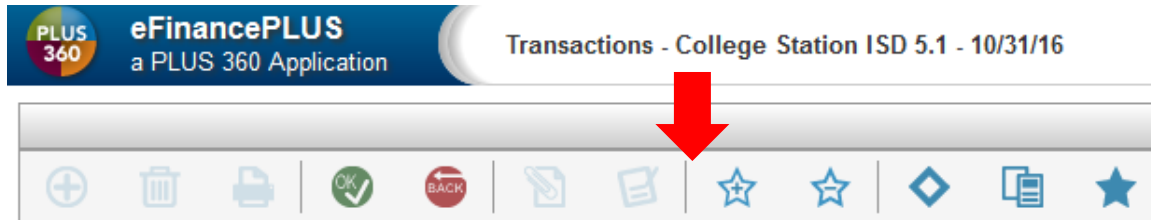


# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

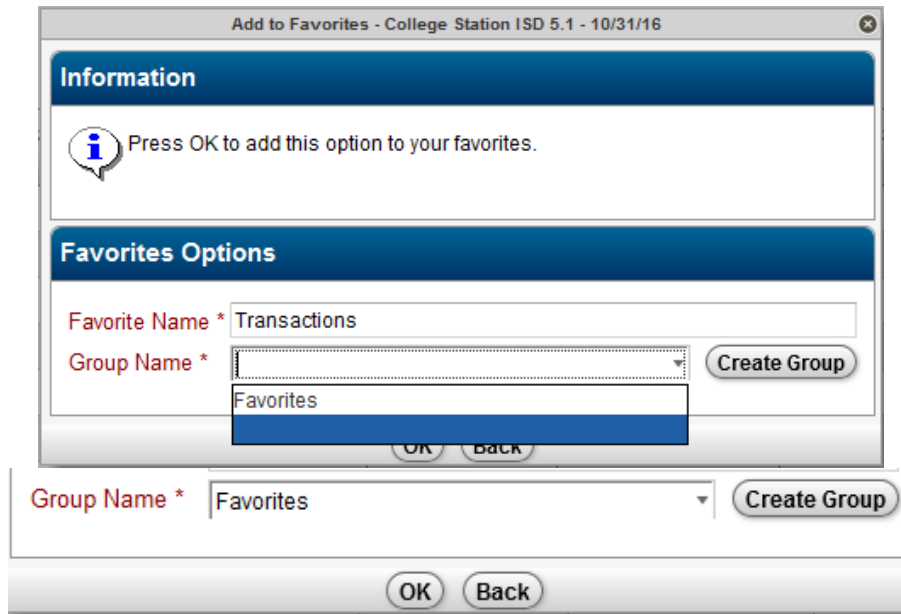
## EFINANCE COMMON FAVORITES

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"

