SECTION V

eFinancePLUS Instructions

Conroe Independent School District

Finance Manual

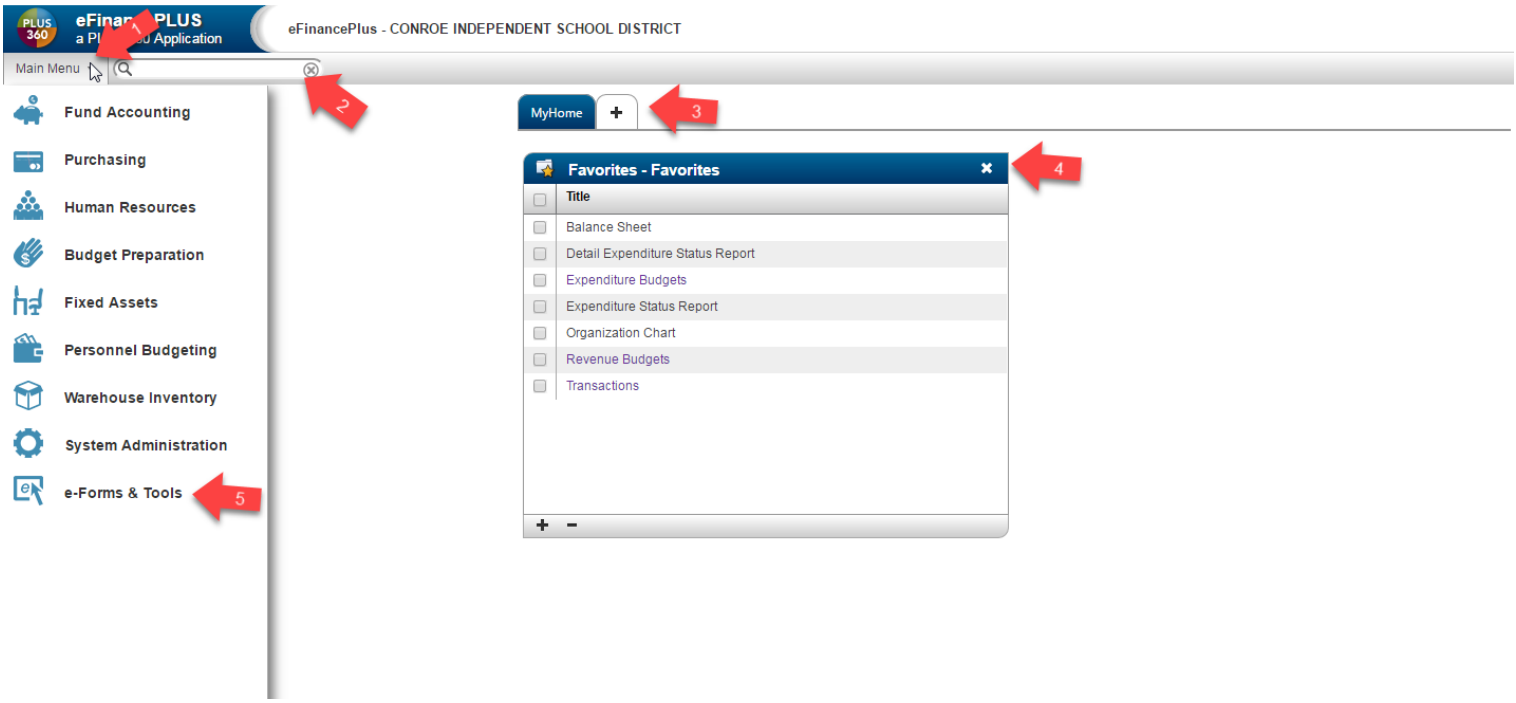
Section V

eFinancePlus User's Guide

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.

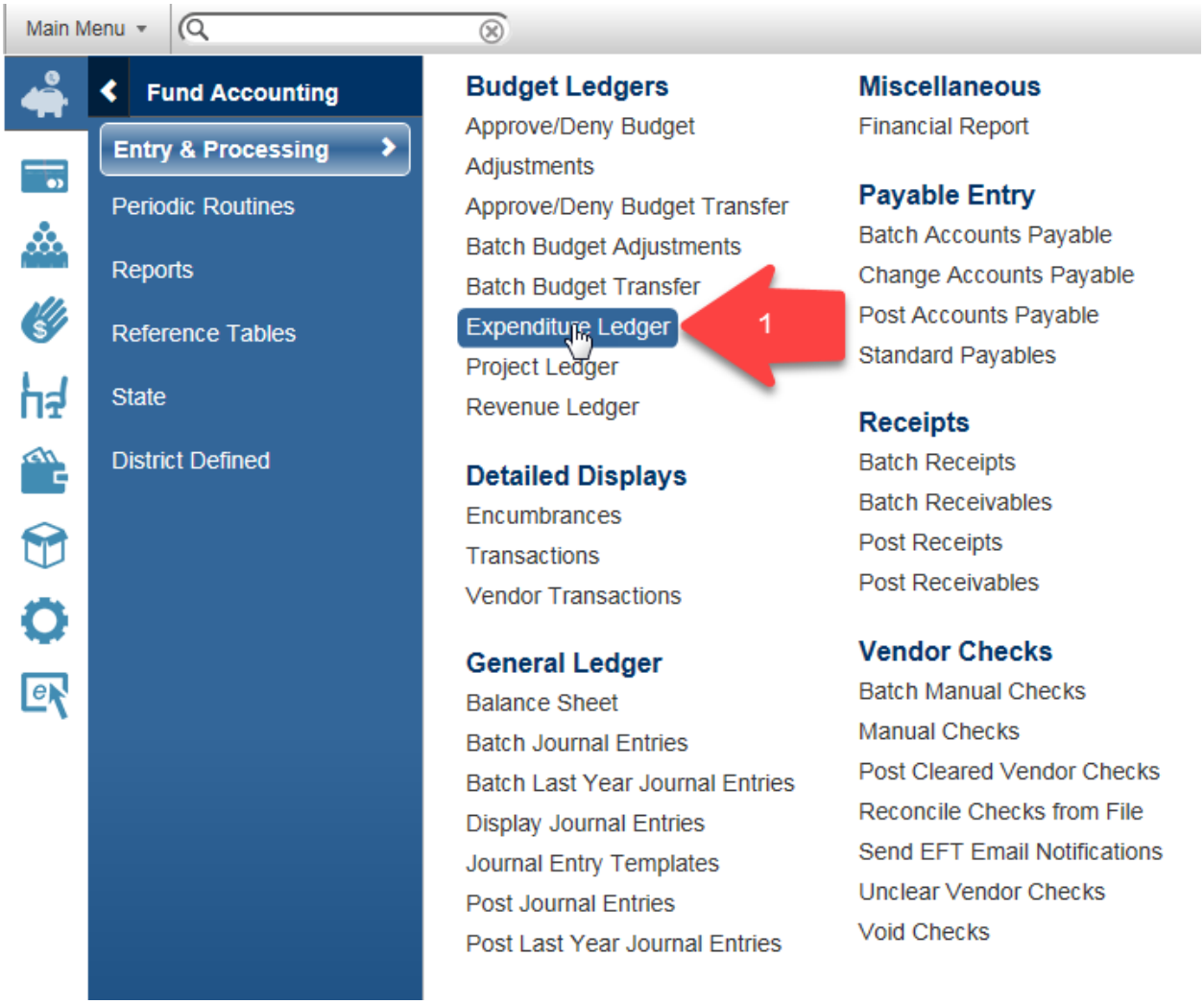
<u>Home Screen</u>



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.

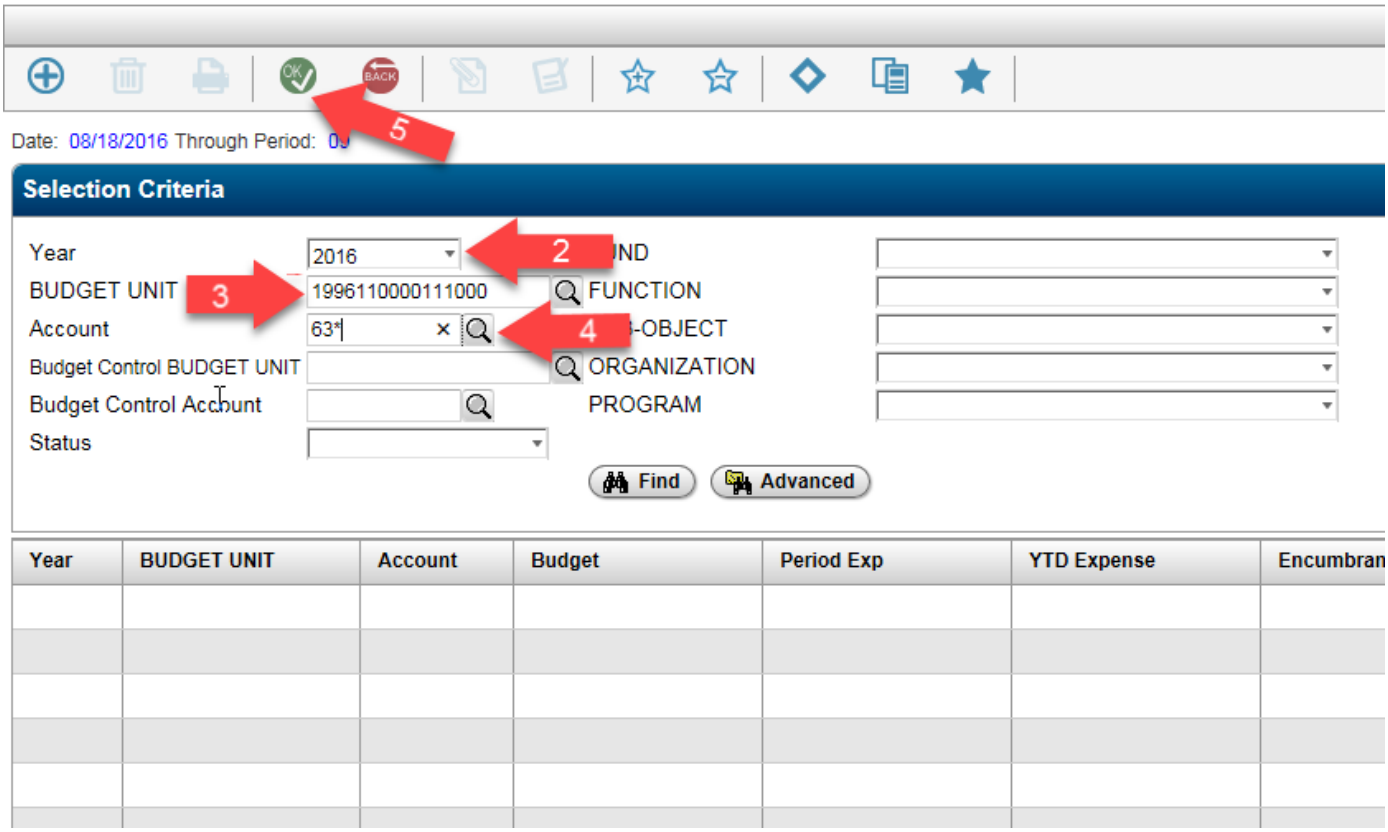
Budget
&
Finance

Querying the Budget

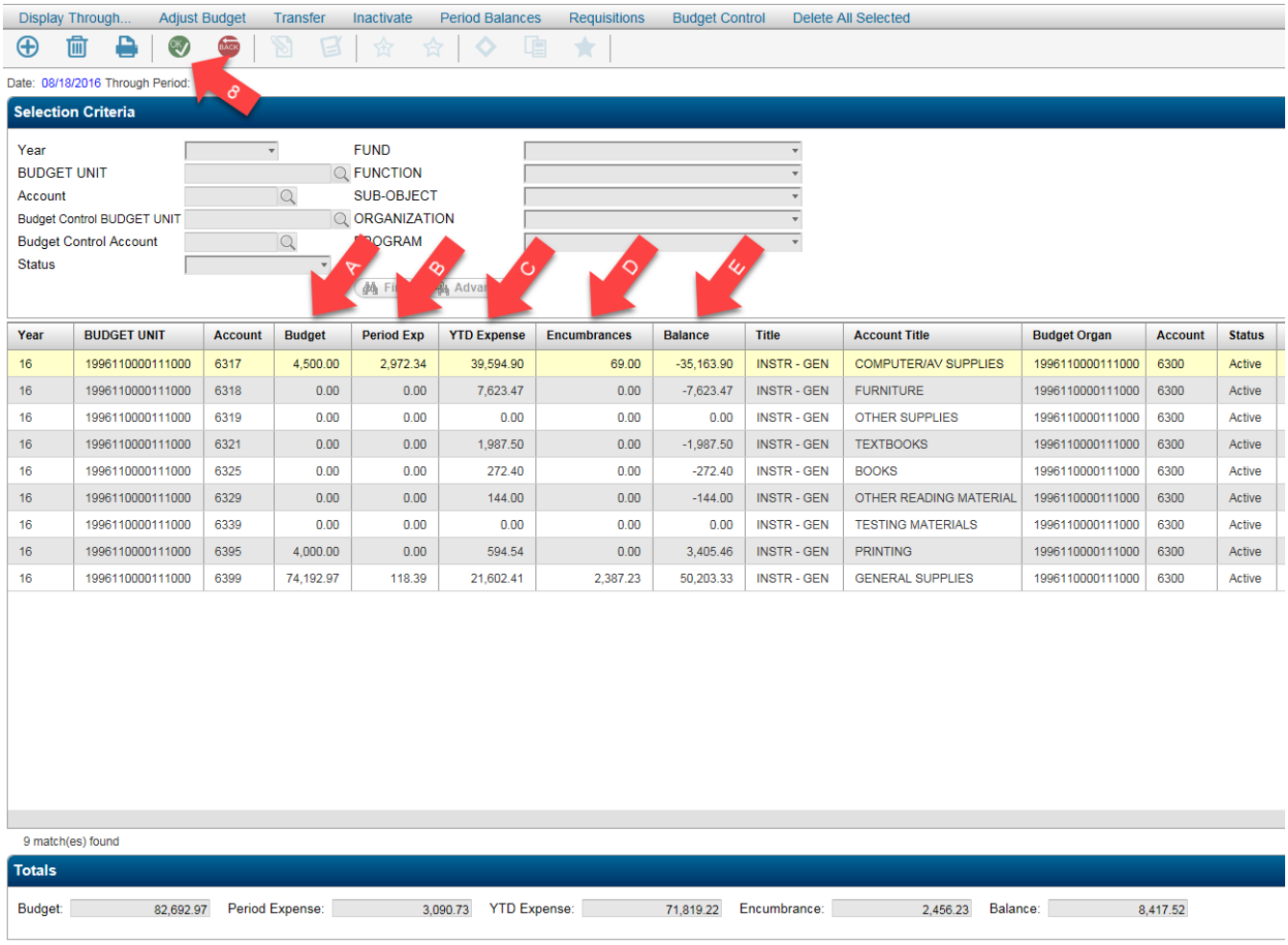


HOVER MOUSE OVER MAIN MENU IN THE TOP LEFT OF THE SCREEN

1. Click Fund Accounting > Entry & Processing> Expenditure Ledger

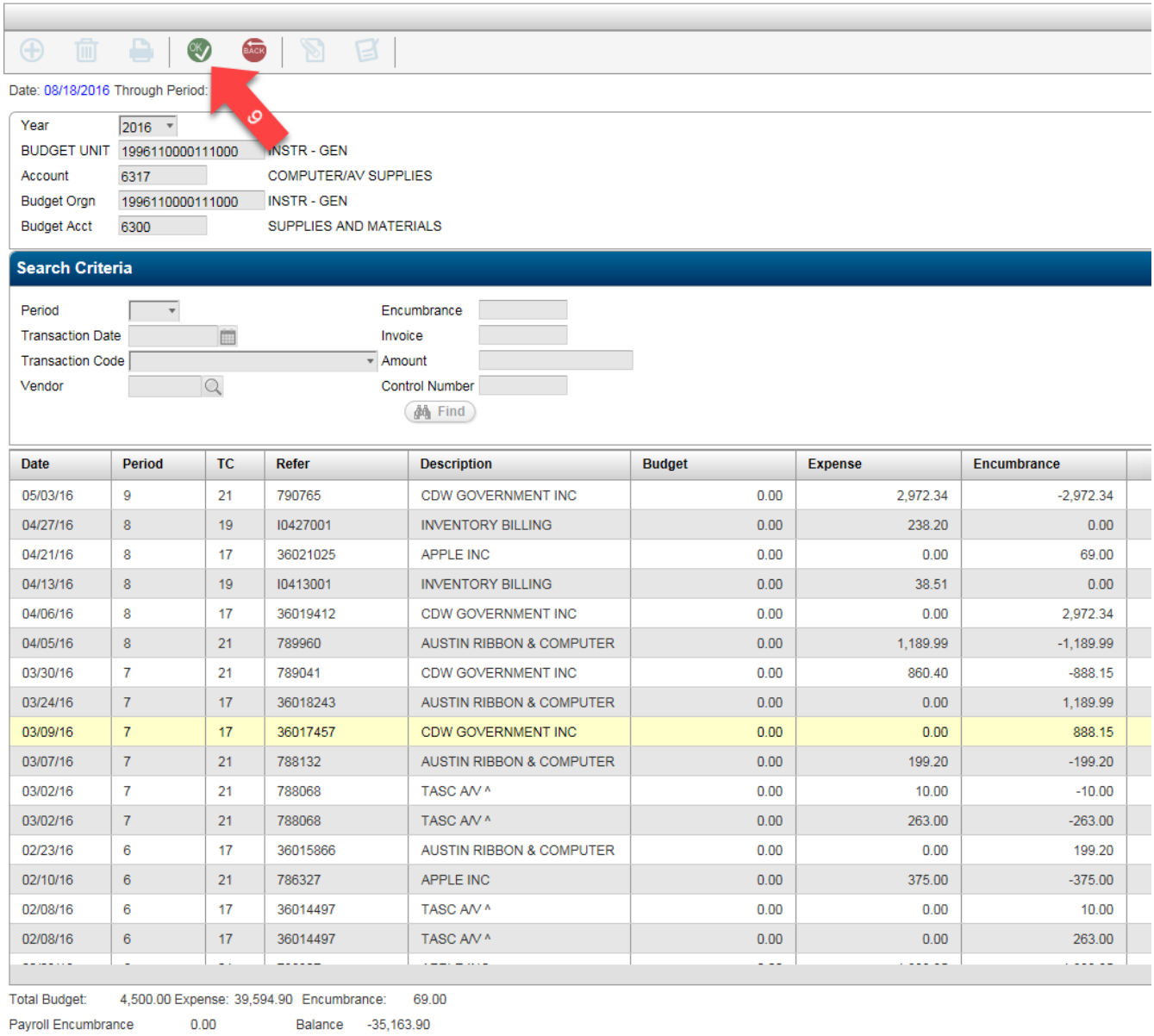


2. Select the year. The current year will automatically be displayed.
3. Enter or select the 16-digit budget unit.
4. Enter or select the account number. (Leave this blank to print all accounts, type one number to print a specific account, or enter the first two digits of the account followed by an asterisk 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*.



