



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: 11.2.333.4444.55.666.777.8888.9999
 - eFinance: ASN and Account Conversion
 - ASN: 1133355667778888
 - 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

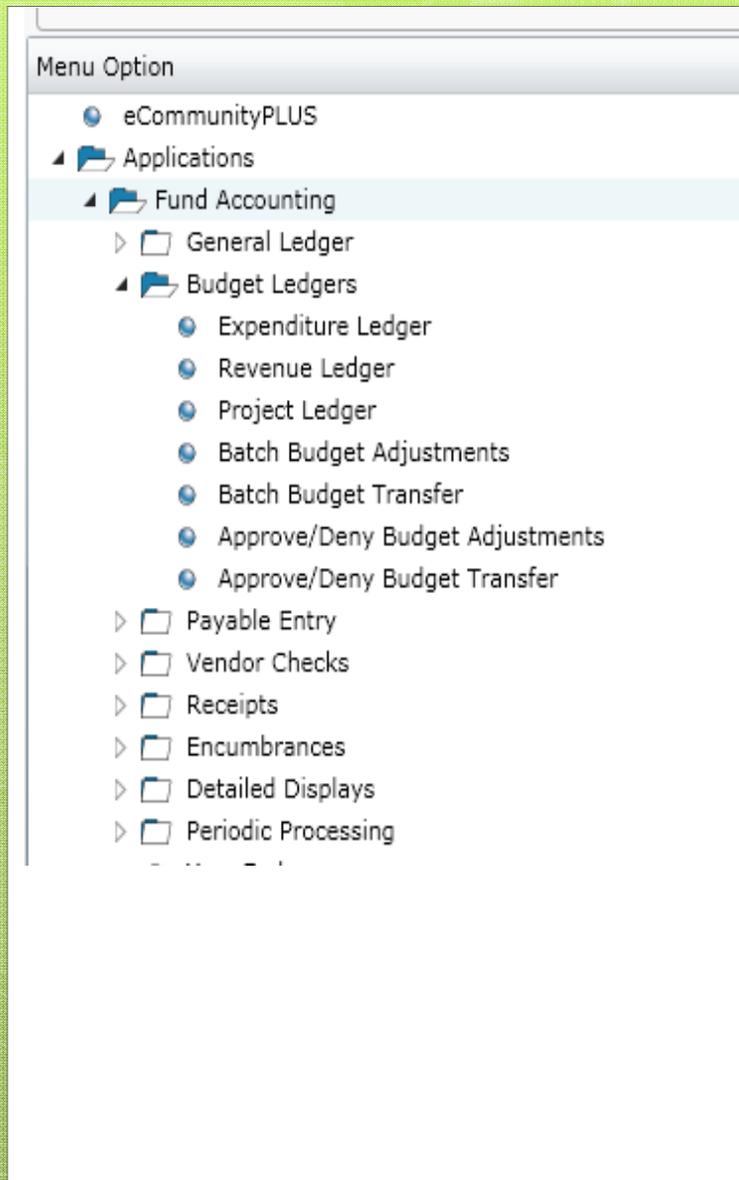
Building	CIMS Code	eFinance Code
Lyons	048	48
Mt Hope	055	55
Pleasant View	060	60
Post Oak	061	61
Reo	062	62
Sheridan Road	063	63
Wainwright	066	66
Willow	068	68
Woodcreek (Advance Path)	070	70

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



Looking Up An Account

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

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

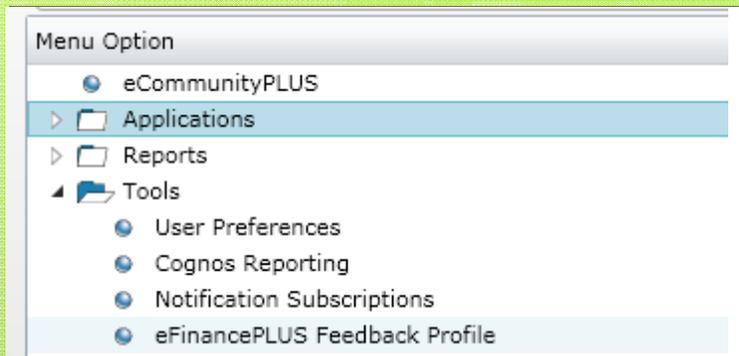
- You may also narrow your search by department or grant
- To filter out inactive accounts, always select Y for Status
- Click on the desired drop down box and either select the desired Option or type in the desired option –
 - Departments: you wish to see SIT department accounts
 - In the department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

