

Batch Budget Transfer

Batch Budget Transfers are most commonly used to correct a deficit in a budget account by transferring money from an account that has ample funds. The Transfer is a request to move funds from one account to another based on criteria and an approval process. In to do a Budget Transfer, **funds MUST be transferred between the same Fund and Function**, (which is the first 6 characters of the budget code, expl 1999-11). If you need to transfer between different functions, you must submit the paper transfer form to the Budget Coordinator in the Business Office for School Board approval.

Special Notes:

- Payroll funds can **NOT** be transferred in this manner. These funds cannot be transferred at all. Payroll accounts all begin with 61
- No Revenue Accounts may be transferred using this electronic method. Revenue accounts begin with a 5. Expense accounts begin with a 6. In order to distribute funds from a Revenue account to an Expense Account submit a **Paper** Budget Amendment.

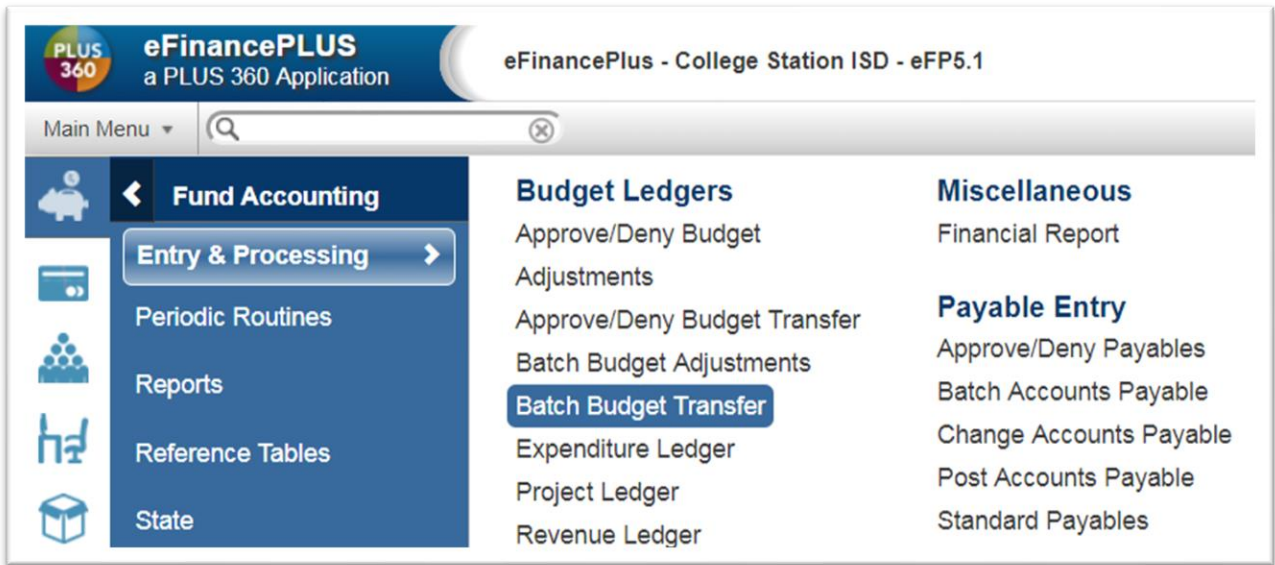
Exception:


- Activity Fund CAN transfer between different functions using this new electronic method and do not require the Budget Transfer Paper form. Activity fund transfers do not require Board approval.

How to enter a Batch Budget Transfer in eFinance

Launch eFinance and log in.

Click Main Menu → Fund Accounting → Entry & Processing → under Budget Ledgers choose Batch Budget Transfer



Click the  (Add new) sign to start a new Budget Transfer.



The Add Batch Budget Transfer screen will appear.

Set Period

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Date: 07/12/2018 Period: 11/18

Continuous

Entered By: broy Control Number * Transfer Number * 252

Description

BUDGET CODE	Account	Description	From Amount	To Amount

Balance Information

Organization Title			
Account Title			
Current Budget		Current Balance	
Expenditures/Receipts		Pending Transfer	
Encumbrance/Receivable		Transfer Balance	

Total Exp		
Total Rev		

Fill in the Header

Date: 07/20/2018 Period: 11/18

Continuous

Entered By: Control Number * Transfer Number *

Description:

The following three (3) items are auto-filled and will be *left alone*.

