

Updated JET/RET Form – Version 2.0

November 2014



Changes to JET Form

OLD - JET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information

Request Date	4/18/2012
Transfer From Entity	CICMP
Transfer To Entity	CICMP



Division Of
FINANCE & ADMINISTRATION
 CHANNEL ISLANDS

JET Contact Information

	Name	Telephone	Dept	Email
JET Requestor/Contact	(Enter your contact info)			
Program Contact (Optional)				

JET Subject Detail

JET Subject Line *Remaining Characters: 54*

JET Detailed Description *Remaining Characters: 451*

JET Journal Entry

Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)	
1									<i>Remaining Characters: 30</i>
2									<i>Remaining Characters: 30</i>
3									<i>Remaining Characters: 30</i>
4									<i>Remaining Characters: 30</i>
5									<i>Remaining Characters: 30</i>
6									<i>Remaining Characters: 30</i>
7									<i>Remaining Characters: 30</i>
8									<i>Remaining Characters: 30</i>
9									<i>Remaining Characters: 30</i>
10									<i>Remaining Characters: 30</i>

NEW - JET Form

Journal Entry Transfer (JET) Request Form Rev. 11/14/JC

Log #



JET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

FINANCE USE ONLY:

JET Contact Information

	Name	Telephone	Dept	Email
JET Requestor/Contact				
Additional Contact				

JET Subject Detail

JET Subject Line Remaining Characters 64

JET Detailed Description Remaining Characters 451

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)	
1									<small>Remaining Characters 30</small>
2									<small>Remaining Characters 30</small>
3									<small>Remaining Characters 30</small>
4									<small>Remaining Characters 30</small>
5									<small>Remaining Characters 30</small>

Changes - JET Form

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

Journal Entry Transfer (JET) Request Form

Rev. (11/14)LC

Log #

JET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CICMP

E-mail/ Submit Form

Show/Hide Instructions

Changes to RET Form

OLD - RET Form

RET Request Form

Log #



Division Of
**FINANCE &
ADMINISTRATION**
C H A N N E L
I S L A N D S

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIASI

E-mail/ Submit Form

Show/Hide Instructions

RET Contact Information

	Name	Telephone	Dept	Email
RET Requestor/Contact	(Enter your contact info)			
Program Contact (Optional)				

RET Subject Detail

RET Subject Line Remaining Characters 54

RET Detailed Description Remaining Characters 451

RET Amount Detail

Charge Detail

			Description #1 - Enter	Description #2 - Enter	Description #3 - Enter	Description #4 - Enter
Associated Students	ASI	0.00	0.00	0.00	0.00	0.00
CI - Campus	CI	0.00	0.00	0.00	0.00	0.00
Foundation	FDM	0.00	0.00	0.00	0.00	0.00
Site Authority	SA	0.00	0.00	0.00	0.00	0.00
University Glen	UGC	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00

RET Journal Entry

Transfer From Entity CICMP

	Account	Fund	Dept	Program	Class	Project	Amount
DR							
CR							

Transfer To Entity - CIASI

	Account	Fund	Dept	Program	Class	Project	Amount
DR							
CR							

Changes - RET Form

- I) RET Transfer Accounts is new and the correct accounts will be highlighted when you fill out the RET Transfer Information

RET Transfer Information

Request Date	11/14/2014
Transfer From Entity	CICMP
Transfer To Entity	CIASI

RET Transfer Accounts

Transfer From/ Due To (Credit)

Description	Account
Due To ASI	201819
Due To CSUCI - Campus	201823
Due to Foundation	201820
Due to Site/Finance Authority	201822
Due To UGC	201821

Transfer To/ Due From (Debit)

Description	Account
Due From ASI	103819
Due From CSUCI - Campus	103823
Due From Foundation	103820
Due From Site/Finance Authority	103822
Due From UGC	103821

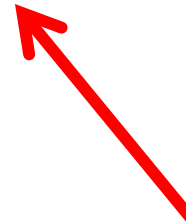
Changes - RET Form

2) RET Amount Detail will auto-complete once the RET Journal Entry is completed

RET Amount Detail

Charge Detail

Associated Students	CIASI	100.00
CI - Campus	CICMP	(100.00)
Foundation	CIFDN	0.00
Site Authority	CICSA	0.00
University Glen	CIUGC	0.00
	Total	0.00



RET Journal Entry

Transfer From Entity - CICMP

Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)
660001	GD901	220				100.00	Postage due to CIASI
201819	GD901					(100.00)	Postage due to CIASI

