

ONLINE BUDGET TRANSFER INSTRUCTIONS

A budget transfer occurs when a campus or department needs to move funds from one host account to another in order to make funds available for spending. To complete a budget transfer, please follow the below process in eFinance Plus:

After signing into eFinance,

- Click Fund Accounting
- Click Entry & Processing
- Click Batch Budget Transfer

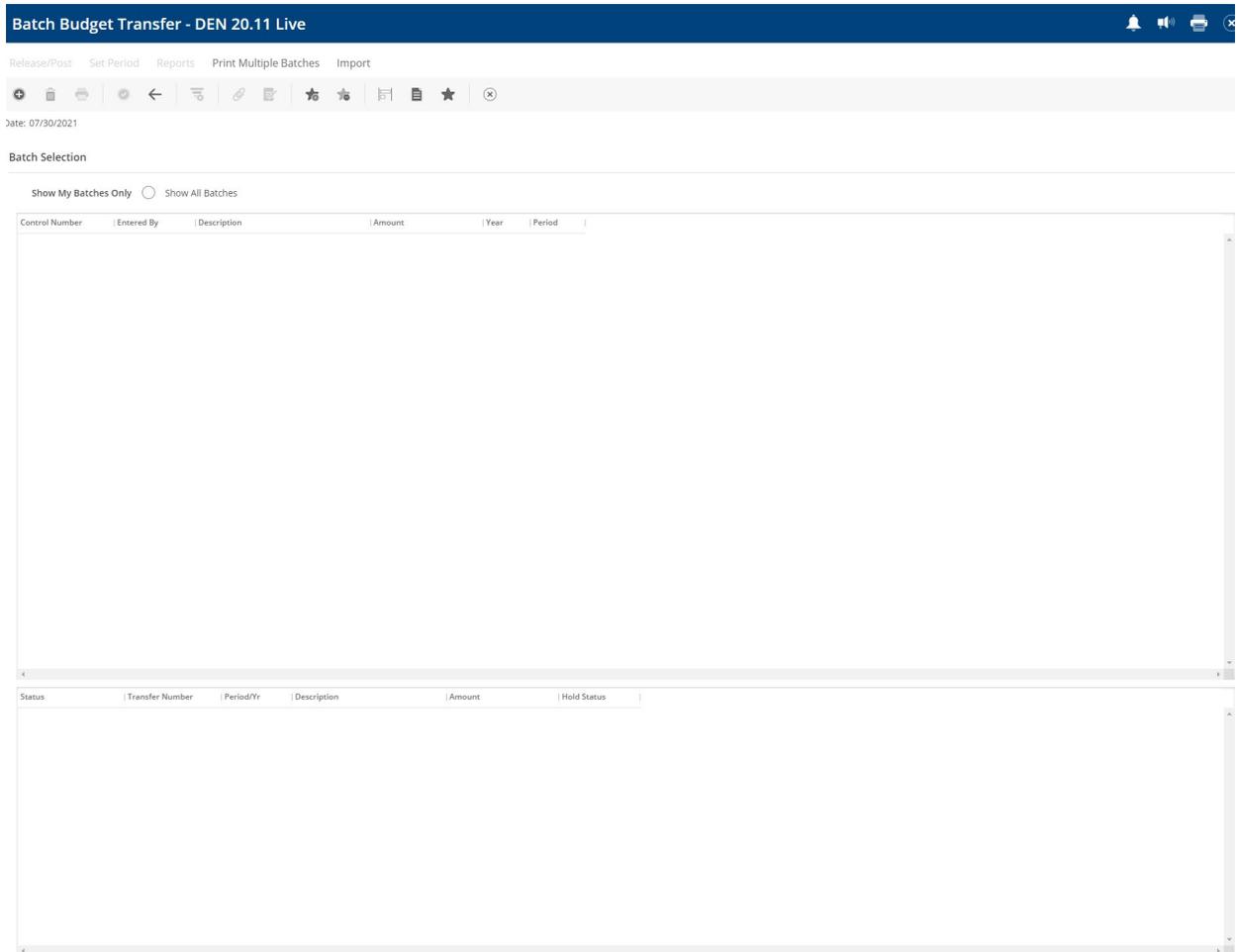
Note: Batch Budget Adjustments is also a listed option. This option is not available for campus/department use.

