

Querying the Budget

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

The screenshot shows the eFinancePlus application interface. On the left, the 'Fund Accounting' menu is expanded, and 'Entry & Processing' is selected. Within 'Entry & Processing', 'Expenditure Ledger' is highlighted. The main content area displays 'Expenditure Budgets - CON2011_Live'. Below this, there is a toolbar with various icons. The 'Selection Criteria' section contains several input fields for filtering data:

Selection Criteria	Value	Field Name
Year	2022	FUND
BUDGET UNIT	1992110000111000	FUNCTION
Account	63*	SUB-OBJECT
Budget Control BUDGET UNIT		ORGANIZATION
Budget Control Account		PROGRAM
Status		

Below the selection criteria, there are two buttons: 'Search' and 'Advanced Search'. At the bottom, a table header is visible with the following columns: Year, BUDGET UNIT, Account, Budget, Period Exp, YTD Expense, Encumbrances, and Balance.

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

Expenditure Budgets - CON2011_Live

Display Through...

Adjust Budget

Transfer

Inactivate

Period Balances

Requisitions

Budget Control

Delete All Selected

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Date: 07/21/2022Through Period: 11

Selection Criteria

Year

BUDGET UNIT

Account

Budget Control BUDGET UNIT

Budget Control Account

Status

FUND

FUNCTION

SUB-OBJECT

ORGANIZATION

PROGRAM

Search

Advanced Search

			A	B	C	D	E						
Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status	
22	1992110000111000	6317	125,080.0	0.00	143,184.97	0.00	-18,104.97	INSTR - GEN	COMPUTER/AV SUF	1992110000111000	6300	Active	
22	1992110000111000	6399	89,458.86	443.03	61,248.66	1,555.24	26,654.96	INSTR - GEN	GENERAL SUPPLIES	1992110000111000	6300	Active	
22	1992110000111000	6395	4,000.00	0.00	4,197.62	0.00	-197.62	INSTR - GEN	PRINTING	1992110000111000	6300	Active	
22	1992110000111000	6318	3,000.00	0.00	2,223.51	0.00	776.49	INSTR - GEN	FURNITURE	1992110000111000	6300	Active	
22	1992110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1992110000111000	6300	Active	

10 match(es) found

Totals

Budget: 221,538.86

Period Expense: 443.03

YTD Expense: 211,270.09

Encumbrance: 1,555.24

Balance:

- The columns will show by account:
 - The current budget.
 - The expenditures for the current period.
 - The expenditures year-to-date.
 - The outstanding encumbrances (purchase orders).
 - The remaining balance.
- When looking at the remaining balance, the system views the remaining balance by account groupings (62XX, 63XX, 64XX, etc.) for budget purposes.
- To view the detail of an account, click the line to highlight it then click the blue check mark two times to display details.
- To view further detail of a specific line item, highlight the row by clicking it and press the blue check mark. This screen displays greater detail about specific line items.


Pre-Encumbrances:

10. 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.

11. Highlight the specific account and click the *Requisitions* button.

Expenditure Budgets - CON2011_Live

Display Through... Adjust Budget Transfer Inactivate Period Balances **Requisitions** Budget Control Delete All Selected



Date: 07/21/2022 Through Period: 11

Selection Criteria

Year
BUDGET UNIT
Account
Budget Control BUDGET UNIT
Budget Control Account
Status

FUND
FUNCTION
SUB-OBJECT
ORGANIZATION
PROGRAM


Search

Advanced Search

Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
22	1992110000111000	6317	125,080.0	0.00	143,184.97	0.00	-18,104.97	INSTR - GEN	COMPUTER/AV SUF	1992110000111000	6300	Active
22	1992110000111000	6399	89,458.86	443.03	61,248.66	1,555.24	26,654.96	INSTR - GEN	GENERAL SUPPLIES	1992110000111000	6300	Active
22	1992110000111000	6395	4,000.00	0.00	4,197.62	0.00	-197.62	INSTR - GEN	PRINTING	1992110000111000	6300	Active
22	1992110000111000	6318	3,000.00	0.00	2,223.51	0.00	776.49	INSTR - GEN	FURNITURE	1992110000111000	6300	Active
22	1992110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1992110000111000	6300	Active
22	1992110000111000	6321	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TEXTBOOKS	1992110000111000	6300	Active
22	1992110000111000	6325	0.00	0.00	415.33	0.00	-415.33	INSTR - GEN	BOOKS	1992110000111000	6300	Active
22	1992110000111000	6329	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER READING M	1992110000111000	6300	Active
22	1992110000111000	6339	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	TESTING MATERIAL	1992110000111000	6300	Active
22	1992110000111000	6307	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	SHEET MUSIC	1992110000111000	6300	Active

