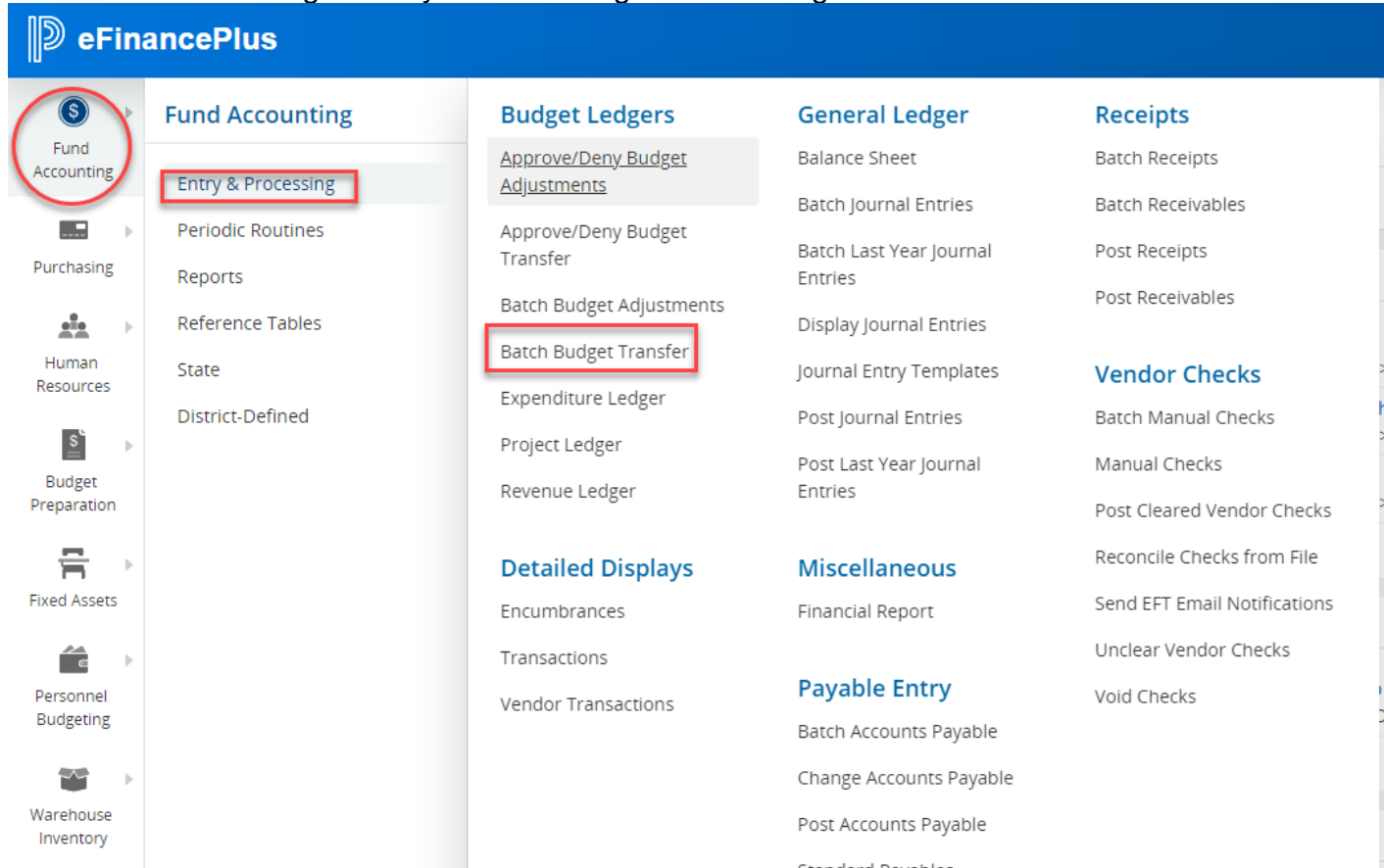
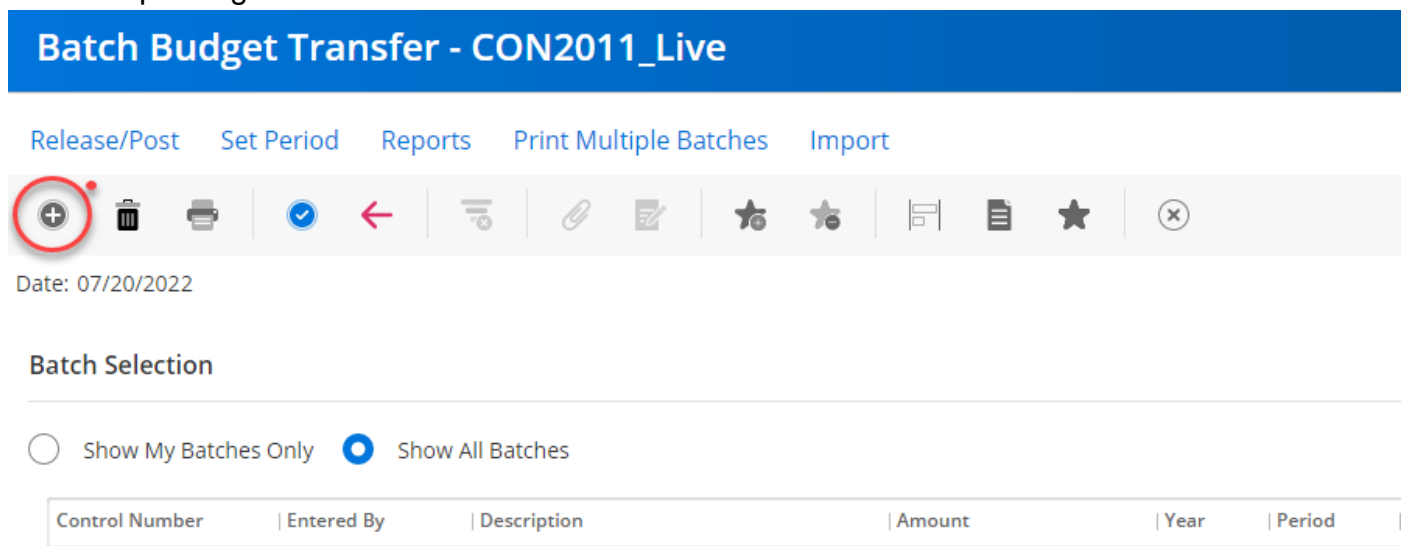