The screenshot displays the eFinancePlus web application interface. The top navigation bar is dark blue with the eFinancePlus logo on the left. Below the navigation bar is a vertical sidebar menu on the left side, containing various functional areas such as Fund Accounting, Purchasing, Human Resources, Budget Preparation, Fixed Assets, Personnel Budgeting, System Administration, and e-Forms & Tools. The main content area is divided into several columns. The first column is titled 'Fund Accounting' and has a sub-menu 'Entry & Processing' which is highlighted. Under 'Entry & Processing', there are links for 'Periodic Routines', 'Reports', 'Reference Tables', and 'State'. The second column is titled 'Budget Ledgers' and includes links for 'Approve/Deny Budget Adjustments', 'Approve/Deny Budget Transfer', 'Batch Budget Adjustments', 'Batch Budget Transfer' (which is highlighted with a blue bar), 'Expenditure Ledger', 'Project Ledger', and 'Revenue Ledger'. Below this is a section for 'Detailed Displays' with links for 'Encumbrances', 'Transactions', and 'Vendor Transactions'. The third column is titled 'Encumbrances' and includes links for 'Batch Encumbrances', 'POS/Encumbrances/Commitment', and 'General Ledger'. The 'General Ledger' section includes links for 'Balance Sheet', 'Batch Journal Entries', 'Batch Last Year Journal Entries', 'Display Journal Entries', 'Journal Entry Templates', 'Post Journal Entries', and 'Post Last Year Journal Entries'. Below this is a section for 'Miscellaneous' with a link for 'Financial Report'. The fourth column is titled 'Payable Entry' and includes links for 'Batch Accounts Payable', 'Change Accounts Payable', 'Post Accounts Payable', and 'Standard Payables'. Below this is a section for 'Receipts' with a link for 'Batch Receipts'. The fifth column is titled 'Vendor Checks' and includes links for 'Batch Manual Checks', 'EFT Prenotes', 'Manual Checks', 'Post Cleared Vendor Checks', 'Reconcile Checks from File', 'Unclear Vendor Checks', 'Vendor Checks', and 'Void Checks'. The right side of the main content area is currently blank, showing a light gray background.

The following screen will open.

To set as a favorite, click the Star with a plus sign 

Note: You have the option to see only your batches or all district batches.



Batch Budget Transfer - DEN 20.11 Live

Release/Post Set Period Reports Print Multiple Batches Import

Date: 07/30/2021

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
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Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
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Release/Post Set Period Reports Print Multiple Batches Import

Date: 07/30/2021

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status

Click + to add new transfer.

- Entered By – Your eFinance username/number will be automatically populated here.
- Control Number – Format is TORG-XXX, where 'ORG' represents the campus/department code and 'XXX' represents sequential numbering. For example, T728-001. Please use a log to track control numbers as they cannot be duplicated.
- Transfer Number – This number is a system-generated number and should not be changed.
- Division – Choose your campus/department.
- Description – Limited character count. Description is only a title for your transfer and does not show on reports.

After entering a description, tab twice to enter budget information.

- Budget Unit – Enter your budget unit that you are transferring from/to
- Account – Enter your account that you are transferring from/to (use host accounts)
- Description – Limited character count. This description will show on reports so use a description that will be beneficial when looking at reports.
- From Amount – Enter the amount for that budget unit/account
- To Amount – Enter the amount for that budget unit/account

Example:

Date: 06/23/2022 Period: 12/22

Entered By: sevans Control Number *: T728-001 Transfer Number *: 1961

DIVISION *: 728 ADM SERVICES - ADMINISTRATIVE SERVICES

Description: COMPUTER PURCHASE

BUDGET UNIT	Account	Description	From Amount	To Amount
1972410072899000	6200	TRSF TO 6300-COMPUTER	500.00	0.00
1972410072899000	6300	TRSF FRM 6200-COMPUTER	0.00	500.00

Balance Information

Total Exp	500.00	500.00
Total Rev	0.00	0.00

Organization Title .

Account Title HOST-SUPPLIES & MATERIALS

Current Budget	82,143.48	Current Balance	82,143.48
Expenditures/Receipts	0.00	Pending Transfer	0.00
Encumbrance/Receivable	0.00	Transfer Balance	82,143.48

Note: If you have more than one transfer, you may continue in this screen.

Green box: The top two boxes must equal.

Once you are ready to submit your budget transfer, hit enter or click the check mark. The screen will clear, and a red box will appear at the bottom of the screen that says "record added" Click Back. This will take you back to the main batch transfer screen.

You are now ready to print a copy of your budget transfer to keep for your records.

