

***EFIS Transfer Payment Application  
(TP Module)***

---

**User's Guide for School Boards**

**September 2004**

## **About this Guide**

---

This guide explains the basics of using the TP Module to view payment details, documents and board specific reports.

## **System Requirements**

---

This guide assumes that users of the TP Module:

- are using a PC running Windows version 95, 98 or later.
- have access to the internet
- are running the web browser Microsoft Internet Explorer version 5.0 or later. Note that users running EFIS under other web browsers may have problems.

## Contents

---

|  |    |
|--|----|
| About this Guide.....                      | 2  |
| System Requirements .....                  | 2  |
| Contents.....                              | 3  |
| What is the TP Module? .....               | 4  |
| Logging In .....                           | 5  |
| TP Module Payment Classification .....     | 6  |
| TP Document Types .....                    | 6  |
| Base Recommendations (“BR”).....           | 7  |
| Base Adjustment Vouchers (“BAV”).....      | 8  |
| Financial Statement (“FS”) Documents ..... | 9  |
| Other Payment Vouchers.....                | 10 |
| Viewing Transfer Payment Documents.....    | 11 |
| Viewing Documents .....                    | 11 |
| Viewing Payments.....                      | 11 |
| Viewing Payments.....                      | 11 |
| Reports.....                               | 12 |
| Confirmation of Advance .....              | 12 |
| Monthly Remittance .....                   | 12 |
| Cash Flow .....                            | 13 |

## What is the TP Module?

---

The Transfer Payment (TP) Module is a database application that allows Ministry of Education staff to generate transfer payment documents and effect transfer payments to District School Boards and School Authorities in Ontario. The TP module also allows staff at District School Boards and School Authorities in Ontario to view details of transfer payments received.

The following transfer payment documents can be viewed in TP:

- Base Recommendations
- Base Adjustments
- Other Payment Vouchers
- Financial Statement documents

The following pre-defined reports can be printed in TP:

- Monthly Remittance Advice – provides payment details for a specified month
- Confirmation of Advances – provides payment details for a specified school year
- Cashflow – provides a summary of Legislated Grants payment made year-to-date and a projection of payments remaining

## Logging In

---

Each Board staff that will be using TP will need a user ID and a password.

- 1 On the address line of your web browser, type

<https://efis.edu.gov.on.ca/login.asp>

- 2 The first screen is the Login screen.

*On the Login screen:*

- 1 Enter your user name.
- 2 Enter your password.
- 3 Click . This takes you to the Home Page.
- 4 On the Home Page click the [Transfer Payment system](#) link.

### Working in French

French users will be defaulted to the French version of the TP Module.  
English users may at any time click on **Français** link to toggle to French screens.

## TP Module Payment Classification

---

To facilitate payment processing by the Ministry and to provide summary payment details, payment classifications were created. Three fields classify and describe the payment funding source.

**ALLOCATION** – describes the ministry funding source

- SBOG – School Board Operating Grant, legislative grants
- EPO – Education Programs – Other, various specific purpose grants

**PROGRAM** – further describes the funding source and responsibility branch for EPOs

- GLG – General Legislative Grants, legislative grants
- Other – used to identify payments which do not impact the grant entitlement of a board, e.g. cashflow withholding due to non-compliance
- EPO – XXX – Education Programs – Other where XXX is the source ministry branch acronym, e.g. EPO – TPFR

**SUB-PROGRAM** – describes the payment

- for SBOG, defines the reason for payment, e.g. Adjustment – audit
- for EPO describes the actual EPO program/grant, e.g. Tutors in the Classroom

## TP Document Types

---

To accommodate the various types of payments made by the Ministry to school boards, document types were designed to capture relevant grant information that supports the payment. The following four document types support the payment classification and provide details of the grant funding:

Base Recommendation (BR)  
Base Adjustment Voucher (BAV)  
Financial Statement (FS)  
Other Payment Voucher (OPV)

## Base Recommendations (“BR”)

A Base Recommendation is used to calculate the monthly grant advance based on a board's reviewed estimate or revised estimate EFIS file.

