

6 Reclass Account in a PO

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
SFCMP - San Francisco State University	2023	4	10/11/2023	0055925	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	1,432.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	56481SER	APV2222940
SFCMP - San Francisco State University	2023	4	10/11/2023	0055930	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	75.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	56494DEST	APV2222940
SFCMP - San Francisco State University	2023	5	11/07/2023	00557382	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	75.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	56807DEST	APV2236781
SFCMP - San Francisco State University	2023	6	12/05/2023	00558690	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	37.50	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	57044DEST	APV2249559
SFCMP - San Francisco State University	2023	6	12/06/2023	00558711	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	952.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	57025DEST	APV2250498
SFCMP - San Francisco State University	2023	7	01/08/2024	00560000	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	1,320.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	56790DEST	APV2263525
SFCMP - San Francisco State University	2023	7	01/11/2024	00560242	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	37.50	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	57255DEST	APV2266238
SFCMP - San Francisco State University	2023	8	02/16/2024	00561803	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	1,252.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	57503DEST	APV2285373
SFCMP - San Francisco State University	2023	8	02/16/2024	00561817	VCH - AP Voucher Accounting	Blanket: 6 month 23-24 purchas	75.00	660001 - Postage and Freight	NG001 - General Support & Student Fees	6010 - VP, Admin. & Finance	2202300532	0000001423	CITYFIBE-001	57518DEST	APV2285373
Grand Total							5,256.00								

Account	Fund	Dept ID	Program	Class	Project ID	Description	Sta	Start Amot	Jrnl Line Re	Amount	Type of Adjustment
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	Posting Error, Transfer of Fund, Payment Adjustment, etc.
660001	NG001	6010				2202300532 RECLASS TO 613001			0055925	(1,432.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			0055925	1,432.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			0055930	(75.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			0055930	75.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			00557382	(75.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00557382	75.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			00558690	(37.50)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00558690	37.50	
660001	NG001	6010				2202300532 RECLASS TO 613001			00558711	(952.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00558711	952.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			00560000	(1,320.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00560000	1,320.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			00560242	(37.50)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00560242	37.50	
660001	NG001	6010				2202300532 RECLASS TO 613001			00561803	(1,252.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00561803	1,252.00	
660001	NG001	6010				2202300532 RECLASS TO 613001			00561817	(75.00)	
613001	NG001	6010				Blanket: 6 month 23-24 purchas			00561817	75.00	

Comments:

- 1 PO# must be referenced in the "Description" for the incorrect account used
- 2 "Doc Ln Descr" from the FDW report should be used to fill "Description" on the JE template, for line that will have the correct account
- 3 Provide copies of invoices paid so far in the PO
- 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, pdf (signed template, FDW report, invoice/receipt, email, ect.) and excel version of template