12. This screen displays pre-encumbrances

Requisitions - CON2011_Live



BUDGET UNIT
Account

1992110000111000

6399

AP DISBURSEMENT FUND

GENERAL SUPPLIES

Date	From	Requisition	Line	Description	Pre-Encumbrance
07/20/2022	P - Purchasing	730253	1	PEAR DECK SUBSCRIPTI	5,950.80

Revised Date: July 2022

Available Balances

13. To view available balances by control groups (6200s, 6300s, etc.), follow steps 1-5 to get to this screen. Click on *Budget Control*

Expenditure Budgets - CON2011_Live🔔 🔊 🖨️ ✕

Display Through... Adjust Budget Transfer Inactivate Period Balances Requisitions **Budget Control** Delete All Selected

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Date: 07/21/2022 Through Period: 11

Selection Criteria

Year	<input type="text"/>	FUND	<input type="text"/>
BUDGET UNIT	<input type="text"/>	FUNCTION	<input type="text"/>
Account	<input type="text"/>	SUB-OBJECT	<input type="text"/>
Budget Control BUDGET UNIT	<input type="text"/>	ORGANIZATION	<input type="text"/>
Budget Control Account	<input type="text"/>	PROGRAM	<input type="text"/>
Status	<input type="text"/>		

Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
22	1992110000111000	6317	125,080.0	0.00	143,184.97	0.00	-18,104.97	INSTR - GEN	COMPUTER/AV SUF	1992110000111000	6300	Active
22	1992110000111000	6399	89,458.86	443.03	61,248.66	1,555.24	26,654.96	INSTR - GEN	GENERAL SUPPLIES	1992110000111000	6300	Active
22	1992110000111000	6395	4,000.00	0.00	4,197.62	0.00	-197.62	INSTR - GEN	PRINTING	1992110000111000	6300	Active
22	1992110000111000	6318	3,000.00	0.00	2,223.51	0.00	776.49	INSTR - GEN	FURNITURE	1992110000111000	6300	Active
22	1992110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1992110000111000	6300	Active

10 match(es) found

Totals

Budget: Period Expense: YTD Expense: Encumbrance: Balance:

14. To view details of remaining budget balance of a control group, highlight a specific control account group and click the *Period Balances* button.

Budget Control Status - CON2011_Live🔔 🔊 🖨️ ✕

Display Through... **Period Balances**

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Date: 07/21/2022 Through Period: 11

Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account
22	1992110000111000	6260	82,417.58	35,899.12	72,500.25	9,915.89	1.44	INSTR - GEN	RENTA
22	1992110000111000	6300	221,538.86	443.03	211,270.09	1,555.24	2,553.57	INSTR - GEN	SUPPL
22	1992110000111000	6400	24,674.76	217.16	23,853.76	821.00	0.00	INSTR - GEN	OTHEI

15. 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.

Period Balances - CON2011_Live

Date: 07/21/2022 Period: 11/22

Reporting Structure			Budget	Expense	Encumbrance
Year	<input type="text" value="22"/>	1	<input type="text" value="113,657.87"/>	<input type="text" value="8,591.86"/>	<input type="text" value="6,435.20"/>
BUDGET UNIT	<input type="text" value="1992110000111000"/>	2	<input type="text" value="-1,196.65"/>	<input type="text" value="4,865.51"/>	<input type="text" value="-472.30"/>
Account	<input type="text" value="6300"/>	3	<input type="text" value="-1,175.00"/>	<input type="text" value="5,723.78"/>	<input type="text" value="3,708.45"/>
		4	<input type="text" value="-168.03"/>	<input type="text" value="1,270.35"/>	<input type="text" value="-963.79"/>
		5	<input type="text" value="-10,439.42"/>	<input type="text" value="21,631.26"/>	<input type="text" value="-338.97"/>
Pre-Encumbered		6	<input type="text" value="3,079.81"/>	<input type="text" value="15,211.14"/>	<input type="text" value="-5,081.88"/>
Requisition Balance		7	<input type="text" value="114,879.14"/>	<input type="text" value="82,130.54"/>	<input type="text" value="58,470.66"/>
<input type="text" value="5,950.80"/> A		8	<input type="text" value="-94.12"/>	<input type="text" value="22,161.77"/>	<input type="text" value="-15,005.09"/>
		9	<input type="text" value="-1,052.90"/>	<input type="text" value="42,687.84"/>	<input type="text" value="-41,944.01"/>
		10	<input type="text" value="3,909.29"/>	<input type="text" value="6,553.01"/>	<input type="text" value="-4,281.50"/>
Inventory Requested		11	<input type="text" value="138.87"/>	<input type="text" value="443.03"/>	<input type="text" value="1,028.47"/>
<input type="text" value="0.00"/> B		12	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
		13	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
		Totals	<input type="text" value="221,538.86"/>	<input type="text" value="211,270.09"/>	<input type="text" value="1,555.24"/>

