

3 Transfer of Funds (Funding a Project/Requesting Grant)

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.
570000	NR401	3300			CF22A614	Grant Funding _ L. Nagatomo			HS_REQ	(2,000.00)	Transfer of Fund
670000	NR401	3322			69300001	Grant Funding _ L. Nagatomo			HS_REQ	2,000.00	Transfer of Fund
570000	NR401	3300			CF22A614	Grant Funding _ J. Sanders			HS_REQ	(3,000.00)	Transfer of Fund
670000	NR401	3322			69300001	Grant Funding _ J. Sanders			HS_REQ	3,000.00	Transfer of Fund
Journal Entry Request Explanation:											

These are for grants awarded to Lyle Nagatomo & Julian Sanders that The CSUEA has agreed to fund. Please include Ly Chau - lychau@sfsu.edu and Morgan Butler - mbutler3@sfsu.edu on transfer info.

Comments:

- 1 use transfer accounts 670xxx and 570xxx
- 2 attach email conversations regarding transfers/request of funding as part of back-ups
- 3 pdf version of template must be signed by someone who has Delegation of Authority (DoA) on file in OnBase
- 4 must send to journalrequest@sfsu.edu, pdf (signed template & other back-ups) and excel version of template