eFinance Plus

Accounting Guide June 2014

Table of Contents

- Accounting Structure page 3
- Building Codes page 4 thru 6
- Looking up an Account page 7 thru 10
- Cognos Budget Report (Administrators) page 11
- Detail Expenditure Report (Administrators)
 page 12

Accounting Structure

• Expenditure Accounts

• CIMS: 11.2.333.4444.55.666.777.88888.9999

eFinance: ASN and Account Conversion
 ASN: 1133355667778888
 Associate 44440000

• Account: 44449999

Building Codes

Building	CIMS Code	eFinance Code
Eastern	005	05
Hill	006	06
Sexton	007	07
Everett	008	08
Pattengill	011	11
Gardner	012	12
Grand River/ABE	014	14
Beekman	017	17
Attwood	021	21
Averill	022	22

Building	CIMS Code	eFinance Code
Cavanaugh	025	25
Cumberland	028	28
Elmhurst	029	29
Fairview	031	31
Forest View	033	33
Gier Park	036	36
Harley Franks	039	39
STEM	043	43
Kendon	045	45
Lewton	046	46

Building Codes

Building	CIMS Code	eFinance Code
Lyons	048	48
Mt Hope	055	55
Pleasant View	060	60
Post Oak	061	61
Reo	062	62
Sheridan Road	063	63
Wainwright	066	66
Willow	068	68
Woodcreek (Advance Path)	070	70

Building	CIMS Code	eFinance Code		
North	071	71		
Riddle	072	72		
Wexford	074	74		
Emmanuel First Lutheran	075	75		
Lansing Baptist	077	77		
Lansing Catholic Central	078	78		
Holy Cross	079	79		
Immaculate Heart	080	80		
Our Savior Lutheran	082	82		

Building Codes

Building	CIMS Code	eFinance Code
Holt Lutheran	083	83
Resurrection	084	84
St Casimir	085	85
St Therese	086	86
St Michael	087	87
St Thomas Aquinas	088	88
Ingham County Correctional Center	106	A2
Ingham County Youth Center	109	A4

Building	CIMS Code	eFinance Code		
Don Johnson Fieldhouse	121	A6		
Ebersole Center	122	A7		
Wohlert Site	126	A8		
Partington Admin Bldg	180	B7		
Vehicle Maintenance Center	185	B8		
Warehouse Facility	187	B9		
Education Center	189	C1		

6



Looking Up An Account

- Click on Applications
- Click on Fund Accounting
- Click on Budget Ledgers
- Double Click on Expenditure
 Ledger

				8	3				
Home New Open Delete File Options Actions	ctivities Docu	igation							
Date: 06/23/2014Through Period	1: 12								
Year 2014	•	FUND			•				
ASN		FUNCTION			•				
Account	9	DISCRETION	ARY 1		•				
Budget Control ASN		BUILDING			•				
Budget Control Account DEPARTMENT									
Status		GRANT			•				
		💏 Find	Advanced						
Year ASN A	ccount	Budget	Period Exp	YTD Expense	Encumbrances	Balance	Title	Account Title	Budget Organ
Totals									
Budget:	Period	Expense:	YTD Exper	ise:	Encumbrance:		Balance:		

Option 1: Quick Search

- Click on Status and select Y Active
 - This option filters out all inactive accounts and shows only active accounts
- Click on Find
- The system will display all accounts that are coded to you

9

Option 2: Narrow Search – Fund

- Click on Status and select Y Active
- Use the other drop down options to restrict your view of accounts
- Fund (Building Administrators/Secretaries)
 - 11 for general fund
 - 71 for Agency Account or 72 for Trust Account
- Click on Find

Option 3: Narrow Search – Other Options

- You may also narrow your search by department or grant
- To filter out inactive accounts, always select Y for Status
- Click on the desired drop down box and either select the desired Option or type in the desired option –
 - Departments: you wish to see SIT department accounts
 - In the department box, select 169 or type 169
 - Click on Find
 - Grants: you wish to see all Title 1 accounts
 - In the grant box, select 1005 or type 1005
 - Click on Find

- After running your account(s) to screen you can:
 - Click on the desired account
 - Click OK
 - The screen will update to provide options for looking at the detail in the account. You can select the detail you wish To review and click ok to bring up additional detail



Running a Cognos Budget Report (Administrators)

Step 1:

11

- Click on Tools
- Double Click on Cognos
 Internet Explorer Only
- ✤ Step 2:
 - Click on eFinance Plus
- Step 3:
 - Click on Finance Folder Budget Reports

Menu Option

- eCommunityPLUS
- 🔺 📂 Applications
 - Fund Accounting
 - Purchasing
 - Human Resources
 - D Budget Preparation
 - Fixed Assets
 - Personnel Budgeting
 - 👂 🗂 Equipment Manager
 - Vendor Bidding
 - D Benefits
 - Varehouse Inventory
 - PCard Processing
 - D System Administration
- 🔺 📂 Reports
 - 🔺 📂 Fund Accounting
 - Daily Transaction Listings
 - Accounts Payable
 - 🔺 📂 Financial Statements
 - Balance Sheets
 - 🔺 📂 Expenditure Status Reports
 - Expenditure Status Report
 - Detail Expenditure Status Report
 - Summary Exp Status Report
 - GASB Expenditure Status Report
 - GASB Detail Expenditure Status Report
 - GASB Summary Expenditure Status Report
 - Expenditure Comparison Reports
 - Revenue Status Reports
 - Revenue Comparison Reports
 - Project Status Reports

Running Detail Budget Reports

- Click on Applications
- Click on Reports
- Click on Fund Accounting
- Click on Financial Statements
- Click on Expenditure Status Reports
 - Double Click on Detail Expenditure Status Report – this is the equivalent of the CIMS detailed expenditure report
 - Enter either the specific ASN and Account, or enter specific department or grant
 - Enter OK
 - Report options to file, screen or excel