- Date and Period
- Leave Continuous checked
- Entered By - **your** user name

The first thing to enter is the **Control Number***. Here is an example of a Control Number for the first transfer for Greens Prairie Elem in the month of July.

TGP11001

- **T** = Transfer
- **GP** = Indicates School/ Department. Use your Project Code (the last 2 numbers of the Budget code, (excluding the account number)
- **11** = Period - July is the 11th period
- **001** = the first transfer for the month

A spreadsheet, (SS), will be provided to keep track of Control Numbers. See the example below. Refer to the SS each time a transfer is done to fill in the Control Number. It has monthly tabs at the bottom and can be reused every year. Next year, rename the SS with the new year then delete the data in the **Date Entered, Reason, and Posted** columns. These SS are designed by position, so if there is a change in position, please forward the SS to the new person.

Budget Transfers Monthly Listing				
Month: July (11)				
Item #:	Control #	Date Entered	Reason	Posted
1	TGP11001			
2	TGP11002			
3	TGP11003			
4	TGP11004			
5	TGP11005			
6	TGP11006			
7	TGP11007			
8	TGP11008			
9	TGP11009			
10	TGP11010			

Fill it in as follows:

- **Date Entered** = the date transfer was entered in eFinance
- **Reason** = Why Transfer is needed
- **Posted** = Check this off when the Transfer has been posted by the Business Office

Next, tab past the Transfer Number. Do NOT change the Transfer Number. It is located below **Continuous**. It is auto filled by eFinance. In this example it is 265. *Just tab right by it to the Description.*



The screenshot shows a web form with the following fields and values:

- Date: 07/20/2018 Period: 11/18
- Entered By: broy
- Control Number *: TGP11001
- Transfer Number *: 265 (highlighted in yellow)
- Description: COVER NEGATIVE BALLANCE
- Continuous: Continuous

Enter a Description – It is the reason for this transfer. This field is 25 characters long, so it may have to be abbreviated. Here are a few Examples:

COVER NEGATIVE BALANCES
COVER STUDENT TRAVEL
COVER PROF SERVICES

Tab twice to the Budget Code section.

Budget Entry

It is good practice to start with the budget account where money needs to move from. Money cannot be moved unless there are enough funds available in an account. When entering the BUDGET CODE and Account, eFinance will show a wealth of information listed in the

Balance Information section at the bottom. Make sure to check the Transfer Balance to see that funds are available to be moved.

If a budget code is keyed that does not exist or the user does not have access to, this error will display.

Not on organization chart or no security access

Double check the numbers and make sure they were keyed correctly; look up the budget code in the expense ledger and re-key it. If all is correct, this will display:

BUDGET CODE	Account	Description	From Amount	To Amount
19981100110110GP	6399	INSTRUCTION GENERAL SUP	1,878.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Balance Information			
Organization Title INSTRUCTION-GP			
Account Title GENERAL SUPPLIES			
Current Budget	34,584.58	Current Balance	8,261.15
Expenditures/Receipts	24,816.98	Pending Transfer	-1,539.00
Encumbrance/Receivable	1,506.45	Transfer Balance	6,722.15

In this case there are ample funds: \$6,722.15

If there were not enough funds to move, eFinance will give error message like this.

200.00	0.00	Exceeds budget - current budget is 95.00
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Just change the amount or choose another budget account.

Once a line has been entered, eFinance will start a running balance of Expenses listed by **From Amount** and **To Amount**. This must balance before saving the batch. This running total is located at the bottom right, beside the Balance Information

Total Exp	1,878.00	
Total Rev	0.00	

Continue entering all of the BUDGET CODEs and Accounts where money is being taken from. When done, start entering where the money is going to - **To Amounts**.