Batch Budget Transfer

1. Click Fund Accounting > Entry & Processing > Batch Budget Transfer



2. Click the plus sign to create a new record



3. Enter your initials for the control number

Add Batch Budget Transfer - CON2011_Live

Set Period

Date: 07/20/2022 Period: 11/22

Entered By

rbatalla

Control Number *

REB

Transfer Number *

5028

☒ Continuous

DEPARTMENT *

Description

BUDGET UNIT	Account	Description	From Amount	To Amount

4. Select your department code from the drop down

Add Batch Budget Transfer - CON2011_Live

Set Period

Date: 07/20/2022 Period: 11/22

Entered By: Control Number *: Transfer Number *:

☒ Continuous

DEPARTMENT *:

Description:

BUDGET UNIT	Account	Description	From Amount	To Amount
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5. Enter a description for the transfer (this description will display in eFinance when you query the budget and print reports) please use the word transfer/budget transfer to begin your description. You may add additional description after that if you wish.

Add Batch Budget Transfer - CON2011_Live

[Set Period](#)

Date: 07/20/2022 Period: 11/22

☒ Continuous

Entered By	<input type="text" value="rbatalla"/>	Control Number *	<input type="text" value="REB"/>	Transfer Number *	<input type="text" value="5028"/>
DEPARTMENT *	<input type="text" value="001 - CONROE HIGH SCHOOL"/>				
Description	<input style="border: 2px solid red;" type="text" value="TRANSFER FOR SUPPLIES"/>				

BUDGET UNIT	Account	Description	From Amount	To Amount

6. Enter your transfer request. You can enter multiple transfers at one time.

Add Batch Budget Transfer - CON2011_Live

[Insert Row](#) [Delete Row](#) [Expenditure Ledger](#) [Revenue Ledger](#)

Date: 07/20/2022 Period: 11/22

Entered By

rbatalla

Control Number *

REB

Transfer Number *

5028

DEPARTMENT *

001 - CONROE HIGH SCHOOL

Description

TRANSFER FOR SUPPLIES

BUDGET UNIT	Account	Description	From Amount	To Amount
1992110000111000	6299		500.00	0.00
1992110000111000	6399		0.00	500.00

Continuous

7. Click the blue check mark to add the record to batch transfers. You should get a popup that says record added. Once you see that message press the red back arrow and you will come back to the mail screen with all the transfers listed.

Add Batch Budget Transfer - CON2011_Live

[Set Period](#)

Date: 07/20/2022 Period: 11/22

Entered By

rbatalla

Control Number *

REB

Transfer Number *

5029

DEPARTMENT *

001 - CONROE HIGH SCHOOL

Description

TRANSFER FOR SUPPLIES

BUDGET UNIT	Account	Description	From Amount	To Amount
-------------	---------	-------------	-------------	-----------

Continuous















Record added

Revised Date: July 2022

8. When you are ready to submit the transfer to Finance office for final approval find your transfer on the list and highlight it. Click the Release/Post button.