Transfer To Entity - CIASI

Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)
103823	ASI03					100.00	Postage due from CICMP
660001	ASI03	155				(100.00)	Postage due from CICMP

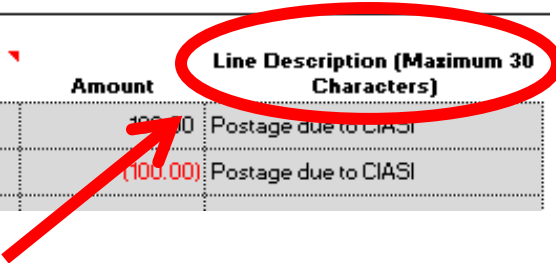
Changes - RET Form

- 3) Line Description is new, please be specific
- Will appear on Data Warehouse reports

RET Journal Entry

Transfer From Entity - CICMP

Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)
660001	GD901	220				100.00	Postage due to CIASI
201819	GD901					(100.00)	Postage due to CIASI



Common Changes on JET & RET Form

Changes - JET & RET Form

- I) Request Date does not auto-populate
 - Must type in date

Request Date

Transfer From Entity

Transfer To Entity

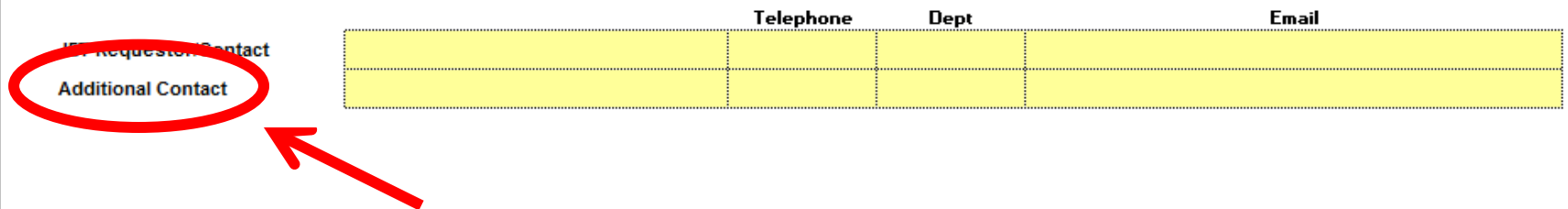
	CICMP
	CICMP

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

	Telephone	Dept	Email
Requester Contact			
Additional Contact			

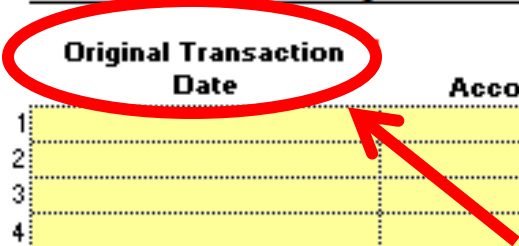


Changes - JET & RET Form

- 3) Original Transaction Date added
- Used to determine if transaction is over 90 days old, if such, an “Expenditure Transfer Justification” is needed

JET Journal Entry

	Original Transaction Date	Account	Fund	Dept
1				
2				
3				
4				
5				
6				



Changes - JET & RET Form

- 4) Expenditure Transfer Justification added
- 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.

Payroll Expense Paid thru Accounts Payable

1. Date Transaction Posted: _____

2. Vendor/Employee Name: _____

3. Current Chartfield:

Account	Fund	Dept	Program	Class	Project

4. Change Chartfield To:

Account	Fund	Dept	Program	Class	Project

5. Amount: \$ _____

6. Please provide details as to why transaction was posted to the current chartfield and why the transfer is needed:

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	P
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Blank - Request Form Expense Transfer Justification



Changes - JET & RET Form


5) Data Validations added

- Text box will pop-up to show error
- Example: Accounts need 6 digits

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)
1	66000					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Valid Account Number

 Please enter a valid account number in this field. For a list of valid accounts, please check CFS ChartField Values.

[Was this information helpful?](#)

Acceptable Types of Back-Up

➤ Copy of report from the Data Warehouse

Manage My Budget

Welcome, Schweisinger, Jennifer!

