Forward to Administrative Accounting  
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Department/Unit: Admin Accounting Extension: 6-2543 

Description of transaction: 
Morfex Media LLC 
Correct Voucher 00860607 - original transaction charged to wrong Dept Id 
Reclass from 904L101002 to 904L101001 

In this example, an incorrect Department ID was charged for the expense. This journal corrects the original transaction by debiting the corrected Dept ID 904L101001 and crediting the Dept ID charged in error 904L101002. 

NOTE: You may not use a journal entry to process corrections between appropriated and non-appropriated Dept IDs. Contact Administrative Accounting for assistance with this.