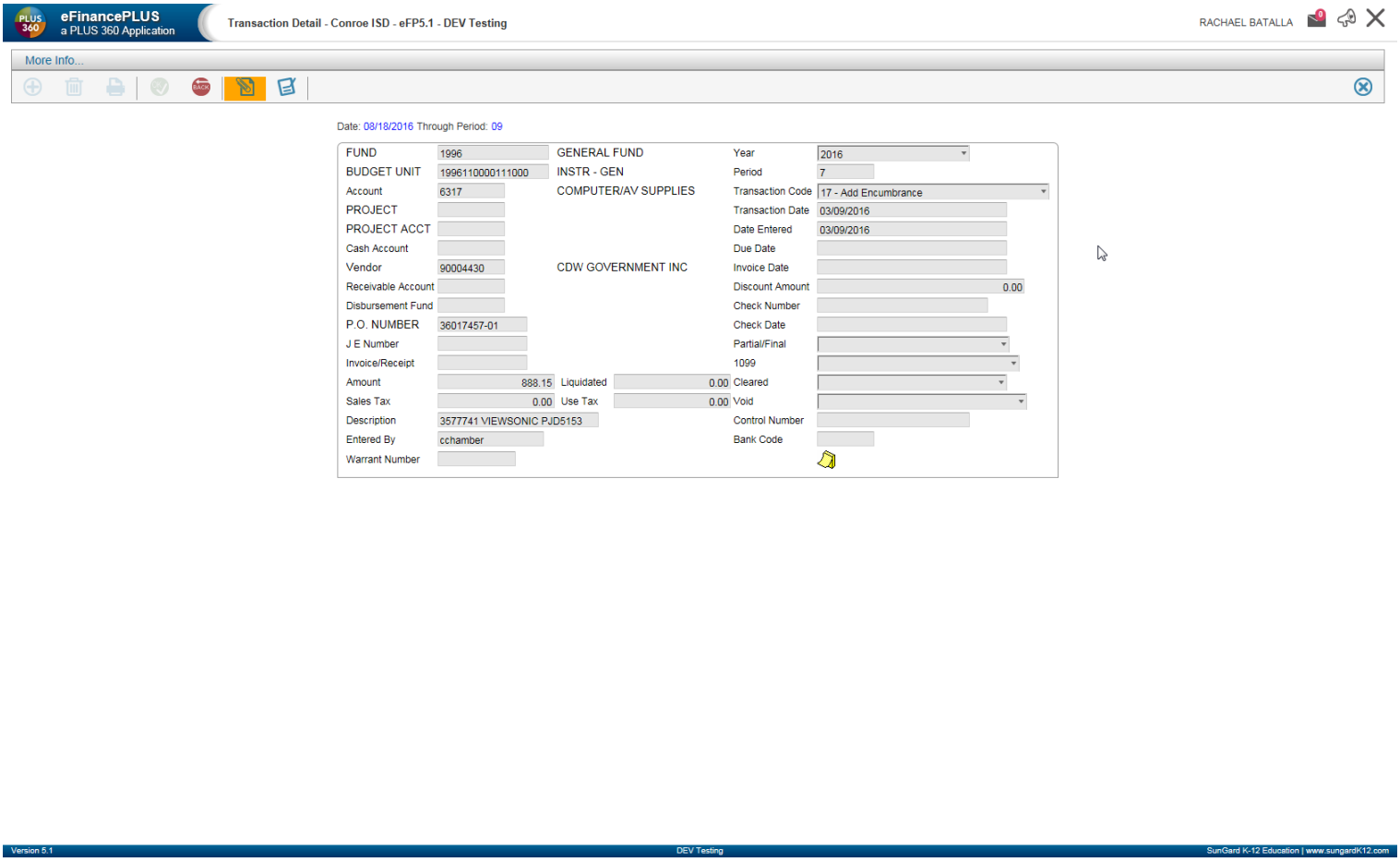
Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
16	1996110000111000	6317	4,500.00	2,972.34	39,594.90	69.00	-35,163.90	INSTR - GEN	COMPUTER/AV SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6318	0.00	0.00	7,623.47	0.00	-7,623.47	INSTR - GEN	FURNITURE	1996110000111000	6300	Active
16	1996110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6321	0.00	0.00	1,987.50	0.00	-1,987.50	INSTR - GEN	TEXTBOOKS	1996110000111000	6300	Active
16	1996110000111000	6325	0.00	0.00	272.40	0.00	-272.40	INSTR - GEN	BOOKS	1996110000111000	6300	Active
16	1996110000111000	6329	0.00	0.00	144.00	0.00	-144.00	INSTR - GEN	OTHER READING MATERIAL	1996110000111000	6300	Active
16	1996110000111000	6339	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TESTING MATERIALS	1996110000111000	6300	Active
16	1996110000111000	6395	4,000.00	0.00	594.54	0.00	3,405.46	INSTR - GEN	PRINTING	1996110000111000	6300	Active
16	1996110000111000	6399	74,192.97	118.39	21,602.41	2,387.23	50,203.33	INSTR - GEN	GENERAL SUPPLIES	1996110000111000	6300	Active

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.



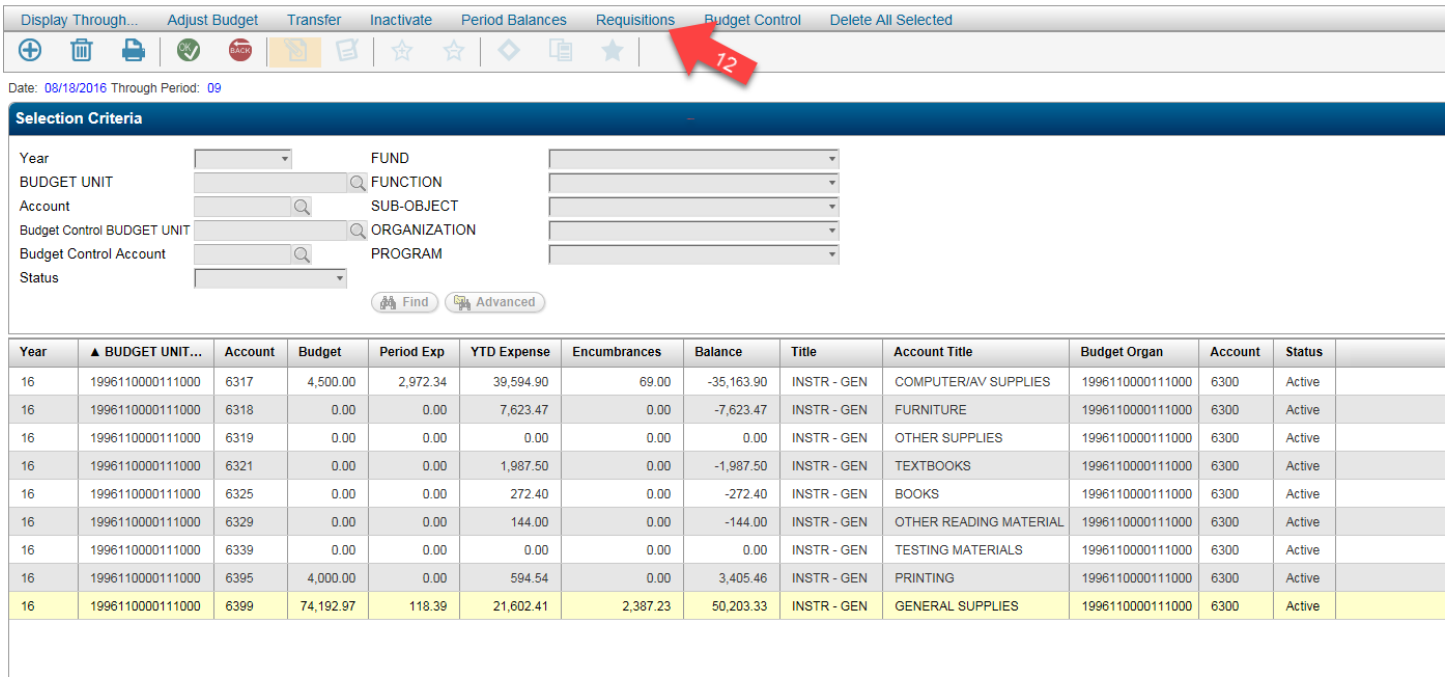
Date	Period	TC	Refer	Description	Budget	Expense	Encumbrance
05/03/16	9	21	790765	CDW GOVERNMENT INC	0.00	2,972.34	-2,972.34
04/27/16	8	19	I0427001	INVENTORY BILLING	0.00	238.20	0.00
04/21/16	8	17	36021025	APPLE INC	0.00	0.00	69.00
04/13/16	8	19	I0413001	INVENTORY BILLING	0.00	38.51	0.00
04/06/16	8	17	36019412	CDW GOVERNMENT INC	0.00	0.00	2,972.34
04/05/16	8	21	789960	AUSTIN RIBBON & COMPUTER	0.00	1,189.99	-1,189.99
03/30/16	7	21	789041	CDW GOVERNMENT INC	0.00	860.40	-888.15
03/24/16	7	17	36018243	AUSTIN RIBBON & COMPUTER	0.00	0.00	1,189.99
03/09/16	7	17	36017457	CDW GOVERNMENT INC	0.00	0.00	888.15
03/07/16	7	21	788132	AUSTIN RIBBON & COMPUTER	0.00	199.20	-199.20
03/02/16	7	21	788068	TASC A/V ^	0.00	10.00	-10.00
03/02/16	7	21	788068	TASC A/V ^	0.00	263.00	-263.00
02/23/16	6	17	36015866	AUSTIN RIBBON & COMPUTER	0.00	0.00	199.20
02/10/16	6	21	786327	APPLE INC	0.00	375.00	-375.00
02/08/16	6	17	36014497	TASC A/V ^	0.00	0.00	10.00
02/08/16	6	17	36014497	TASC A/V ^	0.00	0.00	263.00

9. To view further detail of a specific line item, highlight the row and click *OK*.



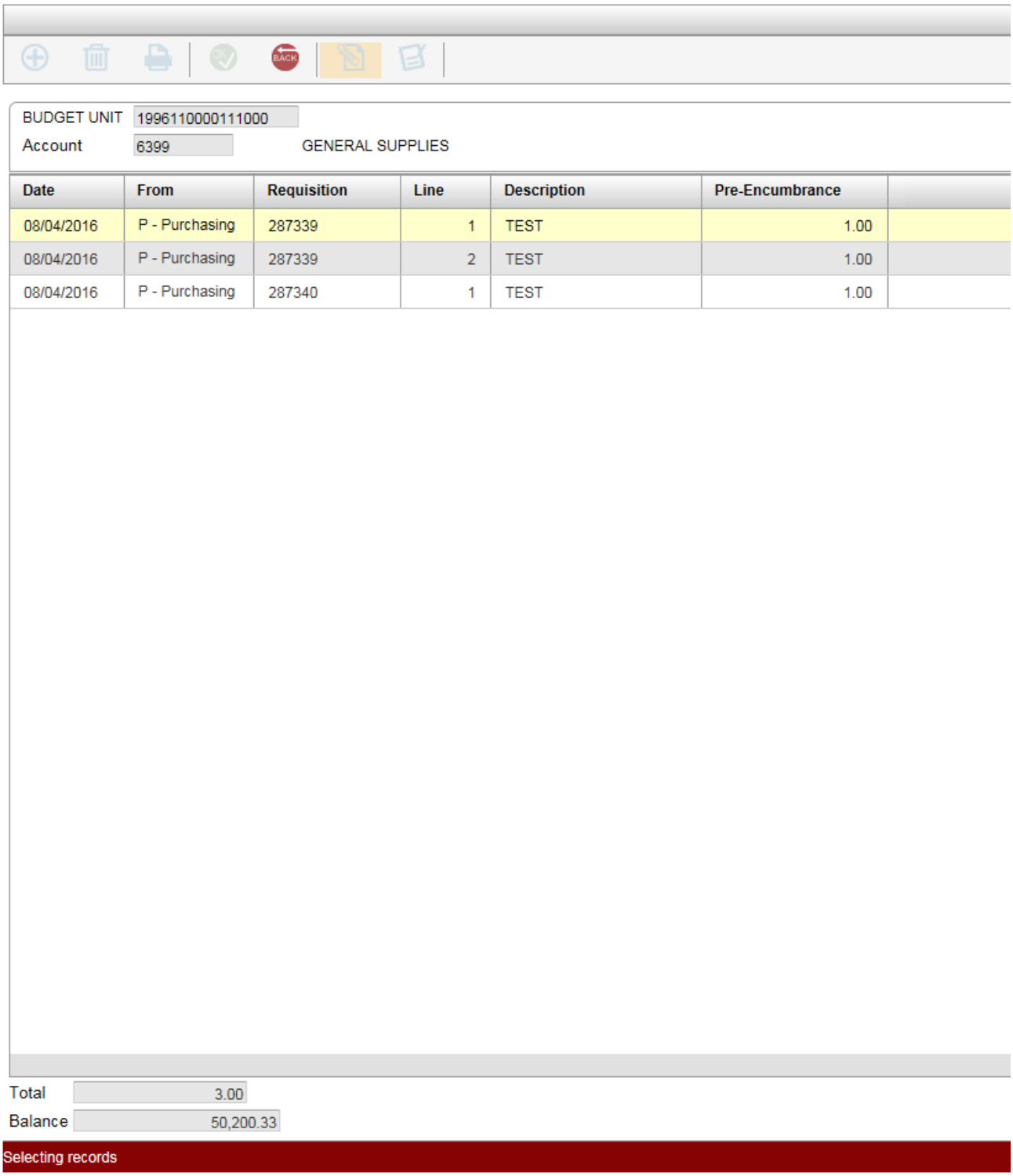
10. This screen displays greater detail about specific line items.

Pre-Encumbrances:



Year	▲ BUDGET UNIT...	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
16	1996110000111000	6317	4,500.00	2,972.34	39,594.90	69.00	-35,163.90	INSTR - GEN	COMPUTER/AV SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6318	0.00	0.00	7,623.47	0.00	-7,623.47	INSTR - GEN	FURNITURE	1996110000111000	6300	Active
16	1996110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6321	0.00	0.00	1,987.50	0.00	-1,987.50	INSTR - GEN	TEXTBOOKS	1996110000111000	6300	Active
16	1996110000111000	6325	0.00	0.00	272.40	0.00	-272.40	INSTR - GEN	BOOKS	1996110000111000	6300	Active
16	1996110000111000	6329	0.00	0.00	144.00	0.00	-144.00	INSTR - GEN	OTHER READING MATERIAL	1996110000111000	6300	Active
16	1996110000111000	6339	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TESTING MATERIALS	1996110000111000	6300	Active
16	1996110000111000	6395	4,000.00	0.00	594.54	0.00	3,405.46	INSTR - GEN	PRINTING	1996110000111000	6300	Active
16	1996110000111000	6399	74,192.97	118.39	21,602.41	2,387.23	50,203.33	INSTR - GEN	GENERAL SUPPLIES	1996110000111000	6300	Active

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.



BUDGET UNIT 1996110000111000

Account 6399 GENERAL SUPPLIES

Date	From	Requisition	Line	Description	Pre-Encumbrance
08/04/2016	P - Purchasing	287339	1	TEST	1.00
08/04/2016	P - Purchasing	287339	2	TEST	1.00
08/04/2016	P - Purchasing	287340	1	TEST	1.00

