

2 Transfer of Funds (Partial Expense)

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Class Fdescr	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
SFCMP - San Francisco State University	2023	7	01/08/2024	00559952	VCH - AP Voucher Accounting	Dell Mobile Precision 7780 Wor	8,259.99	616002 - IT Hardware Capital	NR201 - Recovered Indirect Costs	3560 - SCI-Collegewide	30274 - User Defined	2202300697	0000004672	DELL MARKETING	10720618341	APV2263525

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.
616002	NR201	3560		30274	Tf	Partial Expense			00559952	(1,462.45)	Transfer of Fund
616002	NR401	3555		30274	CF23A620	Dell Mobile Precision 7780 Wor			00559952	1,462.45	Transfer of Fund

Comments:

- 1 Must copy all chartfield values from the FDW report for the credit
- 2 "Doc Ln Descr" from the FDW report should be used to fill "Description" on the JE template, for the fund paying partial expense
- 3 Must attach invoice/receipt with the FDW report
- 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) and excel version of template