

# CI Accounting String Training

**November 2015**



# CI Financial Services Team - Presenter

- Jennifer Moss
  - Accounting Manager

# What is an Accounting String?

- Created list of accounts, funds, and departments used by a business entity to define and organize how money is received (revenue) or spent (expense) in its general ledger
- Governed by US GAAP (Generally Accepted Accounting Principles)
- Also known as the “ChartField Value” or “Chart of Accounts”

# What is an Accounting String?

➤ At CI this consists of:

- Account
- Fund

➤ Only if required:

- Department
- Program
- Class
- Project

← Required for Revenue and Expense Accounts

← Required for Q Funds  
(Class may also be required for Q Funds)

# Revenue or Expense Accounting String

Account	Fund	Dept	Prog
504001	TT901	562	
601300	GD901	225	
616003	GD901	580	00046
619801	GD901	330	00174
660003	TG901	420	X0010

# Q Funds Accounting String

Account	Fund	Dept	Class	Project
613001	Q0184	745		G0184
606001	Q0146	860	0146A	G0146

**Class may be required**



# Example - #1 (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

# Example - #2 (ProCard)

## 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	114 GOVERNMENT SERVICES-OTHER 1149		73000578358	03/01/12	
				660003 GD901 [REDACTED]	375.00			
				Total Distribution	375.00			
01/13/12	[REDACTED]	SC	375.00	114 GOVERNMENT SERVICES-OTHER 1149		73000578358	03/01/12	
				660003 GD901 [REDACTED]	375.00			
				Total Distribution	375.00			
01/18/12	[REDACTED]	CA	74.23	061 B620001VPRY7000022695G OCERY STORES, SUPERMARK		73000578358	03/01/12	
				061 B620001VPRY70000				
				660003 GD901 [REDACTED]	74.23			
				Total Distribution	74.23			
01/18/12	[REDACTED]	CA	1.00	061 B620001VPRY7000022696G OCERY STORES, SUPERMARK		73000578358	03/01/12	
				061 B620001VPRY70000				
				660003 GD901 [REDACTED]	1.00			
				Total Distribution	1.00			
01/13/12	[REDACTED]	SC	375.00	114 GOVERNMENT SERVICES-OTHER 1149		73000578358	03/01/12	
				660003 GD901 [REDACTED]	375.00			
				Total Distribution	375.00			
01/19/12	[REDACTED]	CA	129.63	1 EATING PLACES AND RESTAURANTS 1		73000578358	03/01/12	
				660003 GD901 [REDACTED]	129.63			
				Total Distribution	129.63			

### Purchase Categories:

F - Sales Tax Charged on Invoice for this Item

R - Conference & Training Registration Fees

C - 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



Channel Islands  
CALIFORNIA STATE UNIVERSITY



# What is an Account?

Account	Fund	Dept	Prog
504001	TT901	562	
601300	GD901	225	
616003	GD901	580	00046
619801	GD901	330	00174
660003	TG901	420	X0010

# What is an Account?

## ➤ Balance Sheet Accounts:

- Assets (1xxxxxx)
- Liabilities (2xxxxxx)
- Equity (3xxxxxx)

## ➤ Income Statement Accounts:

- Revenues (5xxxxxx)
- Expenses (6xxxxxx)



**Most commonly seen  
accounts on your  
Department Reports**

# Account Examples

## ➤ Examples of CI Expense Accounts:

<a href="#"><u>CICMP</u></a>	<a href="#"><u>660001</u></a>	<a href="#"><u>Postage and Freight</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660002</u></a>	<a href="#"><u>Printing</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660003</u></a>	<a href="#"><u>Supplies and Services - Other</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660004</u></a>	<a href="#"><u>Interfund Interest Expense</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660006</u></a>	<a href="#"><u>Interest on Bonds and Notes</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660008</u></a>	<a href="#"><u>Interest Charges-Other</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660009</u></a>	<a href="#"><u>Workshops &amp; Training Fees</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660010</u></a>	<a href="#"><u>Insurance Premium</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660011</u></a>	<a href="#"><u>Insurance Claim NDI/IDL</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660012</u></a>	<a href="#"><u>Insurance Claim Deductible</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660013</u></a>	<a href="#"><u>Workers Comp Dividend</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660014</u></a>	<a href="#"><u>State Service Charges for SRB</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660017</u></a>	<a href="#"><u>Advertising and Promo Pubs</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660019</u></a>	<a href="#"><u>Litigation cost</u></a>
<a href="#"><u>CICMP</u></a>	<a href="#"><u>660024</u></a>	<a href="#"><u>Overhead Grants &amp; Contracts</u></a>