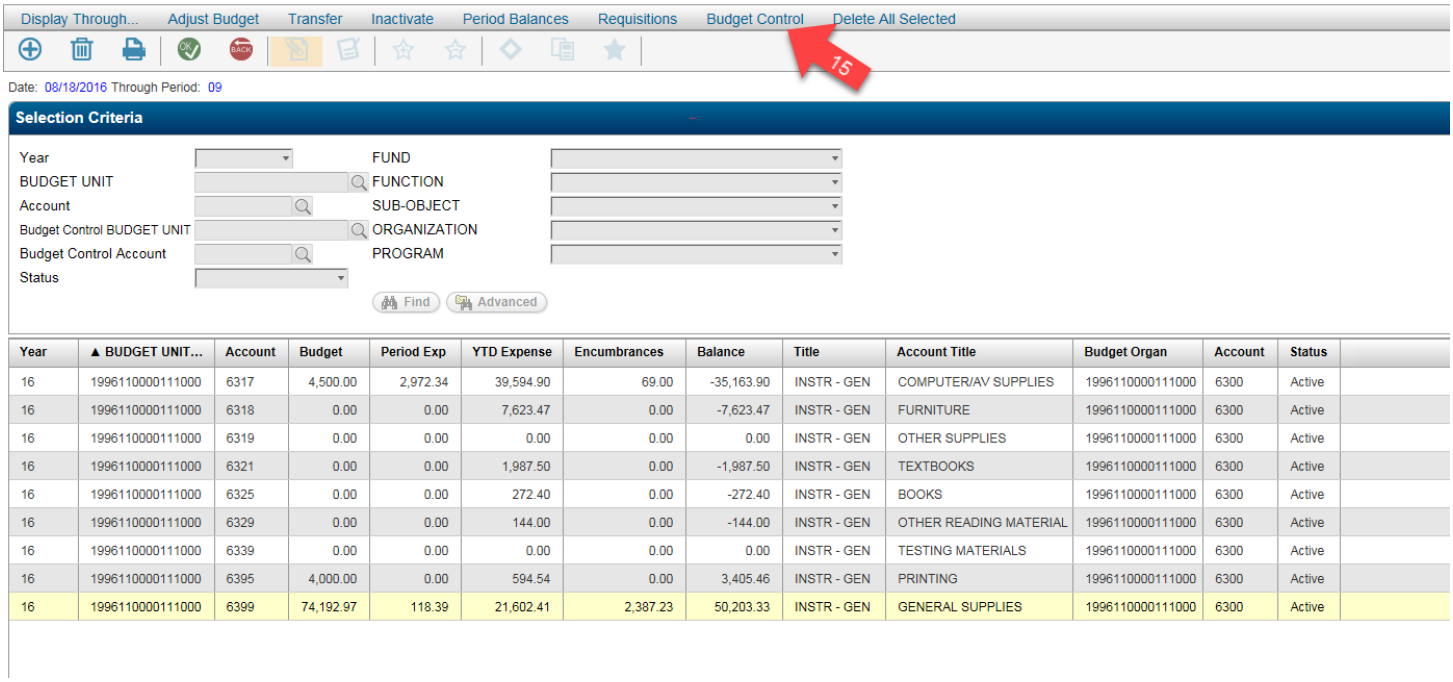
Total 3.00

Balance 50,200.33

Selecting records

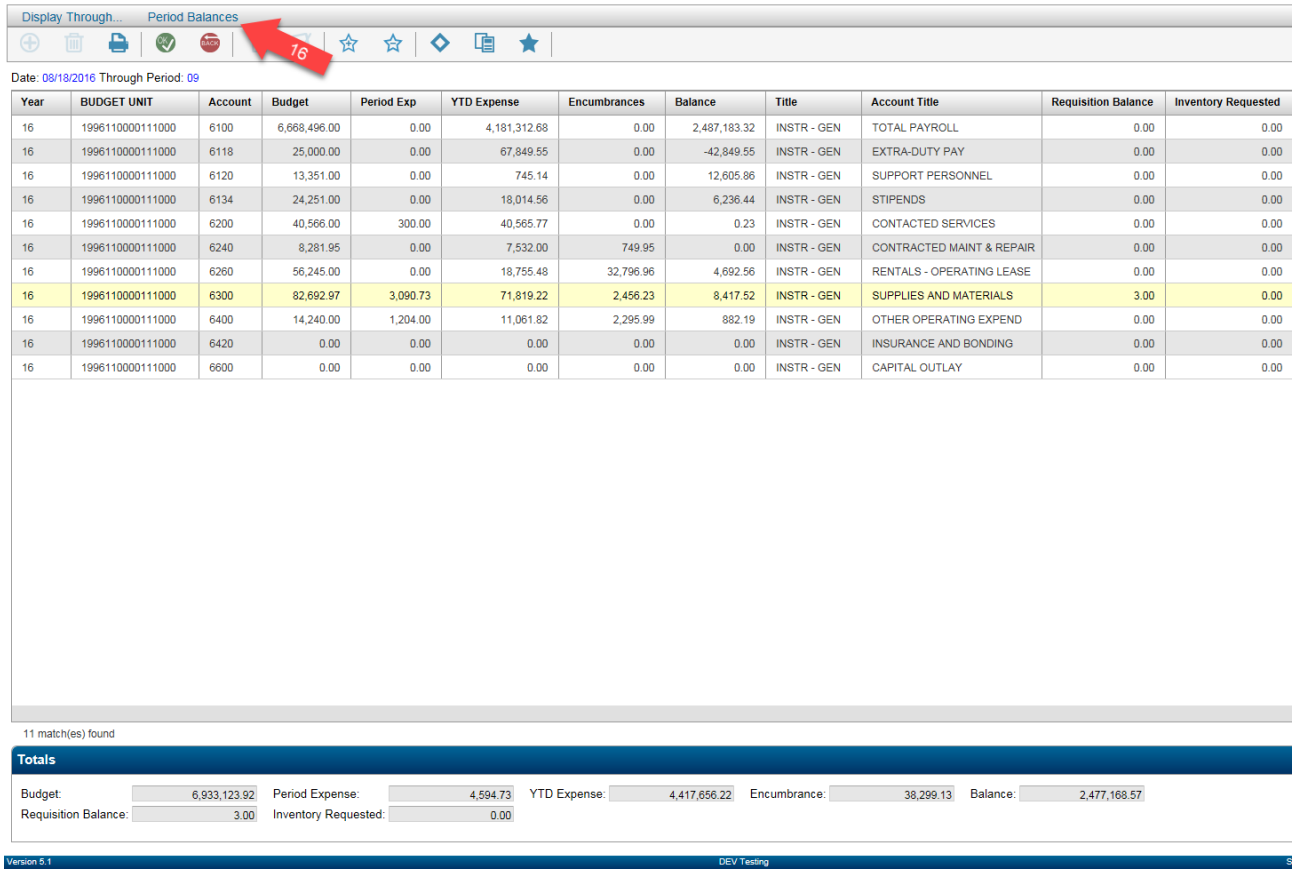
13. This screen displays pre-encumbrances

Available Balances



Year	▲ BUDGET UNIT...	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
16	1996110000111000	6317	4,500.00	2,972.34	39,594.90	69.00	-35,163.90	INSTR - GEN	COMPUTER/AV SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6318	0.00	0.00	7,623.47	0.00	-7,623.47	INSTR - GEN	FURNITURE	1996110000111000	6300	Active
16	1996110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6321	0.00	0.00	1,987.50	0.00	-1,987.50	INSTR - GEN	TEXTBOOKS	1996110000111000	6300	Active
16	1996110000111000	6325	0.00	0.00	272.40	0.00	-272.40	INSTR - GEN	BOOKS	1996110000111000	6300	Active
16	1996110000111000	6329	0.00	0.00	144.00	0.00	-144.00	INSTR - GEN	OTHER READING MATERIAL	1996110000111000	6300	Active
16	1996110000111000	6339	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TESTING MATERIALS	1996110000111000	6300	Active
16	1996110000111000	6395	4,000.00	0.00	594.54	0.00	3,405.46	INSTR - GEN	PRINTING	1996110000111000	6300	Active
16	1996110000111000	6399	74,192.97	118.39	21,602.41	2,387.23	50,203.33	INSTR - GEN	GENERAL SUPPLIES	1996110000111000	6300	Active

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.



Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Requisition Balance	Inventory Requested
16	1996110000111000	6100	6,668,496.00	0.00	4,181,312.68	0.00	2,487,183.32	INSTR - GEN	TOTAL PAYROLL	0.00	0.00
16	1996110000111000	6118	25,000.00	0.00	67,849.55	0.00	-42,849.55	INSTR - GEN	EXTRA-DUTY PAY	0.00	0.00
16	1996110000111000	6120	13,351.00	0.00	745.14	0.00	12,605.86	INSTR - GEN	SUPPORT PERSONNEL	0.00	0.00
16	1996110000111000	6134	24,251.00	0.00	18,014.56	0.00	6,236.44	INSTR - GEN	STIPENDS	0.00	0.00
16	1996110000111000	6200	40,566.00	300.00	40,565.77	0.00	0.23	INSTR - GEN	CONTACTED SERVICES	0.00	0.00
16	1996110000111000	6240	8,281.95	0.00	7,532.00	749.95	0.00	INSTR - GEN	CONTRACTED MAINT & REPAIR	0.00	0.00
16	1996110000111000	6260	56,245.00	0.00	18,755.48	32,796.96	4,692.56	INSTR - GEN	RENTALS - OPERATING LEASE	0.00	0.00
16	1996110000111000	6300	82,692.97	3,090.73	71,819.22	2,456.23	8,417.52	INSTR - GEN	SUPPLIES AND MATERIALS	3.00	0.00
16	1996110000111000	6400	14,240.00	1,204.00	11,061.82	2,295.99	882.19	INSTR - GEN	OTHER OPERATING EXPEND	0.00	0.00
16	1996110000111000	6420	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	INSURANCE AND BONDING	0.00	0.00
16	1996110000111000	6600	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	CAPITAL OUTLAY	0.00	0.00

16. To determine the actual remaining budget balance of a control group, highlight a specific control account group and click the *Period Balances* button.

Date: 08/18/2016 Period: 9/16

Reporting Structure			Budget	Expense	Encumbrance
Year	16	1	93,595.92	2,836.94	15,543.87
BUDGET UNIT	1996110000111000	2	0.00	29,221.93	-11,139.51
Account	6300	3	0.00	4,034.99	350.57
		4	-680.00	2,374.93	7,161.64
		5	-3,246.00	6,611.47	4,939.42
Pre-Encumbered		6	-2,330.00	18,419.67	-15,424.02
Requisition Balance		7	-3,771.00	2,926.93	2,547.86
3.00	A	8	-620.00	2,301.63	1,333.53
		9	-255.95	3,090.73	-2,857.13
		10	0.00	0.00	0.00
Inventory Requested		11	0.00	0.00	0.00
0.00	B	12	0.00	0.00	0.00
		13	0.00	0.00	0.00
		Totals	82,692.97	71,819.22	2,456.23

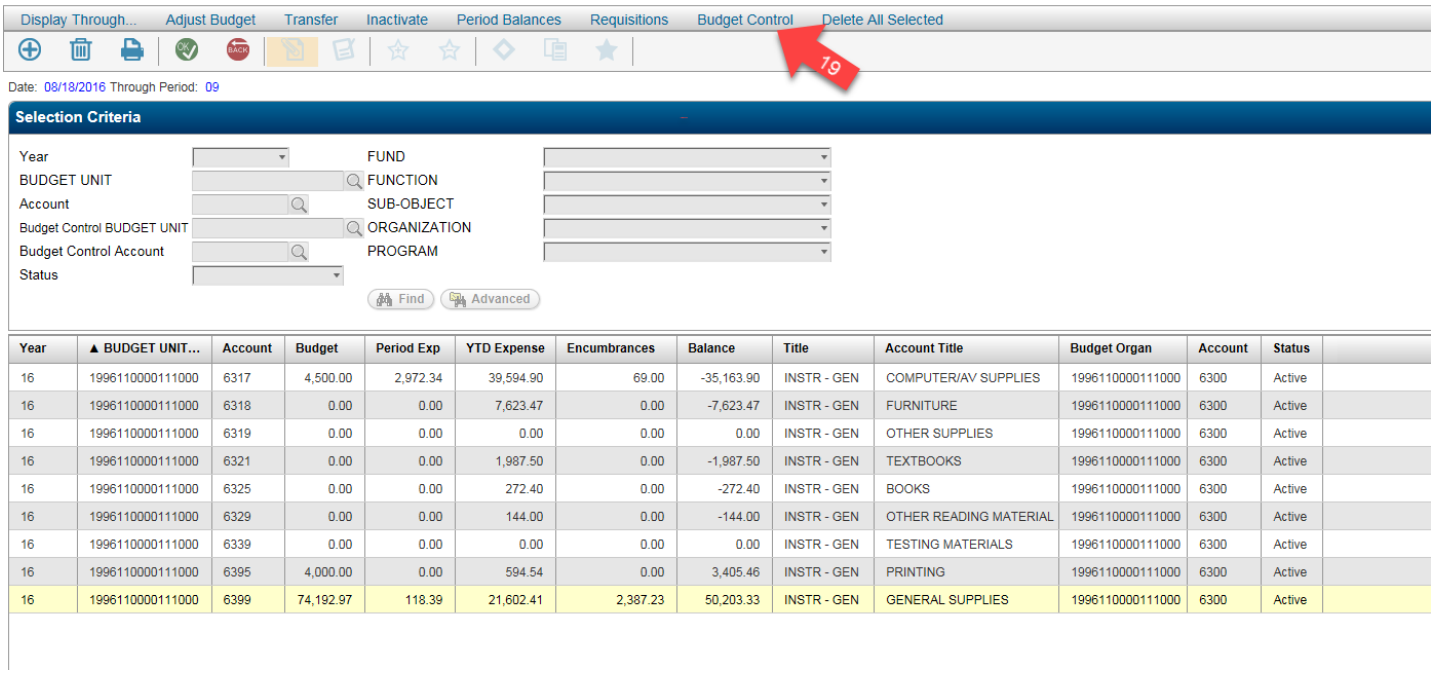
Balance 8,417.52 Pending Balance 8,417.52 C

BUDGET UNIT Title INSTR - GEN

Account Title SUPPLIES AND MATERIALS

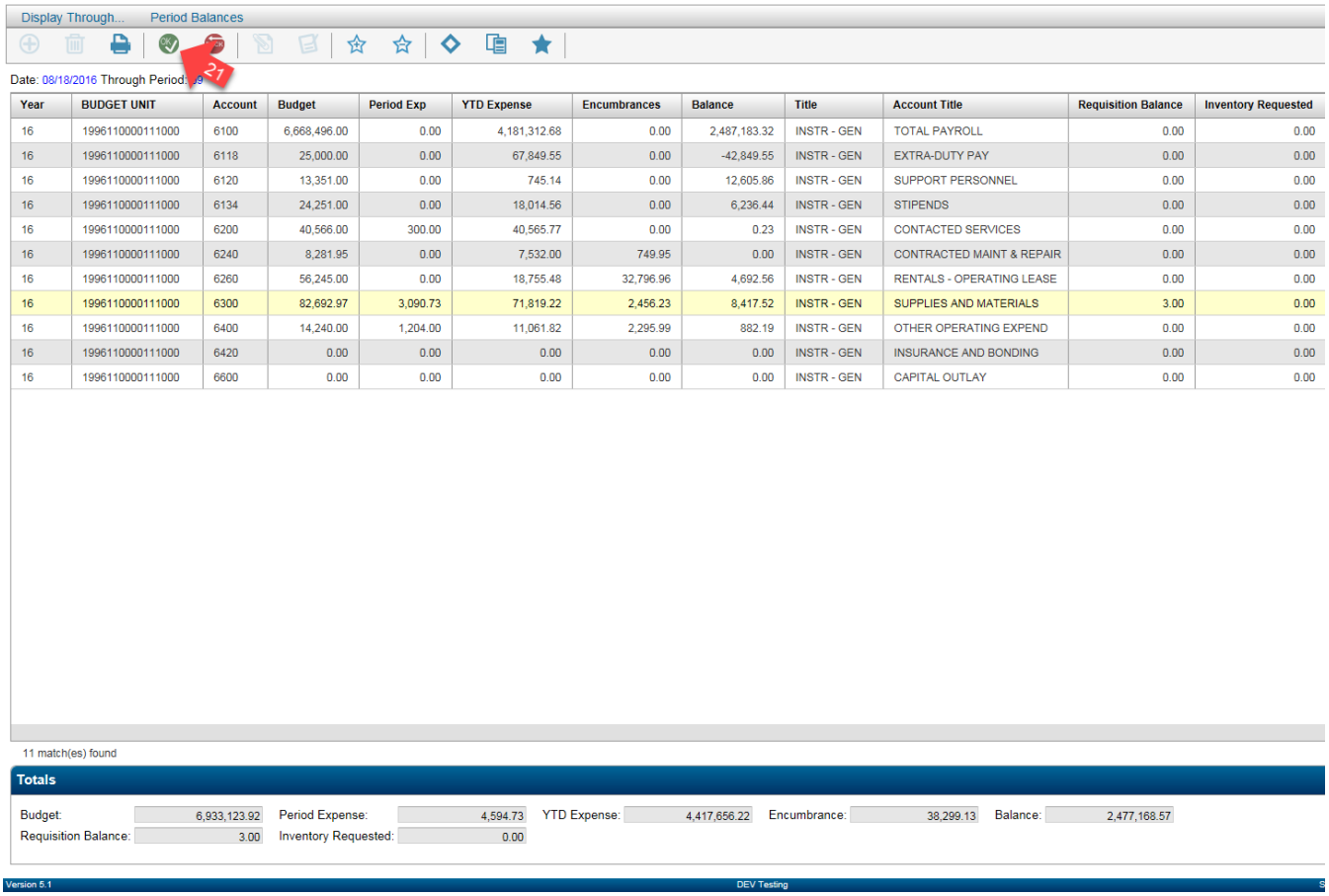
17. This screen shows budget, expenses, and encumbrances by period. You must subtract the *Pre-encumbered Requisition Balance* (A) and *Inventory Requested* (B) from the *Pending Balance* (C). This will be your available balance for that account group.

View All Transactions



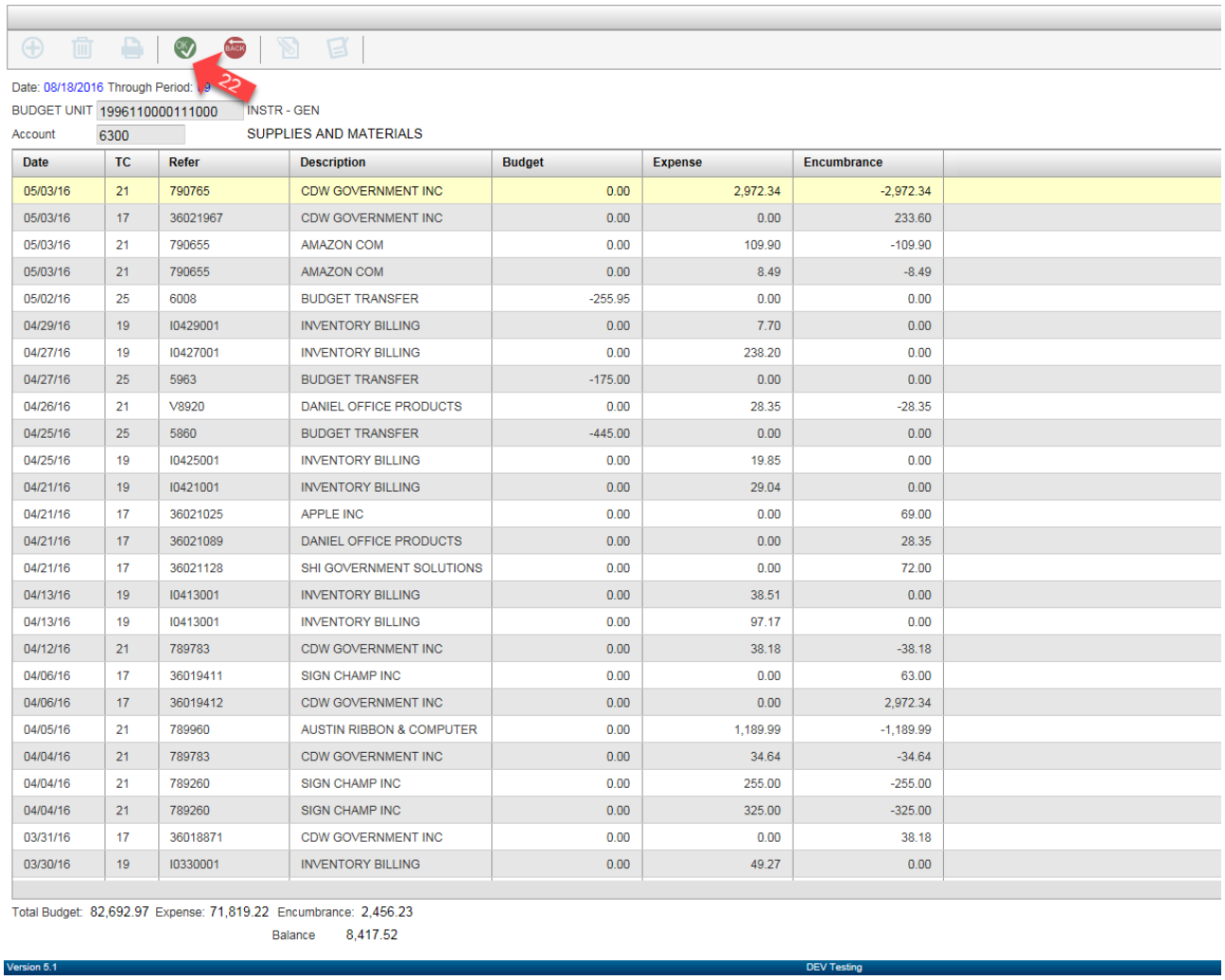
Year	▲ BUDGET UNIT...	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
16	1996110000111000	6317	4,500.00	2,972.34	39,594.90	69.00	-35,163.90	INSTR - GEN	COMPUTER/AV SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6318	0.00	0.00	7,623.47	0.00	-7,623.47	INSTR - GEN	FURNITURE	1996110000111000	6300	Active
16	1996110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1996110000111000	6300	Active
16	1996110000111000	6321	0.00	0.00	1,987.50	0.00	-1,987.50	INSTR - GEN	TEXTBOOKS	1996110000111000	6300	Active
16	1996110000111000	6325	0.00	0.00	272.40	0.00	-272.40	INSTR - GEN	BOOKS	1996110000111000	6300	Active
16	1996110000111000	6329	0.00	0.00	144.00	0.00	-144.00	INSTR - GEN	OTHER READING MATERIAL	1996110000111000	6300	Active
16	1996110000111000	6339	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TESTING MATERIALS	1996110000111000	6300	Active
16	1996110000111000	6395	4,000.00	0.00	594.54	0.00	3,405.46	INSTR - GEN	PRINTING	1996110000111000	6300	Active
16	1996110000111000	6399	74,192.97	118.39	21,602.41	2,387.23	50,203.33	INSTR - GEN	GENERAL SUPPLIES	1996110000111000	6300	Active

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*.



Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Requisition Balance	Inventory Requested
16	1996110000111000	6100	6,668,496.00	0.00	4,181,312.68	0.00	2,487,183.32	INSTR - GEN	TOTAL PAYROLL	0.00	0.00
16	1996110000111000	6118	25,000.00	0.00	67,849.55	0.00	-42,849.55	INSTR - GEN	EXTRA-DUTY PAY	0.00	0.00
16	1996110000111000	6120	13,351.00	0.00	745.14	0.00	12,605.86	INSTR - GEN	SUPPORT PERSONNEL	0.00	0.00
16	1996110000111000	6134	24,251.00	0.00	18,014.56	0.00	6,236.44	INSTR - GEN	STIPENDS	0.00	0.00
16	1996110000111000	6200	40,566.00	300.00	40,565.77	0.00	0.23	INSTR - GEN	CONTACTED SERVICES	0.00	0.00
16	1996110000111000	6240	8,281.95	0.00	7,532.00	749.95	0.00	INSTR - GEN	CONTRACTED MAINT & REPAIR	0.00	0.00
16	1996110000111000	6260	56,245.00	0.00	18,755.48	32,796.96	4,692.56	INSTR - GEN	RENTALS - OPERATING LEASE	0.00	0.00
16	1996110000111000	6300	82,692.97	3,090.73	71,819.22	2,456.23	8,417.52	INSTR - GEN	SUPPLIES AND MATERIALS	3.00	0.00
16	1996110000111000	6400	14,240.00	1,204.00	11,061.82	2,295.99	882.19	INSTR - GEN	OTHER OPERATING EXPEND	0.00	0.00
16	1996110000111000	6420	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	INSURANCE AND BONDING	0.00	0.00
16	1996110000111000	6600	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	CAPITAL OUTLAY	0.00	0.00

20. Highlight the control group you wish to query.
21. Click *OK*.



Date	TC	Refer	Description	Budget	Expense	Encumbrance
05/03/16	21	790765	CDW GOVERNMENT INC	0.00	2,972.34	-2,972.34
05/03/16	17	36021967	CDW GOVERNMENT INC	0.00	0.00	233.60
05/03/16	21	790655	AMAZON COM	0.00	109.90	-109.90
05/03/16	21	790655	AMAZON COM	0.00	8.49	-8.49
05/02/16	25	6008	BUDGET TRANSFER	-255.95	0.00	0.00
04/29/16	19	I0429001	INVENTORY BILLING	0.00	7.70	0.00
04/27/16	19	I0427001	INVENTORY BILLING	0.00	238.20	0.00
04/27/16	25	5963	BUDGET TRANSFER	-175.00	0.00	0.00
04/26/16	21	V8920	DANIEL OFFICE PRODUCTS	0.00	28.35	-28.35
04/25/16	25	5860	BUDGET TRANSFER	-445.00	0.00	0.00
04/25/16	19	I0425001	INVENTORY BILLING	0.00	19.85	0.00
04/21/16	19	I0421001	INVENTORY BILLING	0.00	29.04	0.00
04/21/16	17	36021025	APPLE INC	0.00	0.00	69.00
04/21/16	17	36021089	DANIEL OFFICE PRODUCTS	0.00	0.00	28.35
04/21/16	17	36021128	SHI GOVERNMENT SOLUTIONS	0.00	0.00	72.00
04/13/16	19	I0413001	INVENTORY BILLING	0.00	38.51	0.00
04/13/16	19	I0413001	INVENTORY BILLING	0.00	97.17	0.00
04/12/16	21	789783	CDW GOVERNMENT INC	0.00	38.18	-38.18
04/06/16	17	36019411	SIGN CHAMP INC	0.00	0.00	63.00
04/06/16	17	36019412	CDW GOVERNMENT INC	0.00	0.00	2,972.34
04/05/16	21	789960	AUSTIN RIBBON & COMPUTER	0.00	1,189.99	-1,189.99
04/04/16	21	789783	CDW GOVERNMENT INC	0.00	34.64	-34.64
04/04/16	21	789260	SIGN CHAMP INC	0.00	255.00	-255.00
04/04/16	21	789260	SIGN CHAMP INC	0.00	325.00	-325.00
03/31/16	17	36018871	CDW GOVERNMENT INC	0.00	0.00	38.18
03/30/16	19	I0330001	INVENTORY BILLING	0.00	49.27	0.00

22. For more details of a particular transaction, highlight it and click *OK*.

More Info...

24

Date: 08/18/2016 Through Period: 09

FUND	1996	GENERAL FUND		Year	2016
BUDGET UNIT	1996110000111000	INSTR - GEN		Period	9
Account	6317	COMPUTER/AV SUPPLIES		Transaction Code	21 - Accounts Payable Check
PROJECT				Transaction Date	05/03/2016
PROJECT ACCT				Date Entered	05/03/2016
Cash Account	1101	CASH		Due Date	05/07/2016
Vendor	90004430	CDW GOVERNMENT INC		Invoice Date	04/15/2016
Receivable Account				Discount Amount	0.00
Disbursement Fund	1916	AP DISBURSEMENT FUND		Check Number	790765
P.O. NUMBER	36019412-01			Check Date	05/05/2016
J E Number				Partial/Final	F - Final
Invoice/Receipt	CSL6603			1099	N - No-1099
Amount	2,972.34	Liquidated	2,972.34	Cleared	
Sales Tax	0.00	Use Tax	0.00	Void	
Description	3967652 HP ENVY 32IN MEDI			Control Number	TC050316
Entered By	tcurtis			Bank Code	
Warrant Number					

23. This screen will show detailed transaction information.
24. To view the actual requisition, click *More Information*.

Change Orders Consolidated

Date: 08/18/2016 Period: 9/16

Header | Line Item (1 of 1)

Header Information

Purchase Order *	36019412		
Requisition	284103	Issued	04/06/2016
DEPARTMENT *	001T - CONROE HIGH SCHOOL - TECH	Required	04/05/2016
Status *	Y - Printed	Expires	
Blanket	☐	Terms	NET 30 DAYS
Contract	☐	Freight	
Confirming	☐	Description	NJPA 100614#CDW TECH CATA
Vendor *	90004430 Alternate Order Address	Buyer	MAYLEE MULLINS
	CDW GOVERNMENT INC	Attention	D. DUNKLE
	120 SOUTH RIVERSIDE PLAZA FLOOR 5	Ship To *	728 - TECHNOLOGY & LEARNING CENTER
			CONROE ISD - WAREHOUSE
	CHICAGO IL 60606		3205 WEST DAVIS
			CONROE TX 77304
		Encumber *	Y - Post Encumbrance

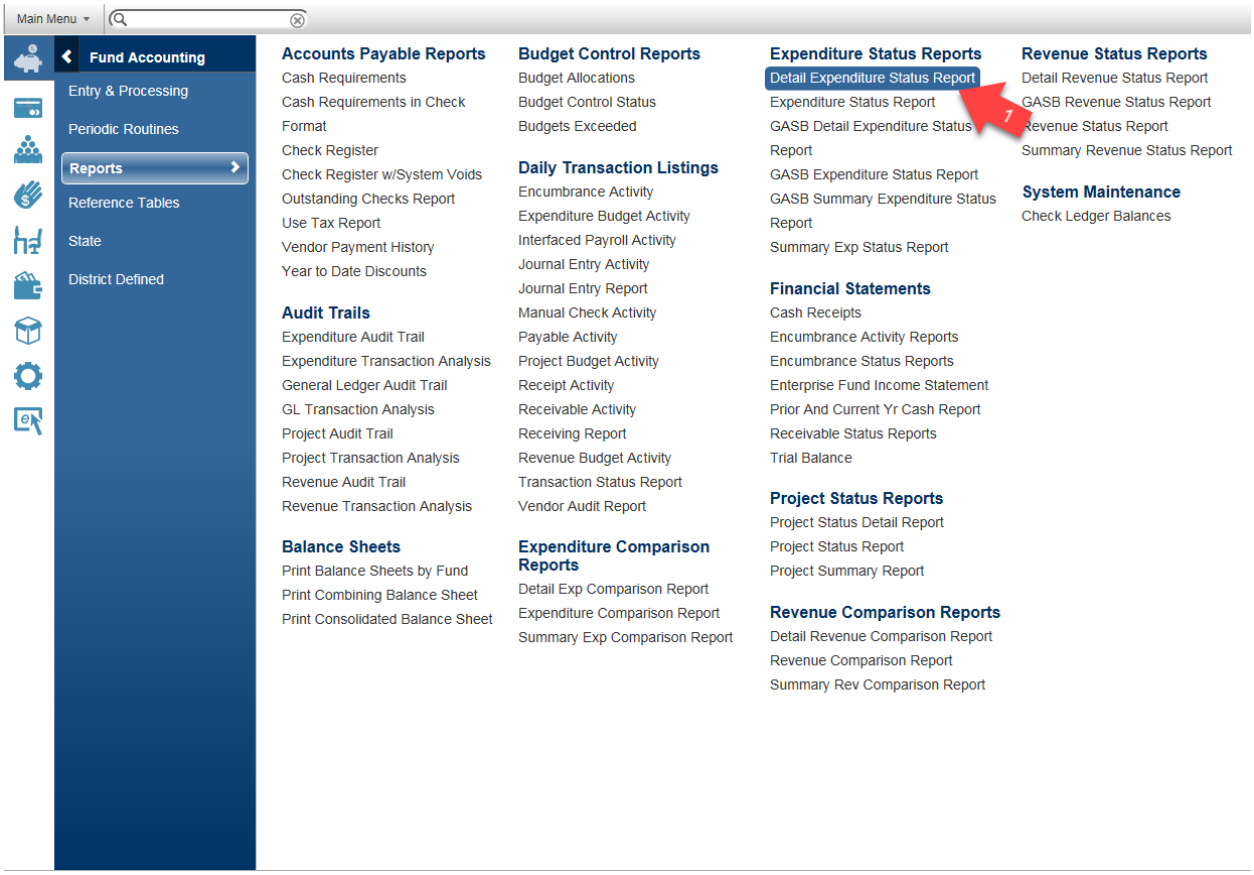
Continuous

Enable Full Account View

Item	Description	Quantity	Price	Total	BUDGET UNIT	Account	Approval Status	Changes
1	3967652 HP ENVY 32IN MEDIA DISPLAY	6.00	495.3900	2,972.34	1996110000111000	6317	X - Posted	No

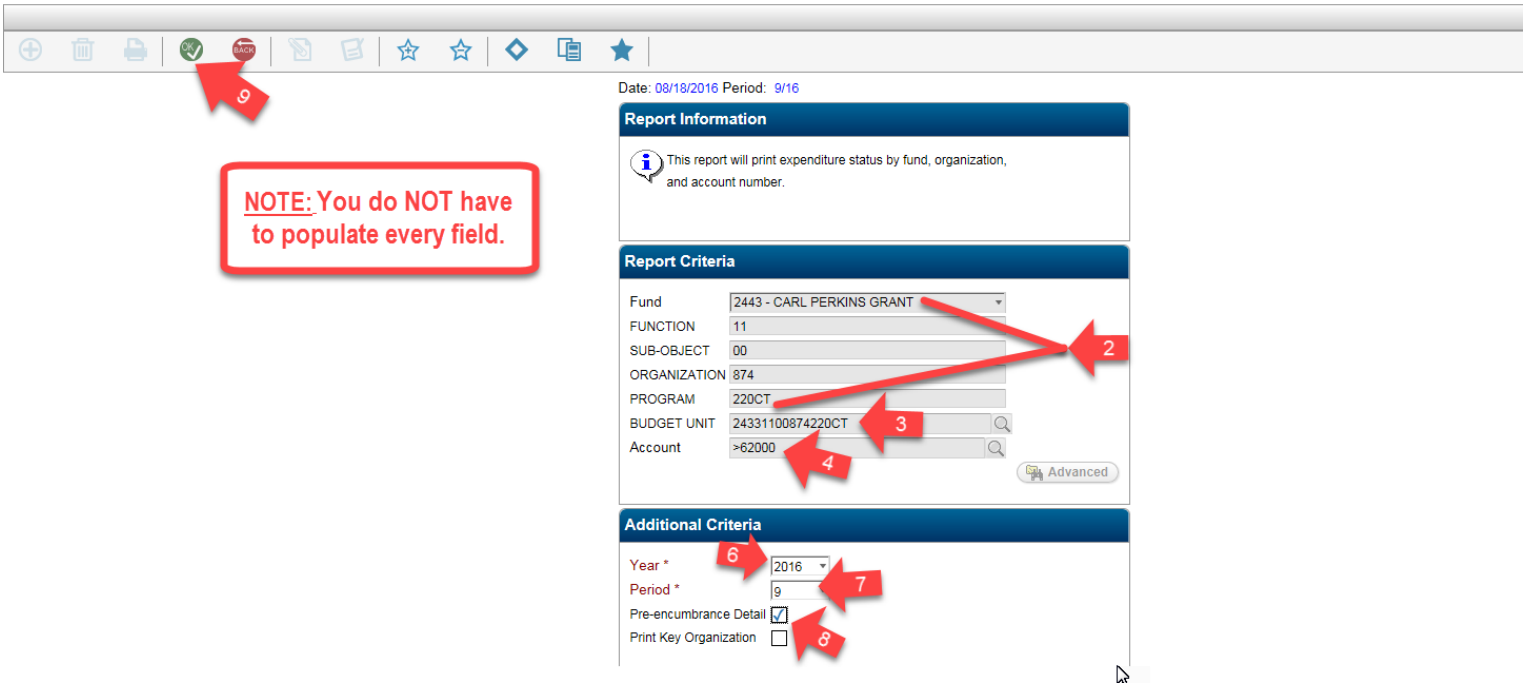
1 detail item(s) Total: 2,972.34 Total Balance: 0.00 Total Payment To Date: 2,972.34

Printing Detail Expenditure Status Report



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

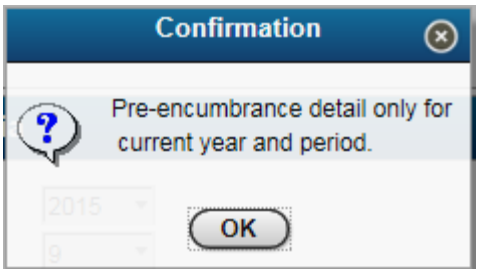
1. Click *Fund Accounting*> Reports > Detail Expenditure Status Report



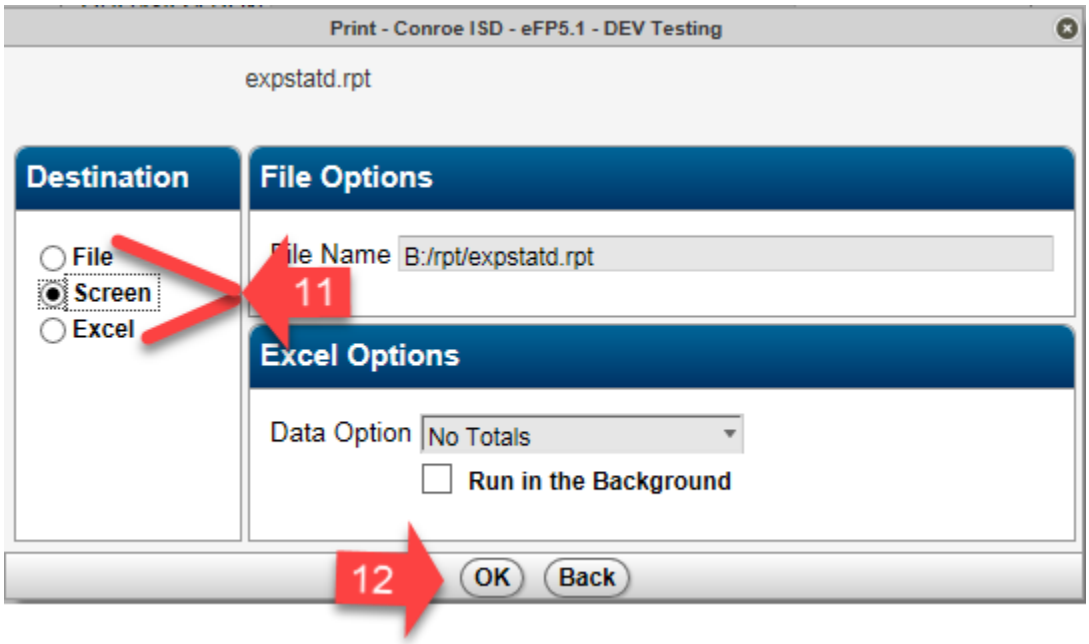
2. Enter any combination of the fund, function, sub-object, organization, or program intent code for the report you wish to run. When entering the fund, enter ONLY the first 4 positions of the budget code (ex. 1998), WITHOUT adding ????.

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.

