

JET/RET Form Version 2.0 – REFRESHER Training March 2017

**Presented by:
CI Financial
Services Team**



CI Financial Services Team - Presenters

- Anna Campbell filling in for Leo Cervantes
 - Financial Analyst- Grant Accounting
- Michelle Hense
 - Accountant – Accounts Receivable

Forms available at:

<http://www.csuci.edu/financial-services/forms-tutorials.htm>

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 (GL)
- Correct errors on ProCard statements
- Submit Chargeback requests between campus departments:
 - Phone, postage, Facilities Services (FS) work, utilities, fuel, Conference & Events

Accounting 101

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

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

- 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: [REDACTED]	800.00		32,699.40
4/6/12	475	Check Paid	000000: [REDACTED]		1,179.75	31,519.65
4/6/12	475	Check Paid	000000: [REDACTED]		225.75	31,293.90

Accounting 101

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

How to fill out the JET Form

JET Instructions

Fill out unlocked cells, highlighted in 'yellow' for convenience
Macros **must** be enabled

Enter the date (usually today's date) >

"Transfer From" and "Transfer To" entity should always be the same >

Log # will be issued after you submit JET and is for tracking purposes only >

Enter requestor name in case of questions and additional contact if JET needs to be emailed to another party >

"Subject" will appear on Data Warehouse Reports >

Explain why the JET is being submitted - for internal use only >

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

92 If correcting a revenue error = offset the revenue with a debit (+) and credit

Journal Entry Transfer (JET) Request Form Rev. (07/16) LC

Log #

JET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

JET Contact Information

Name	Telephone	Dept	Email
JET Requestor/Contact			
Additional Contact			

JET Subject Detail

JET Subject Line

JET Detailed Description

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount
1							
2							
3							
4							
5							
6							

E-mail/ Submit Form

Show/Hide Instructions

Click for instructions

How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #

JET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

E-mail/ Submit Form

Show/Hide Instructions

JET Contact Information

	Name	Telephone
JET Requestor/Contact	<input type="text"/>	<input type="text"/>
Additional Contact	<input type="text"/>	<input type="text"/>

JET Subject Detail

JET Subject Line

JET Detailed Description

"Transfer From" and "Transfer To" entity should always be the same business unit

JET Journal Entry

	Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Descriptor
1									
2									
3									
4									
5									
6									



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How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #

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				
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	Clas
1						
2						
3						
4						
5						
6						

**Enter the subject –
may no longer
appear on Data
Warehouse Reports**



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How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #

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				
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 (Grants Only)	Amount	Line Descriptor
1									
2									
3									
4									
5									
6									

For internal use only

How to fill out the JET Form

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #

JET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CICMP

E-mail/ Submit Form

Show/Hide Instructions

JET Contact Information

Name

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)

Enter your changes here!

Remember Accounting 101?

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Descriptor



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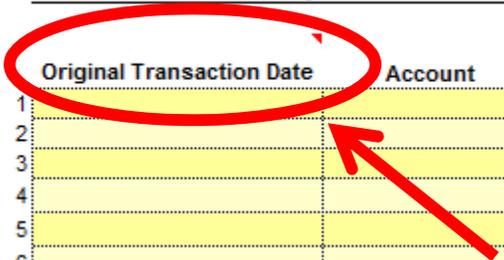
How to fill out the JET Form

Original Transaction Date

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

JET Journal Entry

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



How to fill out the JET Form

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1								Remaining Characters 50
2								Remaining Characters 50
3								Remaining Characters 50
4								Remaining Characters 50
5								Remaining Characters 50
6								Remaining Characters 50
7								Remaining Characters 50
8								Remaining Characters 50
9								Remaining Characters 50
10								Remaining Characters 50
11								Remaining Characters 50
12								Remaining Characters 50
13								Remaining Characters 50
14								Remaining Characters 50
15								Remaining Characters 50
16								Remaining Characters 50
17								Remaining Characters 50
18								Remaining Characters 50
19								Remaining Characters 50
20								Remaining Characters 50
21								Remaining Characters 50
22								Remaining Characters 50
23								Remaining Characters 50
24								Remaining Characters 50
25								Remaining Characters 50
26								Remaining Characters 50
27								Remaining Characters 50
28								Remaining Characters 50
29								Remaining Characters 50
30								Remaining Characters 50
31								Remaining Characters 50
32								Remaining Characters 50
33								Remaining Characters 50
34								Remaining Characters 50
35								Remaining Characters 50
36								Remaining Characters 50
37								Remaining Characters 50
38								Remaining Characters 50
39								Remaining Characters 50
40								Remaining Characters 50
41								Remaining Characters 50
42								Remaining Characters 50
43								Remaining Characters 50
44								Remaining Characters 50
45								Remaining Characters 50
46								Remaining Characters 50
47								Remaining Characters 50
48								Remaining Characters 50
49								Remaining Characters 50
50								Remaining Characters 50
							Total	-