# Accounts – General Information

- Must be six (6) numeric digits
- All business units at CI use the same Accounts
- All accounting strings must have an Account and a Fund
- Revenue and Expense accounts must have a Department
- Q Funds must have Project

# Accounts – General Information

## ➤ Fixed Asset Accounts (616xxx and 619xxx)

Account	Description
616001	Communications Over \$5k
616002	Desk/Lap/Peripherals Over \$5k
616003	Software Over \$5k
616004	Computer Networks Over \$5k
616801	Servers/Peripherals Over \$5k
616901	Computer Networks Under \$5k
616902	Communications Under \$5k
616903	Desk/Lap/Peripherals Under \$5k
616904	Servers/Peripherals Under \$5k
616905	Software Under \$5k
617001	Service from other Fund/Agency
619001	Other Equipment
619002	Instructional Equip Over \$5k
619801	Furniture/Equipment over \$5K
619802	Vehicles over \$5K
619803	Works of Art over \$5K
619901	Instructional Equip Under \$5k
619902	Furniture/Equipment Under \$5k
619903	Vehicles Under \$5k

**Choose either:**

**Over \$5k or Under \$5k**

## ➤ Multiple equipment purchases may be grouped together, if for the same project

# Accounts – General Information

## ➤ Travel Accounts

- Use guidelines provided by the Chancellor's Office

### **“Non-Employee” Travel Accounts**

#### 613001 - Contractual Services

- Contractual obligation to reimburse vendors for travel expenses

#### 660009 - Training & Professional Development

- Obligation to reimburse travel expenses of individuals engaged to provide staff training

#### 660042 - Recruitment & Employee Relocation

- Costs associated with employee recruitment

# Accounts – General Information

## **“Non-Employee” Travel Accounts**

### 660090 - Expenses Other

- Reimbursement of travel costs incurred by official guests
- Examples of official guests include: a newly hired executive visiting a CSU campus for business purposes prior to his or her official starting date as a CSU employee, or a student defined as an official guest by the CSU hospitality policy

# Accounts – General Information

## **“Employee Only” Travel Accounts**

606001 - Travel In State

606002 - Travel Out of State

- All student travel (CI or non-CI) should be coded the same as employee travel
  - Chancellor’s Office is working on travel policy guidelines for students, but, until that is released, please treat the same as employee travel



# What is a Fund?

Account	Fund	Dept	Prog
504001	TT901	562	
601300	GD901	225	
616003	GD901	580	00046
619801	GD901	330	00174
660003	TG901	420	X0010

# What is a Fund?

- In California State Government, a fund is a legal entity that provides for the segregation of monies or other resources in the State Treasury for specific activities or obligations in accordance with specific restrictions or limitations

# Fund – General Information

- Must be five (5) alpha / numeric digits
- Each business unit has it's own set of funds
  - Campus (Example - **GD901**)
  - Associated Students (Example - **ASI01**)
  - Foundation (Example - **I0034**)
  - University Glen (Example - **UGC01**)
  - Site Authority (Example - **XSA28**)
- Each business unit can only use the Fund(s) for their respective business unit

# General Fund vs. Trust Fund

## ➤ General Fund

- In California State Government, the predominant fund for financing state operations
  - Examples: GD901, GD915, GD935

## ➤ Trust Fund

- Resources held by the government as a trustee, to be expended or invested in accordance with the conditions of the trust
  - Examples: TG901, TM955, TT901, TK920