In this example there are just two (2) entries, but there can be many in one Batch Budget Transfer as long as they have the same Fund and Function.

eFinance shows how much is needed to get an account out of the negative. Check the Transfer Balance in the example below, it shows a (negative) -1,878.00

BUDGET CODE	Account	Description	From Amount	To Amount
19981100110110GP	6399	INSTRUCTION GENERAL SUP	1,878.00	0.00
19981100110110GP	6397	INSTRC FURN EQUIP	0.00	1,878.00
<input type="text"/> <input type="button" value="Q"/>				

Balance Information			
Organization Title INSTRUCTION-GP			
Account Title FURN/EQUIP/TECH. EQUIP.			
Current Budget	0.00	Current Balance	-1,878.00
Expenditures/Receipts	0.00	Pending Transfer	0.00
Encumbrance/Receivable	1,878.00	Transfer Balance	-1,878.00

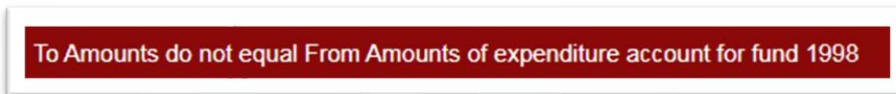
Total Exp	1,878.00	1,878.00
Total Rev	0.00	0.00

Once we enter the **To Amount** notice the balance at the bottom right. It is Equal on both sides.


Total Exp	1,878.00	1,878.00
Total Rev	0.00	0.00

This is what is required... **balance**.

IF it **does NOT** balance, the following Error Message will display.



The Transfer will not be saved. EFinance will move the cursor back to the **BUDGET CODE** section and give the opportunity to either change the **From/To Amounts** or to add another Budget line item in order to make it balance.

Once the transfer is balanced and correct, click the  Accept(Enter) button at the top.

The following will display:



To enter another transfer, refer to the spreadsheet and choose the next number on the monthly listing of numbers. In the previous example the next Control Number would be **TGP11002**. Which stands for a T-transfer, GP-Greens Prairie, 11 – 11th Period, and 002 the 2nd transfer.

Multiple Entry Example

Here is an example of what a multiple entry Budget Transfer would look like. Even though this one has different Amounts in the **From and To columns**, it still balances out in the end.

The totals can be out of balance while data entering. EFinance will only give an error if it is out of balance and OK button is clicked.

BUDGET CODE	Account	Description	From Amount	To Amount
199836UL00199C01	6399	UIL GEN SUPPLIES	102.68	0.00
199836UL00199C01	6412	UIL TRAVEL STUDENTS	0.00	180.11
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Balance Information			
Organization Title	COCURR-UILACT-HS		
Account Title	TRAVEL-STUDENTS		
Current Budget	7,000.00	Current Balance	-180.11
Expenditures/Receipts	7,180.11	Pending Transfer	0.00
Encumbrance/Receivable	0.00	Transfer Balance	-180.11

Total Exp	102.68	180.11
Total Rev	0.00	0.00


The following is an example of multiple entries with mixed **From Amount & To Amount**, but all have the same Fund and Function and ultimately both **To** and **From** Balance. This Transfer will be saved with no problem.