Showing 50 rows. Total must equal zero.

Buttons: Show/Hide Page 2, Show/Hide Page 3

Maximizing the Use of Line Descriptions

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1								Remaining Characters 30
2								Remaining Characters 30
3								Remaining Characters 30
4								Remaining Characters 30
5								Remaining Characters 30
6								Remaining Characters 30
7								Remaining Characters 30
8								Remaining Characters 30
9								Remaining Characters 30
10								Remaining Characters 30
11								Remaining Characters 30
12								Remaining Characters 30
13								Remaining Characters 30
14								Remaining Characters 30
15								Remaining Characters 30
16								Remaining Characters 30
17								Remaining Characters 30
18								Remaining Characters 30
19								Remaining Characters 30
20								Remaining Characters 30
21								Remaining Characters 30
22								Remaining Characters 30
23								Remaining Characters 30
24								Remaining Characters 30
25								Remaining Characters 30
26								Remaining Characters 30
27								Remaining Characters 30
28								Remaining Characters 30
29								Remaining Characters 30
30								Remaining Characters 30
31								Remaining Characters 30
32								Remaining Characters 30
33								Remaining Characters 30
34								Remaining Characters 30
35								Remaining Characters 30
36								Remaining Characters 30
37								Remaining Characters 30
38								Remaining Characters 30
39								Remaining Characters 30
40								Remaining Characters 30
41								Remaining Characters 30
42								Remaining Characters 30
43								Remaining Characters 30
44								Remaining Characters 30
45								Remaining Characters 30
46								Remaining Characters 30
47								Remaining Characters 30
48								Remaining Characters 30
49								Remaining Characters 30
50								Remaining Characters 30

Maximum 30 characters -- will appear on Data Warehouse Reports

Show/Hide Page 2 Show/Hide Page 3 Total -

Line Description “Best Practice”

- Carry up to 30 characters of meaningful information that will assist with:
 - Reconciliations
 - Questions
 - Researching Transactions

❖ Examples of meaningful information:

- ✓ Invoice number/ProCard number
- ✓ AP Voucher Numbers
- ✓ Document Line Descriptions
- ✓ Original JET or RET numbers
- ✓ PO numbers
- ✓ Supplier Information

Invoice ID	Supplier Descr
PC031710000	U.S. Bancorp Card Services Inc.

Doc ID	Doc Src Fdescr
00129617	VCH - AP Voucher Accounting

Doc Ln Descr
COAST COPY CENTER

Q
Jrnl Ln Ref
JET 16-233
JET 16-233

Purchase Order
0000018952

Supplier Descr
Bob's Hardware & Supply

JET Example with and without Line Descriptions

JET Transfer Information

Request Date: 3/15/2017
 Transfer From Entity: CICMP
 Transfer To Entity: CICMP

[E-mail/ Submit Form](#) [Show/Hide Instructions](#)

FINANCE USE ONLY:

JET Contact Information

Name	Telephone	Dept	Email
JET Requestor/Contact: Anna Campbell	x8463		
Additional Contact:			

JET Subject Detail

JET Subject Line: EXAMPLE CORRECTION DETAIL - THIS WILL NOT APPEAR IN DATA WAREHOUSE DUE TO BATCHING Remaining Characters: 17

JET Detailed Description: THIS IS FOR YOU TO PROVIDE DETAIL TO ASSIST PROCESSING AND FOR YOUR RECORDS Remaining Characters: 426