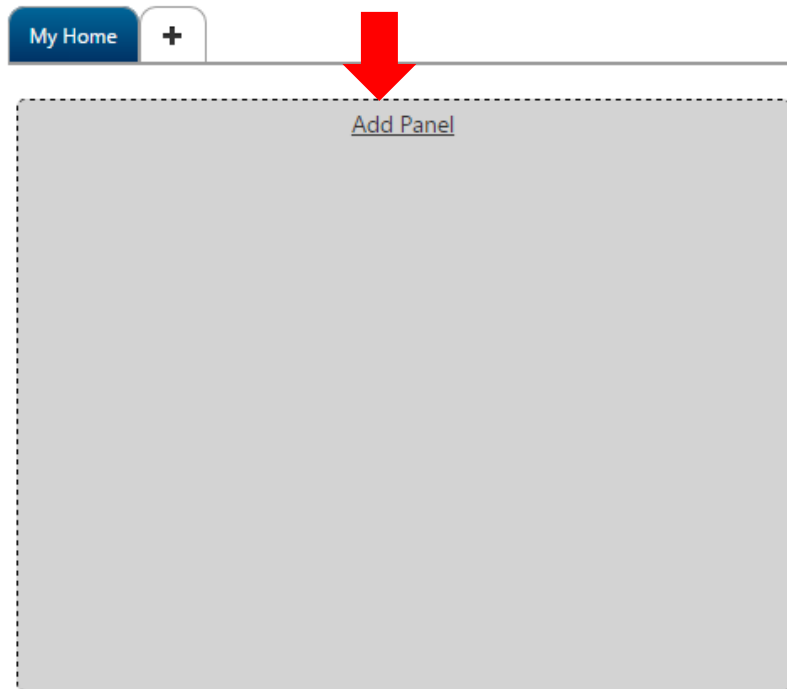


- Click "OK" to save the window to the new group

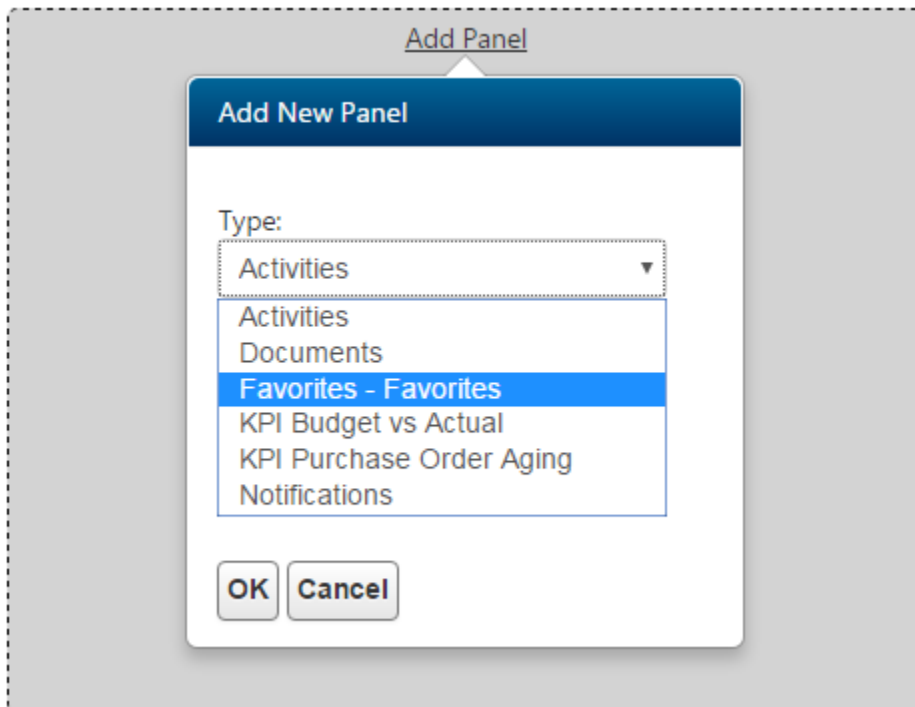
# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

## EFINANCE COMMON FAVORITES

- On the Home screen, select “Add Panel”



- Select the Favorites group you just created and click “OK”

