

INTERFUND TRANSFER PROCESS

October 15, 2015

All TCDE faxes are now delivered via email. With this change, there is no longer any reason to fax us authorization to perform an interfund transfer. We therefore ask that **when you enter a journal resulting in an interfund transfer** to please **email both Sheila Walker: swalker@tehamaed.org and Roberta Wright: rwright@tehamaschools.org.**

If the interfund transfer is close to the final deposit date for the month, you may want to follow up with a confirming call to make sure the transfer is affected by month-end.

For those of you using the 'Warehouse/Stores' capability in ESCAPE an individual requisition could result in an interfund transfer. Rather than have you email us every time you do a req, we ask that you run a list of all such reqs on the last deposit day of the month, export it and email to us, so we have support to process the appropriate transfers at the courthouse.

The easiest way to get this list is to go to FINANCE/Fiscal/Journal Entries and on the search form use a Transaction Type of 'Stores', and filter the funds to 02-99. The list that is produced will be for the entire year - please delete the rows for prior months.

We're working with ESCAPE on something a little less cumbersome, but at least this is just a once a month task.