Batch Budget Transfer - DEN 20.11 Live

Release/Post Set Period Reports **Print Multiple Batches** Import

Date: 06/23/2022

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
Open	1961	12/22	COMPUTER PURCHASE	500.00	On Hold

1 match(es) found

Print options:

1. Click the printer icon (purple circle)
 - a. Destination-Screen. Click ok
2. Click "Print Multiple Batches" (orange rectangle)
 - a. Enter your control number(s)
 - i. Example, single: T728-001
 - ii. Example, multiple: T728-001:T728-002
 - b. Destination-Screen. Click ok

Print - DEN 20.11 Live

PROPOSED BUDGET AMENDMENTS LISTING

Destination <input type="radio"/> File <input checked="" type="radio"/> Screen <input type="radio"/> Excel	File Options File Name <input type="text" value="D:/users/sevans/rpt/budamdt.rpt"/>
Excel Options Data Option <input type="text" value="No Totals"/>	
<input type="checkbox"/> Run in the Background	

A report will generate in PDF format that you should print or save for your records.

SUNGARD K-12 EDUCATION DATE: 06/23/2022 TIME: 08:47:04	DENTON ISD PROPOSED BUDGET AMENDMENTS LISTING	PAGE NUMBER: 1 MODULE NUM: BUDAMD11		
SELECTION CRITERIA:				
BUDGET UNIT	ACCOUNT	DESCRIPTION	FROM AMOUNT	TO AMOUNT
CONTROL NUMBER: T728-001				
TRANSFER NUMBER: 1961	ENTERED BY: sevans	PERIOD: 12/22	COMPUTER PURCHASE	
1972410072899000	6200	HOST-MISC CONTRACT SERVIC TRSF	TO 6300-COMPUTER	500.00 .00
1972410072899000	6300	HOST-SUPPLIES & MATERIALS TRSF	FRM 6200-COMPUTER	.00 500.00
TOTAL TRANSFER:			500.00	500.00

You may exit this screen.
 This should take you back to the Batch Budget Transfer home screen.

Make certain your control number is selected (line will be pale blue).
Click 'Release/Post' (purple rectangle).

Batch Budget Transfer - DEN 20.11 Live

Release/Post Set Period Reports Print Multiple Batches Import

Date: 06/23/2022

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
Open	1961	12/22	COMPUTER PURCHASE	500.00	On Hold

1 match(es) found

With 'Release and Post' selected, click the check mark.



Information

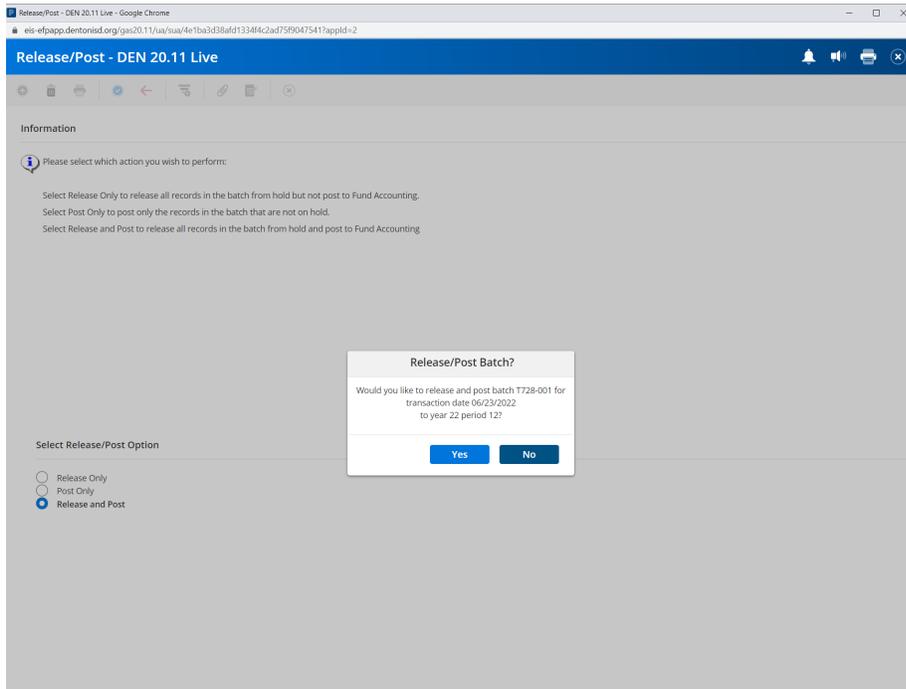
Please select which action you wish to perform:

- Select Release Only to release all records in the batch from hold but not post to Fund Accounting.
- Select Post Only to post only the records in the batch that are not on hold.
- Select Release and Post to release all records in the batch from hold and post to Fund Accounting

Select Release/Post Option

- Release Only
- Post Only
- Release and Post

Click Yes.