**Ontario**  
of Education
Home

---

**VIEW BR DOCUMENT**
Français

Doc #:

Board:

Doc. Type:  School Year:

Doc. Name:  Doc. Status:

Bank Account:  Pymt. Schedule:

Allocation:  Program:  Sub Program:

Created By:  Last Updated By:

| Section One Description  | Previous Base | Reviewed Base         | Difference |
|--|---------------|-----------------------|------------|
| Total Foundation Allocation                                    |               | 1,074,252,531.00      |            |
| Primary Class Size Allocation                                  |               | 12,493,907.00         |            |
| Special Ed Allocation  |               | 268,203,398.00        |            |
| Language Allocation  |               | 105,243,036.00        |            |
| Distant Schools  |               | 0.00                  |            |
| Remote & Rural Allocation                                      |               | 0.00                  |            |
| Learning Opportunity Allocation                                |               | 123,509,424.00        |            |
| Adult Ed, CE & Summer School Allocation                        |               | 38,142,341.00         |            |
| Teacher Qualification & Experience Allocation                  |               | 81,940,316.00         |            |
| Early Learning Allocation                                      |               | 0.00                  |            |
| Transportation Allocation                                      |               | 41,749,088.00         |            |
| Administration & Governance Allocation                         |               | 54,716,945.00         |            |
| School Operations Allocations                                  |               | 234,527,950.00        |            |
| Declining Enrolment Adjustment                                 |               | 30,874,839.00         |            |
| Total Operating  |               | 2,055,653,775.00      |            |
| School Renewal Allocation                                      |               | 47,298,288.00         |            |
| New Pupil Places Allocation                                    |               | 0.00                  |            |
| Outstanding Capital Commitments                                |               | 0.00                  |            |
| Debt Charges Allocation  |               | 25,047,201.00         |            |
| Permanent Financing of NPF                                     |               | 20,498,586.00         |            |
| Total Allocations  |               | 2,148,497,850.00      |            |
| Tax Revenue  |               | 1,384,155,780.00      |            |
| Tax revenue adjustment for 2004 Calendar Year variance         |               | 0.00                  |            |
| Individuals - Day School Ontario Residents                     |               | 0.00                  |            |
| Sal, Wages & Employee Benefits Not Payable - Labour disruption |               | 0.00                  |            |
| Approved Expenditure - Labour disruption                       |               | 0.00                  |            |
| Net Saving - Labour disruption                                 |               | 0.00                  |            |
| Total Legislative Grant  |               | 764,342,070.00        |            |
| Ministry Adjustment - Primary Class Size                       |               | 0.00                  |            |
| Ministry Adjustment - Other                                    |               | -132,141,776.00       |            |
| Ministry Adjustment  |               | -132,141,776.00       |            |
| <b>Base for Grant Advances</b>                                 |               | <b>611,701,708.00</b> |            |

Remarks:

| Doc # | Name                | Submission Date | Created By |
|-------|---------------------|-----------------|------------|
| 6432  | 12_EST_0405_tor_F01 |                 |            |

## Base Adjustment Vouchers (“BAV”)

A base adjustment voucher is used by the ministry to make adjustments to a board’s legislative grant. The base adjustment represents an incremental change (+ or -) to the existing base recommendation.

The screenshot shows a web-based form titled "VIEW BASE ADJUSTMENT VOUCHER" from the Ontario Ministry of Education. The form is displayed in a browser window with a Windows taskbar at the bottom. The taskbar includes the Start button, several application icons, and the system tray showing the time as 1:42 PM and the date as 10/26/2004. The form itself has a left-hand navigation menu with options: Documents, Payments, Reports, Conf. of Adv., Mth., and Remit. The main content area contains the following fields:

|               |   |                  |                          |          |
|---------------|---|------------------|--------------------------|----------|
| Board:        | Algoma DSB                              |                  |                          |          |
| Doc. Type:    | BAV                                     | School Year:     | 2004-05                  |          |
| Doc. Name:    | 2004-05 Community Use of School Funding |                  | Doc. Status:             | Approved |
| Bank Account: | Main a/c                                | Pymt. Schedule:  | 2004-05 School Year Schv |          |
| Allocation:   | SBOG                                    | Program:         | GLG                      |          |
| Created By:   | Diane Strumila (FO)                     | Last Updated By: |                          |          |
| Total Amount: | 148330.00                               |                  |                          |          |
| Remarks:      | Per ministry announcement and BmemoXX   |                  |                          |          |

## Financial Statement (“FS”) Documents

Financial statement data will be copied from the Board submitted file and the ministry reviewed file in EFIS into the FS document to support the final payment adjustment for a school year.

