# Budget Transfers | CLASS-Web Instructions

## Step 1: Log into CLASS-Web

- Log into **CLASS-Web** from the LPC homepage: http://laspositascollege.edu/
- Click on **CLASS-Web** in the banner at the top of the page, followed by the "**Sign On to CLASS-Web**" link.
- Enter your **W Number** and **PIN**.

Campus Map    Find People    Faculty & Staff    Student Resource Guide    **CLASS-Web**    Canvas    Online Learning    Library    Quick Links ▾

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**Sign On**

**Sign On to CLASS-Web**

Supported browsers:

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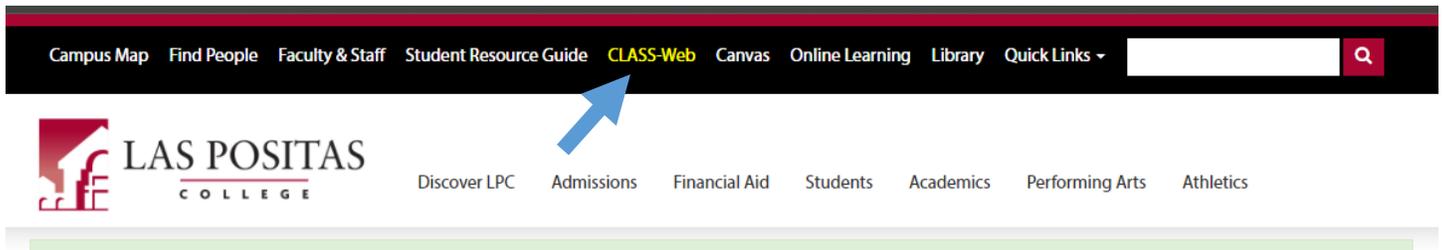
## CLASS-Web Login

Please enter your User ID (College-issued "W" Number) and your **numeric** Personal Identification Number (PIN). When finished, click Login.

Don't know what to enter? Please read What is my User ID/PIN?

If you have forgotten your PIN, enter your User ID first, then click Forgot PIN?

*You have five attempts to correctly enter your User ID and PIN before your online account becomes disabled.*

When you have finished using CLASS-Web, please Exit and close your browser to protect your privacy.

COVID-19 Campuses are transitioning to some in-person classes and services for Fall 2021. Details and Resources Here.

User ID: [            ]    *e.g. W87654321*
PIN:     [            ]    *e.g. 123456*

[ Login ]    [ Forgot PIN? ]

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## Step 2: Navigate to the Budget Transfer link within CLASS-Web

- Click on the **Financial Information** tab [Financial Information] near the top of the screen. This tab is NOT enabled by default for all employees. If you do not see this tab, you will need to request access through your Dean.
- Click on either the **Budget Transfer** or **Multiple Line Budget Transfer** link to begin entering your budget transfer.
  - **Budget Transfer**: This link is for a budget transfer journal with <u>TWO</u> lines. It will let you move budget from one Account and into another Account.
  - **Multiple Line Budget Transfer**: This link is for a budget transfer journal with <u>FIVE</u> lines. It will let you move budget between up to five Accounts. This means you can transfer budget from two Accounts to move into one Account, or pull from one Account to move into four Accounts, etc.

### Finance Information
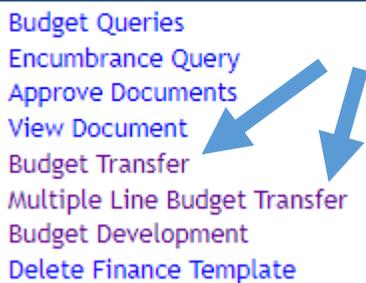
Budget Queries
Encumbrance Query
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Budget Development
Delete Finance Template

## Step 3: Enter your budget transfer

Follow the instructions below depending on if you are doing a 1-to-1 transfer or multiple line transfer.

### Budget Transfer (1-to-1 transfer)

- **Transaction Date**: This field will default to today's date. (DO NOT change the date).
- **Transfer Amount**: Enter the dollar amount you wish to transfer. This amount will be pulled from the first FOAP and reallocated to the second FOAP you enter. Amounts should be in whole dollars. Do not include cents.
- **Document Amount**: This field is auto-calculated. It is the absolute sum of both amounts in the transfer.
- **Chart**: Always enter "1" in this field.
- **From**: Enter "1" in the Chart field, along with the full FOAP of the budget you want to decrease.
- **To**: Enter the full FOAP of the budget you want to increase.
- **Description**: **Always start with "BT:"** followed by a brief explanation of the budget transfer.
  - Example descriptions:
    - BT: TO COVER NEGATIVES
    - BT: TO COVER CONFERENCE EXPENSE
    - BT: TO COVER SUPPLIES
- **Budget Period**: Select the value that corresponds to the month you intend to post the budget transfer into. **This value should ALWAYS relate to the Transaction Date.** Below is a legend for the budget period month.

