

# eFinance Transactions

Use this option to search for a check number, deposit, what has posted to a budget code, PO, etc. The Transactions screen has three tabs, General, Charge/Check and Encumbrance/Invoice. The Transactions screen results will show a transaction date, transaction code, year, period, budget code, account, description, and transaction amount at a quick glance.

To access the screen for entering selection criteria, select **Applications > Fund Accounting > Detailed Displays > Transactions**.

To find a specific check use one of the following screens

## Charge/Check Tab

- i. Enter all known information in proper box(es)
  - a) Budget Code
  - b) Account

General **Charge/Check** Encumbrance/Invoice

**Charge Data**

FUND  Cash Account

a.BUDGET CODE 19921100110110GP  Receivable Account

b.Account 6299  Disbursement Fund

PROJECT

PROJECT ACCT

**Check Data**

Check Number  Cleared

Check Date   Void

General **Charge/Check** Encumbrance/Invoice

**General Transaction Data**

Year 2012  Period  Control Number

Transaction Date   Date Entered

Transaction Code  Transaction Amount

Vendor/Payer

Journal Entry Number

Description 1

Description 2

Entered By

**NOTE: Make sure the correct budget year is shown on the general tab**

## 2. And/or Encumbrance/Invoice Tab

- i. Enter all known information in proper box(es)
  - a) PO – Enter an asterisk (\*) to indicate that that you want include all purchase orders from the year selected ending with 003994.

b) **Invoice/Receipt** – May be left blank if invoice number is not known

General Charge/Check **Encumbrance/Invoice**

**Encumbrance/Invoice Data**

Due Date  1099 Indicator

PO  Discount Date

Invoice/Receipt  b. Discount Amount

Item Number

Partial/Final

3. Click **OK** to generate the results that will show below

Date	A.	TC	B.	Year	C.	Period	D.	BUDGET CODE	E.	Account	F.	Description	G.	PROJECT	PROJECT ACCT	Amount	H.	In...
04/05/2012		17		12		8		19921100110110GP		6399		850896, MEET THE MUSICIAN				19.95		
04/05/2012		17		12		8		19921100110110GP		6399		ESTIMATED SHIPPING/HANDLI				7.95		
04/05/2012		17		12		8		19921100110110GP		6399		CLASSROOM SUPPLIES				40.00		
04/05/2012		17		12		8		19921100110110GP		6399		CLASSROOM READERS, QUOTE				119.50		

4. Select the desired result

**i. Result Features**

a) The results include several features that help to identify each transaction

**See screen shot above with the following labels.**

**A – Date:** Date of the

Finance Plus has two (2) wild cards to help narrow down report results. The wild cards are: “?” and “\*”

Wildcard	Usage	Result
*	TEA*	Find TEA, TEAcher, TEAspoon, TEArjerker... All results start with TEA.
?	1?0	Find 100, 120, 130...190... All results start with a 1 and end with 0.
*	*TEA*	Find TEA, sTEAmroller, unTEAch, plaTEAuing... All results have TEA somewhere in them.

transaction

**B – TC:** Transaction Code – Period. How, Where, and When the transactions was generated.

<b>The system-generated Transaction Codes include:</b>			
<b>11</b>	Post Expenditure Budgets		
<b>13</b>	Adjust Expenditure Budgets	<b>21</b>	Accounts Payable
<b>17</b>	Add Encumbrances (PO)	<b>22</b>	Payroll Interface and Manual Payroll
<b>18</b>	Change Encumbrances (Change Order)	<b>24</b>	Receipts
<b>19</b>	Journal Entries	<b>25</b>	Expenditure Budget Transfer
<b>20</b>	Accounts Payable Manual/Void Checks	<b>27</b>	Project Budget Transfer

