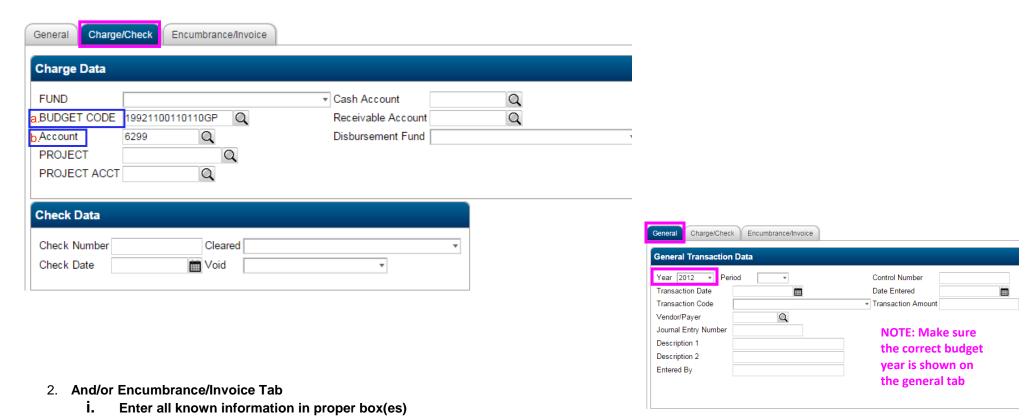
eFinance Transactions

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.

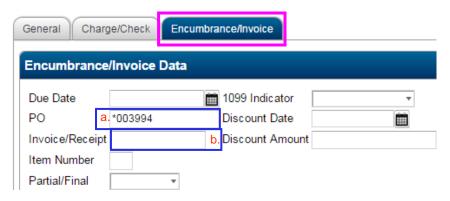
To find a specific check use one of the following screens Charge/Check Tab

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



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



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.	ln
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

ı	Finance Plus has two (2) wild cards to help narrow down report results. The wild cards are: "?" and "*"					
1	Wildcard	Usage	Result			
	*	TEA*	Find TEA, TEAcher, TEAspoon, TEArjerker	All results start with TEA.		
	?	1?0	Find 100, 120, 130190	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.

The	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		
19	Journal Entries	25	Expenditure Budget Transfer		
20	Accounts Payable Manual/Void Checks	27	Project Budget Transfer		

- **C Year:** Budget Year of the transaction.
- D Period: Period of the transaction.

The	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				

- **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. 5th & 6th 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"

Υ	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)

