CI Financial Services Team - Presenters

- **Leo Cervantes**
  - Senior Staff Accountant – Treasury

- **Michelle Hense**
  - Accountant – Accounts Receivable
What is a JET?

- Journal Entry Transfer
- Corrects GL (general ledger) entries
- Corrects A/P (accounts payable) entries
- Used to change an account, fund, department, program, class, or project
Examples of Use

- Correct errors from the Data Warehouse
- Correct errors on ProCard statements
- Submit Chargeback requests between campus departments:
  - Phone, postage, OPC work orders, OPC utilities, fuel, Conference & Events
Accounting 101

- Normal ending balances:
  - Expense accounts = debits (+)
  - Revenue accounts = credits (-)

<table>
<thead>
<tr>
<th></th>
<th>Debit (+)</th>
<th>Credit (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Accounting 101

- Equate this to your own ‘bank statement’
  - Money spent shown as a debit (+)
    - i.e. your ‘debit card’
  - Deposits shown as a credit (-)
Accounting 101

- If there is a debit (+), there must be an offsetting credit (-)
- Balance must equal zero!

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debit (+)</th>
<th>Credit (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>+ $100.00</td>
<td></td>
</tr>
<tr>
<td>Cash in Bank</td>
<td></td>
<td>- $100.00</td>
</tr>
</tbody>
</table>

+ $100.00
- $100.00
$0.00
Accounting 101

Example from the Data Warehouse

Original Entry

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>220</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Debit (+) = Expense
# Accounting 101

## Example from the Data Warehouse

### Original Entry

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>220</td>
<td>+ $175.00</td>
</tr>
</tbody>
</table>

### To Correct Original Entry

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>220</td>
<td>- $175.00</td>
</tr>
</tbody>
</table>

+ $175.00  
- $175.00  
$0.00
### Accounting 101

#### Example from the Data Warehouse

**Final Entry**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>220</td>
<td>- $175.00</td>
</tr>
<tr>
<td>660003</td>
<td>GD901</td>
<td>225</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Move expense to correct Dept

\[
\begin{array}{c}
+ 175.00 \\
- 175.00 \\
\hline
0.00
\end{array}
\]
Accounting 101

Example from a ProCard Statement

Original Entry

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>745</td>
<td>+ $375.00</td>
</tr>
</tbody>
</table>

Debit (+) = Expense
### Accounting 101

#### Example from a ProCard Statement

**Original Entry**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>745</td>
<td>+ $375.00</td>
</tr>
</tbody>
</table>

**To Correct Original Entry**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>745</td>
<td>- $375.00</td>
</tr>
</tbody>
</table>

\[+ \$375.00 \quad - \$375.00 \quad \$0.00\]
## Accounting 101

- **Example from a ProCard Statement**

### Final Entry

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>GD901</td>
<td>745</td>
<td>- $375.00</td>
</tr>
<tr>
<td><strong>660890</strong></td>
<td>GD901</td>
<td>745</td>
<td><strong>+ $375.00</strong></td>
</tr>
</tbody>
</table>

Move expense to correct Account

\[ + $375.00 - $375.00 = $0.00 \]
Where can we find the JET form?

- **CI Financial Services Forms and Tutorials Website**
- **Under “Accounting – Journal Entry Transfer”**
Where can we find the JET form?
How to fill out the JET Form

Must “Enable Macros”
How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Log #

JET Transfer Information

<table>
<thead>
<tr>
<th>Request Date</th>
<th>CICMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer From Entity</td>
<td>CICMP</td>
</tr>
<tr>
<td>Transfer To Entity</td>
<td></td>
</tr>
</tbody>
</table>

JET Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Dept</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JET Requestor/Contact</th>
<th>Additional Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JET Subject Detail

<table>
<thead>
<tr>
<th>JET Subject Line</th>
<th>JET Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JET Journal Entry

<table>
<thead>
<tr>
<th>Original Transaction Date</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project (Grants Only)</th>
<th>Amount</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click for instructions

Channel Islands
CALIFORNIA STATE UNIVERSITY
How to fill out the JET Form

Begin with the Date
How to fill out the JET Form

"Transfer From" and "Transfer To" entity should always be the same business unit
How to fill out the JET Form