JET Journal Entry

Original Transaction	Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)	Remaining Characters
1	3/15/2017	660001	FUNDX	111				45.78	V001999999 Smith TEC Mar17	4
2	3/15/2017	660001	FUNDX	999				(45.78)	CDR V001999999 Smith TEC Mar17	0
3	3/15/2017	660002	FUNDX	111				16.48	STAPLES PC0317100000	10
4	3/15/2017	660002	FUNDX	999				(16.48)	CDR STAPLES PC0317100000	6
5		660001	FUNDX	111				45.78		30
6	3/15/2017	660001	FUNDX	999				(45.78)		30
7		660002	FUNDX	111				16.48		30
8	3/15/2017	660002	FUNDX	999				(16.48)		30

Combinations

✓ Procard Reconciliation Numbers

Doc ID	Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref	
00199999	VCH - AP Voucher Accounting	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	16.48	STAPLES 00113621	PC0317100000	U.S. Bancorp Card Services Inc.	-	ORIGINAL ENTRY
009999999	MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	(16.48)	COR STAPLES PC0317100000	-	-	JET 17-001	JET
009999999	MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	111 - SAMPLE	16.48	STAPLES PC0317100000	-	-	JET 17-001	JET

Dept 999	<u>\$ -</u>
JET Entry	<u>\$ -</u>
Dept 111	<u>\$ 16.48</u>

✓ AP Voucher Numbers

Doc ID	Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref	
00199999	VCH - AP Voucher Accounting	660001-Travel In-State	FUND - SAMPLE	999 - SAMPLE	45.78	Monthly Mileage March 2017	TEC Mar 17	SMITH, JOHN	-	ORIGINAL ENTRY
009999999	MJE - Manual Journal Entry	660001-Travel In-State	FUND - SAMPLE	999 - SAMPLE	(45.78)	COR V00199999 Smith TEC Mar17	-	-	JET 17-002	JET
009999999	MJE - Manual Journal Entry	660001-Travel In-State	FUND - SAMPLE	111 - SAMPLE	45.78	V00199999 Smith TEC Mar17	-	-	JET 17-002	JET

Dept 999	<u>\$ -</u>
JET Entry	<u>\$ -</u>
Dept 111	<u>\$ 45.78</u>

Data Warehouse Output

Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref
VCH - AP Voucher Accounting	660001 - Travel In-State	FUND - SAMPLE	999 - SAMPLE	45.78	Monthly Mileage March 2017	TEC Mar 17	SMITH, JOHN	-
MJE - Manual Journal Entry	660001 - Travel In-State	FUND - SAMPLE	999 - SAMPLE	(45.78)	COR V00199999 Smith TEC Mar17	-	-	JET 17-002
VCH - AP Voucher Accounting	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	16.48	STAPLES 00113621	PC0317100000	U.S. Bancorp Card Services Inc.	-
MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	(16.48)	COR STAPLES PC0317100000	-	-	JET 17-001

Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref
MJE - Manual Journal Entry	660001 - Travel In-State	FUND - SAMPLE	111 - SAMPLE	45.78	V00199999 Smith TEC Mar17	-	-	JET 17-002
MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	111 - SAMPLE	16.48	STAPLES PC0317100000	-	-	JET 17-001

Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref
VCH - AP Voucher Accounting	660001 - Travel In-State	FUND - SAMPLE	999 - SAMPLE	45.78	Monthly Mileage March 2017	TEC Mar 17	SMITH, JOHN	-
MJE - Manual Journal Entry	660001 - Travel In-State	FUND - SAMPLE	999 - SAMPLE	(45.78)	-	-	-	JET 17-002
VCH - AP Voucher Accounting	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	16.48	STAPLES 00113621	PC0317100000	U.S. Bancorp Card Services Inc.	-
MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	999 - SAMPLE	(16.48)	-	-	-	JET 17-001

Doc Src Fdescr	Account Fdescr	Fund Fdescr	Dept Fdescr	Amount	Doc Ln Descr	Invoice ID	Supplier Descr	Jrnl Ln Ref
MJE - Manual Journal Entry	660001 - Travel In-State	FUND - SAMPLE	111 - SAMPLE	45.78	-	-	-	JET 17-002
MJE - Manual Journal Entry	660002 - Printing	FUND - SAMPLE	111 - SAMPLE	16.48	-	-	-	JET 17-001



“Best Practice within 30 characters”