Any subsequent FS document for the same school year will display Section 1 data from the previous FS document and the latest EFIS ministry reviewed file and calculate the variance and the payment.

**Ontario**  
Ministry of Education

**Documents** **VIEW FS DOCUMENT** [Français](#)

**View**

**Payments**  Doc #:

**View**

**Reports**

**Conf. of Adv.**

**Mth. Remit.**

Board:

Doc. Type:  School Year:

Doc. Name:  Doc. Status:

Bank Account:

Allocation:  Program:  Sub Program:

Created By:  Last Updated By:

| Section One Description  | Submitted/Previous | Reviewed             | Difference           |
|--|--------------------|----------------------|----------------------|
| Total Foundation Allocation                                    | 51,592,529.00      | 51,592,529.00        | 0.00                 |
| Special Ed Allocation  | 12,587,531.00      | 12,587,531.00        | 0.00                 |
| Language Allocation  | 1,456,820.00       | 1,456,820.00         | 0.00                 |
| Small Schools Allocation                                       | 3,474,916.00       | 3,474,916.00         | 0.00                 |
| Remote & Rural Allocation                                      | 7,073,633.00       | 7,073,633.00         | 0.00                 |
| Learning Opportunity Allocation                                | 3,004,247.00       | 3,004,247.00         | 0.00                 |
| Adult Ed, CE & Summer School Allocation                        | 893,094.00         | 893,094.00           | 0.00                 |
| Teacher Qualification+Experience Allocation                    | 5,262,289.00       | 5,262,289.00         | 0.00                 |
| Early Learning Allocation                                      | 0.00               | 0.00                 | 0.00                 |
| Transportation Allocation                                      | 6,691,953.00       | 6,691,953.00         | 0.00                 |
| Administration & Governance Allocation                         | 3,994,204.00       | 3,994,204.00         | 0.00                 |
| School Operations Allocations                                  | 10,134,542.00      | 10,134,542.00        | 0.00                 |
| Declining Enrolment Adjustment                                 | 1,247,376.00       | 1,247,376.00         | 0.00                 |
| Operating allocation before OMERS savings                      | 107,413,134.00     | 107,413,134.00       | 0.00                 |
| Omers Contribution Savings                                     | 630,383.00         | 630,383.00           | 0.00                 |
| Total: Operating allocation                                    | 106,782,751.00     | 106,782,751.00       | 0.00                 |
| School Renewal Allocation                                      | 2,136,334.00       | 2,136,334.00         | 0.00                 |
| New Pupil Places Allocation                                    | 0.00               | 0.00                 | 0.00                 |
| Outstanding Capital Commitments                                | 0.00               | 0.00                 | 0.00                 |
| Debt Charges Allocation  | 128,326.00         | 128,326.00           | 0.00                 |
| Total Allocations  | 109,047,411.00     | 109,047,411.00       | 0.00                 |
| Net Estimated Tax Revenue                                      | 24,394,233.00      | 24,394,233.00        | 0.00                 |
| Individuals - Day School, Ontario Residents                    | 0.00               | 0.00                 | 0.00                 |
| Sal, Wages & Employee Benefits Not Payable - Labour disruption | 0.00               | 0.00                 | 0.00                 |
| Approved Expenditure - Labour disruption                       | 0.00               | 0.00                 | 0.00                 |
| Net Saving - Labour disruption                                 | 0.00               | 0.00                 | 0.00                 |
| Total Legislative Grant  | 84,653,178.00      | 84,653,178.00        | 0.00                 |
| Prior year adjustment  | 0.00               | 173,346.00           | 173,346.00           |
| <b>Adjusted Legislative Grant</b>                              | <b>0.00</b>        | <b>84,826,524.00</b> | <b>84,826,524.00</b> |

Total LG Calculation:

Interim payments for the school year:

Amount to be paid (Recovered):

Remarks:

## Other Payment Vouchers

Other Payment Vouchers are used to make various payments to the board. These will be used primarily for EPO payments.

