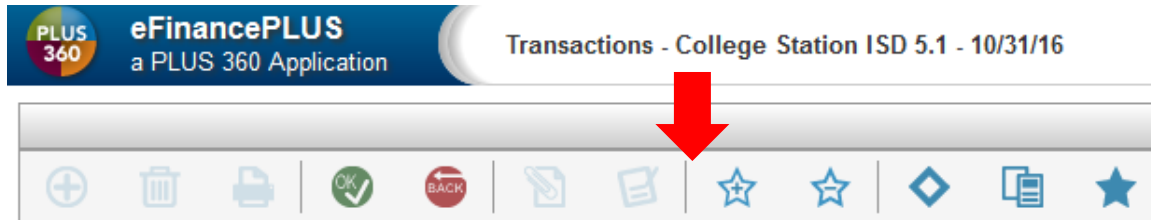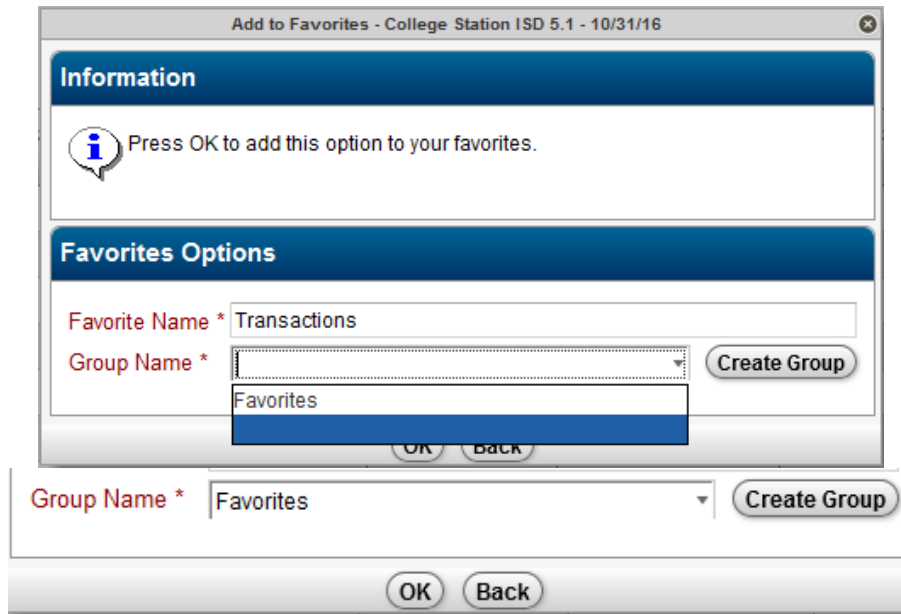# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

Follow the steps below to save an eFinance icon as a favorite

- Once the selected window is open
- Click the star with the + symbol

- Another window will open called "Add to Favorites"
- The "Name" can be changed here
- Select the "Favorites" group
- If a Favorites group does not appear in the drop-down list, then create one by selecting "Create Group"
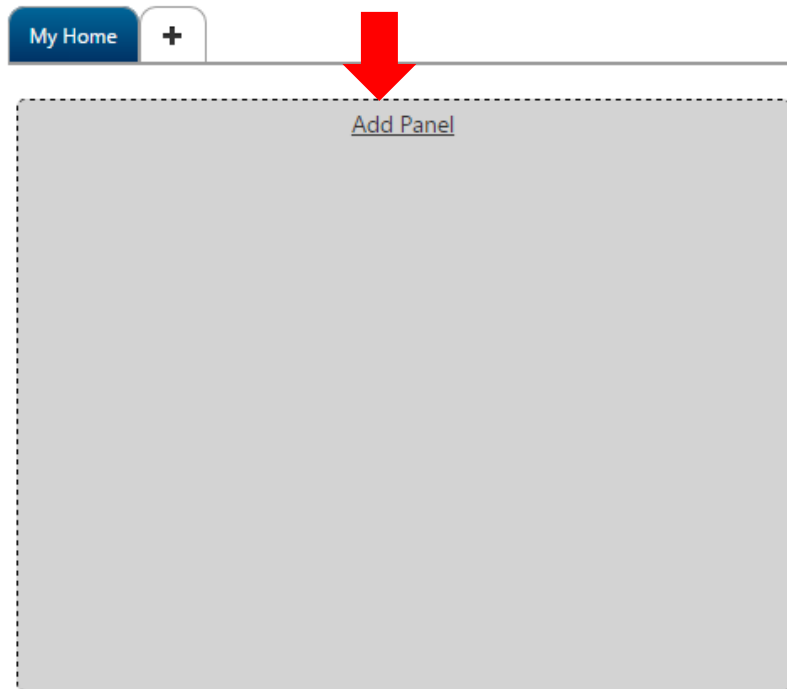- Give the group a name
- Click "OK"

