eFinance Plus

Instructions

Cash Receipts (Pgs. 1-6)

Purchase Requisitions (7-13)

Warehouse Requisitions (14-17)

Next Year Warehouse Requisitions (18-22)

Reports (23-24)

Imprest on-line View (25)

Printing (26)

Detailed Displays Transactions (27)
Cash Receipt

From the eFinance Plus Main Menu, select:
Main Menu→Fund Accounting→Receipts→Batch Receipts

From the Post Receipts – Batch Entry window, select: located on the left corner.
This allows you to add a New receipt.
Under the “General” tab, enter data as indicated in the following table:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field</th>
<th>What to Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Control Number</td>
<td>Control # listed on the Activity Account Deposit Record form</td>
</tr>
<tr>
<td>General</td>
<td>Continuous</td>
<td>Defaults as continuous</td>
</tr>
<tr>
<td>General</td>
<td>Period/ Year</td>
<td>Defaults as current period/ year</td>
</tr>
<tr>
<td>General</td>
<td>Receivable Number</td>
<td>Defaults to zero</td>
</tr>
<tr>
<td>General</td>
<td>Description</td>
<td>Reason money was received (i.e. ice cream sales)</td>
</tr>
<tr>
<td>General</td>
<td>Deposit Number</td>
<td>Same as Control #</td>
</tr>
<tr>
<td>General</td>
<td>Date</td>
<td>Today’s date</td>
</tr>
</tbody>
</table>
Cash Receipt (Cont.)

Select “Receipt Data” Tab

All of these information is on your Deposit Record Form......you use that to transfer the info to e-Finance

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field</th>
<th>What to Key</th>
</tr>
</thead>
</table>
| Receipt Data   | Budget Unit  | Fund Number (4 digits ONLY) 7???
| Receipt Data   | Account      | Account Number (5 digits) Begins with “1”       |
| Receipt Data   | PROJECT      | Leave Blank                                      |
| Receipt Data   | Account      | Leave Blank                                      |
| Receipt Data   | Payer Number | 1                                                 |
| Receipt Data   | Cash Account | Cash Account Number (01070)                      |
| Receipt Data   | Receipt Number | Same as Control #              |
| Receipt Data   | Receipt Amount | Amount Received               |

Once you’re done, Click the **Okay** button which saves your cash receipt and then click on the **Back** Button
Cash Receipt (Cont.)

To print your cash receipt: select the control # you wish to Print. Once highlighted, click on Print the following screen comes up, click the icon.

A pop up window appears at the bottom of the screen. Click Open
Click on the Print icon

MAKE SURE YOU PRINT ON LANDSCAPE
Purchase Requisition

From the eFinance Plus main menu, click on Purchasing and then on Requisitions.

From the Requisition Listing window, click on the Add New Icon to start a new requisition.
Purchase Requisition (cont.)

The New Requisition Information window will appear on your screen. “Write the new requisition number on the order form/invoice.”

Under the “Header” tab, enter data as indicated below:

LEA: your location
Requested: Defaults to today’s date
Required: Leave Blank
Vendor: Vendor number (can use magnifying glass to look it up)
Freight: Leave Blank
Comments: use sparingly for Example: paper work to............

(for important comments, use the NOTES feature, See Pg.13 for Important Information about the notes)

Buyer: Your Initials
Attention: name of person who will receive the items
Ship To: location that will receive the items (typically your location)

After all ordering/shipping data is entered, select the Line Items tab to enter your item date (notice the Line Item Tab will now be followed by the current line number and total number)
Purchase Requisition (cont.)

The requisition number will be pre-filled with the item number displayed to the right of the requisition number. The “continuous” box should be checked: this allows you to enter more than one item on this requisition.

Under the “Line Item tab, enter data as indicated below

- **Commodity:** leave blank
- **Stock Number:** leave blank
- **Bid Item:** leave unchecked
- **Fixed Asset:** leave unchecked unless this is a fixed asset
- **Description:** Description of your first line item
- **Measure:** type of item unit; use two or three letter abbreviation (ea. = each)
- **Quantity:** number of items being ordered
- **Unit price:** amount per item
- **Extended amount:** this is a calculated field based on information you provided in Quantity and Unit Price
- **Discount Percent:** leave at default
- **Trade/Discount:** leave at default
- **Tax Total:** leave at default
- **Total price:** calculated field
- **Distribution Method:** leave at default (A-Amount)

Do not try to adjust the tax to make amount exact. This is just an estimate. Accounts Payable pays per invoice, not Requisition or Purchase Order.