  **01 – Jul | 02 – Aug | 03 – Sep | 04 – Oct | 05 – Nov | 06 – Dec | 07 – Jan | 08 – Feb | 09 – Mar | 10 – Apr | 11 – May | 12 – Jun**

- **Save as Template**: Enter a name in this field to save the values you entered. The next time you need to enter a budget transfer, you can retrieve this template. This is an important tool to help reduce errors and typos on future budget transfers. You only need to do this once, unless you wish to save new values as another template.
- Once everything is entered, click the [Complete] button to submit the transfer.

*The highlighted values below relate to the fields you need to fill out or select when entering budget transfers. **Please note that the values in these instructions are only entered as a sample**.*

## Budget Transfer

📣 Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from

   Choose Complete to perform a validation and forward the document for processing.

   Use Code Lookup to query a list of available values.

Use template [None ▾]
   [ Retrieve ]

| Transaction Date | [26 ▾] [OCT ▾] [2021 ▾] |
| Journal Type | [SSBT (Self Service Budget Transfer) ▾] |
| Transfer Amount | [400] |

Document Amount 0.00

|  | Chart | Index | Fund | Organization | Account | Program | Activity | Location | D/C |
|---|---|---|---|---|---|---|---|---|---|
| From | 1 |  | 103001 | 31100 | 4320 | 671000 |  |  | - |
| To |  |  | 103001 | 31100 | 5220 | 671000 |  |  | + |

Description [BT: CONFERENCE EXPENSE]   Budget Period [04 ▾]

Save as Template [Business Office Budget]
☐  Shared
[ Complete ]   ⬅

*Code Lookup*
| Chart of Accounts Code | [1 ▾] |
| Type | [account ▾] |
| Code Criteria | [       ] |
| Title Criteria | [                ] |
| Maximum rows to return | [10 ▾] |
[ Execute Query ]

- After successful submission, you will see one or both of these confirmation messages appear on the screen. The document number (begins with a J) is important as it is the assigned number for this specific transfer. This is the number that may be used to look up the details of the budget transfer you entered.

✔ Document J2200235 completed and forwarded to the approval process.
✔ Template Business Office Budget (Personal) saved.
[ Another Transfer ]
Use template [None ▾]

## Error Message

In the event that you receive the following error message after you click on the "Complete" button, please create a new budget transfer. There are insufficient funds in the FOAP entered. Please double-check the amount available under your FOAP before initiating a new budget transfer.

⚠ WARNING : Budget is exceeded for sequence 1.
✔ Document J2200242 completed and forwarded to the approval process.

**Tip**: Open a new window in Banner 9 and look up your budget via **FGIBDST** or a new window in Class-Web via **Budget Queries**.

For detailed instructions on viewing budgts in Banner or Class-Web, please visit http://laspositascollege.edu/adminservices/budgetmanagement.php.

## Multiple Line Budget Transfer

- **Transaction Date**: This field will default to today's date. (DO NOT change the date).
- **Document Amount**: Enter the absolute sum of all amounts being moved (e.g. moving $500 out of 2 accounts and into 3 different accounts would have an absolute sum of 1000). Amounts should be in whole dollars. Do not include cents.
- **Chart**: Always enter "1" in this field.
- **Fund**: Enter your Fund code.
- **Organization**: Enter your Org code.
- **Account**: Enter the appropriate Account code (Please see Appendix for the most frequently used Account codes). Only discretionary Account codes (4000s – 7000s) are allowed.
- **Program**: Enter your Program code.
- **Amount**: Enter the dollar amount you want to move into or out of the FOAP. Please round **up** to the nearest dollar. DO NOT include cents.
- **D/C**: Selecting a "-" symbol will decrease that amount from the FOAP you entered. Selecting a "+" symbol will increase that amount for the FOAP you entered. The sum of your increases and decreases should always match.
- **Description**: **Always start with "BT:"** followed by a brief explanation of the budget transfer.
  - Example descriptions:
    - BT: TO COVER NEGATIVES
    - BT: TO COVER CONFERENCE EXPENSE
    - BT: TO COVER SUPPLIES
- **Budget Period**: select the value that corresponds to the month you intend to post the budget transfer into. **This value should ALWAYS relate to the Transaction Date.**

**01 – Jul | 02 – Aug | 03 – Sep | 04 – Oct | 05 – Nov | 06 – Dec | 07 – Jan | 08 – Feb | 09 – Mar | 10 – Apr | 11 – May | 12 – Jun**

- **Save as Template**: Enter a name in this field to save the values you entered. The next time you need to enter a budget transfer, you can retrieve this template. This is an important tool to help reduce errors and typos on future budget transfers. You only need to do this once, unless you wish to save new values as another template.
- Once everything is entered, click the Complete button to submit the transfer.