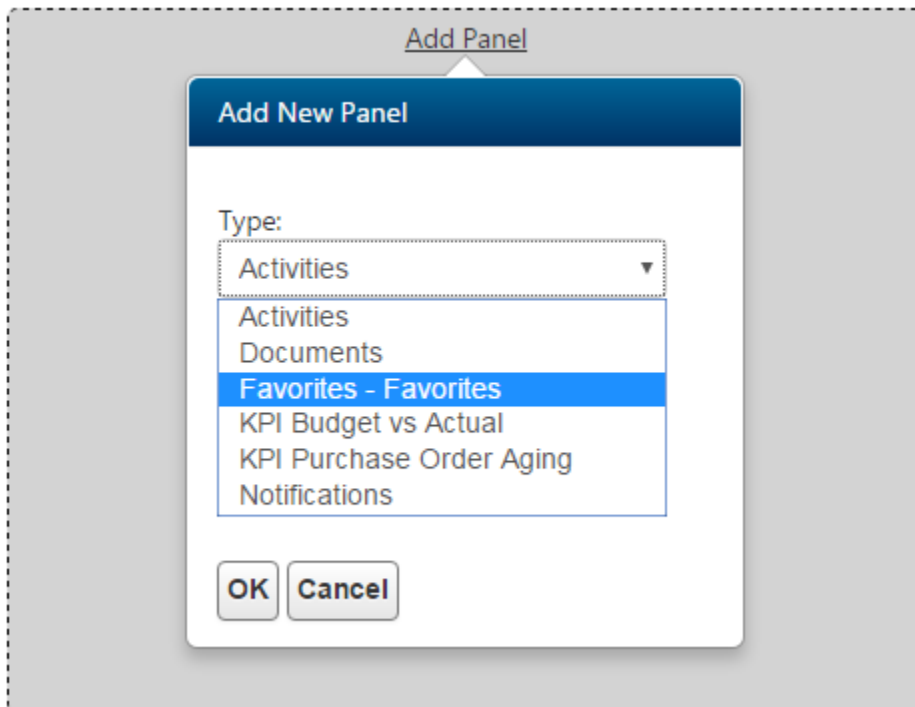- Click "OK" to save the window to the new group

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

- On the Home screen, select "Add Panel"