SELECTION CRITERIA: orgn.fund='2446' and orgn.orgn1='11' and orgn.orgn2='00' and orgn.orgn3='874' and orgn.orgn4='22OCT' and expledg
ACCOUNTING PERIOD: 2/16

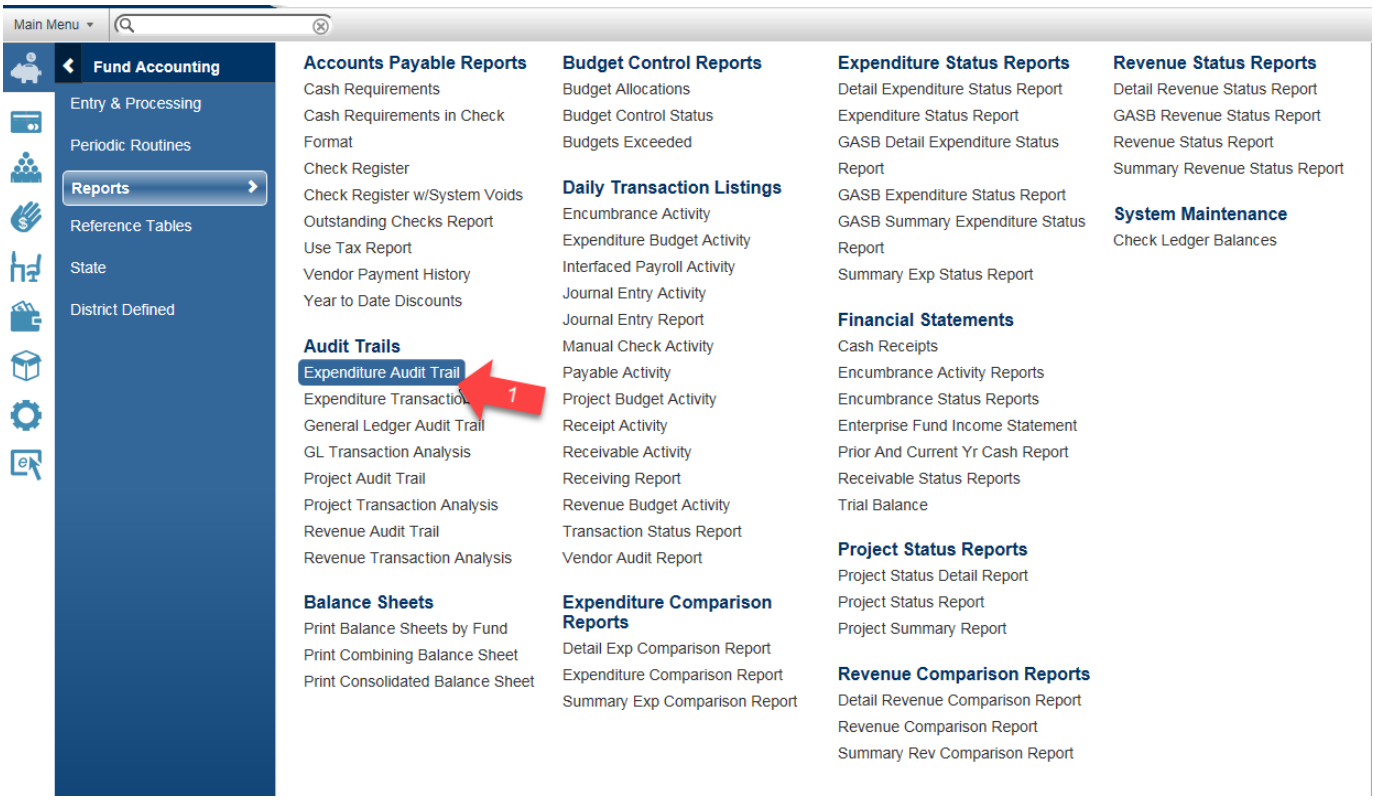
SORTED BY: FUND,FUNCTION,SUB-OBJECT,ACCOUNT
TOTALED ON: FUND,FUNCTION,SUB-OBJECT
PAGE BREAKS ON: FUND

FUND - 2446 - CARL PERKINS GRANT

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
2446-11-00-874-22OCT 6219 INSTR - GEN OTHER PROFESSI	.00	.00	.00	.00	.00
2446-11-00-874-22OCT 6248 INSTR - GEN COMP/AV REPAIR	.00	.00	.00	.00	.00
2446-11-00-874-22OCT 6299 INSTR - GEN MISC CONTRACTE	.00	.00	.00	.00	.00
2446-11-00-874-22OCT 6317 INSTR - GEN COMPUTER/AV SU	202,335.08	690.00	.00	690.00	201,645.08
2446-11-00-874-22OCT 6325 INSTR - GEN BOOKS	-5,103.90	.00	.00	.00	-5,103.90
2446-11-00-874-22OCT 6399 INSTR - GEN GENERAL SUPPLI	-39,913.69	5,076.00	3,295.00	5,076.00	-48,284.69
2446-11-00-874-22OCT 6411 INSTR - GEN TRAVEL - EMPLO	8,850.00	550.00	.00	550.00	8,300.00
2446-11-00-874-22OCT 6495 INSTR - GEN DUES	1,750.00	.00	.00	.00	1,750.00
2446-11-00-874-22OCT 6497 INSTR - GEN FEES AND DUES	1,750.00	.00	.00	.00	1,750.00
2446-11-00-874-22OCT 6636 INSTR - GEN COMPUTER EQUIP	84,634.00	.00	.00	.00	84,634.00
TOTAL SUB-OBJECT - GEN	254,301.49	6,316.00	3,295.00	6,316.00	244,690.49
TOTAL FUNCTION - INSTRUCTION	254,301.49	6,316.00	3,295.00	6,316.00	244,690.49
TOTAL FUND - CARL PERKINS GRANT	254,301.49	6,316.00	3,295.00	6,316.00	244,690.49
TOTAL REPORT	254,301.49	6,316.00	3,295.00	6,316.00	244,690.49

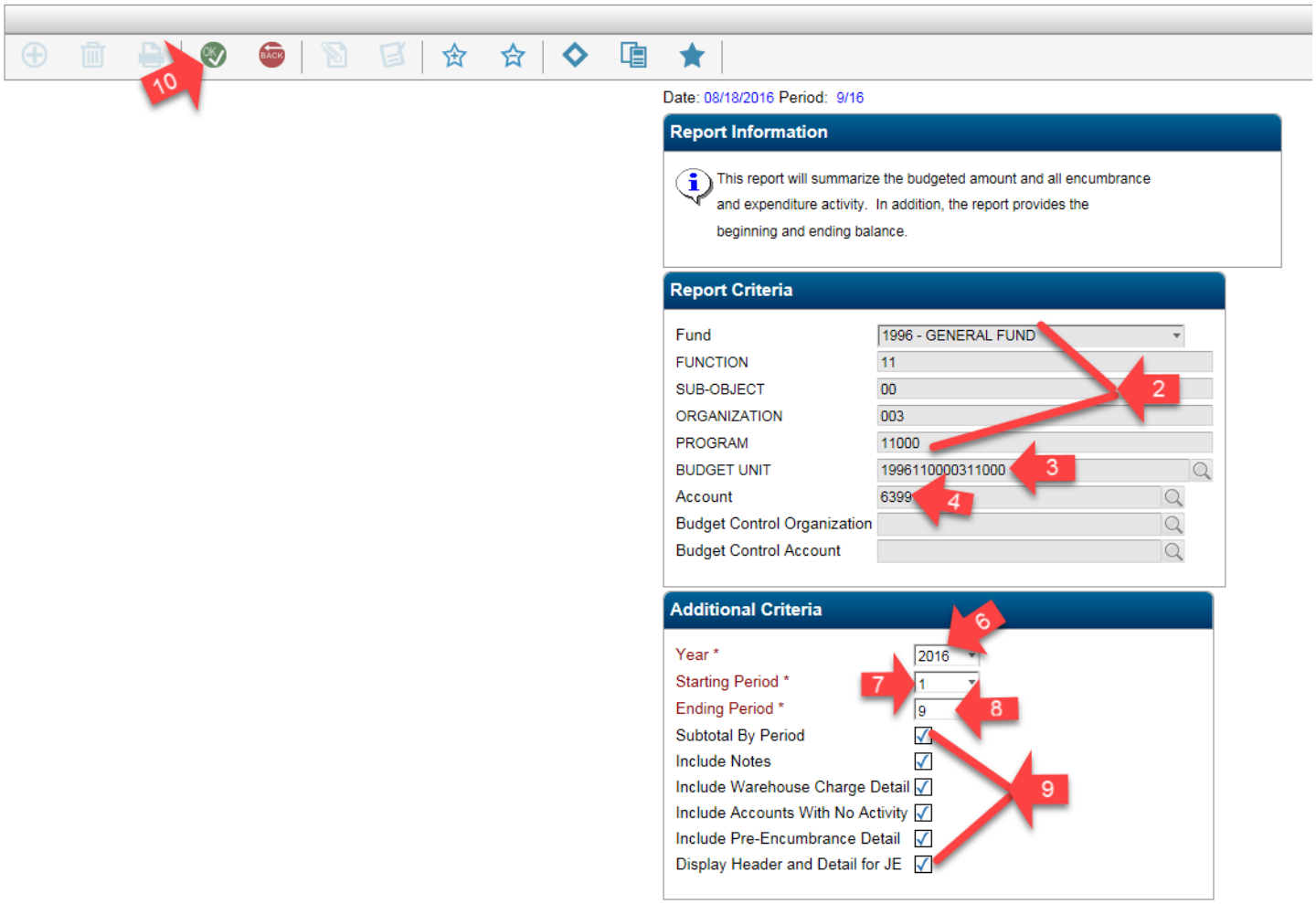
Printing an Expenditure Audit Trail Report

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

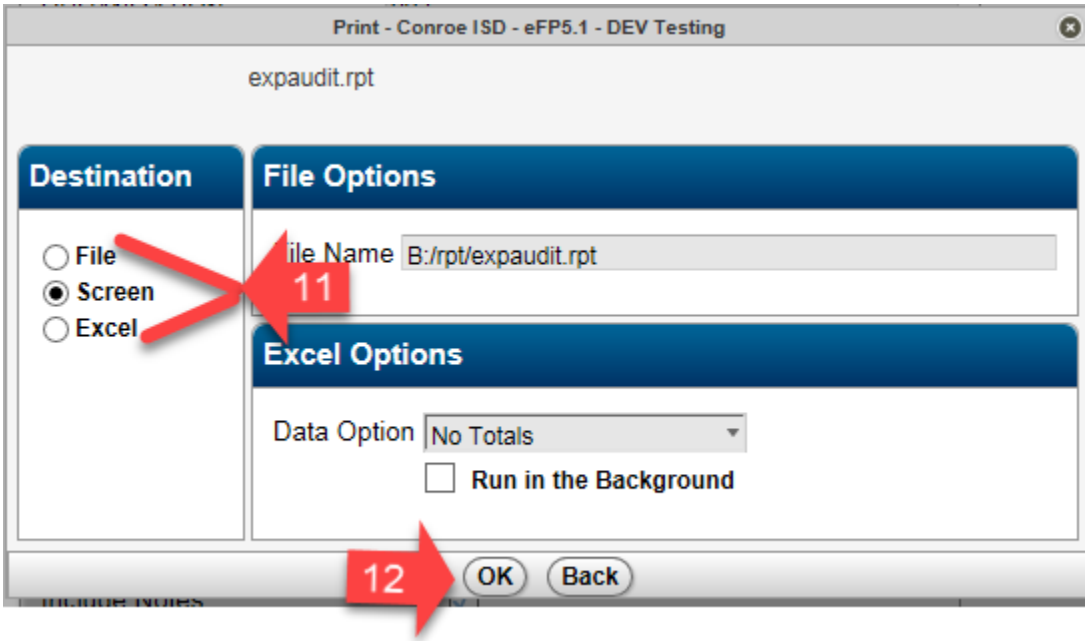
1. Click Fund Accounting > Reports > Expenditure Audit Trail



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)

<u>OR</u>

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.

CONROE INDEPENDENT SCHOOL DISTRICT
EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: orgn.fund='1997' and orgn.orgn1='11' and orgn.orgn2='00' and orgn.orgn3='003' and orgn.orgn4='11000' and expledg
ACCOUNTING PERIODS: 1/17 THRU 9/17

SORTED BY: FUND,FUNCTION,SUB-OBJECT,ACCOUNT

TOTALED ON: FUND,FUNCTION,SUB-OBJECT

PAGE BREAKS ON: FUND

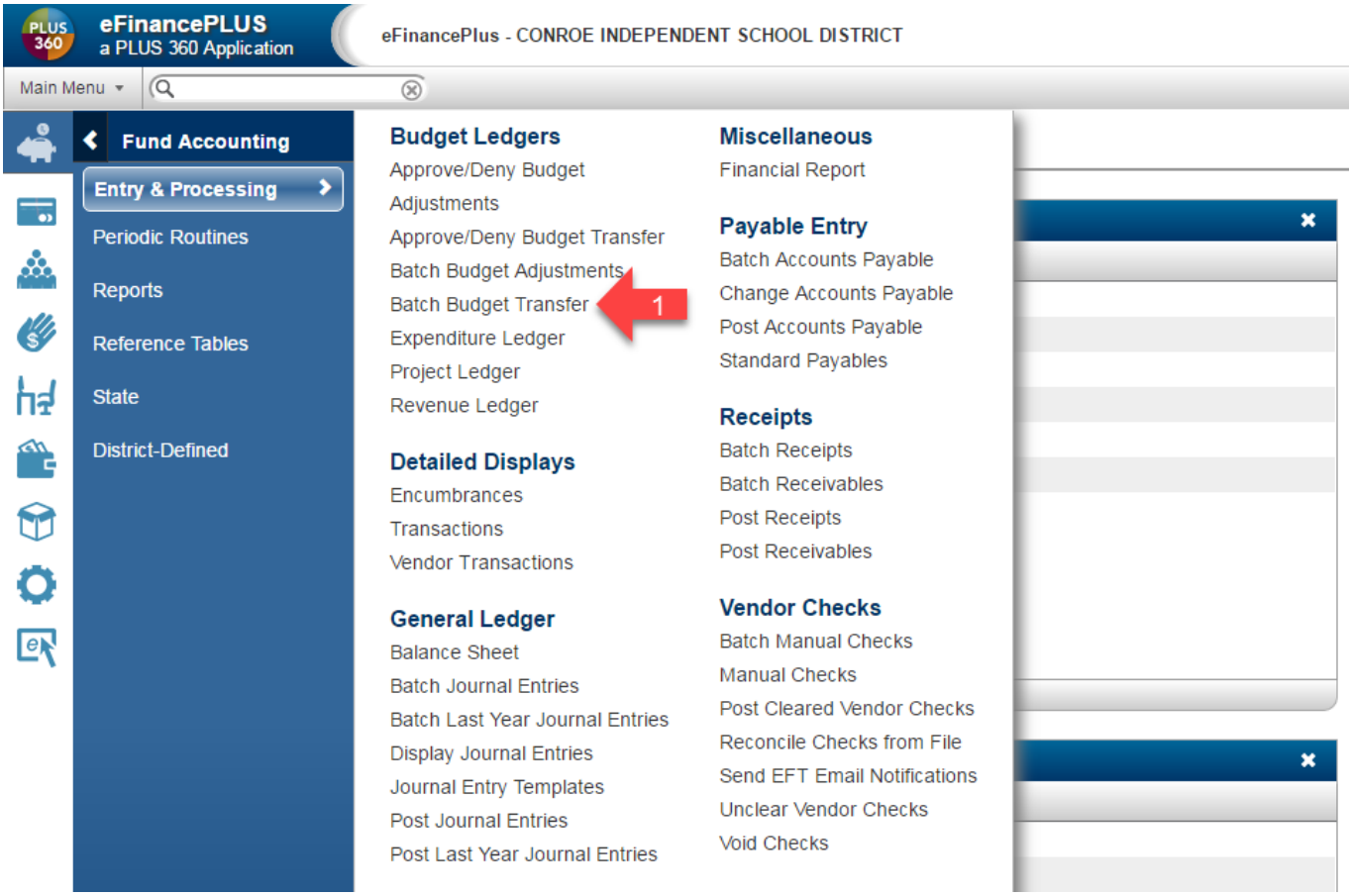
FUND - 1997 - GENERAL FUND
BUDGET UNIT - 1997110000311000 - INSTR - GEN

1997-11-00-003-11000-1997110000311000 - INSTR - GEN

ACCOUNT DATE	T/C	P.O. NUMBE	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
6399 GENERAL SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
09/01/16	25-1		47		-7,570.08			BUDGET TRANSFERS	
								BUDGET TRANSFER	
09/01/16	25-1		47		-2,270.76			BUDGET TRANSFERS	
								BUDGET TRANSFER	
09/01/16	11-1				54,000.00			POSTED FROM BUDGET SYSTEM	
09/02/16	17-1	37000382-01		00000918 DANIEL OFFICE PR			16.15	ONLINE ORDER#239605	
09/02/16	17-1	37000531-01		00000918 DANIEL OFFICE PR			193.55	ONLINE ORDER#239595	
09/02/16	17-1	37000531-02		00000918 DANIEL OFFICE PR			115.28	ONLINE ORDER#239595	
09/02/16	17-1	37000625-01		00000918 DANIEL OFFICE PR			189.46	ONLINE ORDER#239743	
09/02/16	17-1	37000644-01		00000918 DANIEL OFFICE PR			4.54	ONLINE ORDER#239760	
09/02/16	19-1		I0906001			5.77		RQ 447981 LN 01 FILL	
09/02/16	19-1		I0906001			14.77		RQ 447981 LN 02 FILL	
09/02/16	19-1		I0906001			5.95		RQ 447972 LN 02 FILL	
09/02/16	19-1		I0906001			201.30		RQ 447972 LN 01 FILL	
09/02/16	19-1		I0906001			921.07		RQ 447964 LN 01 FILL	
09/06/16	19-1		I0906001			260.16		RQ 447958 LN 01 FILL	
09/06/16	17-1	37000715-01		00002760 BOSWORTH PAPERS			27.22	D83-81203--3500 SHEETS OF	
09/06/16	17-1	37000715-99		00002760 BOSWORTH PAPERS			10.00	ESTIMATED SHIPPING/HANDLI	
09/06/16	17-1	37000716-01		00002760 BOSWORTH PAPERS			38.88	D83-81197--8 1/2 X 11 EAR	
09/06/16	17-1	37000716-02		00002760 BOSWORTH PAPERS			38.88	D83-81199--EARTHCHOICE 8	
09/06/16	17-1	37000716-03		00002760 BOSWORTH PAPERS			38.88	D83-81198--8 1/2 X 11 EAR	
09/06/16	17-1	37000716-04		00002760 BOSWORTH PAPERS			38.88	D83-81200--EARTHCHOICE CO	
09/06/16	17-1	37000774-01		34000873 CARROLLS DISCOUN			619.46	OFLCS2412R-CLARIDGE 12' X	
09/07/16	25-1		153		-1,500.00			BUDGET TRANSFER	
09/07/16	17-1	37000996-01		60004415 ADVANCED GRAPHIC			89.95	3943-1020-STAPLER STYLE S	
09/07/16	17-1	37001032-01		23000940 TREE HOUSE INC			492.00	HP14A CF214A INK CARTRIDG	
09/09/16	19-1		I0912001			1,842.14		RQ 448251 LN 01 FILL	
09/09/16	19-1		I0912001			1,381.60		RQ 448252 LN 01 FILL	
09/13/16	21-1	37000382-01	V10298	00000918 DANIEL OFFICE PR		16.15	-16.15	ONLINE ORDER#239605	
09/13/16	21-1	37000531-01	V10298	00000918 DANIEL OFFICE PR		193.55	-193.55	ONLINE ORDER#239595	
09/13/16	21-1	37000531-02	V10298	00000918 DANIEL OFFICE PR		115.28	-115.28	ONLINE ORDER#239595	
09/13/16	21-1	37000625-01	V10298	00000918 DANIEL OFFICE PR		137.29	-189.46	ONLINE ORDER#239743	
09/13/16	21-1	37000644-01	V10298	00000918 DANIEL OFFICE PR		4.54	-4.54	ONLINE ORDER#239760	
09/13/16	21-1	37000715-01	795334	00002760 BOSWORTH PAPERS		27.22	-27.22	D83-81203--3500 SHEETS OF	
09/13/16	21-1	37000715-99	795334	00002760 BOSWORTH PAPERS		10.00	-10.00	ESTIMATED SHIPPING/HANDLI	

