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 04/17/12
Related Entities – History

Transactions between entities at CI have historically been problematic for various reasons. With the new Related Entity Transaction (RET) form, we will streamline the processes by paying the related entities in a timely manner and by eliminating the need for internal invoicing and check issuance.

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
- Payroll Transactions
- 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.
Step #1 – Enable Macros Button

Must “Enable Macros”
Step #2 – Default is to JET Form

Journal Entry Transfer (JET) Request Form

JET Transfer Information

Request Date
Transfer From Entity
Transfer To Entity

CICMP

CICMP

JET Contact Information

Name
Telephone

JET Requestor/Contact
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 50 Characters)

CICMP

CICMP

Defaults to JET form
**Step #3 – How to Enable the RET**

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

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

**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 (Grants Only)</th>
<th>Amount</th>
<th>Line Description (Maximum 30 Characters)</th>
</tr>
</thead>
</table>

Change either the “Transfer From” or “Transfer To” entity to enable the RET.
Step #4 – The RET form

The RET form is now being used

Triggered by changing the “Transfer From” or “Transfer To” cells
Step #5 – Show/Hide Instructions

Click for instructions
Step #6 – Show/Hide Instructions

Date defaults to today’s date
Change if necessary
Step #7 – Transfer From and Transfer To

Verify that "Transfer From" and "Transfer To" entity are correct
Step #8 – Enter Contact Information

Enter your contact information
Step #9 – Enter Subject

Enter the subject -- will appear on the Data Warehouse Reports
Step #10 – Enter Detailed Description

RET Request Form

RET Transfer Information

Request Date: 4/18/2012
Transfer From Entity: CIOMP
Transfer To Entity: CHAI

RET Contact Information

RET Requester/Contact: 
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

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Description</th>
<th>Description 1</th>
<th>Description 2</th>
<th>Description 3</th>
<th>Description 4</th>
<th>Description 5</th>
<th>Description 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>CI - Campus</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>University Cities</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00 0.00 0.00 0.00 0.00 0.00

For internal use only
Step #11 – Enter RET Amounts

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

Enter RET amounts

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

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

Total should equal zero

### RET Request Form

<table>
<thead>
<tr>
<th>Request Date</th>
<th>4/10/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer From Entity</td>
<td>CICMP</td>
</tr>
<tr>
<td>Transfer To Entity</td>
<td>CHASI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RET Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RET Subject Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a short description of the transaction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RET Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a detailed description of the transaction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RET Account Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description #1</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>ASI</td>
</tr>
<tr>
<td>CI - Campus</td>
</tr>
<tr>
<td>Foundation</td>
</tr>
<tr>
<td>University College</td>
</tr>
</tbody>
</table>

Total: 0.00
Step #13 – Enter Journal Entry

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

**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**

<table>
<thead>
<tr>
<th>Change Detail</th>
<th>Description #1</th>
<th>Description #2</th>
<th>Description #3</th>
<th>Description #4</th>
<th>Enter Here</th>
<th>Enter Here</th>
<th>Enter Here</th>
<th>Enter Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Students</td>
<td>AS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C - Campus</td>
<td>C1</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Foundation</td>
<td>FND</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Site Authority</td>
<td>SA</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>University Fees</td>
<td>UF1</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</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>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
</table>

Transfer To Entity - CICSI

<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>Total</th>
</tr>
</thead>
</table>

**Need more lines – click “Show/Hide Page 2”**
**Step #16 – Click Email/Submit Form**

Does not submit RET yet, the macro needs to grab an Log #, save the form, and create an Outlook email.
Step #17 – Save a Copy of the RET in .xlsm Format

Save a copy for your files and for submission.
Step #18 – Issuance of RET #

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

Must have access to the Z:\ drive
Step #19 – Open Email on Taskbar

Click on the email on the Taskbar

Creates an email, addressed to CIJet@csuci.edu
Step #20 – Email and Attach Backup

- 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:

<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 Site/Finance Authority</td>
<td>201822</td>
</tr>
<tr>
<td>Due To UGC</td>
<td>201821</td>
</tr>
<tr>
<td>Due From ASI</td>
<td>103819</td>
</tr>
<tr>
<td>Due From CSUCI - Campus</td>
<td>103823</td>
</tr>
<tr>
<td>Due From Foundation</td>
<td>103820</td>
</tr>
<tr>
<td>Due From Site/Finance Authority</td>
<td>103822</td>
</tr>
<tr>
<td>Due From UGC</td>
<td>103821</td>
</tr>
</tbody>
</table>

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 is due on the 25th of the month
  - Changes will appear in the following months financial statements
- The RET form and back-up must be submitted electronically...paper copies will not be accepted
- The RET form and back-up must be submitted to the following email address
  - CIJet@csuci.edu
- RET form functionality will not work on Apple computers
  - Contact Leo Cervantes (x3175) in the Finance Department for a workaround
- Approval signature(s) are not needed

Related Entity Transactions (RET) – Questions

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

- Michelle Willinsky-Hense
  - Billing Analyst
  - michelle.willinsky@csuci.edu
  - X 3143

- Jennifer Schweisinger
  - Accounting Supervisor
  - jennifer.schweisinger@csuci.edu
  - X 3510
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 (-)

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

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 (-)
Lesson #3 – Debits and Credits

- 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>

\[+ $100.00\]
\[- $100.00\]
\[\text{Balance} = $0.00\]

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

Debit (+) = Expense

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

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>

Correcting 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>

\[
\begin{align*}
+ & 175.00 \\
- & 175.00 \\
\hline
\text{Total} & \$0.00
\end{align*}
\]

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

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

\[
\begin{align*}
+ & 175.00 \\
- & 175.00 \\
\hline
\text{Total} & \$0.00
\end{align*}
\]
Lesson #5 – An Example from a ProCard Statement (Part 1)

**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

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

**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 (+)

**Correcting 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>

Credit (-)

+ $375.00
- $375.00
$0.00
**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>+ $375.00</td>
</tr>
</tbody>
</table>

Move expense to correct Account

- $375.00
- $375.00
$0.00