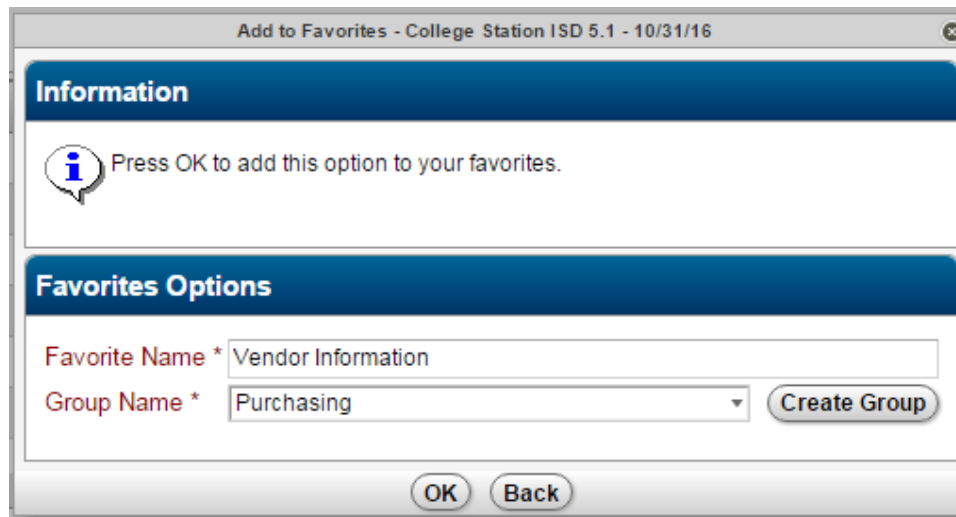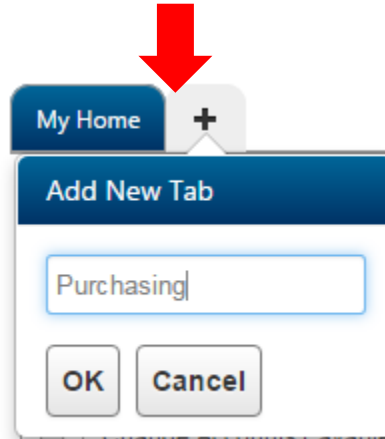- Select the Favorites group you just created and click "OK"

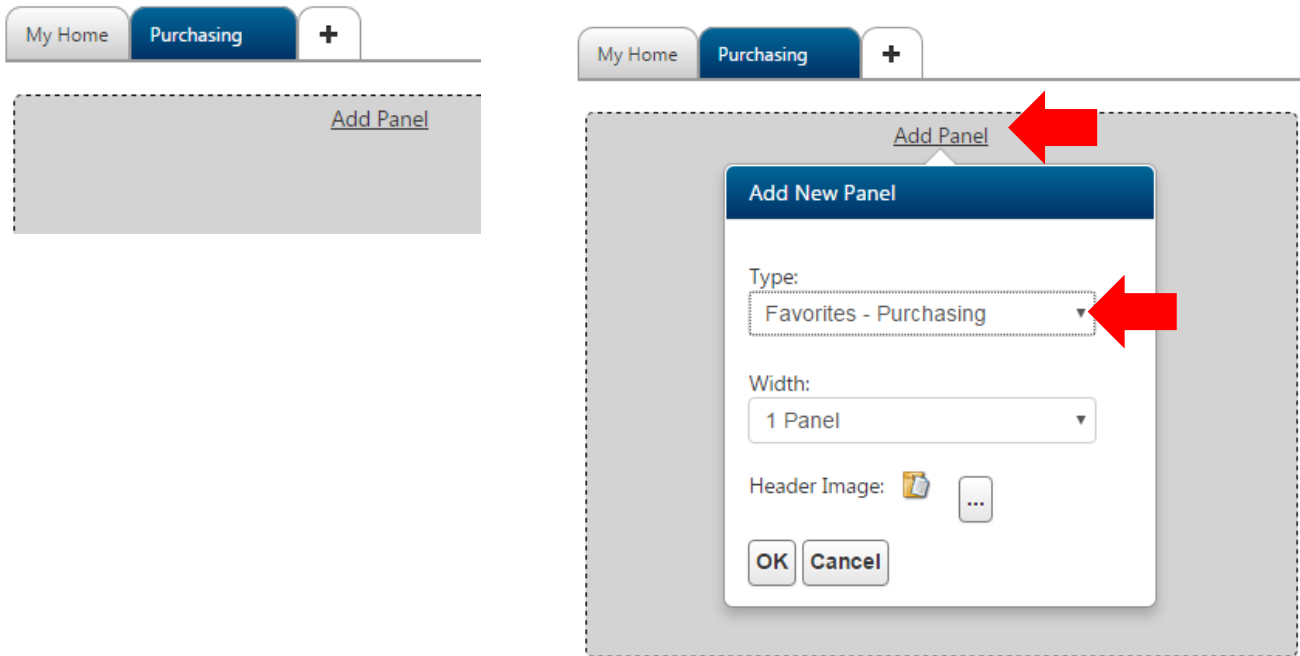# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

Add a tab by clicking on the + sign
Type in the name of the new tab and click "OK"

We recommend adding a purchasing tab with the following favorites.