**Journal Entry Transfer (JET) Request Form**

<table>
<thead>
<tr>
<th>JET Transfer Information</th>
<th>Log #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
<td></td>
</tr>
<tr>
<td>Transfer From Entity</td>
<td>CICMP</td>
</tr>
<tr>
<td>Transfer To Entity</td>
<td>CICMP</td>
</tr>
</tbody>
</table>

**JET Contact Information**

<table>
<thead>
<tr>
<th>JET Requestor/Contact</th>
<th>Telephone</th>
<th>Dept</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JET Subject Detail**

- **JET Subject Line**: (Enter a short description of the transaction)
- **JET Detailed Description**: (Enter a detailed description of the transaction)

**JET Journal Entry**

<table>
<thead>
<tr>
<th>Original Transaction Date</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter your contact information
How to fill out the JET Form

Enter the subject -- will appear on Data Warehouse Reports
How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information

- Request Date
- Transfer From Entity: CICMP
- Transfer To Entity: CICMP

JET Contact Information

- JET Requestor/Contact: 
  - Name
  - Telephone
  - Dept.
  - Email
- Additional Contact: 

JET Subject Detail

- JET Subject Line: (Enter a short description of the transaction)
- JET Detailed Description: (Enter a detailed description of the transaction)

JET Journal Entry

- Original Transaction Date
- Account
- Fund
- Dept.
- Program
- Class
- Project (Optional)
- Amount
- Line Description (Maximum 30 Characters)

For internal use only
How to fill out the JET Form

Enter your changes here!

Remember Accounting 101?
How to fill out the JET Form

Original Transaction Date

- Used to determine if transaction is over 90 days old, if such, an “Expenditure Transfer Justification” is needed
Expenditure Transfer Justification

- Refer to second tab on the Excel workbook

Expense Transfer Justification Form

This form is to be used to justify transfers of both payroll and operating expenses when the expenses being transferred are greater than 90-days old.

1. Date Transaction Posted: ________________
2. Vendor/Employee Name: ____________________

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Current Chartfield:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Change Chartfield To:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Amount: $ ________________

6. Please provide details as to why transaction was posted to the current chartfield and why the transfer is needed:
How to fill out the JET Form

Total must equal zero
How to fill out the JET Form

Maximum 30 characters -- will appear on Data Warehouse Reports
How to fill out the JET Form

Need more than 50 lines -- click “Show/Hide Page 2”
How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Log # 

JET Transfer Information
- Request Date
- Transfer From Entity: CICMP
- Transfer To Entity: CICMP

JET Contact Information
- JET Requestor/Contact
- Additional Contact

JET Subject Detail
- JET Subject Line: [Enter a short description of the transaction]
- JET Detailed Description: [Enter a detailed description of the transaction]

JET Journal Entry

Click “Email/Submit Form”
Does not submit JET yet, must save and then create an Outlook email
How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Save a copy for your files and for submission
Save as .xslm
How to fill out the JET Form

Click on the email on the Taskbar
Creates an email, addressed to CIJet@csuci.edu
How to fill out the JET Form

- Email “To” is CIJet@csuci.edu
- JET is attached
- Don’t forget to attach backup!
- Hit “Send”
RET Form
What is a RET?

- An “internal” transactions between two of the below entities:
  - Associated Students, Inc.
  - CSUCI - Campus
  - Foundation
  - Financing Authority
  - Site Authority
  - University Glen Corporation
RET vs. Invoice / Check Request

- The RET is an “internal” transaction.

- An “external” transaction is between one of the previously mentioned six (6) entities and an outside customer.
  - If “external,” the originally established business process will continue (i.e. the issuance of an invoice or check request).
Examples of Use

The RET is used to process:

- Banquet Event Orders
- Monthly Administrative Charges
- Photocopying/Photocopying/Postage Charges
- Grant and Contract Transactions
- Student Fee Reimbursements
- Reimbursed Activities (ZZ Funds)
Why Create the RET?

