

The expense should not be posted in the fund NR201-3580, need to reclassify expense to fund TT103 (Ex. Pcard default fund was not updated during the editing period)

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 | 1/5/2024 12:00:00 AM | 00550100 | VCH - AP Voucher Accounting | AMAZON.COM*0H1F92A3 | 100.00 | 660003 - Supplies And Service | NR201 - Recovered Indirect Costs | 3560 - SCI-Collegewide | - - - | 30238 - 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 | 3580 | | 30238 | | RECLASS TO TT103 | | | 00550100 (Doc ID) | -100.00 | Payment adjustment |
| 660003 | TT103 | 3580 | | | | AMAZON.COM*0H1F92A3 (Doc Ln Descr) | | | 00550100 (Doc ID) | 100.00 | Payment adjustment |

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.