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

Add the following items to the Purchasing Favorites Tab

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

TRANSACTIONS

Follow the steps below to save the "Transactions" icon as a favorite to the desktop

- Click "Main Menu" → "Fund Accounting" → "Entry & Processing" → "Detailed Displays" → "Transactions"

- Click on the ☆ icon to add the screen as a favorite

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

# eFINANCE COMMON FAVORITES

VENDOR INFORMATION

Follow the steps below to save the "Vendor Information" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reference Tables" → "Vendor List"

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

VENDOR TRANSACTIONS

Follow the steps below to save the "Vendor Transactions" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Entry & Processing" → "Detailed Displays" → "Vendor Transactions"

Select Transactions For:

Vendor *

Selection Criteria:

Invoice		FUND	
PO		BUDGET CODE	
Check Number		Account	
Check Date		PROJECT	
1099 Indicator		PROJECT Acct	
Amount		Transaction Code	
Year		Transaction Date	
Period		Control Number	
Alternate Vendor			

Alt Vendor Name   Previous Balance

Date	TC	Invoice	PO	Check	Description

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

ENCUMBRANCE STATUS REPORT (OPEN PO LIST)

Follow the steps below to save the "Encumbrance Status Report" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Financial Statements" → "Encumbrance Status Reports"

Report Information

(i) This report will print a summary of encumbrance transactions. Encumbrances with a payment status of F-Final Payment or C-Closed will not appear on this report.

Sort Options

◉ Encumbrance Number ○ Organization ○ Cost Center

Report Criteria

PO

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

EXPENDITURE LEDGER

Follow the steps below to save the "Expenditure Ledger" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Entry & Processing" → "Budget Ledgers" → "Expenditure Ledger"

REVENUE LEDGER

Follow the steps below to save the "Revenue Ledger" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Entry & Processing" → "Budget Ledgers" → "Revenue Ledger"

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

EXPENDITURE AUDIT TRAIL

Follow the steps below to save the "Expenditure Audit Trail" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Audit Trails" → "Expenditure Audit Trail"

Report Information

> This report will summarize the budgeted amount and all encumbrance and expenditure activity. In addition, the report provides the beginning and ending balance.

Report Criteria

Fund	
FUNCTION	
SUBOBJECT	
ORGANIZATION	
PROGRAM	
ED SPAN	
PROJECT	
BUDGET CODE	
Account	
Budget Control Organization	
Budget Control Account	

Additional Criteria

Year *	2017
Starting Period *	
Ending Period *	
Subtotal By Period	☐
Include Notes	☐
Include Warehouse Charge Detail	☐
Include Accounts With No Activity	☐
Include Pre-Encumbrance Detail	☐
Display Header and Detail for JE	☐

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

REVENUE AUDIT TRAIL

Follow the steps below to save the "Revenue Audit Trail" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Audit Trails" → "Revenue Audit Trail"

Report Information

i This report provides a summary format of the account's budgeted amount and all receivable/receipt activities.

Report Criteria

Fund

BUDGET CODE

Account

Additional Criteria

Year * 2017

Starting Period *

Ending Period *

SubTotal By Period ☑

Include Notes ☐

Include Accounts With No Activity ☑

Display Header and Detail for JE ☒

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

DETAIL EXPENDITURE STATUS REPORT

Follow the steps below to save the "Detail Expenditure Status Report" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Expenditure Status Reports" → "Detail Expenditure Status Report"

Report Information

ⓘ This report will print expenditure status by fund, organization, and account number.