- Created as a tracking form that will be sent to each entity whereas the transaction can be recorded on the financial ledger of each entity.

- Will ensure that all entities have the transactions recorded at the same time, during the same month, and for the same amount.
How to fill out the RET Form

➤ Open the JET Form

[Image of JET Form.xlsm]

Journal Entry Transfer (JET) Request Form

JET Transfer Information
- Request Date
- Transfer From Entity: CICMP
- Transfer To Entity: CICMP

JET Contact Information
- JET Requestor/Contact
- Program Contact (Optional)

JET Subject Detail
- JET Subject Line
- JET Detailed Description

JET Journal Entry

[Table with columns: Account, Fund, Dept, Program, Class, Project/Grant, Amount, Line Description (Maximum 30 Characters)]
How to fill out the RET Form

**JET Instructions**

Fill out all cells highlighted in 'yellow'.

**Macros must be enabled**

*Transfer From* and "Transfer To" entity should always be the same.

Enter requestor name in case of questions.

*Subject* will appear on Data Warehouse Reports.

Explain why the JET is being submitted — for internal use only.

Check the box if a "Construction Fund" (Fund starting with a "C" or "P")

If correcting an expense error ± offset the expense with a credit (-) and debit (+) the correct expense.

**Journal Entry Transfer (JET) Request Form**

**Request Date** 4/18/2012

**Transfer From Entity** CICMP

**Transfer To Entity** CICMP

**E-mail/Submit Form**

**Show/Hide Instructions**

**JET Contact Information**

**Name**

**Telephone**

**Dept**

**Email**

**JET Subject Detail**

**JET Subject Line** (Enter a short description of the transaction)

**JET Detailed Description** (Enter a detailed description of the transaction)

**JET Journal Entry**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project (Grant Only)</th>
<th>Amount</th>
<th>Line Description (Maximum 30 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Must “Enable Macros”**
How to fill out the RET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information
Request Date
Transfer From Entity: CICMP
Transfer To Entity: CICMP

JET Contact Information
Name
Telephone
JET Requestor/Contact: (Enter your contact info)
Program Contact (Optional): 

JET Subject Detail
JET Subject Line: (Enter a short description of the transaction)

JET Detailed Description: (Enter a detailed description of the transaction)

JET Journal Entry
Account | Fund | Dept | Program | Class | Project (Grants Only) | Amount | Line Description (Maximum 30 Characters)
---|---|---|---|---|---|---|---
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8
9 | 10 | 11 | 12 | 13 | 14 | 15 | 16
17 | 18 | 19 | 20 | 21 | 22 | 23 | 24
25 | 26 | 27 | 28 | 29 | 30 | 31 | 32
33 | 34 | 35 | 36 | 37 | 38 | 39 | 40
41 | 42 | 43 | 44 | 45 | 46 | 47 | 48
49 | 50 | 51 | 52 | 53 | 54 | 55 | 56
57 | 58 | 59 | 60 | 61 | 62 | 63 | 64
65 | 66 | 67 | 68 | 69 | 70 | 71 | 72
73 | 74 | 75 | 76 | 77 | 78 | 79 | 80

Defaults to JET form
How to fill out the RET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information

- Request Date
- Transfer From Entity: CICMP
- Transfer To Entity: CICMP

JET Contact Information

- JET Requestor/Contact: (Enter your contact info)
- Program Contact (Optional): (Enter your contact info)

JET Subject Detail

- JET Subject Line: (Enter a short description of the transaction)

JET Detailed Description: (Enter a detailed description of the transaction)

JET Journal Entry

- Construction Fund?

