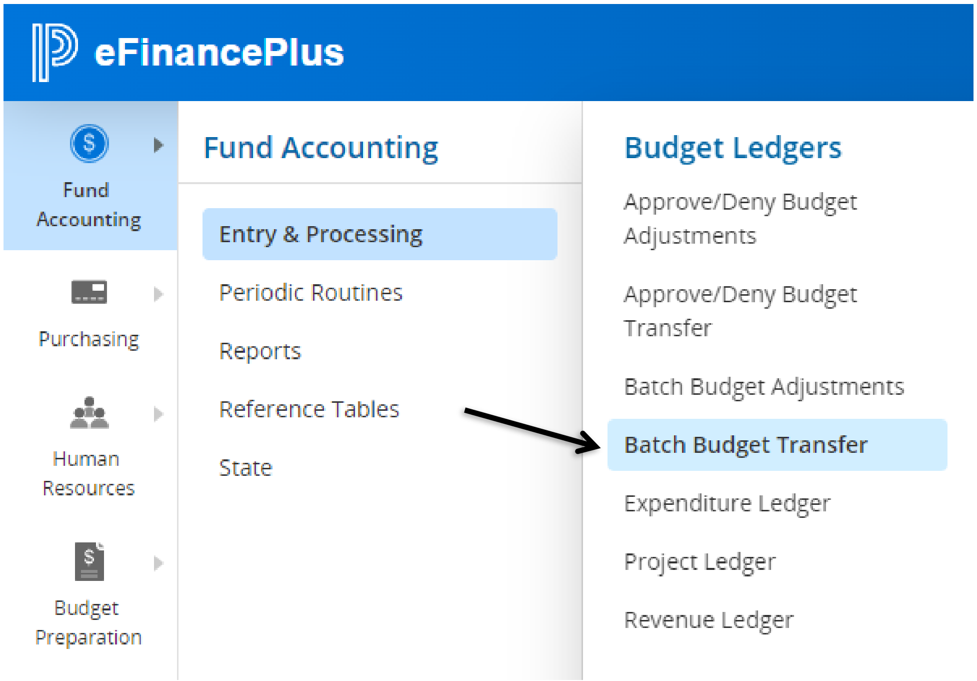
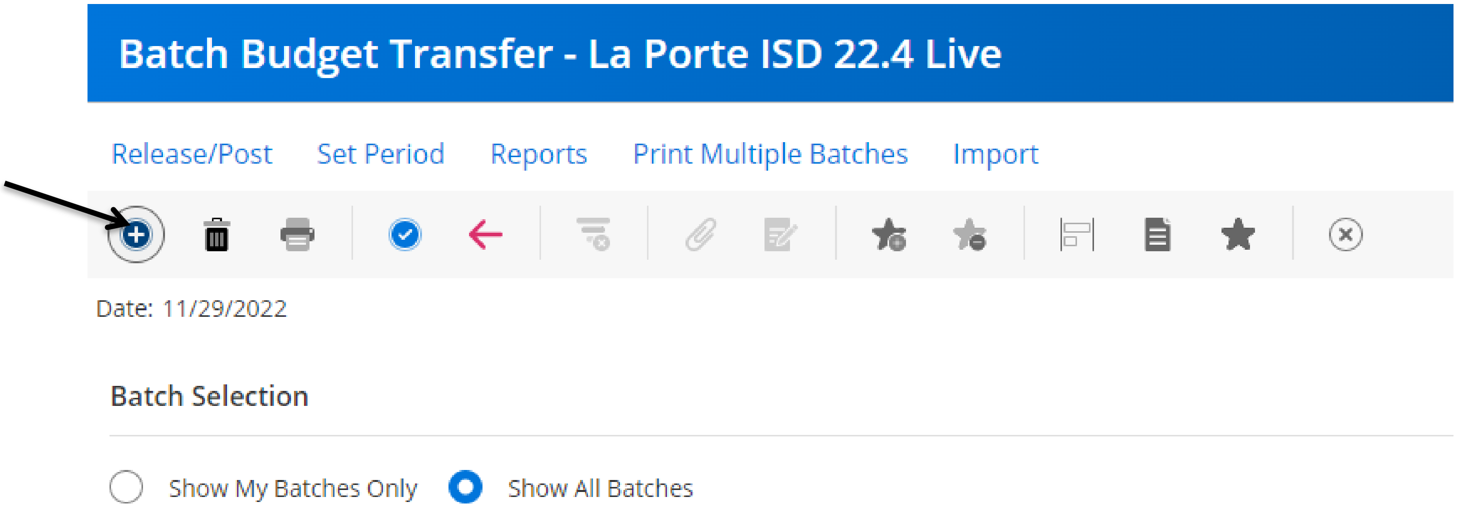
BUDGET TRANSFERS AND AMENDMENTS