# General Fund vs. Trust Fund

- General Fund – Not allowed for the below purchases:
  - Alcoholic beverages
  - Tobacco products
  - Gifts
  - Awards
  - Food and beverages for employee birthdays, weddings, holiday gatherings, or luncheons

# Fund – General Information

- Your “Fund Balance” is the amount of equity (profit/loss) in your fund
- Q Funds (Example - Q0171) except Q0000 are for Grants / Contracts only
  - Contact Leo Cervantes for assistance

# What is a Department?

Account	Fund	Dept	Prog
504001	TT901	562	
601300	GD901	225	
616003	GD901	580	00046
619801	GD901	330	00174
660003	TG901	420	X0010

# What is a Department?

- A department is an additional unit of classification used to further break out transactions on the general ledger
- Must be three (3) numeric digits
- Revenue and Expense accounts must have a Department (5xxxxx and 6xxxxx)
- Asset and Liability Accounts cannot have a Department (1xxxxx and 2xxxxx)



# Department Examples

## ➤ Examples of CI Departments:

Department	Description
<a href="#">160</a>	<a href="#">Career Development Services</a>
<a href="#">161</a>	<a href="#">MWGSC</a>
<a href="#">162</a>	<a href="#">Student Leadership</a>
<a href="#">163</a>	<a href="#">Outreach</a>
<a href="#">164</a>	<a href="#">NSOTP</a>
<a href="#">165</a>	<a href="#">USU Programming Board</a>
<a href="#">166</a>	<a href="#">University Student Union</a>
<a href="#">167</a>	<a href="#">ASI - Board</a>
<a href="#">210</a>	<a href="#">Business &amp; Financial Affairs</a>
<a href="#">211</a>	<a href="#">Finance &amp; Admin - Reimb</a>
<a href="#">215</a>	<a href="#">Financial Services</a>
<a href="#">220</a>	<a href="#">Fiscal Services</a>
<a href="#">225</a>	<a href="#">Student Business Services</a>
<a href="#">230</a>	<a href="#">Procurement &amp; Logistical Svcs.</a>
<a href="#">240</a>	<a href="#">Human Resources</a>
<a href="#">250</a>	<a href="#">Administrative Services</a>
<a href="#">260</a>	<a href="#">Conference &amp; Events Office</a>
<a href="#">310</a>	<a href="#">AVP - Facilities Services</a>

# PeopleSoft Look-Up

## I) Log into CI Financials

MY LINKS

---

[Webmail](#)

---

[CI Learn](#)

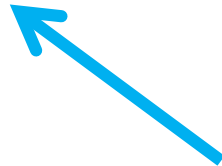
---

[CI Records](#)

---

[CI Financials](#)

---



IMPORTANT INFORMATION

[Staff](#) [Students](#)

---

No items to display at this time.

[Help](#)

---

# PeopleSoft Look-Up

## 2) Select Financial Services



EMPLOYEE  
RESOURCES

TOOLS &  
SERVICES

DIVISIONS &  
ORGANIZATIONS

PROJECTS &  
INITIATIVES

COLLABORATE

POLICIES

FORMS

NEWS &  
COMMUNICATIONS

HOME

TOOLS & SERVICES

FINANCIAL TOOLS

COMMON FINANCIAL SYSTEM (CFS)

Common Financial System  
(CFS)