INSTEAD OF -		HOW IT APPEARS	TRY -		HOW IT APPEARS
4,573.25			4,573.25	V124678 Yummy Restaurant	V124678 Yummy Restaurant
(4,573.25)	credit	credit	(4,573.25)	V124678 Yummy Restaurant	V124678 Yummy Restaurant
19.58	move to 606001	move to 606001	19.58	V123457 TEC May15 Smith J	V123457 TEC May15 Smith J
(19.58)	move off	move off	(19.58)	COR V123457 TEC May15 Smith J	COR V123457 TEC May15 Smith J
14.45			14.45	PC07201700001 STAPLES	PC07201700001 STAPLES
30.55			30.55	PC07201700001 STAPLES	PC07201700001 STAPLES
(45.00)	fix dept	fix dept	(45.00)	PC07201700001 STAPLES	PC07201700001 STAPLES
679,687.25	fix jet	fix jet	679,687.25	V100157 JET15-456 RTS Furniture	V100157 JET15-456 RTS Furnitur
(679,687.25)	fix jet	fix jet	(679,687.25)	COR V100157 JET15-456 RTS Furniture	COR V100157 JET15-456 RTS Furn
1,687.25	fix account	fix account	1,687.25	V100157 PO15785 Bobs Hardware Supply	V100157 PO15785 Bobs Hardware
(1,687.25)	660003	660003	(1,687.25)	V100157 PO15785 Bobs Hardware Supply	V100157 PO15785 Bobs Hardware

Using meaningful detail in the Line Description ensures transactions are clear no matter who looks at the data.