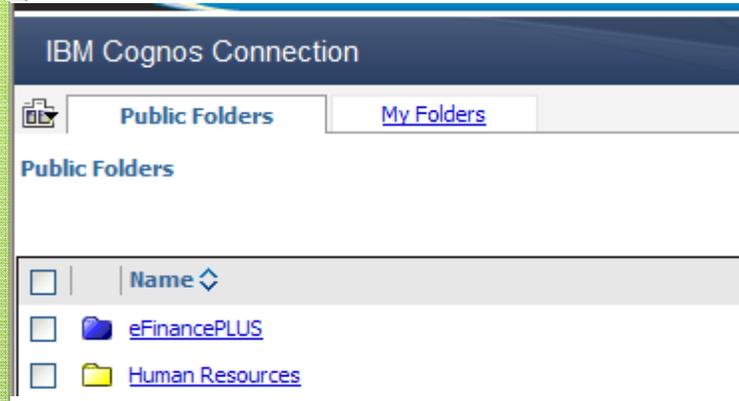
Running a Cognos Budget Report (Administrators)

- ❖ Step 1:
 - ❖ Click on Tools
 - ❖ Double Click on Cognos
Internet Explorer Only
- ❖ Step 2:
 - ❖ Click on eFinance Plus
- ❖ Step 3:
 - ❖ Click on Finance Folder – Budget Reports

Step
1

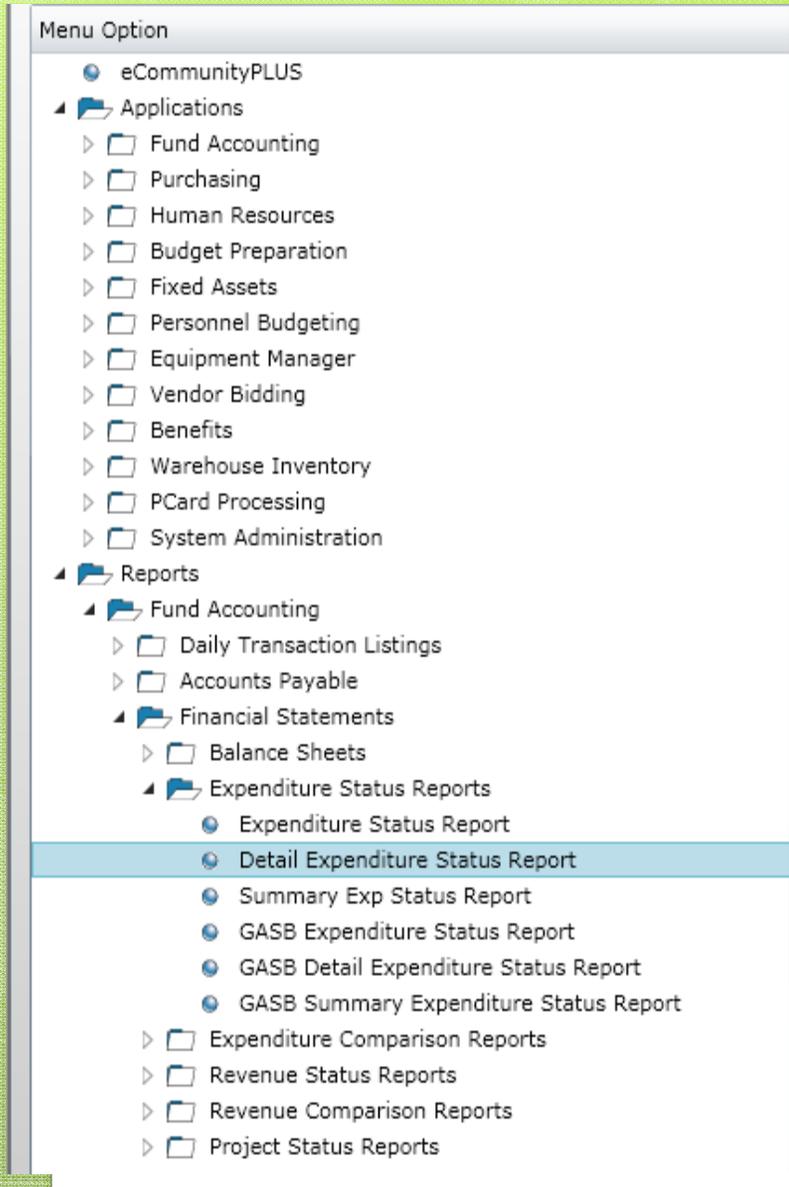


Step
2



Step
3





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