BUDGET UNIT Title INSTR - GEN
 Account Title SUPPLIES AND MATERIALS

Balance Pending Balance **C**

View All Transactions

16. To view all transactions of a control group (6200, 6300, etc.) follow steps 1-5 to get to this screen and Select *Budget Control*.

Expenditure Budgets - CON2011_Live

Display Through... Adjust Budget Transfer Inactivate Period Balances Requisitions **Budget Control** Delete All Selected

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Date: 07/21/2022Through Period: 11

Selection Criteria

Year

BUDGET UNIT

Account

Budget Control BUDGET UNIT

Budget Control Account

Status

FUND

FUNCTION

SUB-OBJECT

ORGANIZATION

PROGRAM

Search

Advanced Search

Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ	Account	Status
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22	1992110000111000	6319	0.00	0.00	0.00	0.00	0.00	INSTR - GEN	OTHER SUPPLIES	1992110000111000	6300	Active

10 match(es) found

Totals

Budget: 221,538.86 Period Expense: 443.03 YTD Expense: 211,270.09 Encumbrance: 1,555.24 Balance:

17. Highlight the control group you wish to query and press the blue check mark.

Budget Control Status - CON2011_Live

Display Through... Period Balances

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Date: 07/21/2022 Through Period: 11

Year	BUDGET UNIT	Account	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account
22	1992110000111000	6260	82,417.58	35,899.12	72,500.25	9,915.89	1.44	INSTR - GEN	RENTA
22	1992110000111000	6300	221,538.86	443.03	211,270.09	1,555.24	2,553.57	INSTR - GEN	SUPPL
22	1992110000111000	6400	24,674.76	217.16	23,853.76	821.00	0.00	INSTR - GEN	OTHEI

Revised Date: July 2022

18. For more details of a particular transaction, highlight line by clicking it and press the blue check mark.

Transactions - CON2011_Live						
<div> </div>						
Date: 07/21/2022 Through Period: 11						
BUDGET UNIT		1992110000111000		INSTR - GEN		
Account		6300		SUPPLIES AND MATERIALS		
Date	TC	Refer	Description	Budget	Expense	Encumbrance
07/20/22	17	42026809	DANIEL OFFICE PRODUCTS	0.00	0.00	1,471.50
07/19/22	25	4979	TRANSFER	-339.00	0.00	0.00
07/18/22	25	4955	TRANSFER	477.87	0.00	0.00
07/12/22	21	902609	SCHOOL SPECIALTY LLC	0.00	443.03	-443.03
06/22/22	25	T10-22	JUNE APPROVED TRANSFER	4,024.16	0.00	0.00
06/21/22	21	V44711	DANIEL OFFICE PRODUCTS	0.00	258.30	-258.30
06/21/22	21	V44711	DANIEL OFFICE PRODUCTS	0.00	162.30	-162.30

19. This screen will show detailed transaction information. To view the actual requisition, click *More Information* in the top right-hand corner of the screen

Transaction Detail - CON2011_Live							
<div> </div>							
Date: 07/21/2022 Period: 11/22							
FUND	1992	GENERAL FUND	Year	2022	<div>More Info...</div>		
BUDGET UNIT	1992110000111000	INSTR - GEN	Period	11			
Account	6399	GENERAL SUPPLIES	Transaction Code	17 - Add Encumbrance			
PROJECT			Transaction Date	07/20/2022			
PROJECT ACCT			Date Entered	07/20/2022			
Cash Account			Due Date				
Vendor	41001318	DANIEL OFFICE PRODUCTS	Invoice Date				
Receivable Account			Discount Amount				
Disbursement Fund			Check Number				
P.O. NUMBER	42026809-01		Check Date				
J E Number			Partial/Final				
Invoice/Receipt			1099				
Amount	1,471.50	Liquidated 0.00	Cleared				
Sales Tax	0.00	Use Tax 0.00	Void				
Description	ONLINE ORDER 464701		Control Number				
Entered By	jbradley		Bank Code				
Warrant Number							