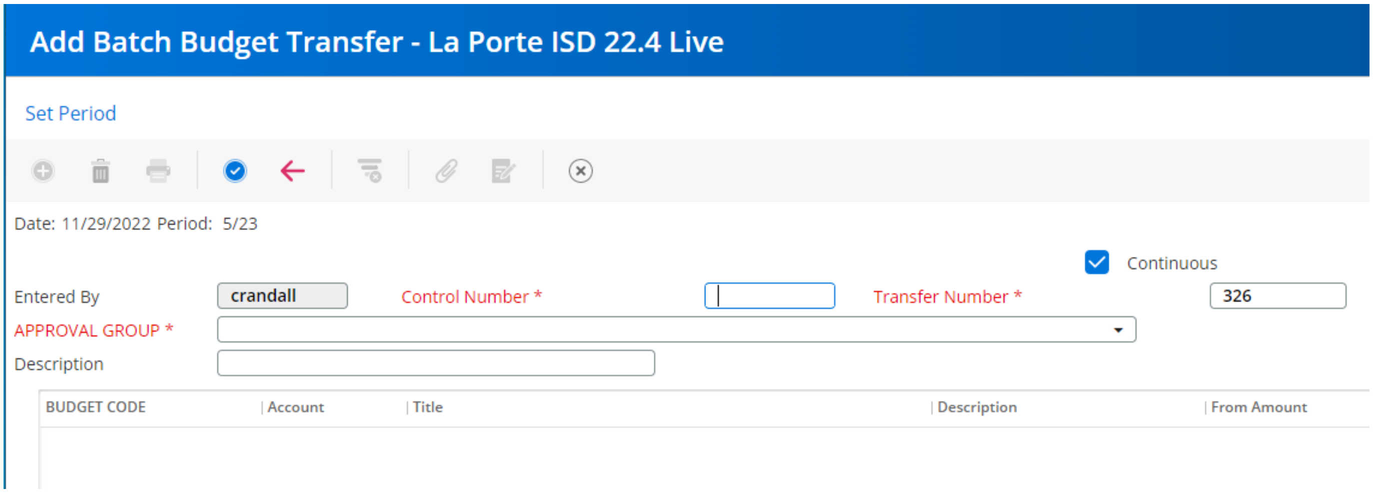

eFinancePlus
Fund Accounting
Purchasing
Human Resources
Budget Preparation
Fund Accounting
Entry & Processing
Periodic Routines
Reports
Reference Tables
State
Budget Ledgers
Approve/Deny Budget Adjustments
Approve/Deny Budget Transfer
Batch Budget Adjustments
Batch Budget Transfer
Expenditure Ledger
Project Ledger
Revenue Ledger

1. eFinance Path: Applications, Fund Accounting, Budget Ledgers, Batch Budget Transfers


Batch Budget Transfer - La Porte ISD 22.4 Live
Release/Post
Set Period
Reports
Print Multiple Batches
Import
Batch Selection
○ Show My Batches Only
● Show All Batches

Date: 11/29/2022

2. Click "New"



Add Batch Budget Transfer - La Porte ISD 22.4 Live

Date: 11/29/2022 Period: 5/23

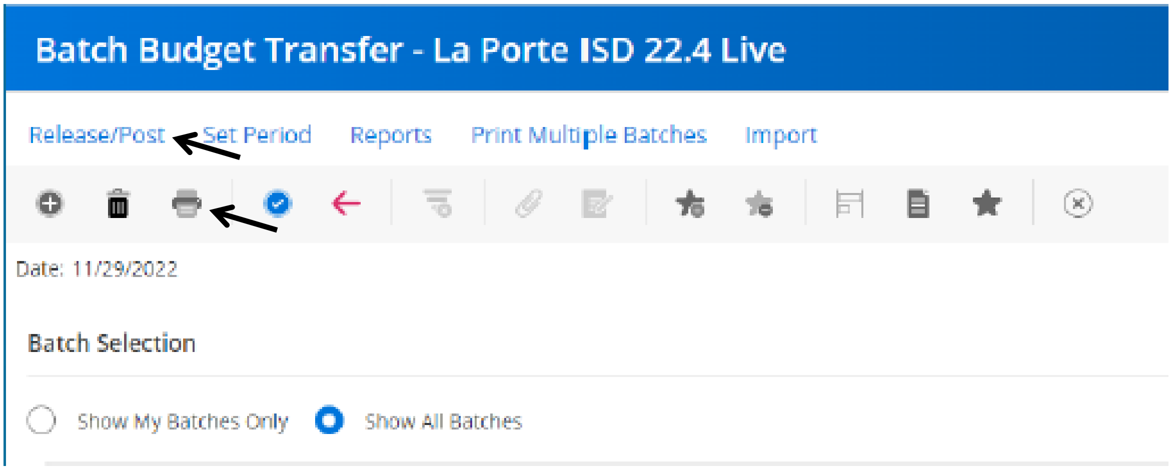
☑ Continuous

Entered By: crandall
Control Number *:
Transfer Number *: 326
APPROVAL GROUP *:
Description:

BUDGET CODE	Account	Title	Description	From Amount

3. Enter “Control Number”
   The first two characters will be:
   a. GF- General Fund- use for 199 transfers that don’t need board approval
   b. FS- Food Service- use for 240 transfers that don’t need board approval
   c. BD- Board Approved- use for 199 and 240 transfers for which board approval is required including transfers between function codes
   d. SR- Special Revenue- Use for adjustments/transfers for all other funds including federal grants, state grants, and campus activity funds.
   e. The last three characters will be the choice of the person entering the adjustment/ transfer. They could be the budget manager (Ex. 010 for LPHS), date, or something else. It is recommended that whatever the format, it should be used consistently.

4. “APPROVAL GROUP”
   a. For Federal funds, make sure to use the appropriate Federal funds approval group
5. “Description”, “Budget Code”, “Account”, “Detail Description” and “From Amount” and “To Amount”
6. The “Transfer Number” will be automatically generated by the system
7. Click “OK”


Batch Budget Transfer - La Porte ISD 22.4 Live
Release/Post
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Reports
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Import

Date: 11/29/2022

Batch Selection

○ Show My Batches Only ● Show All Batches

6. Click printer icon if you would like to print a copy of the transfer for your records
7. Click “Release/Post”
8. eFinance will send email notification to Budget Manager for approval