Use your Tab Key until you get to Budget Unit, then you enter the budget unit/account number information.
Purchase Requisition (cont.)

Enter the budget unit number and account number that is to be charged for this line item (Just as with the vendor number, you can use the magnifying glass to help you find the correct budget unit number).

The percentage and amount will pre-fill based upon above information.

You should see totals listed at the bottom.

Select the icon to process your line item request.

A new Line Item screen will appear (look for “2” following requisition number to show that you are requesting your second item.

Complete this screen as you did for Line Item #1.

When you have entered all of your line items and their budget unit information, select the icon and then click on icon to process your requisition.

You will be returned to the “New Requisition” window, so you can enter your next requisition.

Once you have entered all of your requisitions, click the icon and from that screen click on the “Print Requisition” tab, then click on icon, type your Requisition#, etc............
Follow these instructions if you are printing your requisition from the Main Menu.

From the **Main Menu**, Select Purchasing → Print Requisitions

After you click on “Print Requisition”, the following screen will appear: From here select the icon.

The Ok icon will allow you to type the requisition number in field. Type the Requisition #, and click on the Ok icon again.
If your requisition will not print, it is possible that someone printed all the requisitions by accident (did not put in a requisition number). If this happens, go back one step and select “Reprint Requisitions.”

The following message will appear. Select Yes if you would like to print your notes.

After that, follow your printing procedures.

Important: Do not click “Yes” on the pop-up box that asks if your requisition print correctly.

NOTE:
If your requisition will not print, it is possible that someone printed all the requisitions by accident (did not put in a requisition number). If this happens, go back one step and select “Reprint Requisitions.”
Purchase Requisition Notes

Examples

**Confirmation Only**— Means you have an Invoice, you have received the items and it’s ready to pay (Be sure to sign Invoice.)

**Reimbursement**— Must have Reimbursement form filled out and attached to Requisition. Needs to have all proper signatures and all receipts attached. Receipts need to be signed.

**Pay with Order**— Must have forms with amount and dates of conference/events coming up. This should be paid with the PO, even though the event is not until a later date, but must be paid up front.

**Advance**— Advances are rare, but if one should have a need for an Advance, it must be approved by Charles Warren.
Warehouse Requisition

From the eFinance Plus Main Menu, select: Warehouse Inventory.

The Warehouse Inventory window will appear on your screen: Select the “Warehouse Administration” button.
Warehouse Requisition (cont.)

From the Warehouse Administration window, select the Requests Tab.

From the Update Request window, click on the **Add New Icon** 🔄

The Add New Request window will appear on your screen. A new requisition number will appear in the Request Number field. Write down that number and enter additional data as indicated below:

<table>
<thead>
<tr>
<th>Field</th>
<th>What to Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Year</td>
<td>Pre-fills automatically</td>
</tr>
<tr>
<td>Warehouse</td>
<td>Select your warehouse number</td>
</tr>
<tr>
<td>Date Requested</td>
<td>Pre-fills automatically</td>
</tr>
<tr>
<td>Requested By</td>
<td>Person requesting order</td>
</tr>
<tr>
<td>Date Required</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Ship Code</td>
<td>Enter location code (LEA)</td>
</tr>
<tr>
<td>Comments</td>
<td>Enter any special comments</td>
</tr>
</tbody>
</table>
Once all information at the top of the Batch Requests window is completed, select the icon.

At the bottom of the screen, enter the Stock Number, Budget Unit Number, and Quantity.
Warehouse Requisition (cont.)

After entering all information, select the ✔️ icon to process the request.

A new requisition number will appear. You should see a message telling you that your “Record has been added.” You can now continue with your next requisition.

Once you have completed all of your requisitions, select the 🔄 icon to return to the Update Request Window.

Enter your Request# and click on the Print Requests Tab. A message will pop-out that says “Report Information” From there, Click on the 📄 icon and follow your printing procedures – see Pg.20)
Next Year Warehouse Requisition

From the eFinance Plus Main Menu, select: Warehouse Inventory.