Batch Budget Transfer - CON2011_Live

[Release/Post](#) [Set Period](#) [Reports](#) [Print Multiple Batches](#) [Import](#)

Date: 07/20/2022

Batch Selection

☐ Show My Batches Only ☒ Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
AG	agalicia	BUDGET TRANSFER	1,378.44	22	11
JES	jsample	BUDGET TRANSFER	35.00	22	11
JMV	jmartine	BUDGET TRANSFER	685.50	22	11
JP	jmpayne	BUDGET TRANSFER	300.00	22	11
JULY 22	Multiple	JULY APPROVED TRANSFER	1,542,594.13	22	MULTI
KAG	kgensbig	ORE MAIL	550.00	22	11
MPM	marpena	BUDGET TRANSFER	7,678.56	22	11
REB	rbatalla	TRANSFER FOR SUPPLIES	500.00	22	11
SMR	smrichar	BUDGET TRANSFER	525.29	22	11
TMH	tmhoward	T VGA REPLACEMENT	11.36	22	11

Status

Transfer Number

Period/Yr

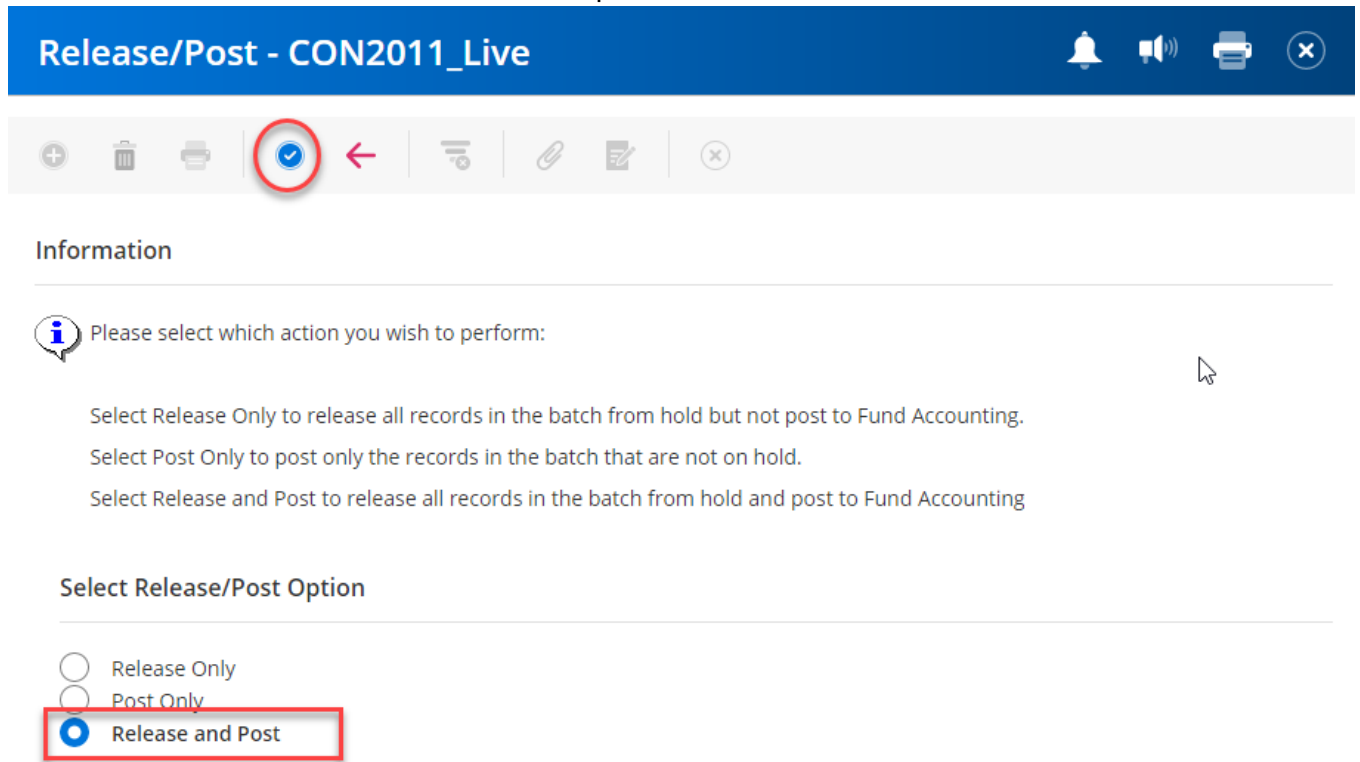
Description

Amount

Hold Status

Open	5028	11/22	TRANSFER FOR SUPPLIES	500.00	On Hold
------	------	-------	-----------------------	--------	---------

