



Division Of
**FINANCE &
ADMINISTRATION**

C H A N N E L
I S L A N D S

CSU Channel Islands

Related Entity Transaction (RET) Process Guide

This process guide offers a brief overview of the Related Entity Transaction (RET) process and how to record a RET on each entities financial ledger.

REVISED 05/15/2020

Related Entities – History

Below is a listing of the most common related entity transactions that occur at CI. Please note that this is not an all inclusive list:

- Banquet Event Orders
- Monthly Administrative Charges
- Photocopying/Photocopying/Postage Charges
- Grant and Contract Transactions
- Student Fee Reimbursements

Related entity transactions include any “internal” transactions between the below six (6) entities:

- Associated Students, Inc.
- CSUCI - Campus
- Foundation
- Financing Authority
- Site Authority
- University Glen Corporation

If a transaction does not include at least two (2) of the entities listed above, it is considered an “external” transaction, and the originally established business process will continue (i.e. the issuance of an invoice or check request).

The RET form has been 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. This will ensure that all entities have the transactions recorded at the same time, during the same month, and for the same amount.

Related Entities Transaction (RET) – How to Fill Out the RET

Step #1 – Enable Macros Button

The screenshot shows the Microsoft Excel interface with the 'Journal Entry Transfer (JET) Request Form' open. A red circle highlights the 'Enable Content' button in the Security Warning bar. A red arrow points from this button to a red box containing the text 'Must "Enable Macros"'. The form is divided into several sections: JET Instructions, JET Transfer Information, JET Contact Information, JET Subject Detail, and JET Journal Entry. The JET Transfer Information section includes fields for Request Date, Transfer From Entity, and Transfer To Entity. The JET Contact Information section includes fields for Name, Telephone, Dept, and Email. The JET Subject Detail section includes fields for JET Subject Line and JET Detailed Description. The JET Journal Entry section includes a table for recording transactions.

Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1							
2							
3							
4							

Step #2 – Default is to JET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CICMP

E-mail/ Submit Form

Show/Hide Instructions

JET Contact Information

Name

Telephone

JET Requestor/Contact

(Enter your contact info)

Program Contact (Optional)

Defaults to JET form

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?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1								
2								
3								
4								
5								
6								

Step #3 – How to Enable the RET

Journal Entry Transfer (JET) Request Form

JET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CICMP

E-mail/ Submit Form

Show/Hide Instructions

JET Contact Information

	Name	Telephone	Dept	Email
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)

Change either the
“Transfer From” or
“Transfer To” entity
to enable the RET


JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1								
2								
3								
4								
5								
6								

Step #4 – The RET form

RET Request Form



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Log #

RET Transfer Information

Request Date
 Transfer From Entity CICMP
 Transfer To Entity CIASI

E-mail/ Submit Form E-mail/ Submit Form

RET Contact Information

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

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

			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	FDN	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							

The RET form is now being used

Triggered by changing the “Transfer From” or “Transfer To” cells

Step #5 – Show/Hide Instructions

RET Instructions

Log # will be obtain automatically when E-mail/Submit Form is clicked. Access to Public Z:\ and RET Log is required.

Fill out all cells highlighted in "grey"

Enter the date (usually today's date) >

Select "Transfer From" or "Due To" entity >

Select "Transfer To" or "Due From" entity >

Enter requestor name in case of questions >

"Subject" will appear on Data Warehouse Reports >

Enter the detailed description or purpose of the transfer >

Enter the "Transfer From" entity as a DEBIT >

Enter the "Transfer To" entity as a CREDIT >

Total should be zero >

RET Request Form

Log #

RET Transfer Information

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

RET Contact Information

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

RET Subject Detail

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

RET Amount Detail

Charge Detail

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

Click for
instructions

Step #6 – Show/Hide Instructions

RET Request Form

Log #



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RET Transfer Information

Request Date 4/18/2012
Transfer From Entity CICMD
Transfer To Entity CIASI

E-mail/ Submit Form

Hide Instructions

RET Contact Information

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

RET Subject Detail

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

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

Remaining
Characters: 54

Remaining
Characters: 451

**Date defaults
to today's
date**

**Change if
necessary**

RET Amount Detail

Charge Detail

			Description #1 Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

Step #7 – Transfer From and Transfer To

RET Request Form

Log #



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RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIASI

Print / 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

(Enter a short description of the transaction)

RET Detailed Description

(Enter a detailed description of the transaction)

Remaining
Characters: 451

Verify that "Transfer From" and "Transfer To" entity are correct

RET Amount Detail

Charge Detail

			Description #1 Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

Step #8 – Enter Contact Information

RET Request Form

Log #



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RET Transfer Information

Request Date	4/18/2012
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	(Enter a short description of the transaction)	Remaining Characters: 54
------------------	--	--------------------------

RET Detailed Description	(Enter a detailed description of the transaction)	Remaining Characters: 451
--------------------------	---	---------------------------

RET Amount Detail

Charge Detail			Description #1 Enter Here	Description #2 Enter Here	Description #3 Enter Here	Description #4 Enter Here
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	FDN	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

Enter your contact information

Step #9 – Enter Subject

RET Request Form

Log #



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RET Transfer Information

Request Date	4/18/2012
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	(Enter a short description of the transaction)	Remaining Characters: 54
RET Detailed Description	(Enter a detailed description of the transaction)	Remaining Characters: 451

RET Amount Detail

Charge Detail			Description #1 Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

**Enter the subject --
will appear on the
Data Warehouse
Reports**

Step #10 – Enter Detailed Description

RET Request Form

Log #



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RET Transfer Information

Request Date	4/18/2012
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	(Enter a short description of the transaction)	Remaining Characters: 54
------------------	--	--------------------------

RET Detailed Description	(Enter a detailed description of the transaction)	Remaining Characters: 451
--------------------------	---	---------------------------

RET Amount Detail

Charge Detail			Description #1 Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

For internal use only

Step #11 – Enter RET Amounts

RET Request Form

RET Transfer Information

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

E-mail/ Sub

RET Contact Information

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

RET Subject Detail

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

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

Remaining
Characters: 451

RET Amount Detail

Charge Detail			Description #1 Enter Here	Description #2 Enter Here	Description #3 Enter Here	Description #4 Enter Here
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	FDN	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

Enter RET amounts

**“Transfer From” entity
should be a debit (+)**

**“Transfer To” entity should be
a credit (-)**

Total should equal zero

Step #12 – Enter Amount Details

RET Request Form

RET Transfer Information

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

E-mail/ Sub

RET Contact Information

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

RET Subject Detail

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

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

Remaining
Characters: 451

RET Amount Detail

Charge Detail

			Description #1 Enter Here	Description #2 Enter Here	Description #3 Enter Here	Description #4 Enter Here
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	FDN	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

Enter RET amounts

**“Transfer From” entity
should be a debit (+)**

**“Transfer To” entity should be
a credit (-)**

Total should equal zero

Step #13 – Enter Journal Entry

RET Amount Detail

Charge Detail

			Description #1 - Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

[illegible]Transfer To Entity - CIASI[illegible]

Complete two sections: first, the “Transfer From” Entity

Total should equal zero

Be sure to utilize the correct accounts:

Due To – 201XXX

Due From – 103XXX

Step #14 – Enter Journal Entry

RET Amount Detail

Charge Detail

			Description #1 - Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

[illegible]

Transfer To Entity - CIASI

[illegible]

Complete two sections: second, the “Transfer To” Entity

Total should equal zero

Be sure to utilize the correct accounts:
Due To – 201XXX
Due From – 103XXX

Step #15 – Additional Lines Available

RET Amount Detail

Charge Detail

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

RET Journal Entry

Transfer From Entity - CICMP

[illegible]

Transfer To Entity - CIASI

	Account	Fund	Dept	Program	Class	Project	Amount
DR							
CR							
	Total						0.00