Click OK.

Release/Post - DEN 20.11 Live - Google Chrome
eis-efapp.dentonisd.org/gas20.11/ua/sua/4e1ba3d38afd1334f4c2ad75f9047541?appid=2

Release/Post - DEN 20.11 Live

Release/Post | Approval Status | Delete Row

Date: 06/23/2022

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Print - DEN 20.11 Live

POST BATCH BUDGET TRANSFERS ERROR LOG

Destination File Options

File File Name:

Screen

OK Back

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
Open	1961	12/22	COMPUTER PURCHASE	500.00	On Hold

Your budget transfer has been routed to your principal or department head for approval. You will be given a message at the bottom of your screen noting this (green arrow).

Batch Budget Transfer - DEN 20.11 Live

Release/Post Set Period Reports Print Multiple Batches Import

Date: 06/23/2022

Batch Selection

Show My Batches Only Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
Review	1961	12/22	COMPUTER PURCHASE	500.00	Review

1 match(es) found

Batch routed for approval. No error report generated.

Note: Status and Hold Status have changed from 'on hold' to 'review' (purple boxes). If you are uncertain if you released a transfer for approval, check this status.

An automated email from DoNotReply@dentonisd.org will be sent to your principal or department head notifying him/her of the transfer pending approval. This email is delivered once daily at noon.

However, he/she does not have to wait on the email to perform the approval process. Once you have released the transfer and the status shows review, your principal/department head may log into eFinance to approve the transfer. (Approver Instructions begin on page 11)

The secretary/bookkeeper will receive an email from DoNotReply@dentonisd.org once the budget transfer has been posted by the Business Office.

Things to remember:

- Record the control number and transfer number on a log for tracking and auditing purposes. **A control number should not be duplicated.**
- Each transfer requires at least two entries. The first identifies the budget unit-account providing the transfer (From Amount), and the second identifies the budget unit-account receiving it (To Amount).
- Funds can only be transferred from host account to host account, not to detail accounts.
- A budget code/account can only be used once in a single entry. For example:
1984-11-XX-XXX-XXXXX 6200 (\$3,000)
1984-11-XX-XXX-XXXXX 6400 \$3,000
1984-11-XX-XXX-XXXXX 6200 (\$2,000)
1984-11-XX-XXX-XXXXX 6300 \$2,000

Your transfer would require the following entry:

1984-11-XX-XXX-XXXXX 6200 (\$5,000)
1984-11-XX-XXX-XXXXX 6400 \$3,000
1984-11-XX-XXX-XXXXX 6300 \$2,000

- If a correction needs to be made to an already released transfer, double click the control number. This will open to the edit screen, you may change any details **except** the control number. Once corrections are made, click ok. You will need to re-release/post the transfer.
 - If a control number needs to be corrected, the transfer will need to be deleted (see below).
- If it is decided that a transfer is not needed once it has been entered, you can delete that entry by selecting the control number and clicking delete in the top left of the Batch Budget Transfer screen.

