

### 1 Add Project ID:

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
SFCMP - San Francisco State University	2023	2	8/29/2023	00553730	VCH - AP Voucher Accounting	IKEA 440936870	214.51	660003 - Supplies And Service	NR401 - Programs and Initiatives	3360 - Department of Special Edu	0000017499	USBANKCORP-001	PC08230039	APV2199033
SFCMP - San Francisco State University	2023	4	10/20/2023	0002226732	MJE - Manual Journal Entry	MIYAJIMA DENISE 082123	1.64	660003 - Supplies And Service	NR401 - Programs and Initiatives	3360 - Department of Special Edu	-	-	-	2226732
<b>Grand Total</b>							216.15							

Account	Fund	Dept ID	Program	Class	Project ID	Description	Stat	Stat Amount	Jrnl Line Ref	Amount
Required (6 digits)	Required (5 digits)	Required (4 digits)	Optional (4 digits)	Optional (5 digits)	Required - Grants & Contract Fund (8-9 digits)	Maximum 30 characters	Optional	Optional	Reference for Original Transaction, e.g. Voucher, Journal ID, Document ID.	Required - Debit amount = Positive Credit amount = Negative
660003	NR401	3360				ADD PROJECT CF23A617			00553730	(214.51)
660003	NR401	3360			CF23A617	IKEA 440936870			00553730	214.51
660003	NR401	3360				ADD PROJECT CF23A617			0002226732	(1.64)
660003	NR401	3360			CF23A617	MIYAJIMA DENISE 082123			0002226732	1.64

#### Comments:

- 1 "Doc ID" from the FDW report should be used to fill "Jrnl Line Ref" on the JE template
- 2 "Doc Ln Descr" from the FDW report should be used to fill "Description" on the JE template, for the correct chartfield line
- 3 Must attach FDW report if requesting to "add project id" and no need to submit receipt/invoice
- 4 pdf version of template must be signed by someone who has Delegation of Authority (DoA) on file in OnBase
- 5 must send to [journalrequest@sfsu.edu](mailto:journalrequest@sfsu.edu), pdf (signed template & FDW report) and excel version of template