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project (Grants Only)</th>
<th>Amount</th>
<th>Line Description (Maximum 30 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change either the “Transfer From” or “Transfer To” entity to enable the RET.
How to fill out the RET Form

Click for Instructions
# How to fill out the RET Form

**RET Request Form**

### RET Transfer Information

<table>
<thead>
<tr>
<th>Request Date</th>
<th>CICMP</th>
<th>CIFDN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer From Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer To Entity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RET Contact Information

- **RET Requestor/Contact**
  - Name
  - Telephone
  - Dept
  - Email
- **Additional Contact**

### RET Subject Detail

- **RET Subject Line**
  - (Enter a short description of the transaction)
- **RET Detailed Description**
  - (Enter a detailed description of the transaction)

### RET Amount Detail

<table>
<thead>
<tr>
<th>Charge Detail</th>
<th>CIASI</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RET Transfer Accounts

<table>
<thead>
<tr>
<th>Transfer From/ Due To (Credit)</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due To ASI</td>
<td>201819</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer To/ Due From (Debit)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due From ASI</td>
<td></td>
</tr>
</tbody>
</table>
How to fill out the RET Form

Verify that “Transfer From” & “Transfer To” are correct
RET Form

- RET Transfer Accounts: The correct accounts will be highlighted when you fill out the RET Transfer Information.

<table>
<thead>
<tr>
<th>RET Transfer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
</tr>
<tr>
<td>11/14/2014</td>
</tr>
<tr>
<td>Transfer From Entity</td>
</tr>
<tr>
<td>CICMP</td>
</tr>
<tr>
<td>Transfer To Entity</td>
</tr>
<tr>
<td>CIASI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RET Transfer Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer From/ Due To (Credit)</td>
</tr>
<tr>
<td>Due To ASI</td>
</tr>
<tr>
<td>Due To CSUCI - Campus</td>
</tr>
<tr>
<td>Due to Foundation</td>
</tr>
<tr>
<td>Due to Site/Finance Authority</td>
</tr>
<tr>
<td>Due To UGC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer To/ Due From (Debit)</th>
<th>Description</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due From ASI</td>
<td>103819</td>
<td></td>
</tr>
<tr>
<td>Due From CSUCI - Campus</td>
<td>103823</td>
<td></td>
</tr>
<tr>
<td>Due From Foundation</td>
<td>103820</td>
<td></td>
</tr>
<tr>
<td>Due From Site/Finance Authority</td>
<td>103822</td>
<td></td>
</tr>
<tr>
<td>Due From UGC</td>
<td>103821</td>
<td></td>
</tr>
</tbody>
</table>
# How to fill out the RET Form

## RET Request Form

### RET Transfer Information
- **Request Date**
- **Transfer From Entity**: CICMP
- **Transfer To Entity**: CIFDN

### RET Contact Information
- **RET Requestor/Contact**
- **Additional Contact**

### RET Subject Detail
- **RET Subject Line**: (Enter a short description of the transaction)
- **RET Detailed Description**: (Enter a detailed description of the transaction)

### RET Amount Detail
- **Charge Detail**
  - **Associated Students**: CK-ASI, 0.00
  - **CI - Campus**: CICMP, 0.00

### RET Transfer Accounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due To ASI</td>
<td>201819</td>
<td>Due From ASI</td>
</tr>
<tr>
<td>Due To CSUCI - Campus</td>
<td>201623</td>
<td>Due From CSUCI - Campus</td>
</tr>
</tbody>
</table>
How to fill out the RET Form

Enter the subject – this will appear on data warehouse reports

RET Request Form

RET Transfer Information

Request Date
Transfer From Entity
Transfer To Entity
CICMP
CIFDN

RET Contact Information

RET Requestor/Contact
Additional Contact

RET Subject Detail

RET Subject Line
(Enter a short description of the transaction)

RET Detailed Description
(Enter a detailed description of the transaction)

RET Amount Detail

Charge Detail

RET Transfer Accounts

Transfer From/ Due To (Credit)

Transfer To/ Due From (Debit)
How to fill out the RET Form

RET Request Form

RET Transfer Information
- Request Date
- Transfer From Entity: CICMP
- Transfer To Entity: CIFDN

RET Contact Information
- RET Requestor/Contact
- Additional Contact

RET Subject Detail
- RET Subject Line: (Enter a short description of the transaction)
- RET Detailed Description: (Enter a detailed description of the transaction)

RET Amount Detail
- Charge Detail:
  - Associated Students: ONSI, 0.00
  - CI - Campus: CICMP, 0.00
  - Foundation: CIFDN, 0.00
  - Site Authority: CCSC, 0.00
  - University Glen: CNGC, 0.00