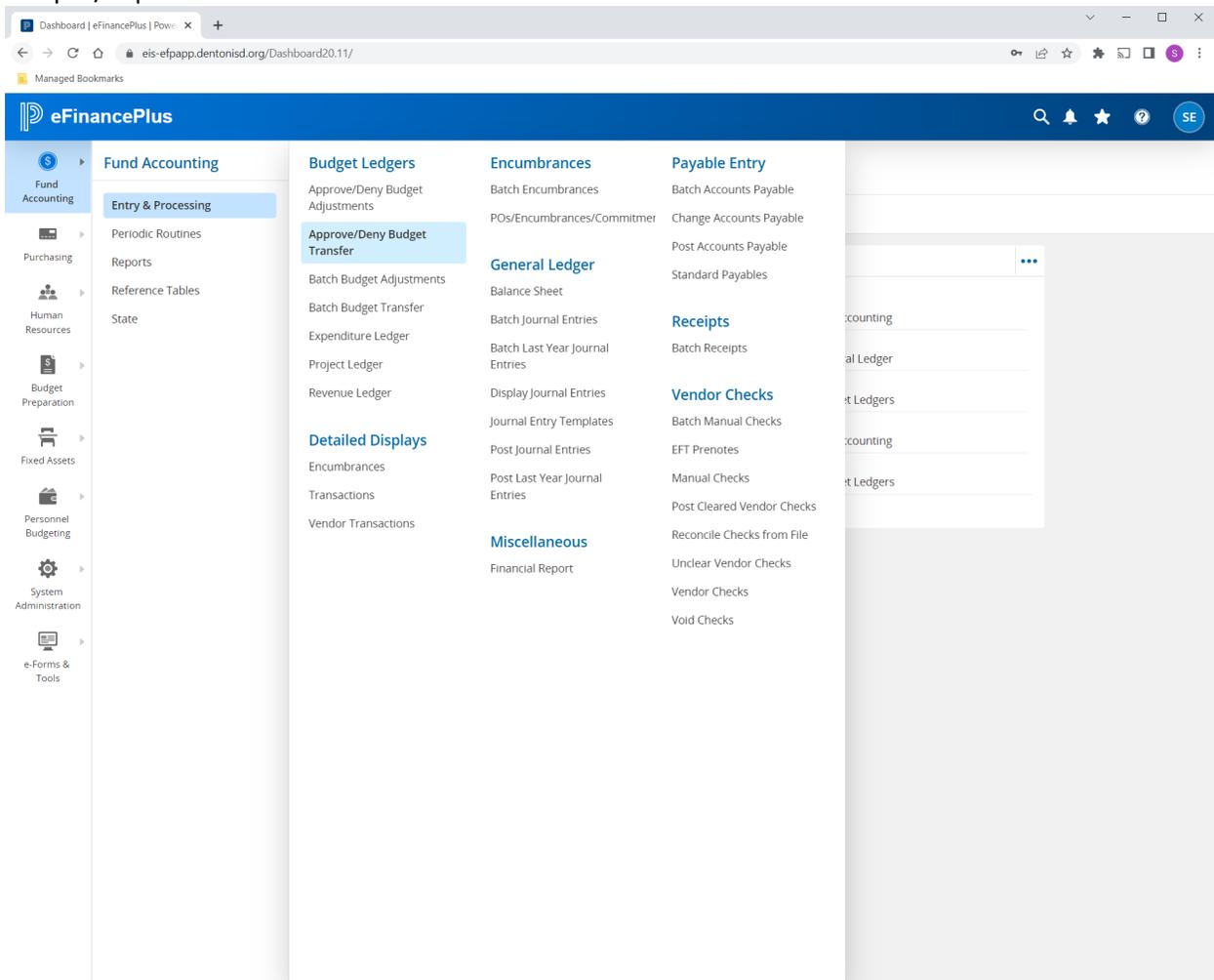
ONLINE BUDGETING PRINCIPAL/DEPARTMENT HEAD APPROVAL PROCESS

The following instructions are provided for the principals and department heads when needing to approve a budget transfer.