**Need more lines – click
“Show/Hide Page 2”**

Step #16 – Click Email/Submit Form

RET Request Form

Log #



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RET Transfer Information

Request Date	4/18/2012
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	(Enter a short description of the transaction)	Remaining Characters: 54
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RET Detailed Description	(Enter a detailed description of the transaction)
--------------------------	---

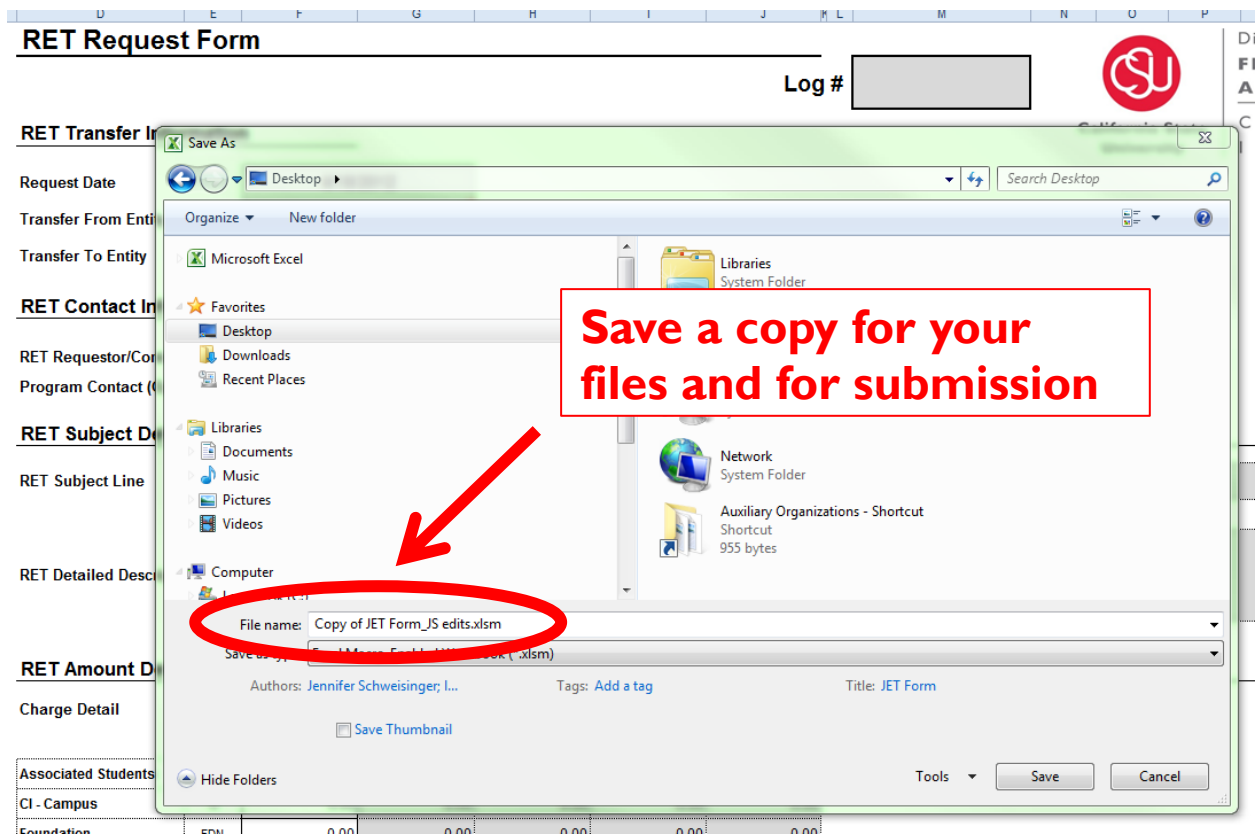
Click "Email/Submit Form"