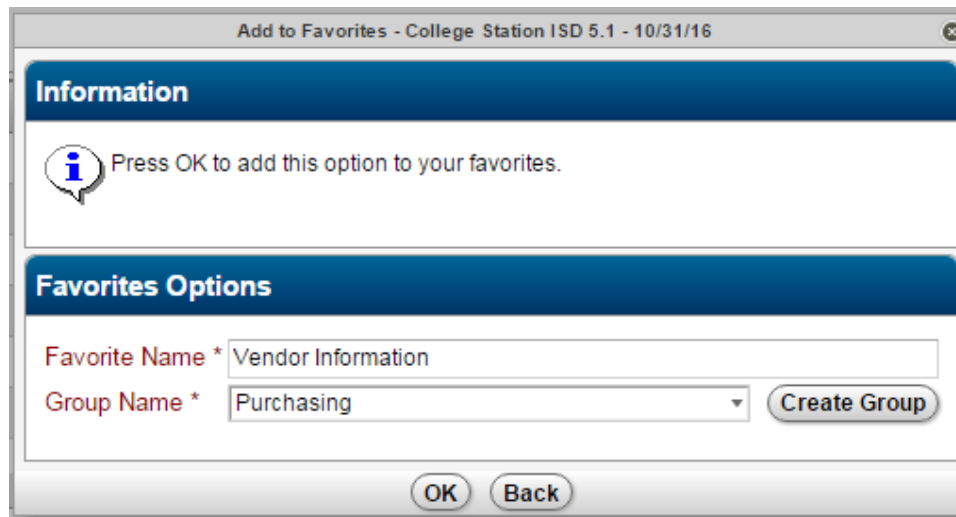
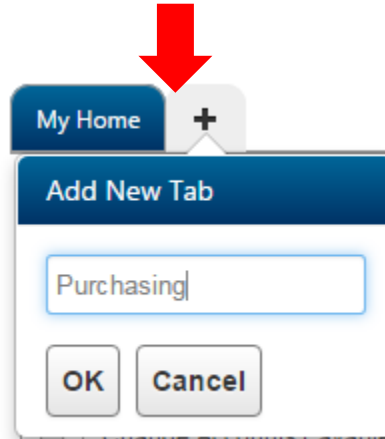


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## EFINANCE COMMON FAVORITES

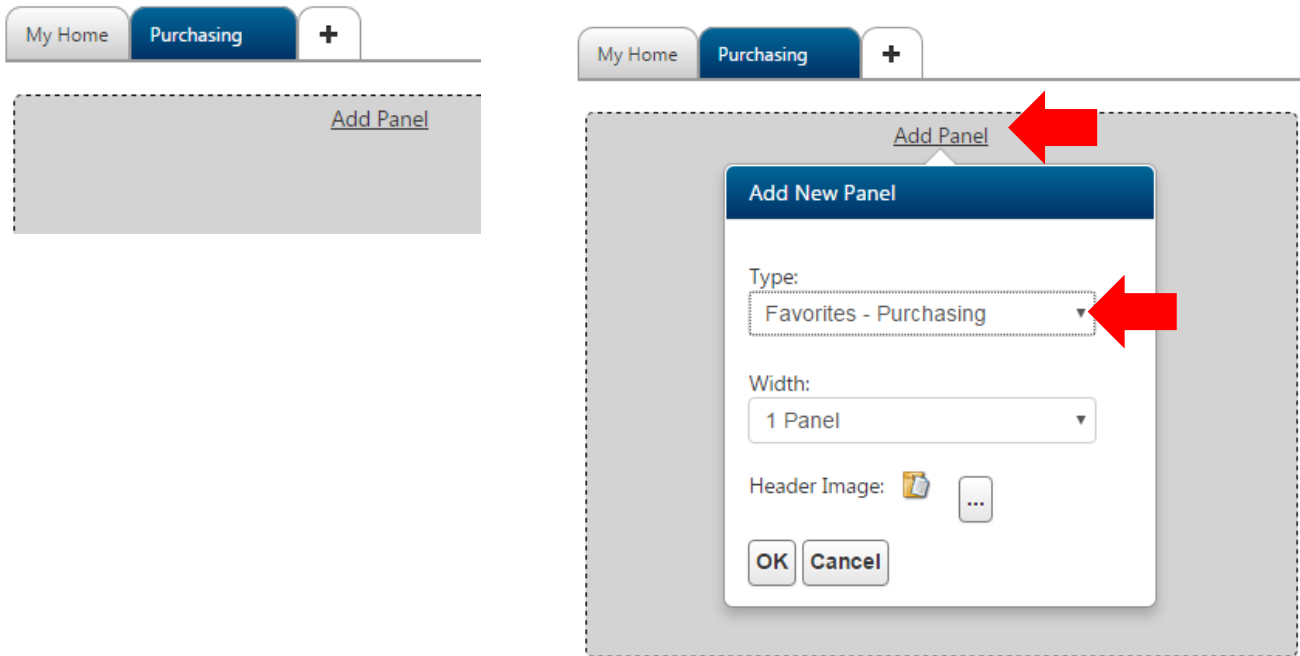
Add a tab by clicking on the + sign  
Type in the name of the new tab and click "OK"

We recommend adding a purchasing tab with the following favorites.



# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

## EFINANCE COMMON FAVORITES



Add the following items to the Purchasing Favorites Tab

<input type="checkbox"/>	Title
<input type="checkbox"/>	Purchase Order Listing
<input type="checkbox"/>	Requisition Approval
<input type="checkbox"/>	Requisition Listing
<input type="checkbox"/>	Vendor Information

# 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



Date: 12/06/2016 Period: 2/17

General	Charge/Check	Encumbrance/Invoice		
<b>General Transaction Data</b>				
Year	<input type="text" value="2017"/>	Period	<input type="text"/>	Contr
Transaction Date	<input type="text"/>		Date	

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## 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”

#### Search Criteria

Vendor Code


Inactive Status



Vendor Name  

Search Name  

Purchasing City

Purchasing State

Commodity Class  

 Find  Advanced

Vendor Code	Vendor Name	Purchasing City	Purchasing State	Purchasi

General | Address | 1099 Name and Address | 1099 Information | Discount Information | Miscellaneous Information | EFT/ACH

#### General Information

Vendor Code \*  Employee

Vendor Name \*

Search Name \*

Federal Tax ID

Web Address

VAC Login Name:

# 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	<input type="text"/>	FUND	<input type="text"/>
PO	<input type="text"/>	BUDGET CODE	<input type="text"/> 
Check Number	<input type="text"/>	Account	<input type="text"/> 
Check Date	<input type="text"/> 	PROJECT	<input type="text"/> 
1099 Indicator	<input type="text"/>	PROJECT Acct	<input type="text"/> 
Amount	<input type="text"/>	Transaction Code	<input type="text"/>
Year	<input type="text"/>	Transaction Date	<input type="text"/> 
Period	<input type="text"/>	Control Number	<input type="text"/>
Alternate Vendor	<input type="text"/> 		

Alt Vendor Name                      Previous Balance

Date	TC	Invoice	PO	Check	Description
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# 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

 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





# 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”

Selection Criteria						
Year	2017	FUND				
BUDGET CODE		FUNCTION				
Account		SUBJECT				
Budget Control BUDGET CODE		ORGANIZATION				
Budget Control Account		PROGRAM				
Status		ED SPAN				
		PROJECT				
 Find  Advanced						
Year	BUDGET CODE	Account	Budget	Period Exp	YTD Expense	Encumbrances

### 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”

Selection Criteria						
Year	2017	FUND				
BUDGET CODE		FUNCTION				
Account		SUBJECT				
		ORGANIZATION				
		PROGRAM				
		ED SPAN				
		PROJECT				
 Find  Advanced						
Year	BUDGET CODE	Account	Budget	Period Receipts	YTD Receipt	Receivable

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## 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	<input type="text"/>
FUNCTION	<input type="text"/>
SUBJECT	<input type="text"/>
ORGANIZATION	<input type="text"/>
PROGRAM	<input type="text"/>
ED SPAN	<input type="text"/>
PROJECT	<input type="text"/>
BUDGET CODE	<input type="text"/> 
Account	<input type="text"/> 
Budget Control Organization	<input type="text"/> 
Budget Control Account	<input type="text"/> 

#### Additional Criteria

Year *	<input type="text" value="2017"/>
Starting Period *	<input type="text"/>
Ending Period *	<input type="text"/>
Subtotal By Period	<input type="checkbox"/>
Include Notes	<input type="checkbox"/>
Include Warehouse Charge Detail	<input type="checkbox"/>
Include Accounts With No Activity	<input type="checkbox"/>
Include Pre-Encumbrance Detail	<input type="checkbox"/>
Display Header and Detail for JE	<input type="checkbox"/>