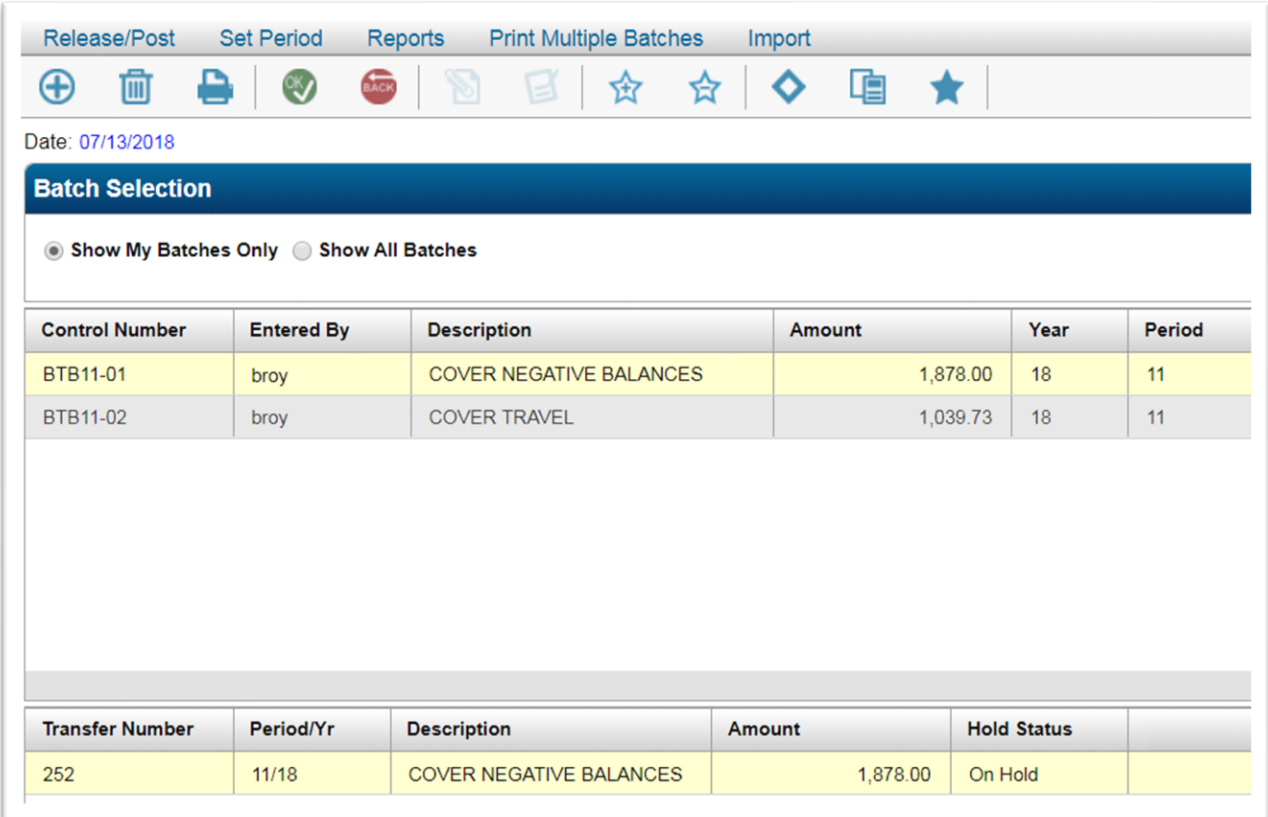
BUDGET CODE	Account	Description	From Amount	To Amount
199836UL00199C01	6399	UIL GEN SUPPLIES	102.68	0.00
199836UL00199C01	6412	UIL TRAVEL STUDENTS	0.00	180.11
199836UL00199C01	6494	UIL RECL TRANS	0.00	793.62
199836UL00199C01	6499	UIL MISC OPERATING	0.00	66.00
199836YB00199C01	6399	YB GEN SUPPLIES	23.53	0.00
199836YB00199C01	6412	YP STUDENT TRAVEL	95.00	0.00
199836DM00199C01	6399	DM GEN SUPPLIES	645.39	0.00
1998360000199C01	6494	EXTRA CURR TRANS	173.13	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Balance Information			
Organization Title	EXTRA CURR-AMCHS		
Account Title	RECL TRANSPORTATION EXP		
Current Budget	250.00	Current Balance	250.00
Expenditures/Receipts	0.00	Pending Transfer	0.00
Encumbrance/Receivable	0.00	Transfer Balance	250.00

Total Exp	1,039.73	1,039.73
Total Rev	0.00	0.00

Finishing Up

When all the Batch Budget Transfers have been completed, click the  Back button and a list of Transfers waiting to be posted will appear.



The screenshot shows a software interface with a top navigation bar containing links: Release/Post, Set Period, Reports, Print Multiple Batches, and Import. Below the navigation bar is a toolbar with various icons, including a red 'BACK' button. The main content area displays the date '07/13/2018' and a 'Batch Selection' section with two radio buttons: 'Show My Batches Only' (selected) and 'Show All Batches'. Below this is a table with the following data:

Control Number	Entered By	Description	Amount	Year	Period
BTB11-01	broy	COVER NEGATIVE BALANCES	1,878.00	18	11
BTB11-02	broy	COVER TRAVEL	1,039.73	18	11

Below the main table is a summary table with the following data:


Transfer Number	Period/Yr	Description	Amount	Hold Status
252	11/18	COVER NEGATIVE BALANCES	1,878.00	On Hold

