

A wrong account is used for conference registration, need to move expense to the correct account (660009)

CFS Data Warehouse Report

Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr
2023	7	1/30/2024 12:00:00 AM	00550250	VCH - AP Voucher Accounting	TECHNOLOGY INNOVATION	250.00	660003 - Supplies And Service	NR201 - Recovered Indirect Costs	3560 - SCI-Collegewide	- - -	30235 - User Defined

Journal Lines:

Account	Fund	Dept ID	Program	Class	Project ID	Description	Stat	Stat Amount	Jrnl Line Ref	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.
660003	NR201	3560		30235		RECLASS TO 660009			00550250 (Doc ID)	-250.00	Posting Error
660009	NR201	3560		30235		TECHNOLOGY INNOVATION (Doc Ln Descr)			00550250 (Doc ID)	250.00	Posting Error

JE Request Package to submit

1. Journal Entry excel template
2. Delegation of Authority (DOA) approved Journal Entry
3. CFS Data Warehouse report
4. Copy of Receipt, invoice etc.