OPVs will be used to process revised financial statement vouchers for 2001-02 and prior years, as these financial statements were not submitted in the EFIS system.

The screenshot displays a web application interface for the Ontario Ministry of Education. The main content area is titled "VIEW OTHER PAYMENT VOUCHER" and contains a form with the following fields and values:

- Doc #:** 863
- Board:** Algoma DSB
- Doc. Type:** OPV
- School Year:** 2004-05
- Doc. Name:** 2004-05 Tutors in the classroom
- Doc. Status:** Paid in full
- Bank Account:** Main a/c
- Allocation:** EPO
- Program:** EPO-TPFR
- Sub Program:** Tutors in the Classroom
- Created By:** Diane Strumila (FO)
- Last Updated By:** Diane Strumila (FO)
- Total Amount:** 125000.00
- Remarks:** (Empty text area)

The interface includes a left-hand navigation menu with sections: Documents (View), Payments (View), and Reports (Conf. of Adv., Mth. Remit.). The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:15 PM.

## Viewing Transfer Payment Documents

---

The View Document function allows the user to see documents created in TP. Documents can only be viewed once they have been paid in full.

### Viewing Documents

---

1. Log into TP
  2. Click on "View" under the Document menu
  3. On the view document search screen:
    - select document type (BR, BAV, OPV, FS)
    - if you know the document number enter it, otherwise leave the field blank.
    - select the School year.
    - select the appropriate allocation, program, and subprogram to narrow search, otherwise leave at "all".
    - enter date range or leave blank
    - click Search.
  4. Once documents are displayed click on document number to view details.
  5. All documents can be displayed in a PDF report format by selecting the View Report button. The report can then be printed or saved.
- 

## Viewing Payments

The View Payment function allows the user to see payments made in TP.

### Viewing Payments

---

1. Log into TP
  2. Click on "View" under the Payment menu.
  3. On the view payment search screen:
    - select document type (BR, BAV, OPV, FS)
    - if you know the document number enter it, otherwise leave the field blank.
    - select the School year.
    - select the appropriate allocation, program, and subprogram to narrow search, otherwise leave at "all".
    - enter a payment date range or leave blank
    - click Search.
  4. Once payments are displayed click on document number to view details.
  5. The view payments search results displayed can be viewed in a PDF report format by selecting the View Report button. The report can then be printed or saved.
-

## Reports

---

### Confirmation of Advance

The confirmation of advance report allows the user to view a summary of all payments made to a board in a particular school year. This report displays the document number of the voucher that supports each payment, which can then be viewed in detail using the View Document or View Payment functions.

#### Confirmation of Advance report:

1. Log into TP
2. Click on "Reports – Conf. Of Adv."
3. On the Confirmation of Advance screen:
  - select school year.
4. Report will open in separate window in a "PDF" format.
5. The report can be printed or saved.
6. To view payment details, note the Doc # and use the View Document or View Payment functions.

### Monthly Remittance

The monthly remittance report allows the user to view a summary of all payments made to a board in a particular month. This report displays the document number of the voucher that supports each payment, which can then be viewed in detail using the View Document or View Payment functions.

#### Monthly Remittance report:

1. Log into TP
2. Click on "Reports – Mth. Remit."
3. On the Remittance Advice report Screen
  - select month and year.
4. Report will open in separate window in a "PDF" format.
5. The report can be printed or saved.
6. To view payment details, note the Doc # and use the View Document or the View Payment functions.

## Cash Flow

The cash flow report allows the user to view a summary of actual and projected Legislated Grants payments made to a board for the current school year.

---

### Cash Flow report:

---

1. Log into TP

---

2. Click on "Reports – Cash Flow."

---

3. On the Cash Flow report Screen
  - the current school year is displayed

---

4. Report will open in separate window in a "PDF" format

---

5. The report can be printed or saved.