

A wrong project ID is used, need to correct it

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	Project Fdescr
2023	1	7/24/2023 12:00:00 AM	00550340	VCH - AP Voucher Accounting	4IMPRIINT INC.	340.00	660003 - Supplies And Service	20456 - U-RISE	3080 - Grants and Contracts	---	---	20456000 - U-RISE at San Francisco State

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	20456	3080			20456000	RECLASS TO 20456002			00550340 (Doc ID)	-340.00	Posting Error
660003	20456	3080			20456002	4IMPRIINT INC. (Doc Ln Descr)			00550340 (Doc ID)	340.00	Posting Error

JE Reqeust 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.