Budget Transfer Decision Tree

Do any of the **account*** codes you wish to adjust begin with a **"1," "2," "3," or "8"**? (E.g. 2303)

Yes → Are you trying to adjust any of the following accounts? 1101, 1202, 1205, 1211, 1221, 1230, 2101, 2111, 2121, 2131, 2201, 2401, 2402, & all 3XXX

- **Yes** → Adjusted via **Personnel Action Form**
- **No** → Complete a **Budget Journal Form** on **Informedk12**

No → Does the **fund*** number for the budget you wish to adjust begin with a **"4," "5," "6," or "9"**? (E.g. 903985)

- **Yes** → Complete a **Budget Transfer on CLASS-Web**
- **No** → Complete a **Budget Journal Form** on **Informedk12**

*Example FOAP (do not use):

103001 - 30001 - **2303** - 601000

[Fund] [Org] **[Acct]** [Program]