After signing into eFinance,

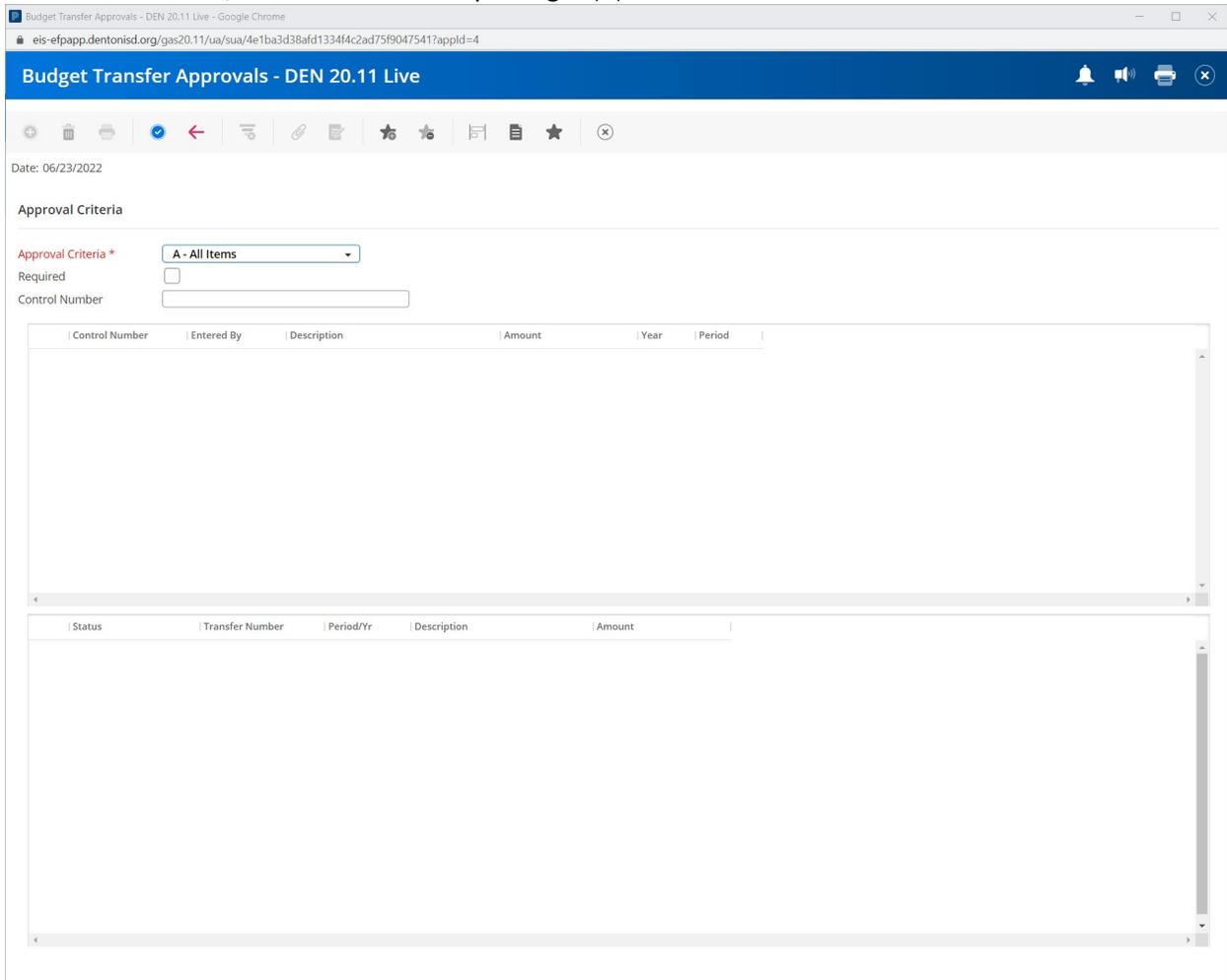
- Click Fund Accounting
- Click Entry & Processing
- Click Approve/Deny Budget Transfer

Note: Approve/Deny Budget Adjustments is also listed as an option. This option is not available for campus/department use.



The following screen will open.

To set as a favorite, click the Star with a plus sign 



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Budget Transfer Approvals - DEN 20.11 Live - Google Chrome
- Address Bar:** eis-efpapp.dentonisd.org/gas20.11/ua/sua/4e1ba3d38afd1334f4c2ad75f9047541?appid=4
- Page Header:** Budget Transfer Approvals - DEN 20.11 Live (with notification, volume, and print icons)
- Toolbar:** A row of icons for navigation and actions, including a star icon with a plus sign.
- Date:** 06/23/2022
- Section:** Approval Criteria
- Form Fields:**
 - Approval Criteria *:** A dropdown menu currently set to "A - All Items".
 - Required:** A checkbox that is currently unchecked.
 - Control Number:** An empty text input field.
- Table 1:** A table with columns: Control Number, Entered By, Description, Amount, Year, and Period. The table is currently empty.
- Table 2:** A table with columns: Status, Transfer Number, Period/Yr, Description, and Amount. The table is currently empty.

Click the check mark at the top of the screen.

Your campus or department transfer(s) will be listed.
Note: You will only see transfers that are routed for your approval.

Budget Transfer Approvals - DEN 20.11 Live

Approve Deny Approve All Deny All Clear Activity

Date: 06/23/2022

Approval Criteria

Approval Criteria *

Required

Control Number

Control Number	Entered By	Description	Amount	Year	Period
T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Status	Transfer Number	Period/Yr	Description	Amount
Open	1961	12/22	COMPUTER PURCHASE	500.00

1 match(es) found

You may view the transfer(s) in detail before approving by double clicking the second blue line (green arrow).

The following screen indicates which budget unit(s)/account(s) are being used in the transfer and how much is being transferred to/from each account.