The Warehouse Inventory window will appear on your screen: Select the “Batch Requests” button.
Next Year Warehouse Requisition (cont.)

From the Batch Request window double click on your location which is under the Control Number column.

<table>
<thead>
<tr>
<th>Control Number</th>
<th>Requested By</th>
<th>Request Year</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>002</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>003</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>004</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>005</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>006</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
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<tr>
<td>007</td>
<td>JR</td>
<td>2017</td>
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<td>008</td>
<td>JR</td>
<td>2017</td>
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<tr>
<td>009</td>
<td>JR</td>
<td>2017</td>
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<td>010</td>
<td>JR</td>
<td>2017</td>
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<td>011</td>
<td>JR</td>
<td>2017</td>
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<td>012</td>
<td>JR</td>
<td>2017</td>
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<td>013</td>
<td>JR</td>
<td>2017</td>
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<td>014</td>
<td>JR</td>
<td>2017</td>
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<td>015</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
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<tr>
<td>016</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
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<tr>
<td>017</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
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<tr>
<td>018</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>019</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
<tr>
<td>020</td>
<td>JR</td>
<td>2017</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following screen will appear, from this screen select the icon. This will give you a new Requisition #.
Next Year Warehouse Requisition (cont.)

You will need to fill in the warehouse # 951 and the Ship Code # (your LEA)

- Tab to enter your first Stock Number item
- Tab to enter Budget Unit number, then to enter Account number
- Tab to Quantity, enter the quantity that you need and continue through until you have entered all the items you need for that order. (99 lines is still the most amount of lines per request)
- If you are finished, you still must click the OK button to save the request
Next Year Warehouse Requisition (cont.)

- When you click on the green OK button at the top, it will say Record Added and it will give you the next request number in case you want to continue typing more requisitions.

- If you are done with your requisitions and would like to Print, Review, or Adjust it, click on the icon which will bring you back to the Batch Requests window.
- From the Batch Requests window, type in your Requisition number inside the Request Number box. Then click on Find. You should then be able to see your requisition.
Next Year Warehouse Requisition (cont.)

You should be able to see your requisition. From there click on the icon to print your requisition.

FYI…………..If you need to Delete a Line, make sure one of the highlighted areas below are active and that you see the tab that says Delete Row above so that you can be able to delete that row.
Reports

Detail Expenditure Status Report

From the Main Menu click on Fund Accounting, - Reports,- Under Expenditure status report. click on Detail Expenditure Status Reports

The Detail Expenditure Status Report window will appear on your screen. Enter the Fund number, Year, and Period, then select the icon.

Continue with printing process
Board Report—Activity Fund

Main Menu→Fund Accounting→Custom→Board Report

Under Fund type your schools first and last fund #'s Example: 7??? : 7???

Starting Period: 1

Ending Period: 1 or 2, 3 etc

Year: leave as default

Print Section 1 only: √

OK the screen below will come up. Click Okay

Continue with your printing procedures.
Imprest On–line View

From the Main Menu, Click on Fund Accounting → Vendor Transactions

Vendor: 5503

Year: Enter Year and Period (payments are made on Tuesdays; make sure you enter period in which the payment would have been made)

Transaction code: 21
Printing

The initial Print window will appear as follows:

Click **Ok**. A pop-up window will appear at the bottom of the page. Click on **Open**

You should be able to see your page on the screen. Click Print.
Detailed Displays
(Transactions)

Use this feature to look up individual transactions. The most common transactions you may want to research include Journal Entries, Cash Receipts and Payments; the transaction codes for these are as follows:

19= Journal Entry

    An entry used to correct errors and to record internal district activity, which includes printing services, transportation requests, postage, and building rental.

20= Manual Check / Void Check

    A manual check payment; if the amount is negative, then the check was voided.

21= Accounts Payable

    Batch payment (can be multiple invoices) via check; batch payments are processed on Tuesdays.

24= Post Receipts

    A cash receipt or bank deposit. At the school level you may only deposit money to your Activity Fund account; deposits for any other funds are to be made by the Business Office.

INSTRUCTIONS
From the eFinance Plus Main Menu, select the following:
Fund Accounting
→Transactions