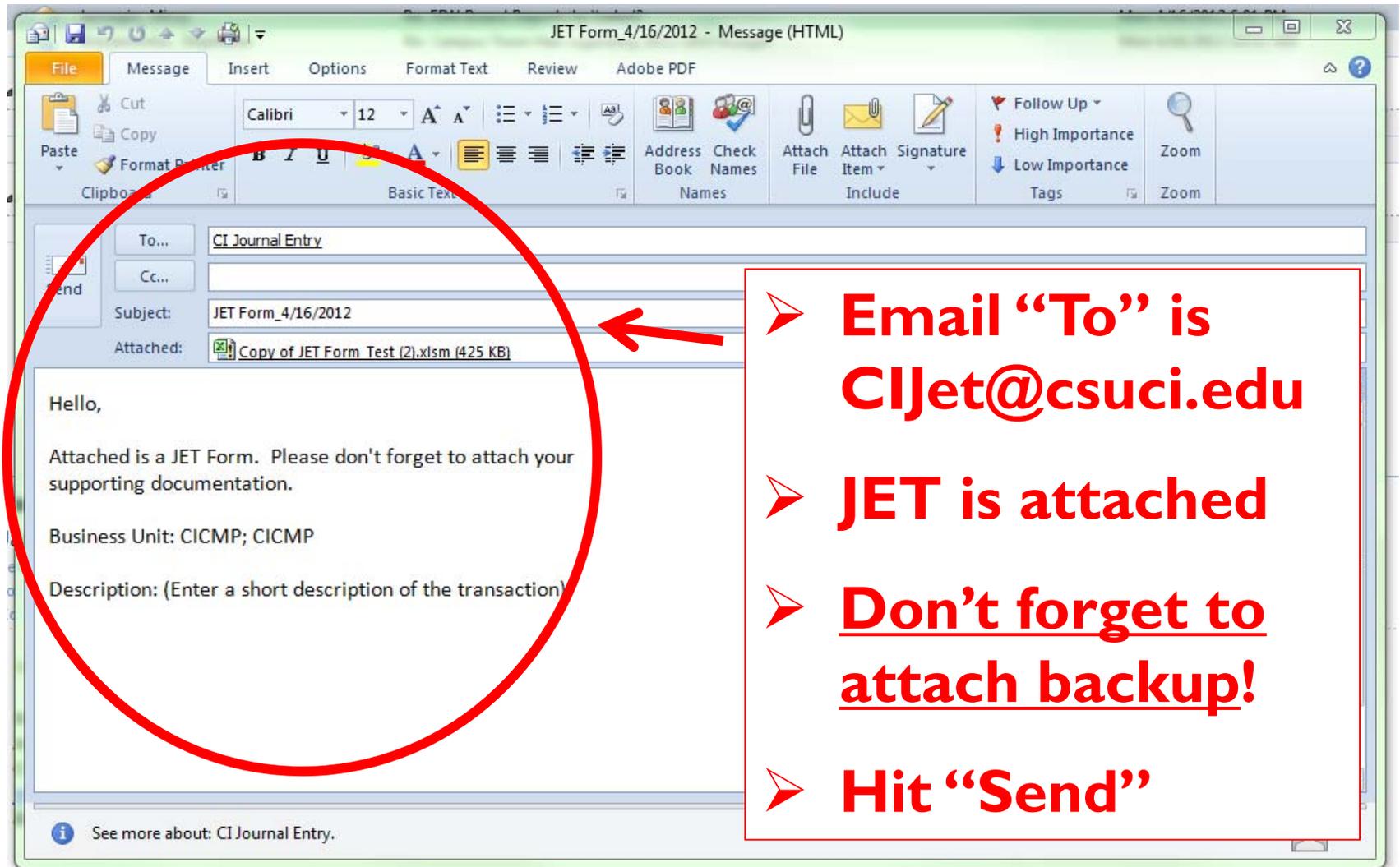


Benefits

- ❖ Examples of meaningful information:
 - ✓ Procard Reconciliation Numbers
 - Users can identify the procard reconciliations instantly
 - Users can zero out the transaction out instantly
 - Users are provided transaction detail on the new accounting string
 - ✓ APVoucher Numbers
 - Users can identify the APVoucher instantly
 - Users can zero out the transaction out instantly
 - Users are provided transaction detail on the new accounting string
 - ✓ Document Line Descriptions
 - Provides the purchase detail for easy reference
 - ✓ Original JET or RET numbers
 - Users can trace transactions with multiple JET entries easily



How to fill out the JET Form



JET Form_4/16/2012 - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF

Cut Copy Paste Format Painter Clipboard Basic Text Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Tags Zoom

To... CI Journal Entry

Cc...

Subject: JET Form_4/16/2012

Attached:  Copy of JET Form Test (2).xlsm (425 KB)

Hello,

Attached is a JET Form. Please don't forget to attach your supporting documentation.

Business Unit: CICMP; CICMP

Description: (Enter a short description of the transaction)

See more about: CI Journal Entry.

- 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

 jet-form-v3-effective-july-2016.xlsm

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #

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				
Additional Contact				

JET Subject Detail

JET Subject Line

JET Detailed Description

JET Journal Entry

	Original Transaction Date	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Des
1									
2									
3									



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How to fill out the RET Form

RET Instructions

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

Fill out unlocked cells, highlighted in "grey" for convenience

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 and additional contact if RET needs to be emailed to another party >

"Subject" will appear on Data Warehouse Reports >

Enter the detailed description or purpose of the transfer >

Charge Detail will auto-populate once the RET Journal Entry is completed >

Transfer From = Credit (-) >

Transfer To = Debit (+) >

Total should be zero >

Enter two (2) Journal Entries >

RET Request Form

Rev. (11/14) LC

Log #

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show/Hide Instructions

RET Contact Information

RET Requestor/Contact

Additional Contact

Name

Telephone

Dept

Email

RET Subject Detail

RET Subject Line

(Enter a short description of the transaction)

RET Detailed Description

(Enter a detailed description of the transaction)

Click for Instructions

RET Amount Detail

Charge Detail

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

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
Due From ASI
Due From CSUCI - Campus
Due From Foundation
Due From Site/Finance Authority
Due From UGC

RET Journal Entry

Transfer From Entity - CICMP

Transfer To Entity - CIFDN

Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)	Account	Fund	D
DR								DR		
CR								CR		

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #

RET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

<input type="text"/>
CICMP
CIFDN

Enter date – does not default

Show/Hide Instructions

RET Contact Information

	Name	Telephone	Dept	Email
RET Requestor/Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RET Subject Detail

RET Subject Line

RET Detailed Description

RET Amount Detail

Charge Detail

Associated Students	CIASI	0.00
---------------------	-------	------

RET Transfer Accounts

Transfer From/ Due To (Credit)

Description	Account
Due To ASI	201819

Transfer To/ Due From (Debit)

Description
Due From ASI

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show/Hide Instructions

Verify that "Transfer From"
& "Transfer To" are correct

RET Contact Information

Name

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

RET Form

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

RET Transfer Information

Request Date

11/9/2016

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

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

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show/Hide Instructions

RET Contact Information

	Name	Telephone	Dept	Email
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	CIASI	0.00
CI - Campus	CICMP	0.00