Dashboards – More Products

Dept Fdescr is equal to ██████████
 and Fiscal Year is equal to 2011
 and Acct Fdescr is equal to 660003 - Supplies and Services - Other
 and Fund Fdescr is equal to GD901 - CI - Operating
 and Period Abbr is between 0 and 9
 and Bus Unit Fdescr is equal to CICMP - CSU Channel Islands
 and Acct Type Fdescr is equal to 50 - Revenues, 60 - Expenditures

Drill Down: Total Actuals

GL BU	Doc Src	Doc ID	Doc Date	Doc Ln #	Doc Dst Ln #	Doc Ln Descr	Fiscal Year	Period Abbr	Acct Date	Jrnl ID	Jrnl Date	Jrnl Descr	Jrnl Ln #	Jrnl Ln Ref	Jrnl Ln Src	Open Item Key	Acct Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Proj Fdescr	Actuals Amt
CICMP	MJE - Manual Journal Entry	0000053869	2011-07-14	39	0	OR071411A Arrowhead Refund	2011	1	2011-07-14	0000053869	2011-07-14	Deposit Trans #OR071411A	39	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	(6.00)
CICMP	MJE - Manual Journal Entry	0000058291	2011-07-28	22	0	OR072911 L ██████████	2011	1	2011-07-28	0000058291	2011-07-28	Deposit Trans #OR072811	22	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	(6.60)
CICMP	MJE - Manual Journal Entry	0000061740	2011-08-04	31	0	OPCWO-031151	2011	2	2011-08-04	0000061740	2011-08-04	CHARGES FOR NON ROUTINE MAINTENANCE	31	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	121.16
CICMP	MJE - Manual Journal Entry	0000074908	2011-08-31	10	0	Aug 11 Guest Prkg Pass	2011	2	2011-08-31	0000074908	2011-08-31	August 2011 TPS Chargebacks	10	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	30.00
CICMP	MJE - Manual Journal Entry	0000074908	2011-08-31	15	0	Aug 11 Guest Prkg Pass	2011	2	2011-08-31	0000074908	2011-08-31	August 2011 TPS Chargebacks	15	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	300.00
CICMP	MJE - Manual Journal Entry	0000074939	2011-08-25	5	0	OPCWO-031182	2011	2	2011-08-25	0000074939	2011-08-25	OPC COST RECOVERIES (WITHIN CSU FUND 948) FOR 8.4.11 TO 8.25	5	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI - Operating	████████	---	---	---	57.74

Acceptable Types of Back-Up

➤ Copy of ProCard Statement

CSU Channel Islands ProCard Statement

Business Unit: CICMP

Account Name: [REDACTED]

Origin: USB

Invoice Number: PC02120077

Invoice Date: February 11, 2012

Total Amount: \$ 1,329.86

Tran Dt	Vendor	St	Line Amt	Description	Pur Cat	Upd By	Upd Dt	Disp
			Distrib Ln#	Acct Fund Dept Prgm Class Proj	Amount			
02/08/12	[REDACTED]	SC	375.00	1149 GOVERNMENT SERVICES-OTHER 1149 I 660003 GD901 [REDACTED]	375.00	7300057835803/01/12		
01/13/12	[REDACTED]	SC	375.00	1149 GOVERNMENT SERVICES-OTHER 1149 I 660003 GD901 [REDACTED]	375.00	7300057835803/01/12		
01/18/12	[REDACTED]	CA	74.23	06188620001VPRY7000022696GROCERY STORES, SUPERMARK 06188620001VPRY70000 I 660003 GD901 [REDACTED]	74.23	7300057835803/01/12		
01/18/12	[REDACTED]	CA	1.00	06188620001VPRY7000022696GROCERY STORES, SUPERMARK 06188620001VPRY70000 I 660003 GD901 [REDACTED]	1.00	7300057835803/01/12		
01/13/12	[REDACTED]	SC	375.00	1149 GOVERNMENT SERVICES-OTHER 1149 I 660003 GD901 [REDACTED]	375.00	7300057835803/01/12		
01/19/12	[REDACTED]	CA	129.63	1 EATING PLACES AND RESTAURANTS 1 I 660003 GD901 [REDACTED]	129.63	7300057835803/01/12		

Purchase Categories:

F - Sales Tax Charged on Invoice for this Item

X - Conference & Training Registration Fees

Z - IT Peripherals

I have reviewed the card statement and have approved the transactions. I certify that all the purchases listed on the statement, unless Noted in "Disputed Item" column, are true and correct and were made for official CSU purposes. All goods or services have been received and payment is authorized. The card issuer has been notified of all disputed items. (A copy of the cardholders statement of disputed items is attached.)

Signature of Card Holder, [REDACTED] Date

Signature of Approving Official, [REDACTED] Date

Where can we find the JET form?

Forms and Tutorials

Table of Contents

- Budget Forms
- Grants & Contracts Forms
- System Support Forms
- **General Accounting Forms**
- Accounts Payable Forms
- Other Forms

- **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