RET Amount Detail

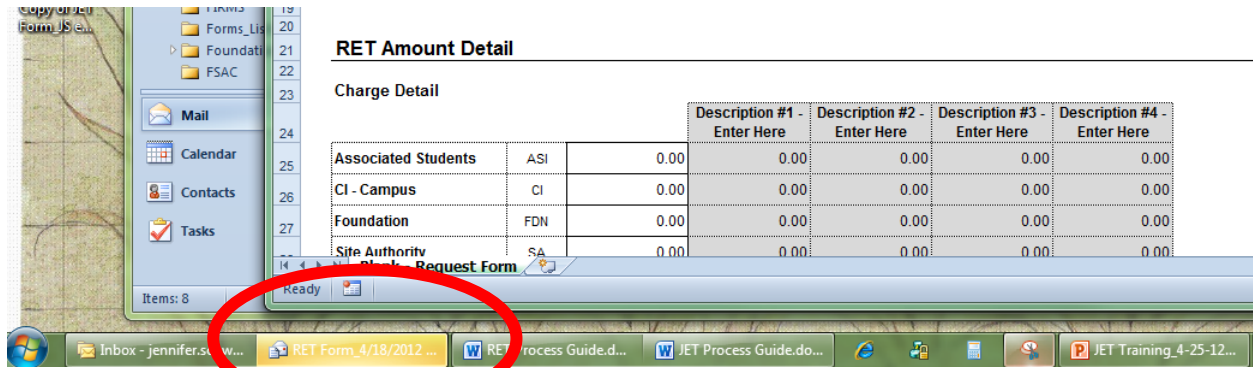
Charge Detail

			Description #1 Enter Here	Description #2 - Enter Here	Description #3 - Enter Here	Description #4 - Enter Here
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	FDN	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

Step #17 – Save a Copy of the RET in .xlsm Format



Step #18 – Open Email on Taskbar



**Click on the email
on the Taskbar**

**Creates an email,
addressed to
CIJet@csuci.edu**

Step #19 – Email and Attach Backup

RET Request Form

Log # RET

RET Transfer

Request Date

Transfer From Entity

Transfer To Entity

RET Contact

RET Requestor/Contact

Program Contact

RET Subject

Subject Line

RET Detailed Description

RET Amount

Charge Detail

See more about...

Associated Students

ASI	0.00	0.00	0.00	0.00	0.00
CI - Campus	CI	0.00	0.00	0.00	0.00

Remaining Characters 4

Email "To" is CIJet@csuci.edu

RET is attached

Don't forget to attach backup!

Hit "Send"

Related Entities Transaction (RET) – Accounting Procedures

All transactions should total zero. Typically, the Transfer From journal entry will consist of an expense (debit) and a 'payable to' (credit); whereas the Transfer To journal entry will consist of a revenue (credit) and a 'receivable from' (debit). Due To/Due From accounts have been added to each entities Chart of Accounts. The 6-digit account numbers for all Due To (201xxx), and Due From (103xxx) transactions are shown below:

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

Due To = Transfer From = Payable
Due From = Transfer To = Receivable

Payable = Liability = Credit (CR)
Receivable = Asset = Debit (DR)

Related Entity Transaction (RET) – Submission Information

Please note these important submission guidelines:

- The RET form and back-up must be submitted to the following email address
 - CJJet@csuci.edu
- Include/Attach the following with the Back Up:
 - Data Warehouse Report confirming original coding
 - Original source document
 - Ensure proper Signature Delegation of Authority if transferring funds/departments)

Related Entity Transactions (RET) – Questions

Questions regarding the RET form, acceptable backup, or accounting transactions should be directed to:

- Leslie Brotcke
 - Accounting Manager
 - Leslie.Brotcke@csuci.edu
 - X 1631
- Leo Cervantes
 - Senior Lead Accountant
 - Leopoldo.cervantes@csuci.edu
 - X 3175
- Marina Moreno
 - Accountant I
 - Marina.moreno@csuci.edu
 - X 8578
- Jennifer Conkwright
 - Accountant I
 - Jennifer.conkwright@csuci.edu
 - X 3280

Related Entity Transaction (RET) – Accounting Examples

Example #1 - Banquet Event Order (BEO)

BEOs are sent to the UGC Office via the UGC Catering Manager. Electronically signed copies are kept on file with UGC.