RET Transfer Accounts

Transfer From/ Due To (Credit)		Transfer To/ Due From (Debit)	
Description	Account	Description	Account
Due To ASI	201819	Due From ASI	
Due To CSUCI - Campus	201823	Due From CSUCI - Campus	

Enter your contact information

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #



California State University

RET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

E-mail

Enter the subject – this will no longer appear on data warehouse reports

RET Contact Information

RET Requestor/Contact

Name	Telephone	Dept

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)

Description	Account

Transfer To/ Due From (Debit)

Description	Account

ANCE USE ONI

RET/RET

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #



California State University

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show/ Hide

For internal use only

RET Contact Information

	Name	Telephone	Dept	Email
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	CIASI	0.00
CI - Campus	CICMP	0.00
Foundation	CIFDN	0.00
Site Authority	CICSA	0.00
University Glen	CIUGC	0.00

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

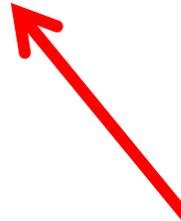
RET Form

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

RET Form

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

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show/Hide Instructions

RET Contact Information

	Name	Telephone	Dept	Email
RET Requestor/Contact				
Additional Contact				

RET Subject Detail

RET Subject Line

RET Detailed Description

RET Amount Detail

Charge Detail

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

Click "Email/Submit Form"

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

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
Due From ASI
Due From CSUCI - Campus
Due From Foundation
Due From Site/Finance Authority
Due From UGC

How to fill out the RET Form

RET Request Form

Log #

RET Transfer Information

Request Date

Transfer From Entity

Transfer To Entity

RET Contact Information

RET Requestor/Contact

Program Contact (Name)

RET Subject Description

RET Subject Line

RET Detailed Description

RET Amount Details

Charge Detail

Associated Students

CI - Campus

Foundation

Save As

Desktop

Organize New folder

Microsoft Excel

Libraries System Folder

★ Favorites

Desktop

Downloads

Recent Places

Libraries

Documents

Music

Pictures

Videos

Computer

File name: **Copy of JET Form_JS edits.xlsx**

Save as type: Excel Macro-Enabled Worksheet (*.xlsx)

Authors: Jennifer Schweisinger; L...