Add Batch Budget Transfer - DEN 20.11 Live

Insert Row Delete Row Expenditure Ledger Revenue Ledger

Date: 06/23/2022 Period: 12/22

Entered By: Control Number * Transfer Number * Continuous

DIVISION *

Description

BUDGET UNIT	Account	Description	From Amount	To Amount
1972410072899000	6200	TRSF TO 6300-COMPUTER	500.00	0.00
1972410072899000	6300	TRSF FRM 6200-COMPUTER	0.00	500.00

Balance Information

Organization Title .

Account Title HOST-SUPPLIES & MATERIALS

Current Budget Current Balance

Expenditures/Receipts Pending Transfer

Encumbrance/Receivable Transfer Balance

Total Exp

Total Rev

Click Back to return to the previous screen.

Highlight the transfer you would like to approve and click 'Approve' (green circle)
A green check mark (✓) will appear next to the selected control number *and* the detail lines.

Note: It is not recommended that you utilize the 'Deny', 'Approve All', or 'Deny All' options.

Click Ok.

Budget Transfer Approvals - DEN 20.11 Live

Approve Deny Approve All Deny All Clear Activity Needs Correction Approval Status Comments

Date: 06/23/2022

Approval Criteria

Approval Criteria * A - All Items

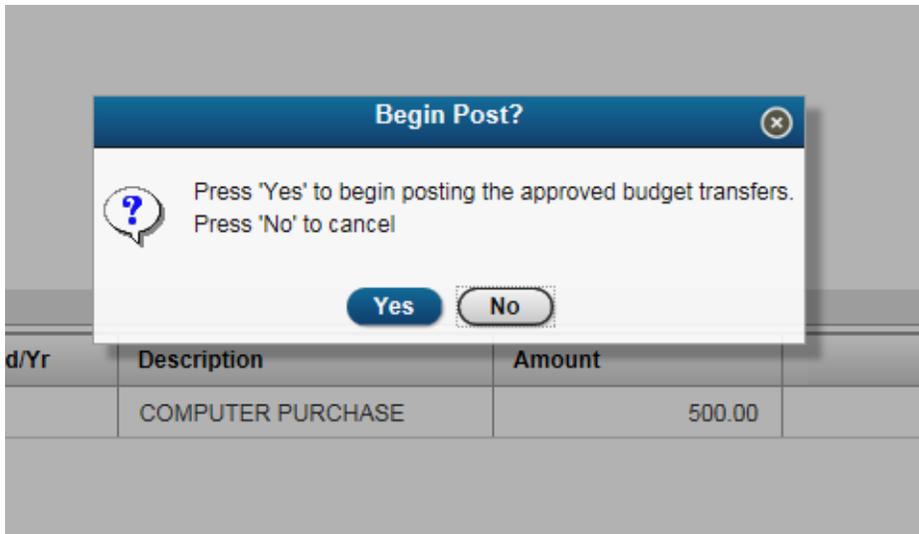
Required

Control Number

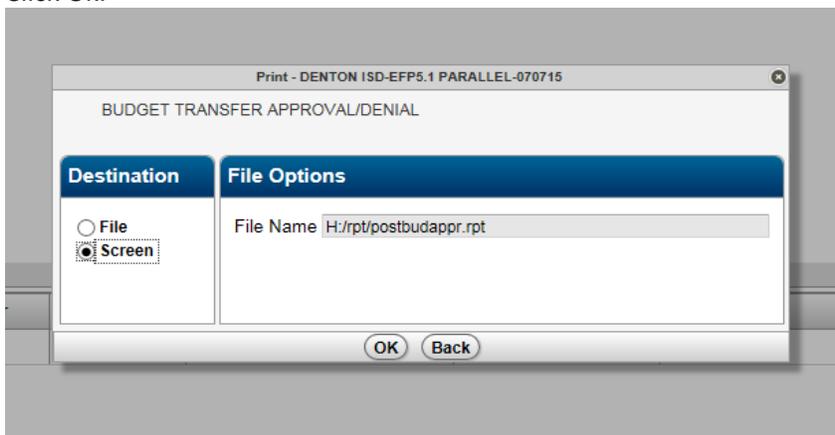
Control Number	Entered By	Description	Amount	Year	Period
✓ T728-001	sevans	COMPUTER PURCHASE	500.00	22	12

Status	Transfer Number	Period/Yr	Description	Amount
✓ Approved	1961	12/22	COMPUTER PURCHASE	500.00