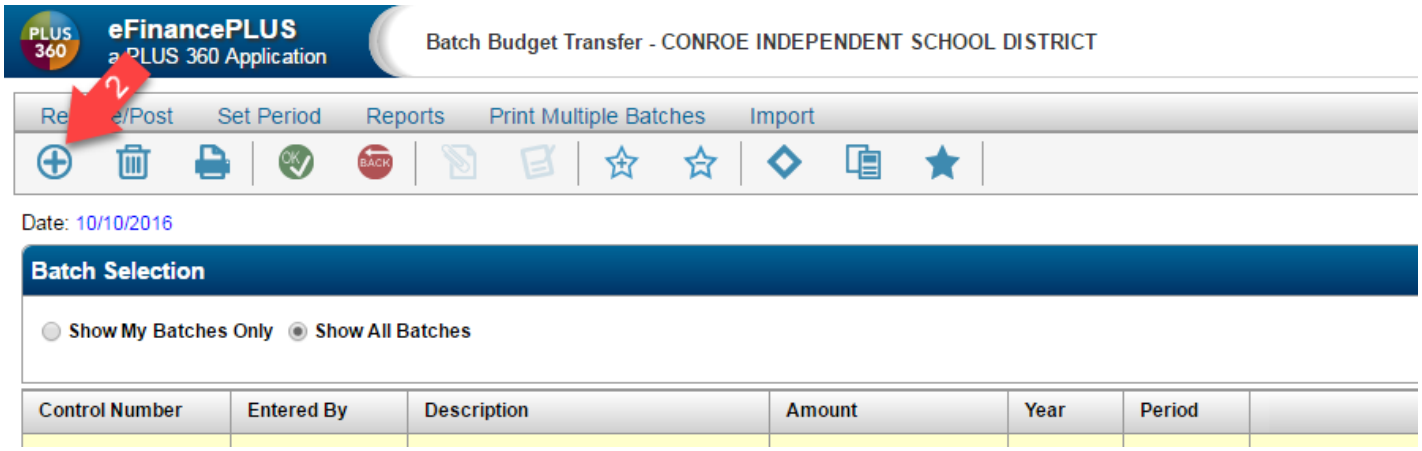
* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

Batch Budget Transfer

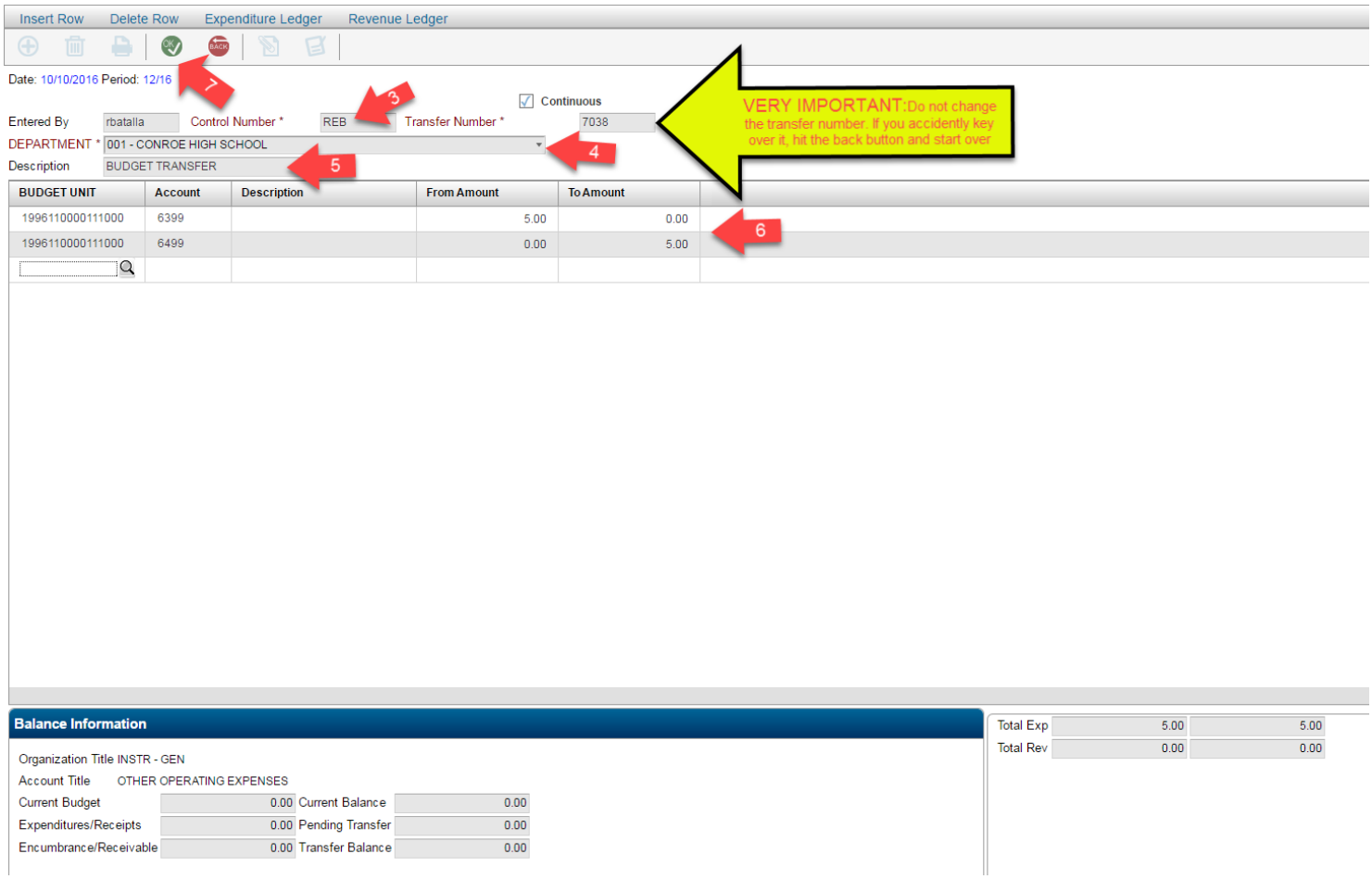


HOVER MOUSE OVER MAIN MENU IN THE TOP LEFT OF THE SCREEN

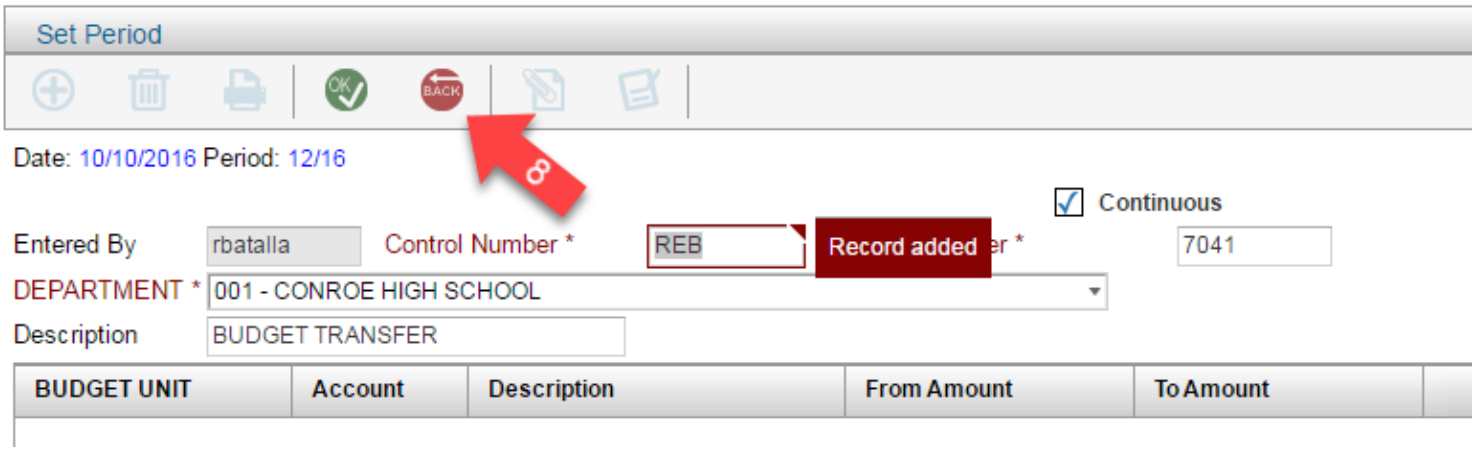
1. Click Fund Accounting > Entry & Processing > Batch Budget Transfer



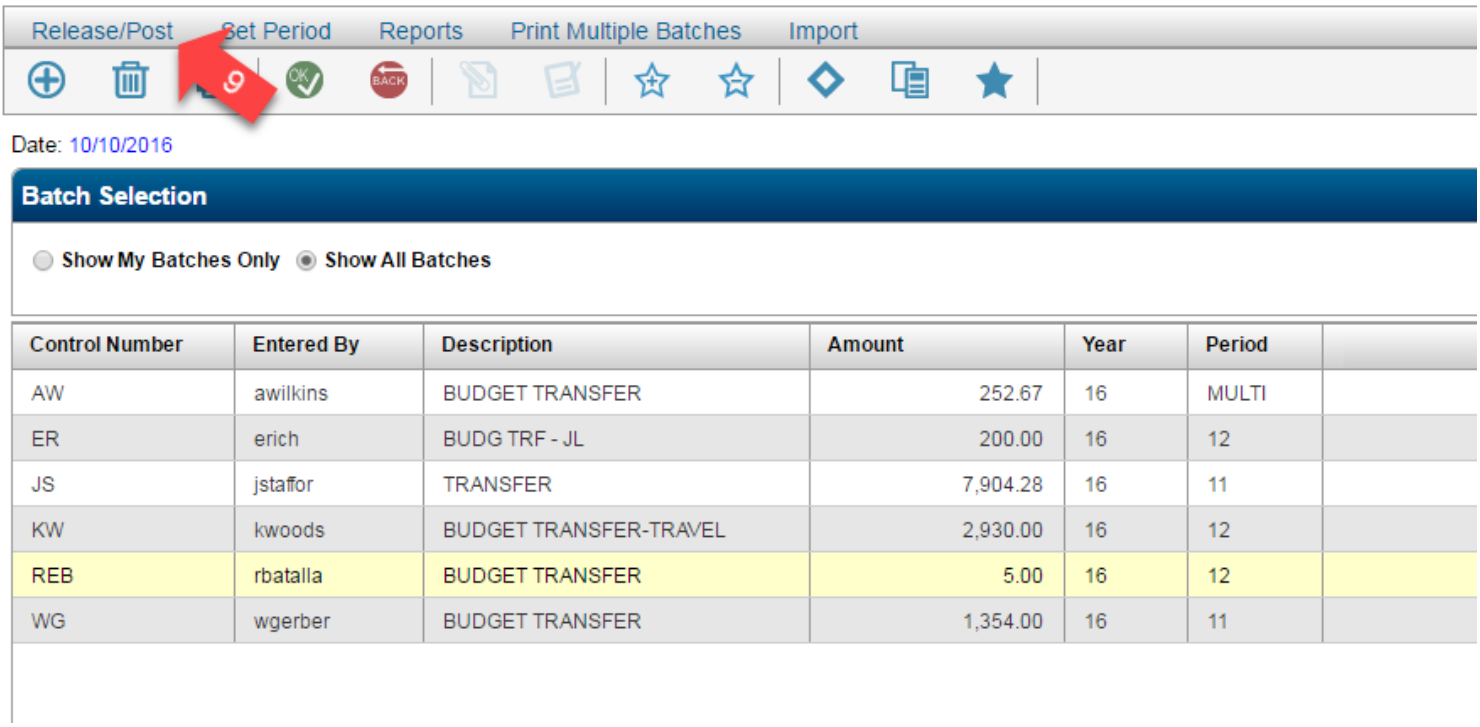
2. Click new



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

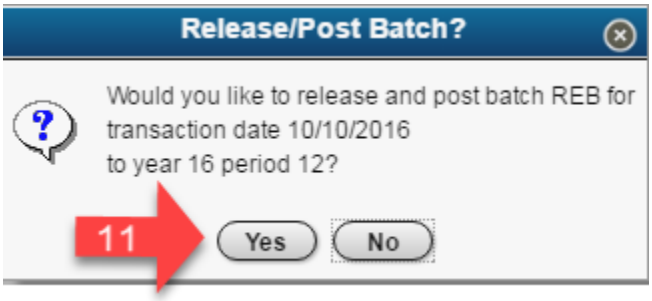


8. Hit the “back button” and you will come back to the screen with all the transfers listed.

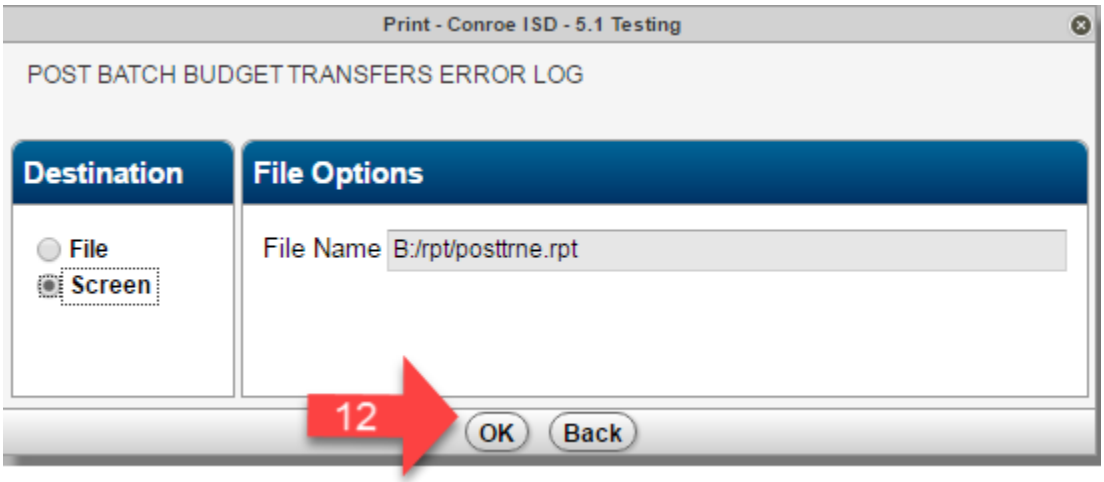


9. When you are ready to submit the transfer to Finance office for final approval find your transfer on the list and highlight it. Click the Release/Post button.

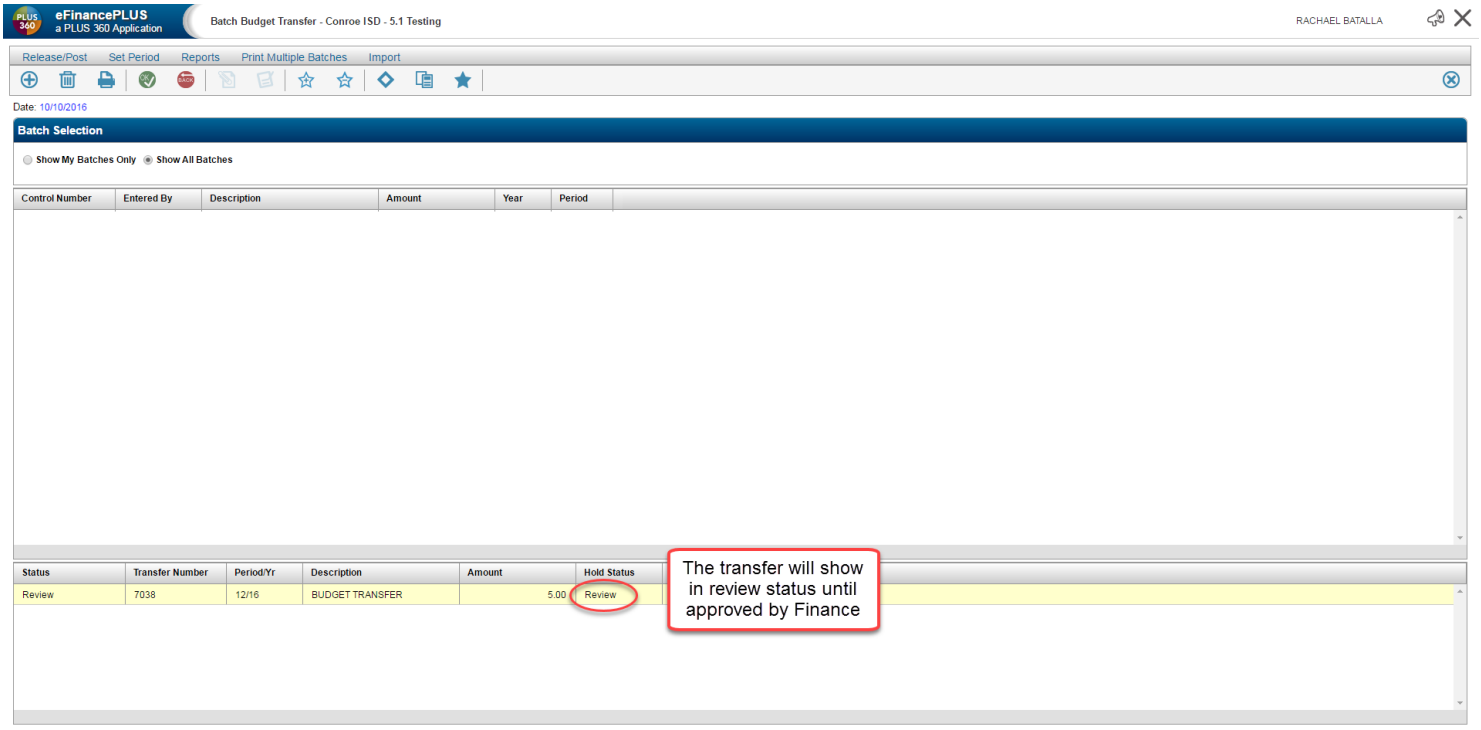
10. Click “ok”



11. Click “yes”



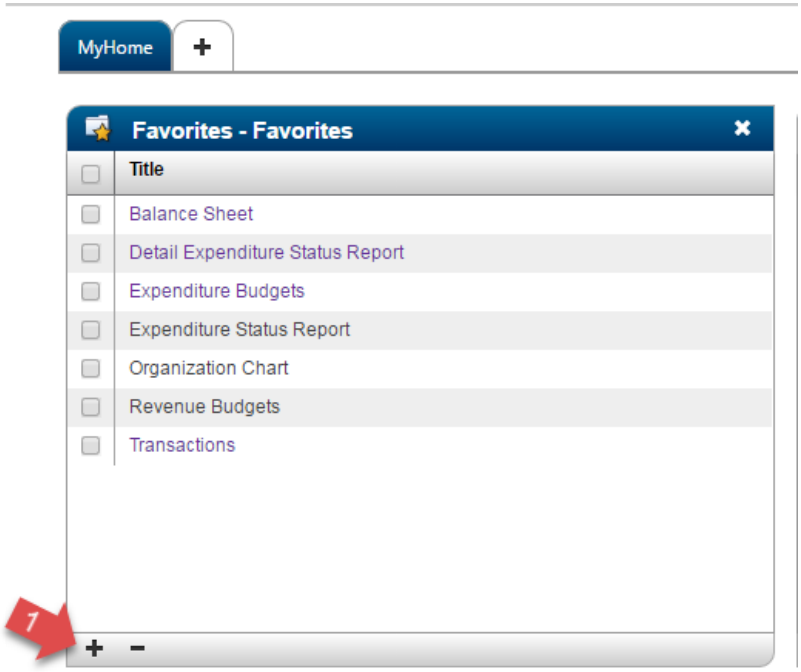
12. Click “ok” A report will generate only if there are errors.