*1: Example of a budget transfer ready for submission.*

✔ Template Business Office Budget (Personal) retrieved.

Transaction Date  26 ✔   OCT ✔   2021 ✔
Journal Type   SSBT (Self Service Budget Transfer) ✔
Document Amount  800

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|-------|-------|------|--------------|---------|---------|----------|----------|--------|-----|
| 1 | 1 |  | 103001 | 31100 | 4301 | 671000 |  |  | 400 | - ✔ |
| 2 | 1 |  | 103001 | 31100 | 5110 | 671000 |  |  | 250 | + ✔ |
| 3 | 1 |  | 103001 | 31100 | 5220 | 671000 |  |  | 100 | + ✔ |
| 4 | 1 |  | 103001 | 31100 | 5301 | 671000 |  |  | 50 | + ✔ |
| 5 |  |  |  |  |  |  |  |  |  | + ✔ |

Description  BT: COVER NEGATIVES          Budget Period    04 ✔

Save as Template
☐ Shared
[ Complete ]

*2: Popup notice of submitted budget transfer.*

✔ Document J2200236 completed and forwarded to the approval process.
✔ Template Business Office Budget (Personal) saved.

## Examples of correct budget transfers

*3: Pulling from 3 accounts to load into 1 account.*

✔ Template Business Office Budget (Personal) retrieved.

Transaction Date  26 ✔   OCT ✔   2021 ✔
Journal Type   SSBT (Self Service Budget Transfer) ✔
Document Amount  800

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|-------|-------|------|--------------|---------|---------|----------|----------|--------|-----|
| 1 | 1 |  | 103001 | 31100 | 4301 | 671000 |  |  | 50 | - ✔ |
| 2 | 1 |  | 103001 | 31100 | 5110 | 671000 |  |  | 250 | - ✔ |
| 3 | 1 |  | 103001 | 31100 | 5220 | 671000 |  |  | 100 | - ✔ |
| 4 | 1 |  | 103001 | 31100 | 5301 | 671000 |  |  | 400 | + ✔ |
| 5 |  |  |  |  |  |  |  |  |  | + ✔ |

Description  BT: COVER NEGATIVES          Budget Period    04 ✔

Save as Template
☐ Shared
[ Complete ]

✔ Template Business Office Budget (Personal) retrieved.

Transaction Date [26 ▾] [OCT ▾] [2021 ▾]
Journal Type [SSBT (Self Service Budget Transfer) ▾]
Document Amount [1800]

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|-------|-------|------|--------------|---------|---------|----------|----------|--------|-----|
| 1 | 1 | | 103001 | 31100 | 4301 | 671000 | | | 300 | - ▾ |
| 2 | 1 | | 103001 | 31100 | 5110 | 671000 | | | 600 | - ▾ |
| 3 | 1 | | 103001 | 31100 | 5220 | 671000 | | | 100 | + ▾ |
| 4 | 1 | | 103001 | 31100 | 5301 | 671000 | | | 400 | + ▾ |
| 5 | 1 | | 103001 | 31100 | 5851 | 671000 | | | 400 | + ▾ |

Description [BT: COVER NEGATIVES]       Budget Period [04 ▾]

Save as Template [_____]

☐ Shared
[Complete]

## Example of incorrect budget transfer

🛑 From amounts 900.00 not equal To amounts of 500.00

Use template [None ▾]
                [Retrieve]

Transaction Date [26 ▾] [OCT ▾] [2021 ▾]
Journal Type [SSBT (Self Service Budget Transfer) ▾]
Document Amount [1800]

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|-------|-------|------|--------------|---------|---------|----------|----------|--------|-----|
| 1 | 1 | | 103001 | 31100 | 4301 | 671000 | | | 300 | - ▾ |
| 2 | 1 | | 103001 | 31100 | 5110 | 671000 | | | 600 | - ▾ |
| 3 | 1 | | 103001 | 31100 | 5220 | 671000 | | | 100 | + ▾ |
| 4 | 1 | | 103001 | 31100 | 5301 | 671000 | | | 400 | + ▾ |
| 5 | | | 103001 | 31100 | 5851 | 671000 | | | 400 | + ▾ |

Description [BT: COVER NEGATIVES]       Budget Period [04 ▾]

Save as Template [_____]

☐ Shared
[Complete]

# How to View Submitted Budget Transfers

You may view currently pending budget transfers in CLASS-Web by following the instructions below.

- On the **Financial Information** tab, click on the **Approve Documents** link.

