Updated JET/RET Form – Version 2.0

November 2014
Changes to JET Form
Journal Entry Transfer (JET) Request Form

**JET Transfer Information**

- **Request Date**: 4/18/2012
- **Transfer From Entity**: CICMP
- **Transfer To Entity**: CICMP

**JET Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Dept</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>Amount</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>
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<td></td>
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<tr>
<td>3</td>
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<tr>
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</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>9</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Journal Entry Transfer (JET) Request Form

**Log #**

#### JET Transfer Information
- **Request Date**
- **Transfer From Entity** CICMP
- **Transfer To Entity** CICMP

#### JET Contact Information
- **JET Requester/Contact**
- **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>Original Transaction</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 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>
<td></td>
</tr>
</tbody>
</table>
 Changes - JET Form

1) **Log #** will now be issued for all JETs
   - Will assign number after form is submitted

### Journal Entry Transfer (JET) Request Form

<table>
<thead>
<tr>
<th>JET Transfer Information</th>
<th></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>
Changes to RET Form
# OLD - RET Form

## RET Request Form

### RET 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>CIAIS1</td>
</tr>
</tbody>
</table>

### RET Contact Information

<table>
<thead>
<tr>
<th>RET Requester/Contact</th>
<th>(Enter your contact info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Contact (Optional)</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Description</th>
<th>1 - Enter</th>
<th>2 - Enter</th>
<th>3 - Enter</th>
<th>4 - Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CI - Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Foundation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Site Authority</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>University Ties</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### RET Journal Entry

#### Transfer From Entity - CICMP

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

#### Transfer To Entity - CIAIS1

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
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<td></td>
</tr>
</tbody>
</table>
# NEW - RET Form

## RET Request Form

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

### RET Contact Information
- **Name:**
- **Telephone:**
- **Dept:**
- **Email:**

### RET Subject Detail
- **RET Subject Line:**
- **RET Detailed Description:**

### RET Amount Detail

<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due From ASI</td>
<td>201821</td>
<td></td>
</tr>
<tr>
<td>Due To CSUCL - Campus</td>
<td>201823</td>
<td></td>
</tr>
<tr>
<td>Due To Foundation</td>
<td>201820</td>
<td></td>
</tr>
<tr>
<td>Due To University Affairs</td>
<td>201822</td>
<td></td>
</tr>
<tr>
<td>Due To UCC</td>
<td>201821</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 0.00

### RET Transfer Accounts

#### Transfer To/ Due From (Debit)
- **Description:**
- **Account:**
  - Due From ASI: 201821
  - Due From CSUCL - Campus: 201823
  - Due From Foundation: 201820
  - Due To University Affairs: 201822
  - Due To UCC: 201821

#### Transfer From/ Due To (Credit)
- **Description:**
- **Account:**
  - Due To ASI: 201821
  - Due To CSUCL - Campus: 201823
  - Due To Foundation: 201820
  - Due To University Affairs: 201822
  - Due To UCC: 201821

### RET Journal Entry

<table>
<thead>
<tr>
<th>Account</th>
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Changes - RET Form

1) **RET Transfer Accounts** is new and the correct accounts will be highlighted when you fill out the RET Transfer Information.
2) **RET Amount Detail** will auto-complete once the RET Journal Entry is completed.
3) **Line Description** is new, please be specific
   - Will appear on Data Warehouse reports
Common Changes on JET & RET Form
Changes - JET & RET Form

1) **Request Date** does not auto-populate
   - Must type in date
Changes - JET & RET Form

2) **Additional Contact** added
   - Used to state “Program Contact (Optional)”
   - Please list all persons who need to receive a copy of the JET
3) **Original Transaction Date** added

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

4) **Expenditure Transfer Justification** added
   - Refer to second tab on the Excel workbook

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**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.

- Payroll Expense
- Paid thru Accounts Payable

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

3. Current Chartfield:

4. Change Chartfield To:

5. Amount: $ ____________

6. Please provide details as to why transaction was posted to the current chartfield and why the transfer is needed:
5) **Data Validations** added

- Text box will pop-up to show error
- Example: Accounts need 6 digits
Acceptable Types of Back-Up

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

- Copy of ProCard Statement
Where can we find the JET form?

- **CI Financial Services Website**
- Under “General Accounting Forms”

http://www.csuci.edu/financial-services/forms-tutorials.htm
Important Information

- New Form (Version 2.0) must be used beginning December 1, 2014
- 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 Jennifer Moss (x3510) for a work-around
Submission Information

- Form is **due the 25th** of each month
  - Changes will appear in the following months financial statements (Data Warehouse)

- 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**
  - Phyllis Vicker
    - phyllis.vicker@csuci.edu
    - X 8578

- **RET**
  - Michelle Hense
    - michelle.hense@csuci.edu
    - X 3143