9. Make sure Release and Post is selected and press the blue check mark



Release/Post - CON2011_Live

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

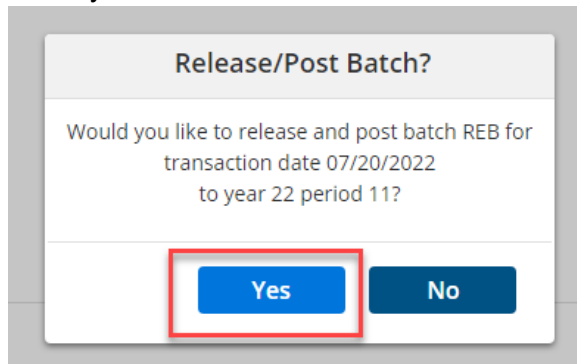
Select Release/Post Option

☐ Release Only

☐ Post Only

☒ Release and Post

10. Click "yes"

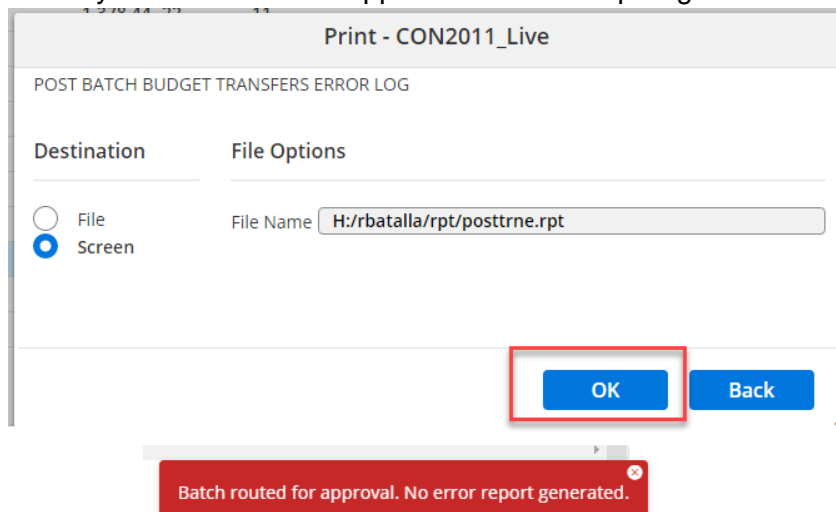


Release/Post Batch?

Would you like to release and post batch REB for transaction date 07/20/2022 to year 22 period 11?

Yes No

11. Click ok. A report will generate only if there are errors. If there are no error you should see a message that says batch routed for approval. No error report generated.



Print - CON2011_Live

POST BATCH BUDGET TRANSFERS ERROR LOG

Destination File Options

☐ File

☒ Screen

File Name H:/rbatalla/rpt/posttrne.rpt

OK Back

Batch routed for approval. No error report generated.

12. The transfer will show in review status until approved by finance

Batch Budget Transfer - CON2011_Live

Release/Post

Approval Status

Delete Row

+

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📄

★

✕

Date: 07/20/2022

Batch Selection

☐ Show My Batches Only

☒ Show All Batches

Control Number	Entered By	Description	Amount	Year	Period
AG	agalicia	BUDGET TRANSFER	1,378.44	22	11
JES	jsample	BUDGET TRANSFER	35.00	22	11
JMV	jmartine	BUDGET TRANSFER	685.50	22	11
JP	jmpayne	BUDGET TRANSFER	300.00	22	11
JULY 22	Multiple	JULY APPROVED TRANSFER	1,542,594.13	22	MULTI
KAG	kgensbig	ORE MAIL	550.00	22	11
MPM	marpena	BUDGET TRANSFER	7,678.56	22	11
REB	rbatalla	TRANSFER FOR SUPPLIES	500.00	22	11
SMR	smrichar	BUDGET TRANSFER	525.29	22	11
TMH	tmhoward	T VGA REPLACEMENT	11.36	22	11

Status	Transfer Number	Period/Yr	Description	Amount	Hold Status
Review	5028	11/22	TRANSFER FOR SUPPLIES	500.00	Review

Once the transfer is approved and posted in eFinance it will no longer be in your Batch Budget Transfer window and you should be able to query your budget or run reports and see the transfer posted to the appropriate budgets.

Status	Hold Status	Notes
Open	On Hold	Transfer request is saved but not submitted to Finance for review.
Review	Review	Transfer is in review status in Finance
Needs Correction	On Hold	Transfer has been returned to user for corrections
Denied	On Hold	Transfer was denied. User will need to delete.