At the top of this page, check in the

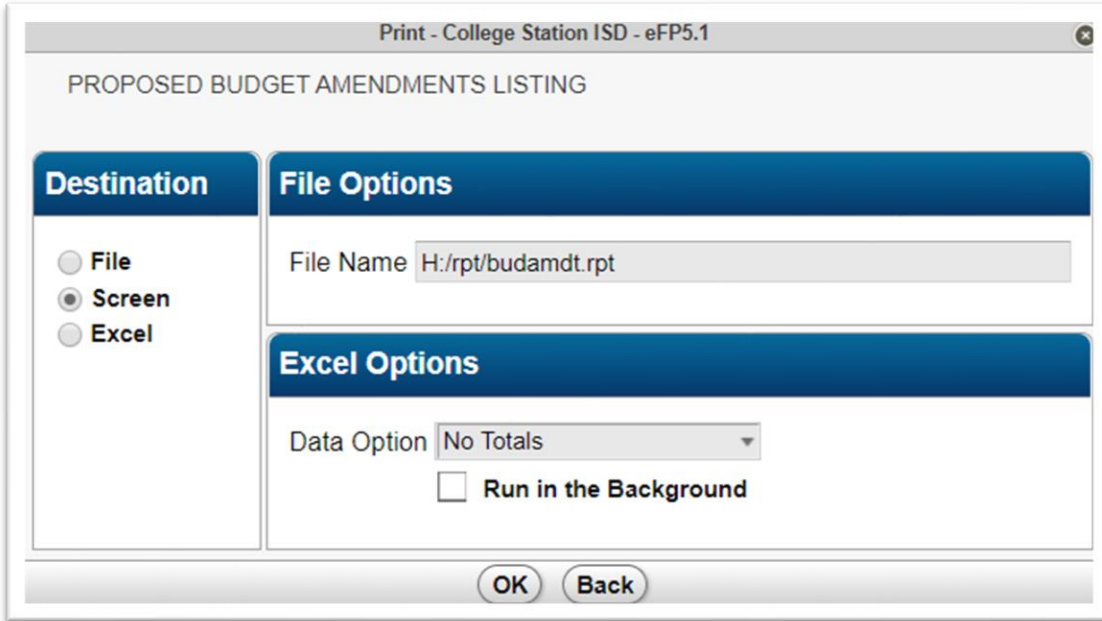


The close-up shows the 'Batch Selection' header and the two radio buttons: 'Show My Batches Only' (selected) and 'Show All Batches'.

It should default to **Show My Batches Only**. If it shows more than just your batches, contact the Business Office.

Click on the first batch and choose the  Print icon at the top of the page

This pop-up appears



Leave the defaults as is with **Destination** as **Screen**. Choose .

The transfer report will appear at the bottom of the browser, click it to open the .pdf

