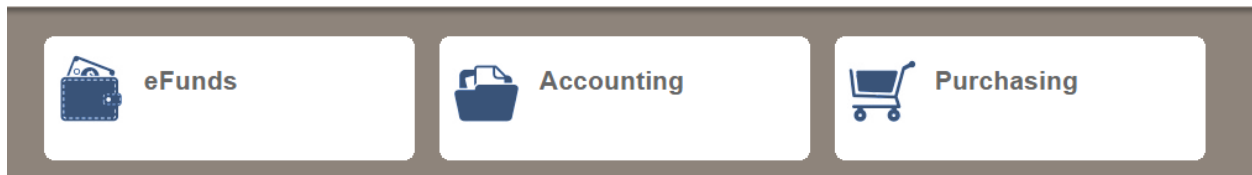


Department Transfer Support Documentation

- Print the department transfer
- Attach support documentation
 - Accounting Request form or similar form, signed by the Principal
 - Attach other support documentation, if any (e.g. email request from teacher)

Entering Department Transfers Instructions

1. Via - eFunds



2. Department Transfers



3. Enter Date - From Dept - To Dept - Amount - Comment - Save


| | | |
|-----------|------------------------------------------------------------------------------------|-------------|
| Date | September 19, 2019 | |
| From Dept | 6022 | Swimming |
| To Dept | 6009 | Field Trips |
| Amount | 1,000.00 | |
| Comment | Close swim dept-move to field trips <small>(Maximum length: 35 characters)</small> | |

4. Print the page


Printing Department Transfer Reports

1. Via - eFunds


Via SDS
Welcome



eFunds



Accounting



Purchasing

2. G/L Report

eFunds

General Ledger

- > Create Departments/Accounts
- > Department Transfers
- > Journal Entry
- > G/L Report
- > Journal Entry Listing

3. Details by Department, Account, Dates (select relevant date(s))

Report Layout Details By Department, Account

Page Break?

Date July 1, 2018 To June 30, 2019

Report Group *****ALL*****

Department *****ALL*****

Account *****ALL*****

4. Account - Uncheck All - Select Schools Department Allocation - OK

Check All Uncheck All

| Account | Name | Select? |
|---------|-------------------------------|-------------------------------------|
| 65200 | Schools – Fundraising | <input type="checkbox"/> |
| 65201 | Schools – Sales | <input type="checkbox"/> |
| 65202 | Schools – Donations | <input type="checkbox"/> |
| 65203 | Schools – Fees | <input type="checkbox"/> |
| 66199 | Schools Interest Earned | <input type="checkbox"/> |
| 71507 | Bank – Schools | <input type="checkbox"/> |
| 71508 | Bank – Savings Schools | <input type="checkbox"/> |
| 71598 | Schools Cash Clearing | <input type="checkbox"/> |
| 75551 | Schools GST Accounts Rec | <input type="checkbox"/> |
| 87198 | Schools Department Allocation | <input checked="" type="checkbox"/> |
| 87199 | Schools Surplus | <input type="checkbox"/> |

5. Print

GL Details By Department, Account
L V Rogers Secondary School

Date : July 1, 2018 To June 30, 2019

| Department | Account | Date | Trx No. | Ty | PayTo (Chq#)/RecFrom/Desc | Asset/Liability | Surplus | Revenue | Expense | Balance | |
|----------------|-------------------------------------|------------|-------------------------------------------|----|------------------------------------|-----------------|------------|---------|---------|----------|------------|
| 0000 General | 87198 Schools Department Allocation | | | | | | | | | | |
| | | Nov 07, 18 | 944_00005569 | JC | to clear deficit in counselling | | (50.45) | | | (50.45) | |
| | | Nov 07, 18 | 944_00005573 | JC | to clear deficit in 6073 | | (817.17) | | | (817.17) | |
| | | Jan 09, 19 | 944_00005746 | JC | A&S Atkinson fees paid over time | | (265.00) | | | (265.00) | |
| | | Mar 13, 19 | 944_00005940 | JC | School fees Devin Hawkes | | 25.00 | | | 25.00 | |
| | | Mar 13, 19 | 944_00005942 | JC | School fee Shannon Muir Patel | | 25.00 | | | 25.00 | |
| | | Jun 20, 19 | 944_00006222 | JC | to pay for athletic celebrations | | (300.00) | | | (300.00) | |
| | | | 87198 Schools Department Allocation Total | | | .00 | (1,382.62) | .00 | .00 | | (1,382.62) |
| | | | 0000 General Total | | | .00 | (1,382.62) | .00 | .00 | | (1,382.62) |
| 0007 Cafeteria | 87198 Schools Department Allocation | | | | | | | | | | |
| | | Nov 07, 18 | 944_00005574 | JC | Groc cards Zondervan fundrser | | (100.00) | | | (100.00) | |
| | | Jan 23, 19 | 944_00005794 | JC | cutting board holder for cafeteria | | (35.00) | | | (35.00) | |
| | | Apr 17, 19 | 944_00006036 | JC | staff meeting April 3 snacks | | 70.00 | | | 70.00 | |
| | | Apr 17, 19 | 944_00006037 | JC | gift certis for poetry contest | | 50.00 | | | 50.00 | |
| | | May 08, 19 | 944_00006087 | JC | Bagged lunches for Teck Fest | | 325.00 | | | 325.00 | |
| | | May 16, 19 | 944_00006117 | JC | Staff meeting May 9/19 | | 65.00 | | | 65.00 | |
| | | May 16, 19 | 944_00006118 | JC | scholarship tea May 9/19 | | 40.00 | | | 40.00 | |
| | | May 29, 19 | 944_00006179 | JC | cash Fittje silverwood didn't go | | 55.00 | | | 55.00 | |
| | | May 31, 19 | 944_00006185 | JC | snacks and coffee planning day | | 180.00 | | | 180.00 | |
| | | May 31, 19 | 944_00006186 | JC | snacks climate action strike | | 152.00 | | | 152.00 | |
| | | | 87198 Schools Department Allocation Total | | | .00 | 802.00 | .00 | .00 | | 802.00 |
| | | | 0007 Cafeteria Total | | | .00 | 802.00 | .00 | .00 | | 802.00 |