1. Transfer From CSUCI - Campus:
DR: 660820 – TM955 – 210 245.00
CR: 201821 – TM922 (245.00)
2. Transfer To UGC:
DR: 103823 – UGC01 245.00
CR: 504818 – UGC01 - 690 (245.00)

Example #2 – Reimbursement for Miscellaneous Expenses

Foundation to reimburse CSUCI – Campus for miscellaneous expenses.

1. Transfer From Foundation:
DR: 660003 - 10002 100.00
CR: 201823 -10002 (100.00)
2. Transfer To CSUCI - Campus:
DR: 103820 – GD901 - 110 100.00
CR: 660820 – GD901 - 110 (100.00)

Related Entities Transaction (RET) – Accounting 101

For individuals not familiar with accounting procedures or transactions, please refer to the below information.

Lesson #1 – Normal Ending Balances

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

	Debit (+)	Credit (-)
Expense	X	
Revenue		X

Lesson #2 – Equate this to your Bank Statement

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

Trans Date	Type Code	Description	Bank Ref	Credit	Debit	Running Balance
4/6/12	174	Other Deposit	000000	800.00		32,699.40
4/6/12	475	Check Paid	000000		1,179.75	31,519.65
4/6/12	475	Check Paid	000000		225.75	31,293.90

Lesson #3 – Debits and Credits

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

Account Name	Debit (+)	Credit (-)
Supplies	+ \$100.00	
Cash in Bank		- \$100.00

+ \$100.00
- \$100.00
<u> </u>
\$0.00

Lesson #4 – An Example from the Data Warehouse (Part 1)

CICMP	VCH - AP Voucher Accounting	00080022	2012-02-02	1	1	Safe combination change requir	2011	8	2012-02-03	APA0134901	2012-02-03	660003 - Supplies and Services - Other	GD901 - CI ~ Operating	220 - Finance	175.00
-------	-----------------------------------	----------	------------	---	---	--------------------------------------	------	---	------------	------------	------------	--	------------------------------	------------------	--------

Debit (+)

Debit (+) = Expense

Original Entry

Account	Fund	Dept	Amount
660003	GD901	220	+ \$175.00

Lesson #4 – An Example from the Data Warehouse (Part 2)

Original Entry

Account	Fund	Dept	Amount
660003	GD901	220	+ \$175.00 ← Debit (+)

Correcting Entry

Account	Fund	Dept	Amount
660003	GD901	220	- \$175.00 ← Credit (-)

+ \$175.00
- \$175.00
<u> </u>
\$0.00

Lesson #4 – An Example from the Data Warehouse (Part 3)

Final Entry

Account	Fund	Dept	Amount
660003	GD901	220	- \$175.00
660003	GD901	225	+ \$175.00


Move expense to correct Dept

+ \$175.00
- \$175.00
<u> </u>
\$0.00

Lesson #5 – An Example from a ProCard Statement (Part 1)

01/13/12 USC COLLEGE OF EDUC/SEMI SC 375.00 1149 GOVERNMENT SERVICES-OTHER 1149

1	660003	GD901	745	375.00
Total Distribution				375.00

Debit (+) 

Debit (+) = Expense

Original Entry

Account	Fund	Dept	Amount
660003	GD901	745	+ \$375.00

Lesson #5 – An Example from a ProCard Statement (Part 2)

Original Entry

Account	Fund	Dept	Amount
660003	GD901	745	+ \$375.00 ← Debit (+)

Correcting Entry

Account	Fund	Dept	Amount
660003	GD901	745	- \$375.00 ← Credit (-)

+ \$375.00
- \$375.00
<u> </u>
\$0.00

Lesson #5 – An Example from a ProCard Statement (Part 3)

Final Entry

Account	Fund	Dept	Amount
660003	GD901	745	- \$375.00
660890	GD901	745	+ \$375.00



Move expense to correct Account

+ \$375.00
- \$375.00
<u> </u>
\$0.00