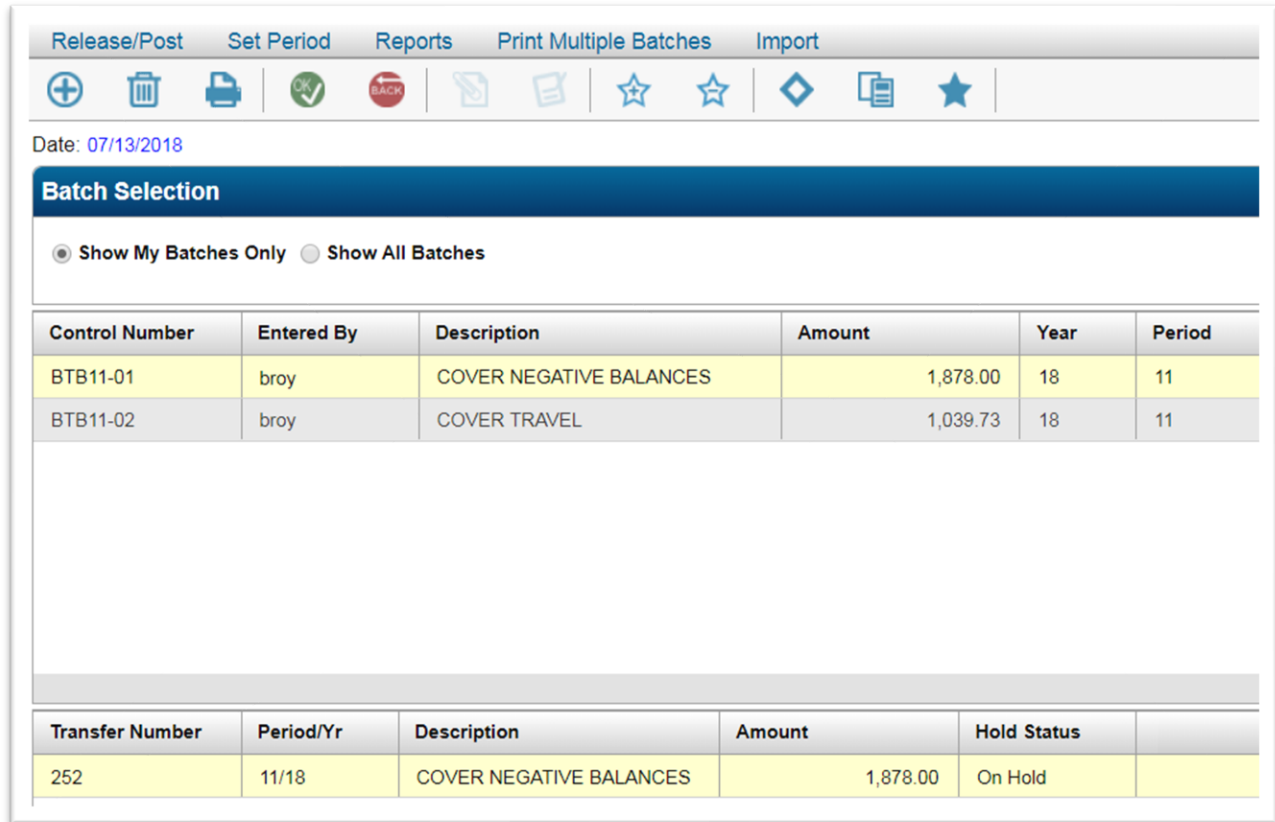
COLLEGE STATION ISD		COLLEGE STATION INDEPENDENT SCHOOL DIST		PAGE NUMBER: 1	
DATE: 07/13/2018		PROPOSED BUDGET AMENDMENTS LISTING		MODULE NUM: BUDAMD11	
TIME: 12:38:31					
SELECTION CRITERIA:					
BUDGET CODE	ACCOUNT	DESCRIPTION	FROM AMOUNT	TO AMOUNT	
CONTROL NUMBER: BTB11-01					
TRANSFER NUMBER: 252 ENTERED BY: broy PERIOD: 11/18 COVER NEGATIVE BALAN					
19981100110110GP	INSTRUCTION-GP	6399	GENERAL SUPPLIES	INSTRUCTION GENERAL SUP	1878.00 .00
19981100110110GP	INSTRUCTION-GP	6397	FURN./EQUIP./TECH. EQUIP.	INSTRC FURN EQUIP	.00 1878.00
TOTAL TRANSFER:			1878.00	1878.00	

Print Two (2) copies – (This is also a good time to double check that all of the transfers are correct by looking at this report.) Print One (1) to keep and one (1) to send to the Business Office. Have your Director/Principal sign the copies approving the Budget Transfer.

Do this for each transfer listed.



How to Delete/Edit a Transaction


With the Batch Selection screen open. Click on a batch to edit or delete. The batch selected will have its background changed to light yellow.





Control Number	Entered By	Description	Amount	Year	Period
BTB11-01	broy	COVER NEGATIVE BALANCES	1,878.00	18	11
BTB11-02	broy	COVER TRAVEL	1,039.73	18	11

Transfer Number	Period/Yr	Description	Amount	Hold Status
252	11/18	COVER NEGATIVE BALANCES	1,878.00	On Hold

EDIT – Select a batch to edit and click  EFinance will bring up the **Change Batch Budget Transfer** screen which looks identical in layout to the one you use to enter a batch. Use the **tab key** to tab to the line item to edit. Proceed making changes the same way when adding the original Transfer. Tab down to the bottom if new lines are needed. Once the changes are completed and the transfer is in balance again, click  and the Transfer will be recorded with the changes.

DELETE - Clicking on the garbage can  at the top of the page will delete whatever is selected.

There will be a  **Delete Confirmation**  pop-up to give the opportunity to change your mind. Are you sure? Click **Yes** and the batch disappears from the list of batches.

~~~ END ~~~