RET Transfer Accounts
- Transfer From/ Due To (Credit):
  - Description: Due To AS, Account: 201918
  - Description: Due To CSUCI - Campus, Account: 209003
  - Description: Due To Foundation, Account: 208202

- Transfer To/ Due From (Debit):
  - Description: Due From ASI, Account: 103819
  - Description: Due From CSUCI - Campus, Account: 103623
  - Description: Due From Foundation, Account: 103820
  - Description: Due From StaffFinance Authority, Account: 103822
  - Description: Due To UGC, Account: 201021

For internal use only
How to fill out the RET Form

“Transfer From” entity, be sure to use highlighted account as a Credit – Total should be zero
How to fill out the RET Form

Transfer To – Entity, make sure to use the highlighted account as a debit – Total should equal zero.
### How to fill out the RET Form

<table>
<thead>
<tr>
<th>Charge Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students</td>
</tr>
<tr>
<td>EI - Campus</td>
</tr>
<tr>
<td>Foundation</td>
</tr>
<tr>
<td>Site Authority</td>
</tr>
<tr>
<td>University Glen</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

### Transfer From/ Due To (Credit)

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due To ASI</td>
<td>201819</td>
</tr>
<tr>
<td>Due To CSUCI - Campus</td>
<td>201823</td>
</tr>
<tr>
<td>Due to Foundation</td>
<td>201820</td>
</tr>
<tr>
<td>Due to Self Finance Authority</td>
<td>201822</td>
</tr>
<tr>
<td>Due To UGC</td>
<td>201821</td>
</tr>
</tbody>
</table>

### RET Journal Entry

<table>
<thead>
<tr>
<th>Transfer From Entity - CICMP</th>
</tr>
</thead>
</table>
| **Account**                  | Fund | Dept | Program | Class | Project | Amount | Line Description (Maximum 30 Characters) |**
| DP                            |      |      |         |       |         |        |                                          |
| CR                            |      |      |         |       |         |        |                                          |

- Need more lines – click “Show/Hide Page 2”
RET Amount Detail will auto-complete once the RET Journal Entry is completed.
**RET Form**

*Line Description* is new, please be specific - will appear on Data Warehouse reports

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
<th>Line Description (Maximum 30 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>660001</td>
<td>GD901</td>
<td>220</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>Postage due to CIASI</td>
</tr>
<tr>
<td>201819</td>
<td>GD901</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td>Postage due to CIASI</td>
</tr>
</tbody>
</table>
How to fill out the RET Form

Click “Email/Submit Form”

Does not submit RET yet, the macro needs to grab a Log #, save form and create an Outlook email
How to fill out the RET Form

Save a copy for your files and for submission
How to fill out the RET Form

When Macros are enabled, the RET # will automatically be assigned next to the Log #

Must have access to the Z:\ drive
How to fill out the RET Form

Click on the email on the Taskbar
Creates an email, addressed to CIJet@csuci.edu
How to fill out the RET Form

Email “To” is CIJet@csuci.edu

RET is attached

Don’t forget to attach backup!

Hit “Send”
Acceptable Types of Back-Up

- Copy of report from the Data Warehouse
Acceptable Types of Back-Up

- Copy of ProCard Statement
Important Information

- Approval signature(s) not needed
- If moving expenses that are older than 90-days, submit an “Expense Transfer Adjustment Form”
- Form functionality will not work on
  - Apple computers
  - If you access email through Webmail
  - Contact Leo Cervantes(x3175) for a work-around
Submission Information

➢ Form is **due the 25th** of each month
  ▪ Changes will appear in financial statements (Data Warehouse) if received by the 25th

➢ Form and back-up **must** be submitted electronically...no paper copies

➢ Form and back-up **must** be submitted to the following email address:
  ▪ CIJET@csuci.edu
Questions?

➢ JET
  ▪ Leo Cervantes
    ▪ leo.cervantes@csuci.edu
    ▪ X 3175

➢ RET
  ▪ Michelle Hense
    ▪ michelle.hense@csuci.edu
    ▪ X 3143