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## 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

 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 \*

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	<input type="text"/>
FUNCTION	<input type="text"/>
SUBJECT	<input type="text"/>
ORGANIZATION	<input type="text"/>
PROGRAM	<input type="text"/>
ED SPAN	<input type="text"/>
PROJECT	<input type="text"/>
BUDGET CODE	<input type="text"/> 
Account	<input type="text"/> 

 Advanced

#### Additional Criteria

Year *	<input type="text"/>
Period *	<input type="text"/>
Pre-encumbrance Detail	<input type="checkbox"/>
Print Key Organization	<input type="checkbox"/>

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## 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”

The screenshot shows a 'Search Criteria' form with the following fields and controls:

- Year: 2017 (dropdown)
- Requisition: (text input)
- Buyer: (text input)
- Date Requested: (calendar icon)
- Date Required: (calendar icon)
- Recommended Vendor: (text input with search icon)
- Ship To: (dropdown)
- \*LOCATION\*: (dropdown)
- Attention: (text input)
- Status: (dropdown)
- Buttons: Find, Advanced

Requisition	Date	Fiscal Year	Vendor #	Vendor Name	Buyer
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### 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”

The screenshot shows two forms for requisition approval:

**Approval Criteria**

- Approval Criteria \*: A - All Requisitions (dropdown)
- Required:

**Additional Approval Criteria**

- Requisition: (text input)
- \*LOCATION\*: (dropdown)
- Vendor: (text input with search icon)
- Requested: (calendar icon)
- Ship Code: (dropdown)
- Year: 2017 (dropdown)

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## 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”

Search Criteria	
Year	2017
Purchase Order	
Requisition	
Buyer	
Date Issued	
Date Required	
Description	
Vendor	
Ship To	
*LOCATION*	
Attention	
Status	

Find Advanced

Purchase Order	Date	Fiscal Year	Vendor #	Vendor Name	Buyer
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### 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

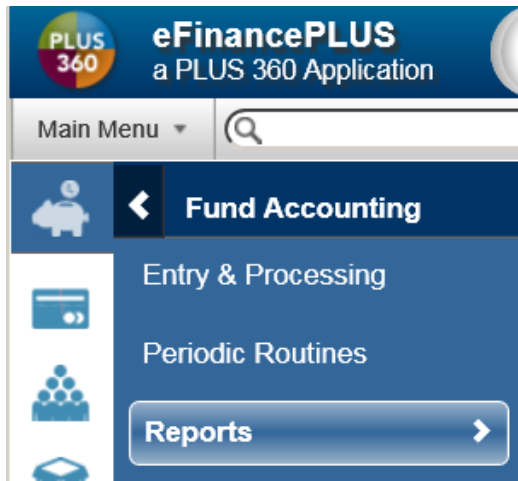
# COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

## EFINANCE COMMON FAVORITES

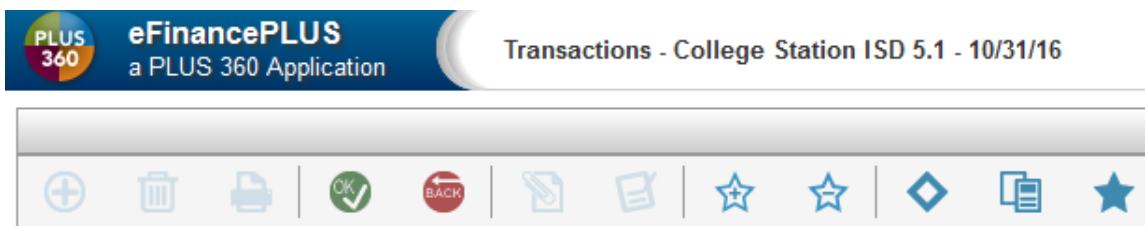
### DETAIL REVENUE STATUS REPORT

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 



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## 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

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

#### Report Criteria

BUDGET CODE  

Account  

 Advanced

#### Additional Criteria

Year \*

Period \*