Tags: Add a tag

Title: JET Form

Save Thumbnail

Hide Folders

Tools Save Cancel

Save a copy for your files and for submission

How to fill out the RET Form

RET Request Form

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

**Must have access to the
Z:\ drive**

Log # RET #11-483

Send Email/ Submit Form

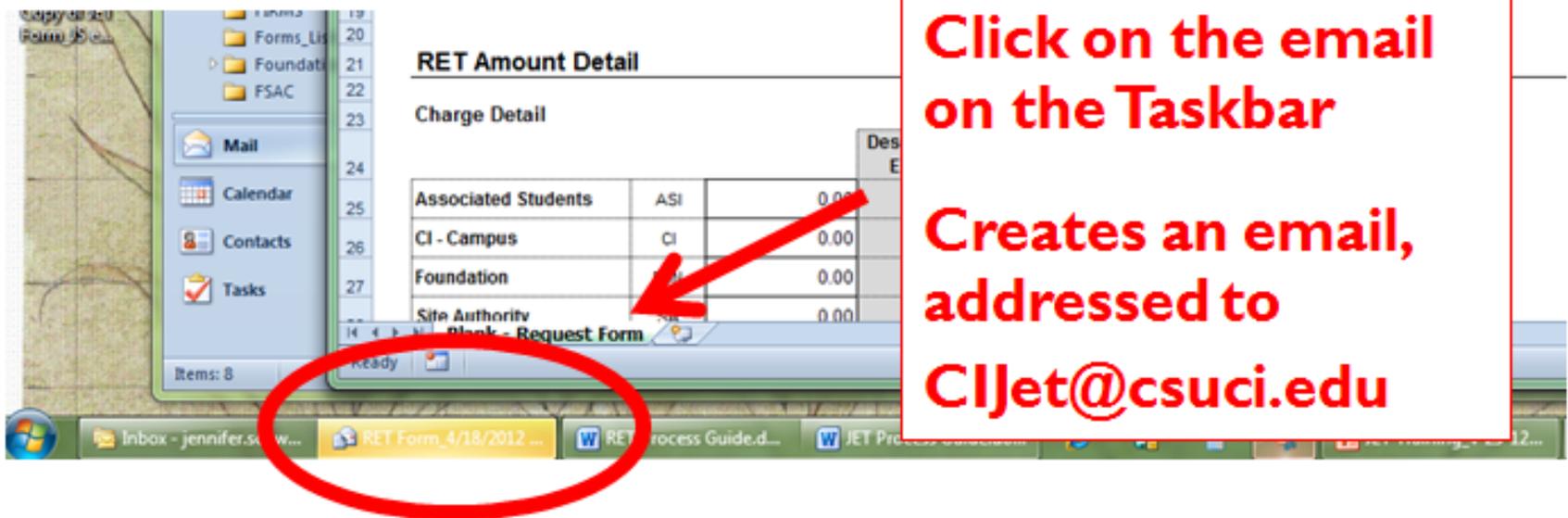
Show/Hide Instructions

Dept

Email

Dept	Email

How to fill out the RET Form



Click on the email on the Taskbar

Creates an email, addressed to CIJet@csuci.edu

RET Amount Detail		
Charge Detail		
Associated Students	ASI	0.00
CI - Campus	CI	0.00
Foundation		0.00
Site Authority		0.00

How to fill out the RET Form

Email "To" is CIJet@csuci.edu

RET is attached

Don't forget to attach backup!

Hit "Send"

RET Request Form

Log # RET #

RET Transfer

Request Date

Transfer From Ent

Transfer To Entit

RET Contact

RET Requestor/Co

Program Contact

RET Subject Line

RET Subject Line

RET Detailed Des

RET Amount

Charge Detail

Associated Students

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

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 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	Invoice Number: PC02120077
Account Name: [REDACTED]	Invoice Date: February 11, 2012
Origin: USB	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

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



RET – Cheat Sheet

Set up the transaction as a single debit/credit with entity detail

Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (
660003	40020	2A0109				600.00	DEBIT to FDN
103811	Q0273				G0273	(600.00)	CREDIT TO CMP

The debit = “Transfer From Entity” – The credit = “Transfer To Entity”

Transfer From Entity	CIFDN
Transfer To Entity	CICMP

Once the “to” & “from” are setup, the form will highlight the offset (other side of the transaction in the RET) needed to complete the transfer

RET Transfer Accounts

Transfer From/ Due To (Credit)		Transfer To/ Due From (Debit)	
Description	Account	Description	Account
Due To ASI	201819	Due From ASI	103819
Due To CSUCI - Campus	201823	Due From CSUCI - Campus	103823
Due to Foundation	201820	Due From Foundation	103820
Due to Site/Finance Authority	201822	Due From Site/Finance Authority	103822
Due To UGC	201821	Due From UGC	103821

RET Journal Entry

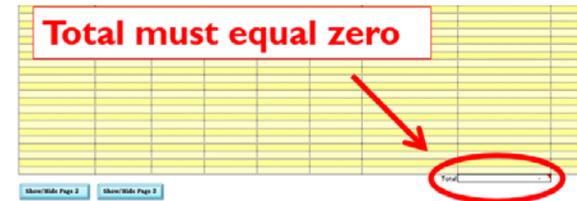
Transfer From Entity - CIFDN								Transfer To Entity - CICMP							
Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)	Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)
DR 660003	40020	2A0109				600.00	G0273 RET Ideas Alcoa Fdn	DR 103820	Q0273				G0273	600.00	G0273 RET Ideas Alcoa Fdn
CR 201823	40020					(600.00)	G0273 RET Ideas Alcoa Fdn	CR 103811	Q0273				G0273	(600.00)	G0273 RET Ideas Alcoa Fdn



Don't forget meaningful Line Descriptions!

JET – Cheat Sheet

The total of credits and debits must always equal zero.



A screenshot of a spreadsheet with a yellow background. A red box at the top contains the text "Total must equal zero". A red arrow points from this box to a cell in the bottom right corner of the spreadsheet, which is circled in red. The spreadsheet has multiple columns and rows, with a small "Total" label visible in the bottom right corner.

Carry up to 30 characters of meaningful information in the Line Description

- Examples
 - PC0720171111 STAPLES
 - COR V123456 TEC May 15

Backup documentation for the transfer is ALWAYS required

- Data warehouse transactions showing the items
- Procard reconciliations