



## JOURNAL RECLASS: STEPS TO RECLASSING AN EXPENSE OR TRANSACTION IN SOCMP

- 1) **Identify the original transaction that needs to be reclassified and generate supporting backup:**
  - a. Utilize a CFS Data Warehouse financial summary dashboard expense/revenue report or a LCD dashboard report to identify original transactions that require correction by Journal Reclass. Queries utilized from CFS are also permitted. The transaction cannot be reclassified unless it has already been posted. Current fiscal year transactions only can be processed.
  - b. Confirm the report captures all of the available chartfields: Account, Fund, Department, Program, Class, Project, FTE Stat Code, Stat Amount and Monetary Amount. The report should also contain the original Doc ID, Doc Source (DEP, AP, MJE, HR) and Accounting Date.
  - c. Printer-friendly reports that capture only the pertinent information and information in the above (step b.) are required.
  
- 2) **Confirm the correct Chartfield for the Journal Reclass:**
  - a. Identify where the transaction should be posted and verify that there are adequate funds to support the expense.
  - b. Get appropriate approval or authorization from the person who has Fund and Dept delegation of authority.
  
- 3) **Complete the Journal Reclass form found on Financial Services Website:**  
<http://www.sonoma.edu/finance/forms-policies/>
  - a. \*\*See Journal Reclass Notes below on completing the form.
  
- 4) **Email the Journal Reclass form and backup:**
  - a. State in the email the reason for the journal reclassification and verify that adequate funds are available.
  - b. Include the appropriate approver's authorization for the transaction.
  - c. Print ready supporting backup reports and documentation can be added to the sheets in the journal reclass Excel workbook or attached to the email.
    - Original transaction and Chartfield documented?
    - Original transaction reversed on the Journal Reclass form?
    - New fund or department CF can support the expense?
    - Appropriate approval from your AM and fund/Dept. signer?
    - Supporting Documentation Printer friendly for processing?
  - d. Once Journal Reclass Form has been completed, email journal reclass and supporting documents and approvals to [journal.reclass@sonoma.edu](mailto:journal.reclass@sonoma.edu)
  
- 5) **Verify expense or transaction was accurately reclassified. Processing and posting the journal entry will take approximately 2 to 3 business days.**



**SONOMA STATE UNIVERSITY**  
**CFS Journal Reclass Form**

Email [Journal.Reclass@sonoma.edu](mailto:Journal.Reclass@sonoma.edu)

Date Prepared: 07/26/2018 Prepared by:

File: **7.23.18 JR Template Sample LF.xls**

|                 |                   |
|-----------------|-------------------|
| Business Unit   | SOCMP             |
| Journal ID      | NEXT              |
| Accounting Date | <b>07/23/2018</b> |
| Ledger          | ACTUALS           |

**For Accounting use only**

**Leilani Fuiten**

|               |   |     |
|---------------|---|-----|
| Approved by:  | Nikki Anderson  | JE# |
| Dept Name/No. | GAU / 3062  |     |
| Extension     | 4-3152  |     |
| Justification | To correct Housing Student Assistant wages and Medicare which were charged to CPA in error. |     |

Revised: 7/23/18

|                     |                               |                   |
|---------------------|-------------------------------|-------------------|
| Source              | DEP                           | Journal Reference |
| Reversal Code       |                               | 7.23.18           |
| Reversal Date       |                               |                   |
| Journal Description | From RQ041 1056 to RCC01 3090 |                   |

| Line                 | Bus Unit | Acct   | Fund  | Dept | Prgm | Proj / Grant | Class | Stat Code | Stat Amt | Monetary Amount | Line Description              |
|----------------------|----------|--------|-------|------|------|--------------|-------|-----------|----------|-----------------|-------------------------------|
| <b>Control Total</b> |          |        |       |      |      |              |       |           |          | <b>0.00</b>     |                               |
| 1                    | SOCMP    | 601303 | RCC01 | 3090 |      |              |       | FTE       | 0.31     | 588.50          | From RQ041 1056 to RCC01 3090 |
| 2                    | SOCMP    | 601303 | RQ041 | 1056 |      |              |       | FTE       | (0.31)   | (588.50)        | From RQ041 1056 to RCC01 3090 |
| 3                    | SOCMP    | 603012 | RCC01 | 3090 |      |              |       |           |          | 8.53            | From RQ041 1056 to RCC01 3090 |
| 4                    | SOCMP    | 603012 | RQ041 | 1056 |      |              |       |           |          | (8.53)          | From RQ041 1056 to RCC01 3090 |

\*\*\*EXAMPLE JOURNAL RECLASS FORM\*\*\*

**COMPLETE THE AREAS IN BLUE**

Accounting Date = Date it needs to be posted  
 Prepared by name  
 Approved by name  
 Dept Name / Number  
 Phone extension  
 Justification = Why the JR needs to be processed  
 Journal Description = Short reference

Original and new chartfields: (do not use line or Bus Unit columns)

Account  
 Fund  
 Department  
 Program  
 Project  
 Class  
 Stat Code = FTE if appropriate  
 Stat Amount = Debit or Credit, all Stat Amounts need to sum to zero  
 Monetary Amount = Debit or Credit, needs to sum to zero  
 Line Description

Scroll down to see macro button to add 20 or 100 lines to form

Add backup reports to tabs / sheets within the Excel workbook

Add 20 Rows

Add 100 Rows



Example CFS report for backup:

| Amount | Account Fdescr             | Fund Fdescr              | Dept Fdescr                       | Prog Fdescr | Class Fdescr | Project Fdescr | Stat Cd | Stat Amt | Jrnl ID    | Jrnl Src | Journal Date |
|--------|----------------------------|--------------------------|-----------------------------------|-------------|--------------|----------------|---------|----------|------------|----------|--------------|
| 588.50 | 601303 - Student Assistant | RQ041 - CPA Compensation | 1056 - Center for Performing Arts | ---         | ---          | ---            | FTE     | 0.31     | HRS1274024 | -        | 06/30/2018   |
| Amount | Account Fdescr             | Fund Fdescr              | Dept Fdescr                       | Prog Fdescr | Class Fdescr | Project Fdescr | Stat Cd | Stat Amt | Jrnl ID    | Jrnl Src | Journal Date |
| 8.53   | 603012 - Medicare          | RQ041 - CPA Compensation | 1056 - Center for Performing Arts | ---         | ---          | ---            | -       | 0.00     | HRS1274024 | -        | 06/30/2018   |