**C – Year:** Budget Year of the transaction.

**D – Period:** Period of the transaction.

<b>The system-generated Periods include:</b>			
<b>1</b>	September	<b>8</b>	April
<b>2</b>	October	<b>9</b>	May
<b>3</b>	November	<b>10</b>	June
<b>4</b>	December	<b>11</b>	July
<b>5</b>	January	<b>12</b>	August
<b>6</b>	February	<b>13</b>	September
<b>7</b>	March		

**E – Budget Code:** Budget Unit

**F – Account:** The account associated with the Budget Unit.

**G – Description:** The Description associated with the purchase order when requisition was entered.

**H – Amount:** Total amount encumbered, paid (posted), adjusted, or voided

5. **Click OK** to open the transaction details screen

**i. Transaction Detail Features**

a) The transaction detail screen includes several features that help to identify further details of a specific transaction

**See screen shot on next page with the following labels**

**A – Fund:** Where the money is coming from (such as taxes, federal grants, state grants, clubs, student groups, etc.)

**B – Budget Code:** Budget Unit

**C – Account:** The Account associated with the Budget Unit

**D – Vendor:** The vendor associated with the transaction

**E – PO:** The purchase order and line number associated with the transaction

**F – J E Number:** Starts with NM=Nicole Mack, CS = Carmella Shafer, or CN = Chris Neely. 5<sup>th</sup> & 6<sup>th</sup> position should have CA = Catering and/or Pizza, ET = from an expense Transfer form.

**G – Invoice/Receipt:** The invoice number associated with the transaction

**H – Amount:** Total amount encumbered, paid (posted), adjusted, or voided

**I – Description:** The description associated with the purchase order when requisition was entered

**J – Year:** Budget year of the transaction

**K – Period:** Period of the transaction

The system-generated Periods include:			
1	September	8	April
2	October	9	May
3	November	10	June
4	December	11	July
5	January	12	August
6	February	13	September
7	March		

**L – Transaction Code:** How, Where, and When the transactions was generated.

The system-generated Transaction Codes include:			
11	Post Expenditure Budgets		
13	Adjust Expenditure Budgets	21	Accounts Payable
17	Add Encumbrances (PO)	22	Payroll Interface and Manual Payroll
18	Change Encumbrances (Change Order)	24	Receipts (deposits)
19	Journal Entries	25	Expenditure Budget Transfer
20	Accounts Payable Manual/Void Checks	27	Project Budget Transfer

**M – Transaction Date:** Date of the transaction

**N – Check Number:** Check number issued when payment was made

**O – Check Date:** Date check was issued

**P – Cleared:** Check has or has not cleared the bank

**If check has been voided this will also show “Y – Cleared Checks Only”**

Y	Cleared Checks Only
“blank”	Has Not Cleared Bank

**Q – Void:** This box should only contain “Y – Void Checks Only” if check was voided. (Transaction Code should also read 20)

<b>A</b> FUND	1992	GENERAL FUND	<b>J</b> Year	2012
<b>B</b> BUDGET CODE	19921100110110GP	INSTRUCTION-GP	<b>K</b> Period	8
<b>C</b> Account	6399	GENERAL SUPPLIES	<b>L</b> Transaction Code	17 - Add Encumbrance
PROJECT			<b>M</b> Transaction Date	04/05/2012
PROJECT ACCT			Date Entered	04/05/2012
Cash Account			Due Date	
<b>D</b> Vendor	44085	JACQUES TOYS & BOOKS	Invoice Date	
Receivable Account			Discount Amount	0.00
Disbursement Fund			<b>N</b> Check Number	
<b>E</b> PO	12006565-01		<b>O</b> Check Date	
<b>F</b> J E Number			Partial/Final	
<b>G</b> Invoice/Receipt			1099	
<b>H</b> Amount	40.00	Liquidated 0.00	Cleared	<b>P</b>
Sales Tax	0.00	Use Tax 0.00	Void	<b>Q</b>
<b>I</b> Description	CLASSROOM SUPPLIES		Control Number	
Entered By	bachar		Bank Code	
Warrant Number				