Report Criteria

Fund	
FUNCTION	
SUBOBJECT	
ORGANIZATION	
PROGRAM	
ED SPAN	
PROJECT	
BUDGET CODE	🔍
Account	🔍

Advanced

Additional Criteria

Year *	
Period *	
Pre-encumbrance Detail	☐
Print Key Organization	☐

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

REQUISITIONS

Follow the steps below to save the "Requisitions" icon as a favorite to the desktop

- Click Main Menu → "Purchasing" → "Entry & Processing" → "Requisition Processing" → "Requisitions"

REQUISITION APPROVAL/DENIAL

Follow the steps below to save the "Requisition Approval/Deny" icon as a favorite to the desktop

- Click Main Menu → "Purchasing" → "Entry & Processing" → "Requisition Processing" → "Approve/Deny Requisitions"

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

PURCHASE ORDERS

Follow the steps below to save the "Purchase Orders" icon as a favorite to the desktop

- Click Main Menu → "Purchasing" → "Entry & Processing" → "Purchase Order Processing" → "Purchase Orders"

WAREHOUSE

Follow the steps below to save the "Warehouse" icon as a favorite to the desktop

- Click Main Menu → "Warehouse Inventory" → "Warehouse Administration"
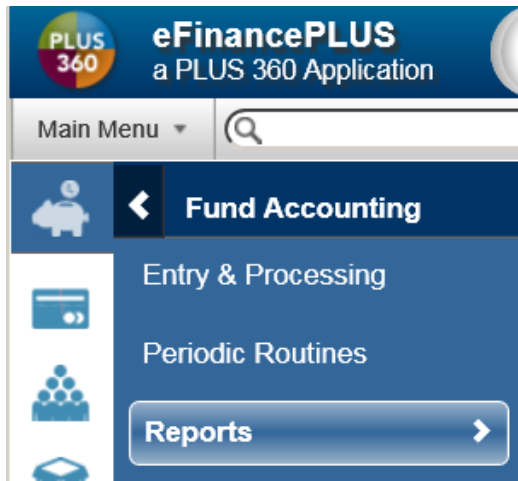- Click Request
- Add to favorites

Revised 11/17/16

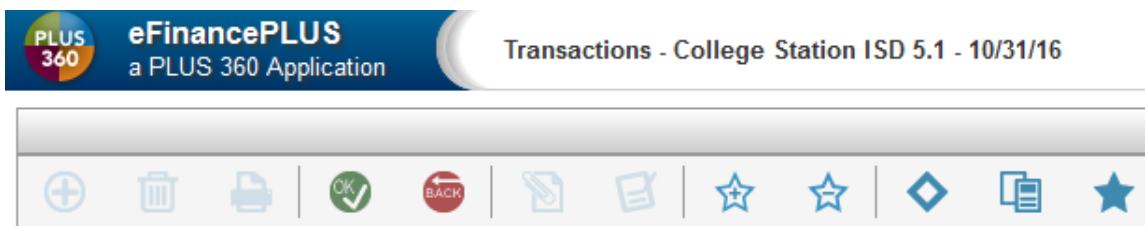# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

EFINANCE COMMON FAVORITES

DETAIL REVENUE STATUS REPORT

Follow the steps below to save the "Detail Revenue Status Report" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Revenue Status Reports" → "Detail Revenue Status Report"

- Once the window is open click the star with the + symbol

Revised 11/17/16

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

eFINANCE COMMON FAVORITES

BUDGET EXCEEDED

Follow the steps below to save the "Budget Exceeded" icon as a favorite to the desktop

- Click Main Menu → "Fund Accounting" → "Reports" → "Budget Control Reports" → "Budgets Exceeded"

Report Information

ℹ This report will print only the accounts which have exceeded their budget amount.

Report Criteria

BUDGET CODE [_____] 🔍

Account [_____] 🔍

🔍 Advanced

Additional Criteria

Year * [____ ▾]
Period * [____ ▾]

Revised 11/17/16