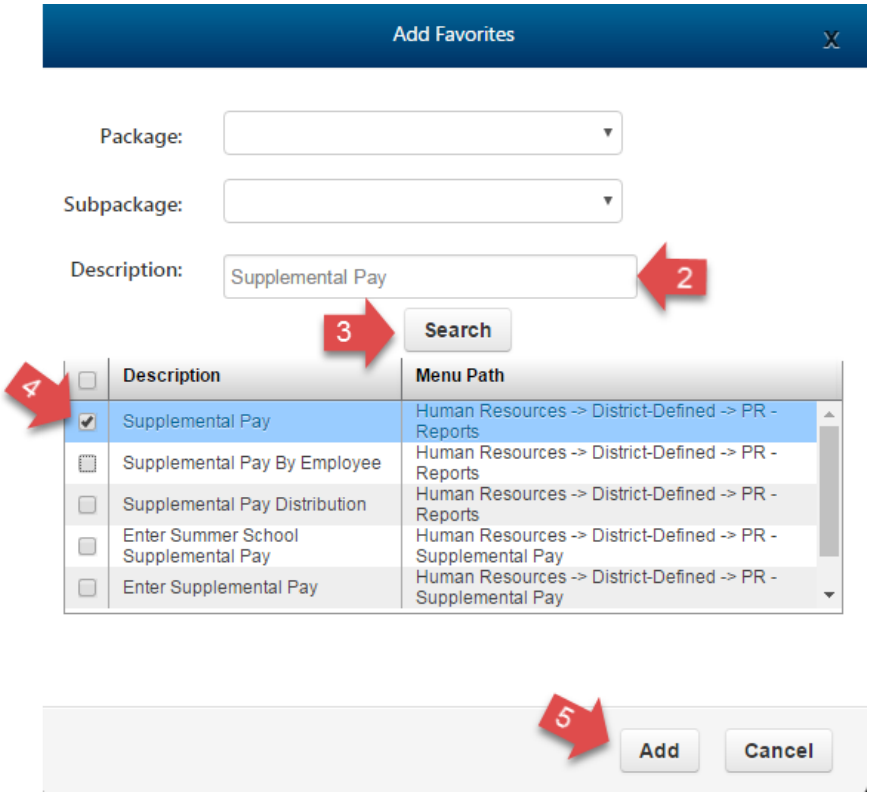
Once the transfer is approved and posted in eFinance it will no longer be in your Batch Budget Transfer window and you should be able to query your budget or run reports and see the transfer posted to the appropriate budgets.

Status	Hold Status	Notes
Open	On Hold	Transfer request is saved but not submitted to Finance for review.
Review	Review	Transfer is in review status in Finance
Needs Correction	On Hold	Transfer has been returned to user for corrections
Denied	On Hold	Transfer was denied. User will need to delete.

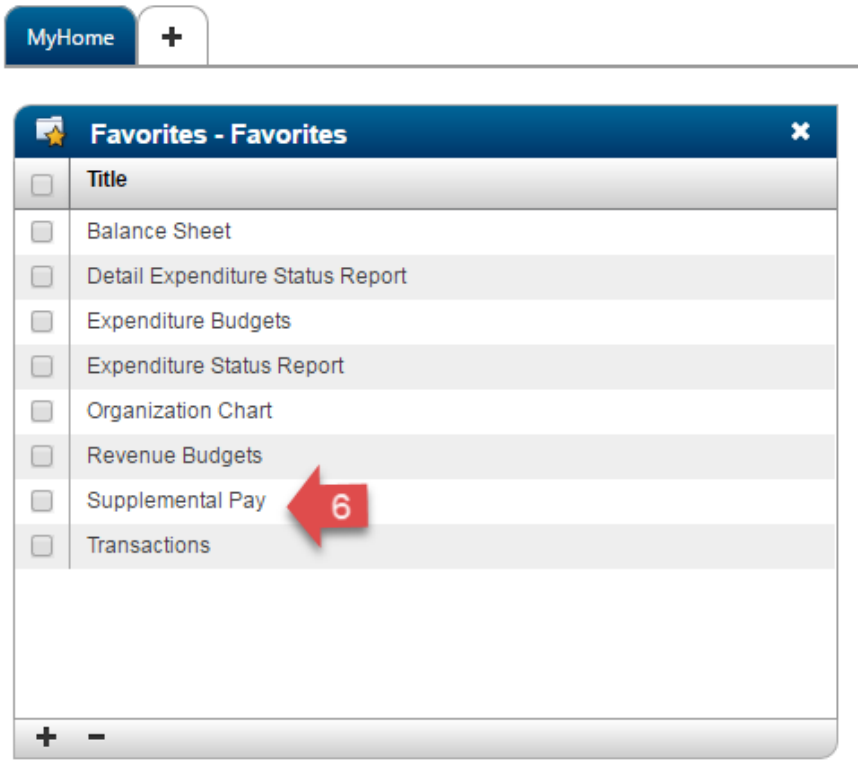
Add and Delete Favorites from the Panel



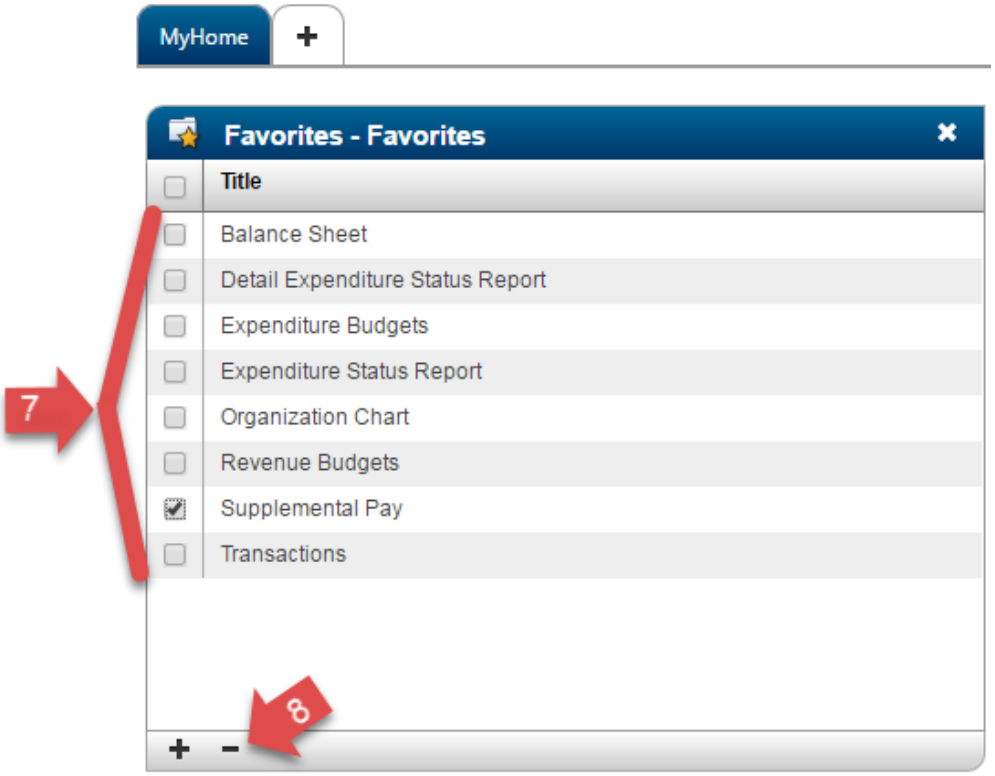
1. To add a favorite Click the + sign and a search box will appear



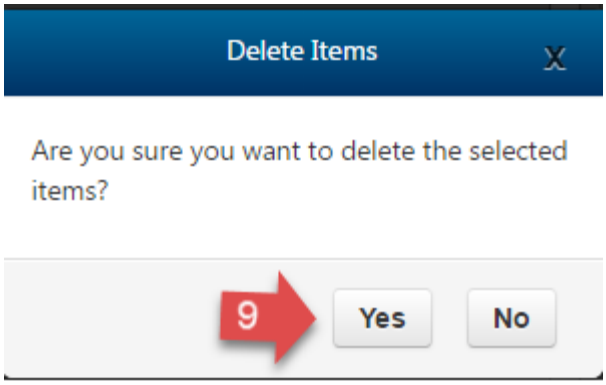
2. Type name of screen in description
3. Click Search and a list of screens will show
4. Check the screen or screens you would like to add
5. Click Add



6. Now the screen is saved in your favorites and show in your panel

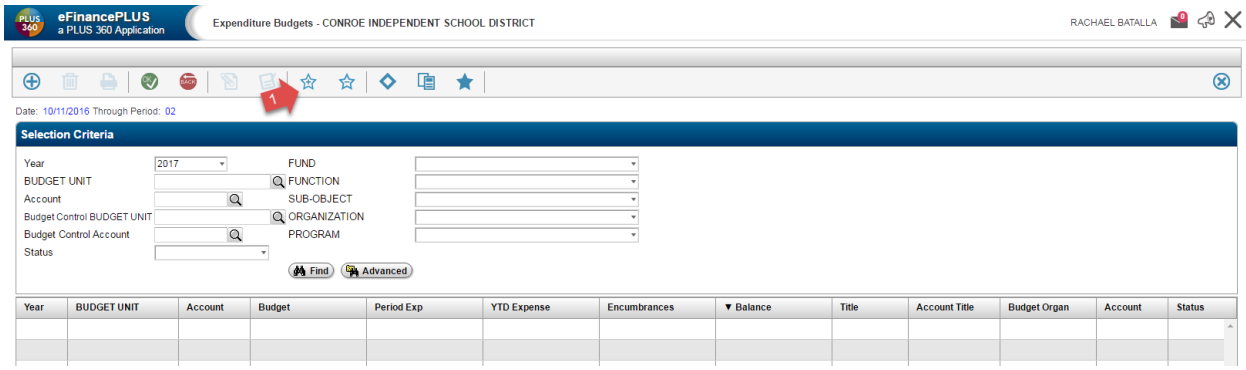


7. To Delete a favorite check the box(es) you would like to delete
8. Click the – sign

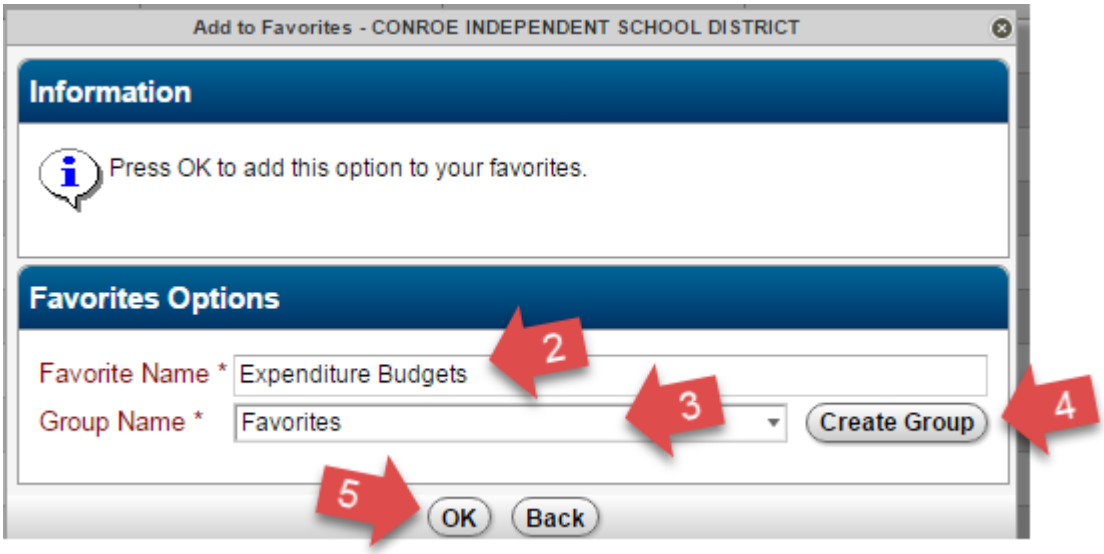


9. A pop up box will appear asking if you are sure. Click yes and it will be deleted

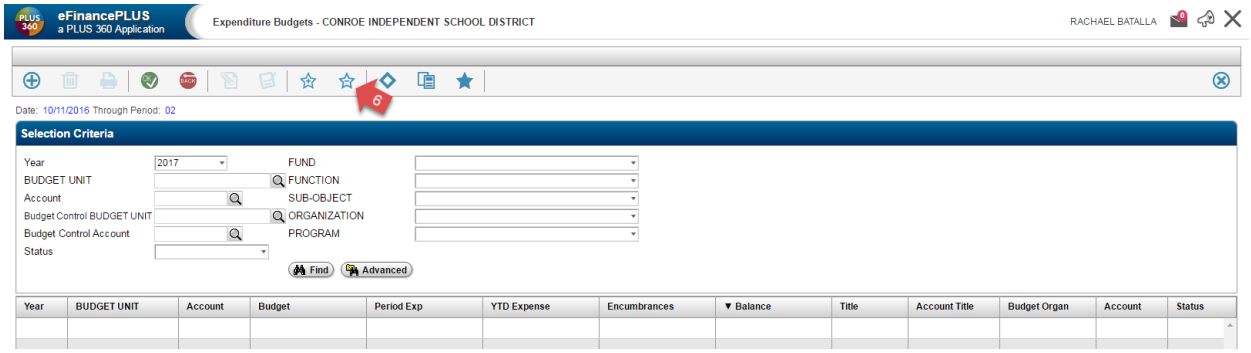
Add and Delete Favorites within the Screen



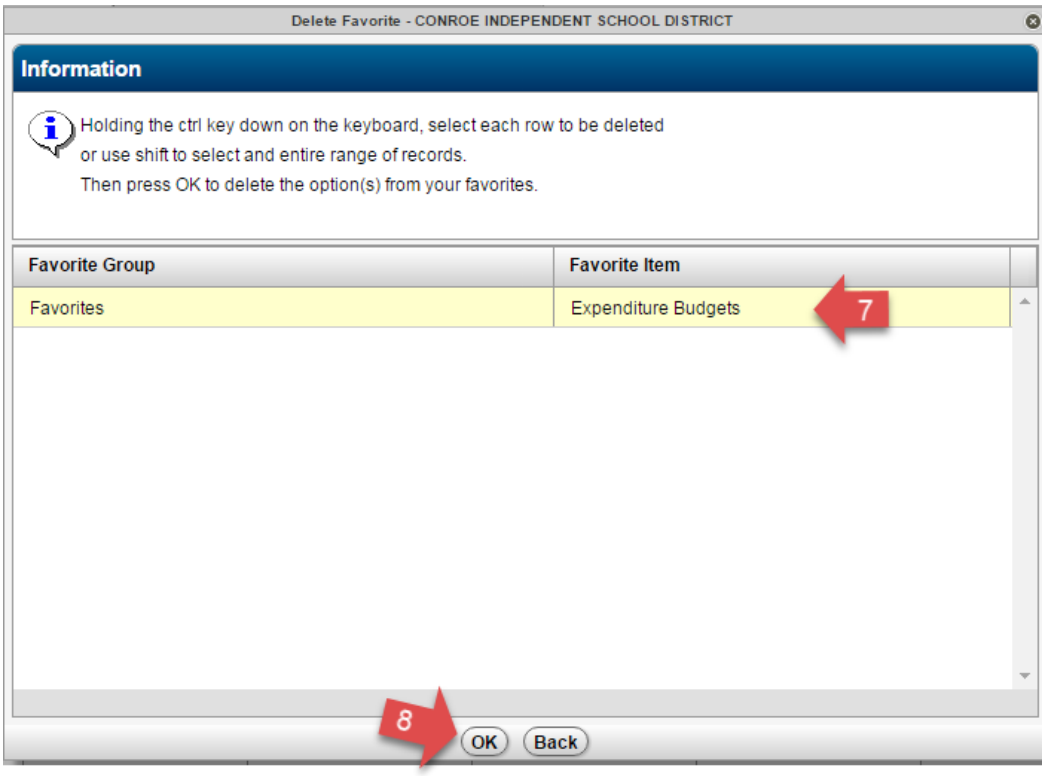
1. If you want to add a screen you are on to your favorites click the + star and a pop up box will appear



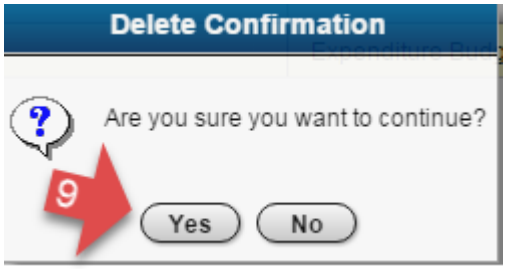
2. Name the screen if you do not like the default name
3. Chose what favorite group you want to add the screen to or
4. Create a new favorite group by selecting create group
5. Click OK and now the screen is added to your favorites



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



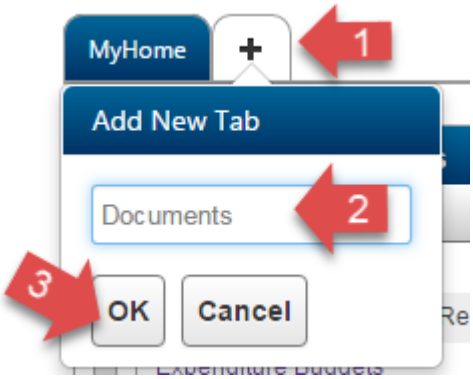
7. Make sure the screen you want to delete is highlighted in yellow
8. Click OK



