. To Delete a favorite check the box(es) you would like to delete

8. Click the – sign
9. A pop up box will appear asking if you are sure. Click yes and it will be deleted.
Add and Delete Favorites within the Screen

1. If you want to add a screen you are on to your favorites click the + star and a pop up box will appear.

2. Name the screen if you do not like the default name.

3. Choose what favorite group you want to add the screen to or

4. Create a new favorite group by selecting create group.

5. Click OK and now the screen is added to your favorites.

6. If you want to delete a screen you are on from your favorites click the – star and a pop up box will appear.

Revised Date: October 10, 2016
7. Make sure the screen you want to delete is highlighted in yellow
8. Click OK

9. A pop up box will appear asking if you are sure. Click yes and it will be deleted
Add and Remove Tabs and Panels

Each tab can have up to 4 panels

1. To add a tab on your home screen click on the + and a pop up box will appear
2. Name the tab
3. Click OK

4. You have create a new tab

5. To add Panels to the tab hover over area until you will see Add Panel, click add panel and a pop up box will appear
6. Select the Type of panel you want to add: Documents, Favorites, Activities
7. Click OK
8. The Panel has now been added
9. To Remove a Panel, click the x in the top right hand corner of the panel

10. A pop up box will appear asking you if you are sure, click OK and it has now been deleted

11. To Remove a tab hover over tab and a x will appear, click the x.

12. A pop up box will appear and ask if you are sure, click yes and the tab will be deleted
Sorting Favorites

Favorites are sorted alphabetical by default to change the order you must rename your favorites with numbers to specify an order.

1. Right now by default when added expenditure budgets it is third in our favorite group but we want it to be first on our list so we must rename it with a number

2. Within the screen click + star and a pop up box will appear
3. Rename the screen with a number 1
4. Select the favorites group
5. Press OK

6. Now the expenditure budget screen is number one on our list
Accessing your Favorites

You can access your favorites from the home screen and within any screen

1. You can access your favorites within a panel
2. You can access your favorites by using the star located in the top right hand corner of the home screen
3. You can access your favorites by using the star in the middle of the ribbon bar on any screen