## Finance Information

Budget Queries
Encumbrance Query
**Approve Documents**
View Document
Budget Transfer
Multiple Line Budget Transfer
Budget Development
Delete Finance Template

### Approve Documents

| Enter Approval Parameters | |
|---|---|
| User ID | TROTHMAN |
| Document Number: | |
| ⦿ | Documents for which you are the next approver |
| ○ | All documents which you may approve |
| Submit Query | |

- 
- Click on Submit Query to pull up your currently submitted budget transfers.
- The table displayed contains all budget transfers you have submitted that have not yet been approved. Fully approved budget transfers that have posted to Banner will not be displayed.
- **Document**: Clicking on the blue document number will pull up the details of the budget transfer. Always veiw the document before approval or disapproval.
- **History**: Clicking on the blue **History** link will pull up the approval detail history of the record.
- **Disapprove**: clicking on the blue **Disapprove** link will remove the budget transfer from the Approver's queue. This should only be used if you wish to cancel the budget transfer you submitted.

### Queried Parameters

| User ID | TROTHMAN | Thomas Rothman |
|---|---|---|
| Document Number: | | |
| Documents Shown: | Next Approver | |

### Approve Documents List

| Next Approver | Type | NSF | Change Seq# | Sub# | Originating User | Amount | Queue Type | Document | History | Approve | Disapprove | BDM Documents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | REQ | | | | TROTHMAN | 500.00 | DOC | R3201339 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 133,010.50 | DOC | J2200160 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 259,121.66 | DOC | J2200161 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 200,000.00 | DOC | J2200162 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 8,631.42 | DOC | J2200198 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 8,631.42 | DOC | J2200199 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 800.00 | DOC | J2200235 | History | Approve | Disapprove | |
| | JV | | | 0 | TROTHMAN | 800.00 | DOC | J2200236 | History | Approve | Disapprove | |

# How to Approve Budget Transfers

You may view currently pending budget transfers in CLASS-Web by following the instructions below.

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## Finance Information

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Multiple Line Budget Transfer
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Delete Finance Template

## Approve Documents

**Enter Approval Parameters**

| User ID | SSONG |
|---|---|
| Document Number: | |

- ⦿ Documents for which you are the next approver
- ◯ All documents which you may approve

[Submit Query]

- Click on [Submit Query] to pull up your currently submitted budget transfers.
- The table displayed contains all budget transfers that are in your queue for approval.
- **Document**: Clicking on the blue document number will pull up the details of the budget transfer. Always veiw the document before approval or disapproval.
- **History**: Clicking on the blue **History** link will pull up the approval detail history of the record.
- **Approve**: Clicking on the blue Approve link will allow you to confirm that you want to approve the journal by clicking on the [Approve Document] button. You may choose to cancel the approval by clicking on the [Cancel] button. If approved, you will need to click on the [Continue] button afterwards.
- **Disapprove**: clicking on the blue **Disapprove** link will remove the budget transfer from the Approver's queue. This should only be used if you wish to cancel the budget transfer (cannot be undo).

# View Document

### Journal Voucher Header

| Journal | Sub# | Status | Trans date | Activity date | User ID | Doc Total |
|---------|------|--------|------------|---------------|---------|-----------|
| J2200249 | 0 | Pending | Oct 27, 2021 | Oct 27, 2021 | TROTHMAN | 100.00 |
| Document Text: | | | | | | |

### Journal Voucher Accounting

| Seq# | Description | | | | | | | | | BudPd | Curr | Doc Ref | Accr | Bank | Deposit | | |
|------|-------------|---|---|---|---|---|---|---|---|-------|------|---------|------|------|---------|---|---|
| | COA | FY | Pd | Rucl | Index | Fund | Orgn | Acct | Prog | Acty | Locn | Proj | Total | D/C | NSF | Ovr | Status |
| 1 | BT: CONFERENCE EXPENSE | | | | | | | 04 | | | | | AC | | | | |
| | 1 | 22 | 04 | SSBT | | 103001 | 31100 | 4320 | 671000 | | | | 50.00 | - | | N | |
| 2 | BT: CONFERENCE EXPENSE | | | | | | | 04 | | | | | AC | | | | |
| | 1 | 22 | 04 | SSBT | | 103001 | 31100 | 5220 | 671000 | | | | 50.00 | + | | N | |
| Total of displayed sequences: | | | | | | | | | | | | 100.00 | | | | |

# Approve Document

### Document Information

| Document Number: | J2200249 | Type: | JV |
|------------------|----------|-------|----|
| Change Seq# | | Sub# | 0 |
| Amount: | 100.00 | | |

Comment:

This document has been approved.

[ Approve Document ] [ Cancel ]

# Document Pending Approval

✔ Document J2200249 has your approval.

[ Continue ]