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

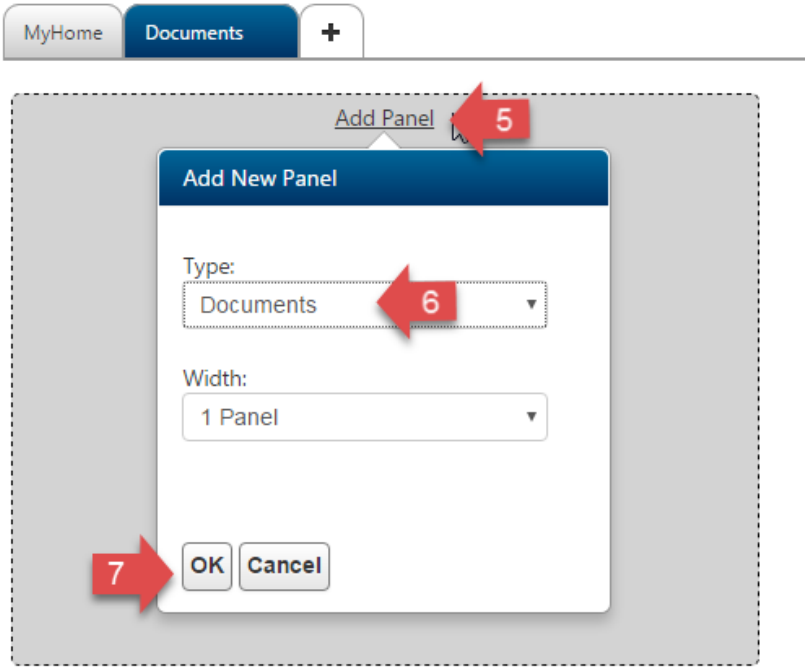
Add and Remove Tabs and Panels

Each tab can have up to 4 panels

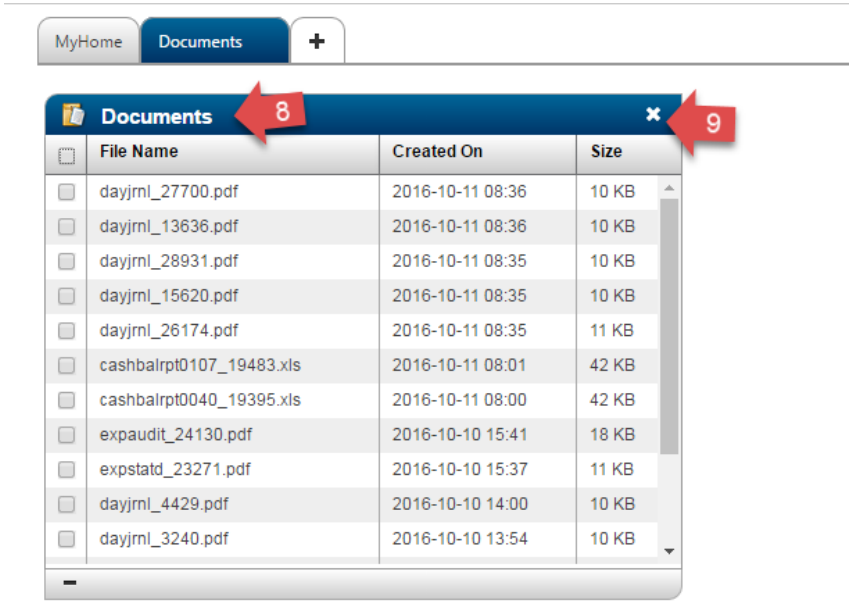


1. To add a tab on your home screen click on the + and a pop up box will appear
2. Name the tab
3. Click OK

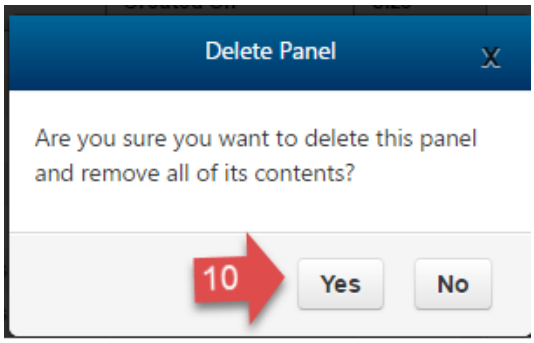
4. You have create a new tab



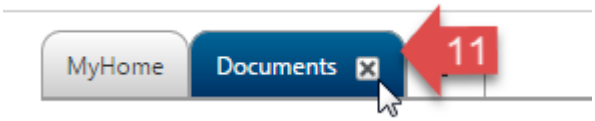
5. To add Panels to the tab hover over area until you will see Add Panel, click add panel and a pop up box will appear
6. Select the Type of panel you want to add: Documents, Favorites, Activities
7. Click OK



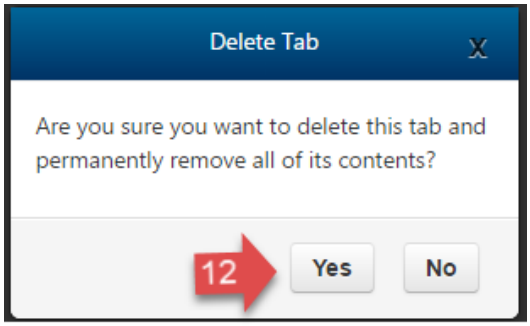
8. The Panel has now been added
9. To Remove a Panel, click the x in the top right hand corner of the panel



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



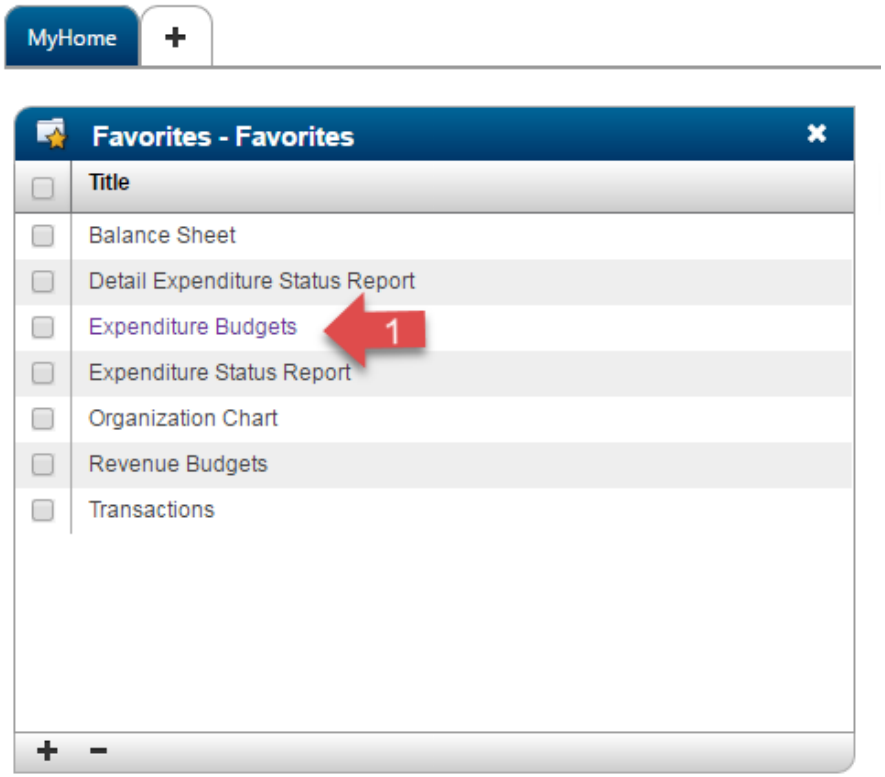
11. To Remove a tab hover over tab and a x will appear, click the x.



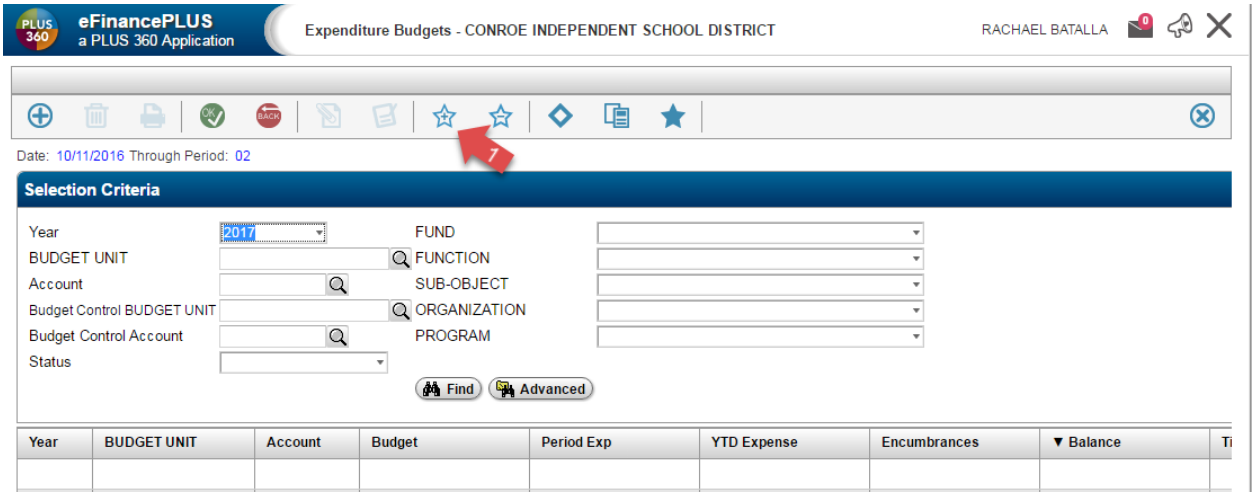
12. A pop up box will appear and ask if you are sure, click yes and the tab will be deleted

Sorting Favorites

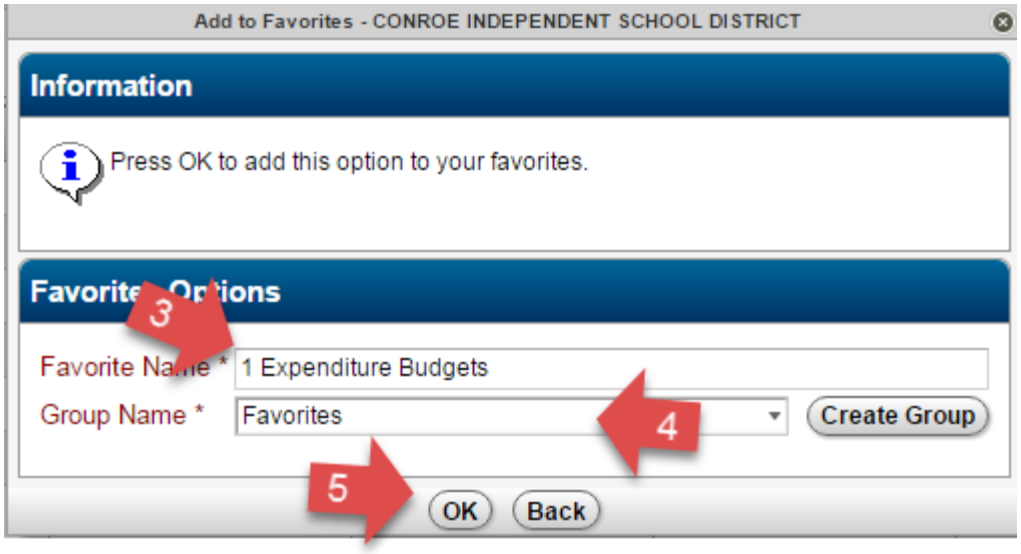
Favorites are sorted alphabetical by default to change the order you must rename your favorites with numbers to specify an order.



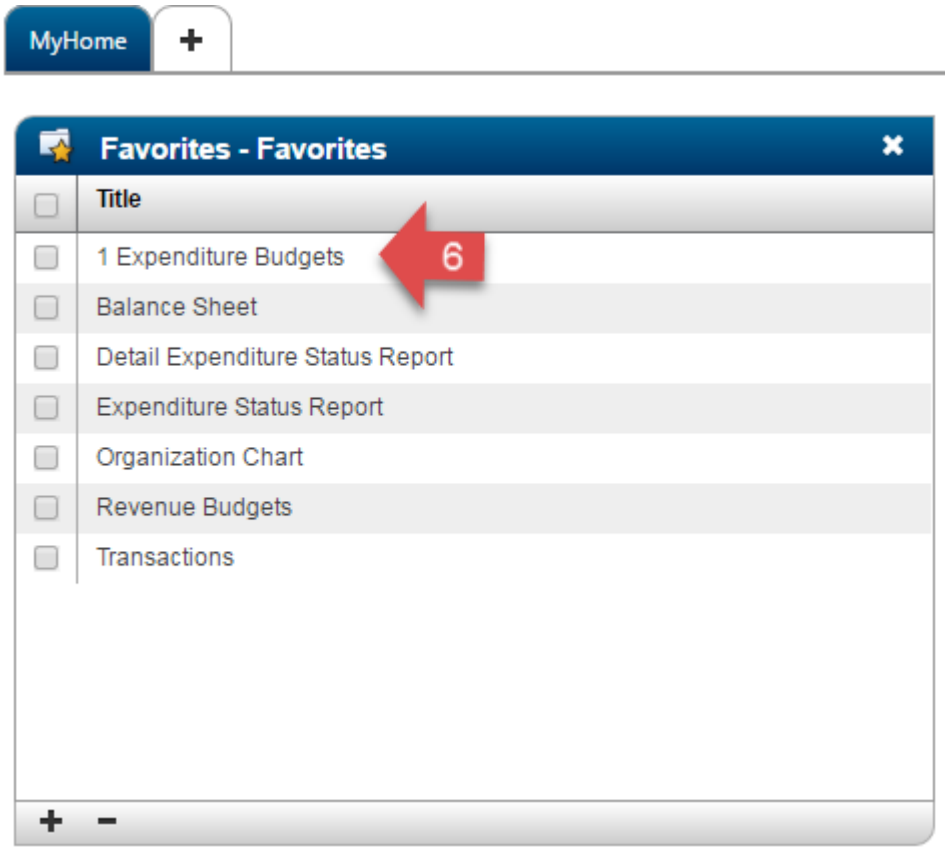
1. Right now by default when added expenditure budgets it is third in our favorite group but we want it to be first on our list so we must rename it with a number



2. Within the screen click + star and a pop up box will appear



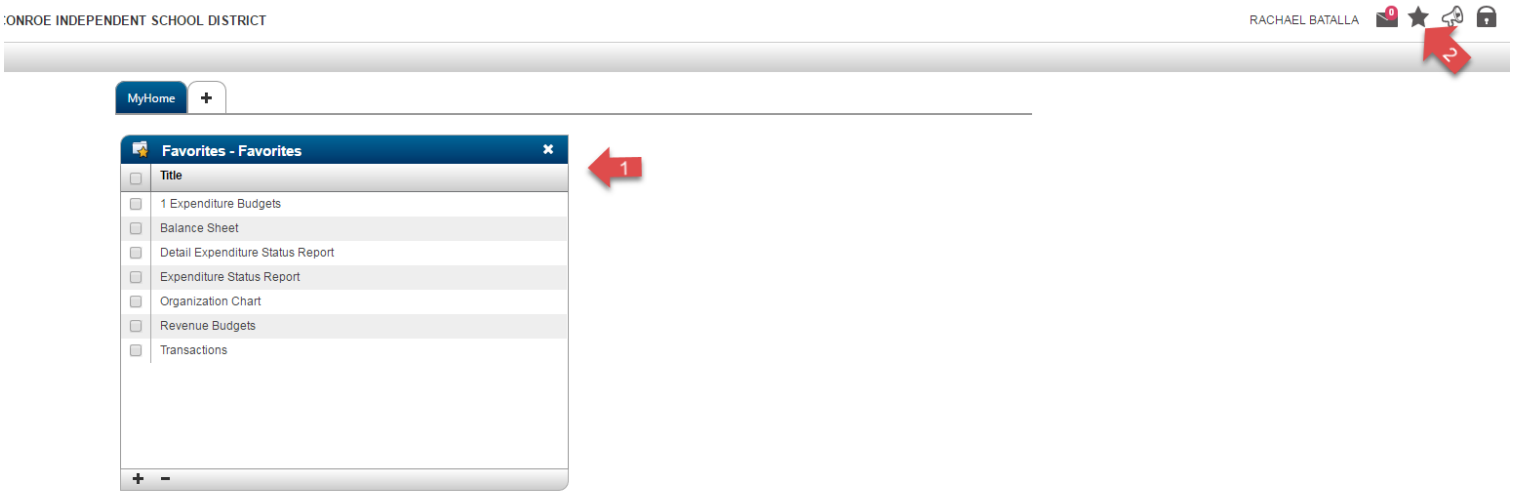
3. Rename the screen with a number 1
4. Select the favorites group
5. Press OK



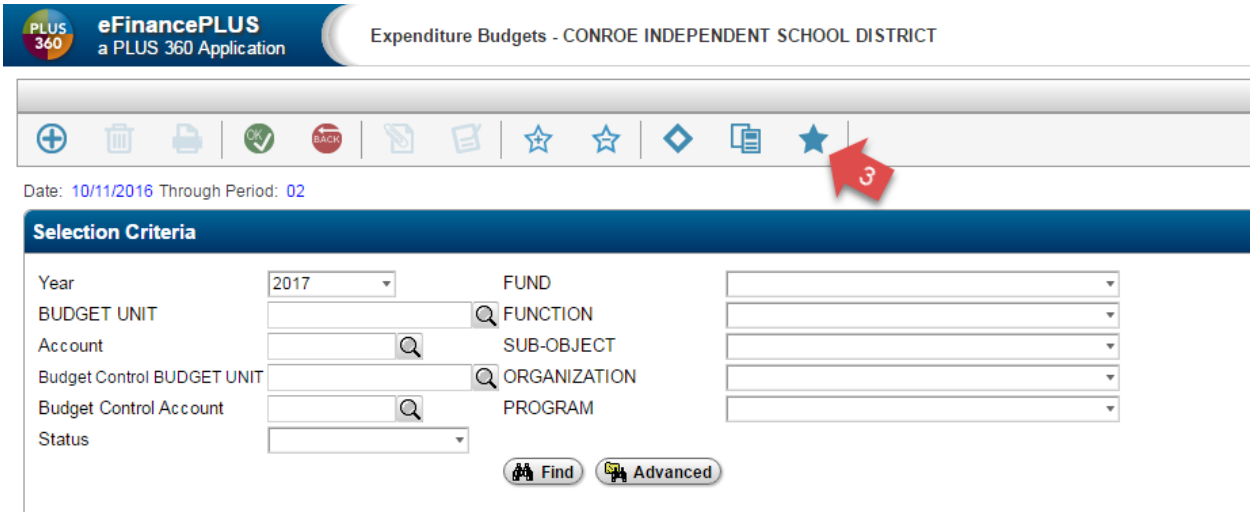
6. Now the expenditure budget screen is number one on our list

Accessing your Favorites

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



1. You can access your favorites with in 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