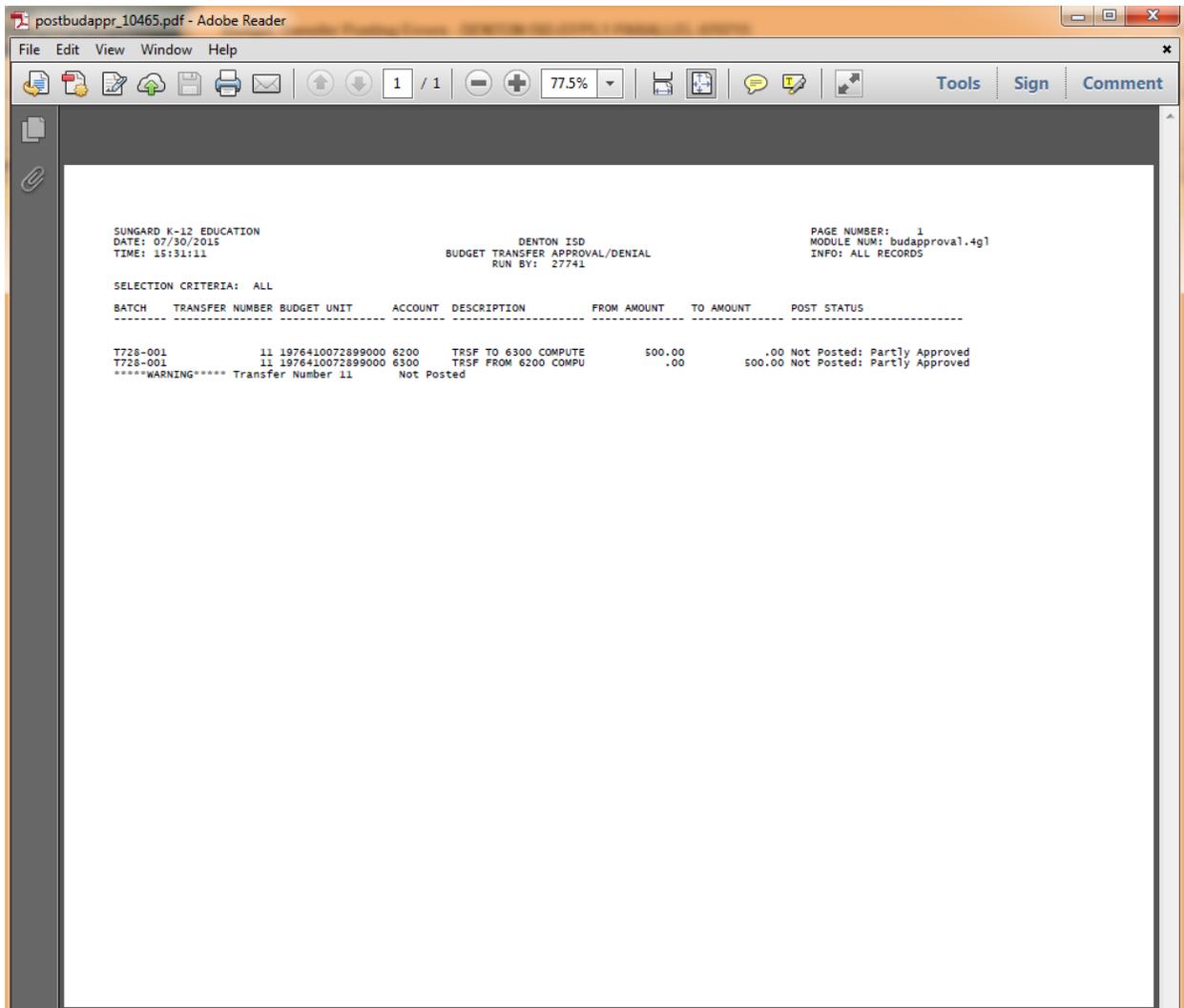
Click Yes.



Click Ok.



A report will generate showing the status of the transfer (this may take a few moments).



You may print or save this report for your records. However, your secretary/admin assistant will have also saved or printed a similar report.

You may exit this screen. This should take you back to your eFinance Plus Budget Transfer Posting Screen.

The system is saving the budget transfer changes and will note this at the bottom of the screen. Please notify the Budget Department if any errors occur during this process.

Click the check mark to exit this screen.

Click Back to exit the Budget Transfer Approvals screen.

An automated email from DoNotReply@dentonisd.org will be sent to your secretary/bookkeeper notifying them of the posted transfer.