CFS Non-Production

CFS Login

CFS Data Warehouse Login

CPO Process



### Common Financial System (CFS)

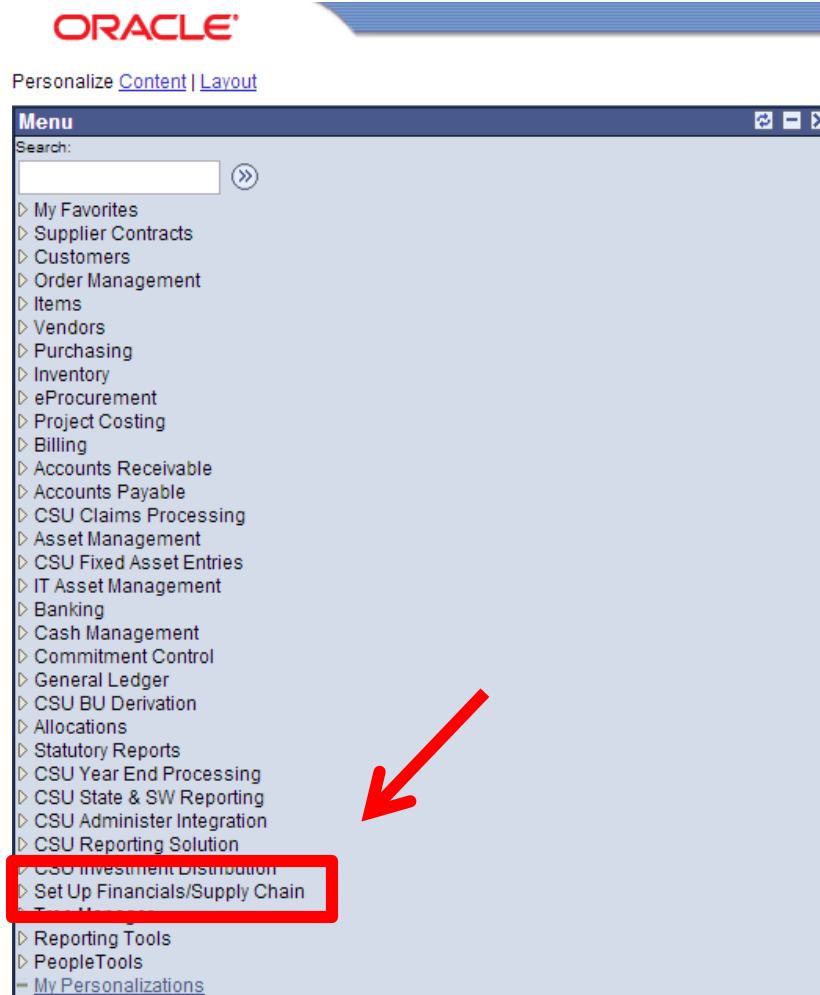
The Common Financial System, referred to systemwide as the CFS, replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. CFS was instituted in an effort to achieve database consolidation across all campuses.

CFS Production Log-in

Systemwide Technical  
Support

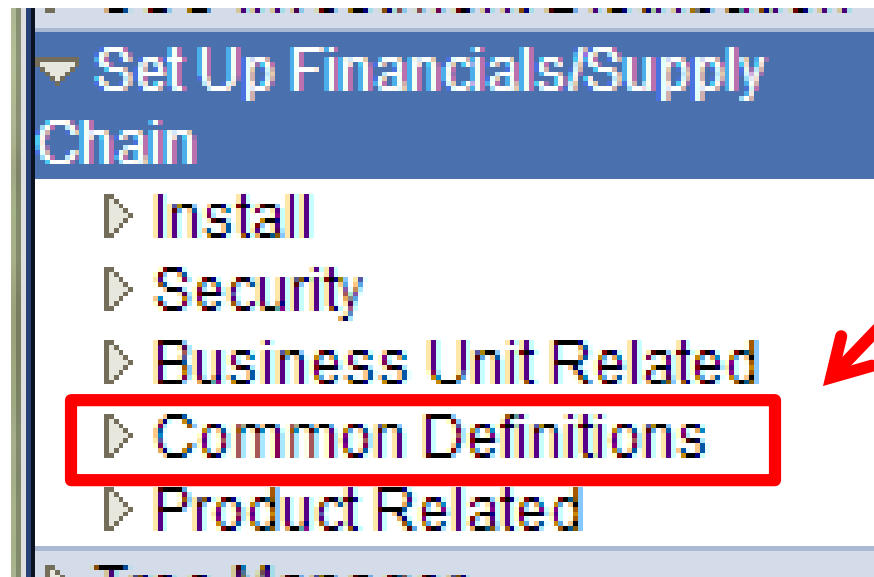
# PeopleSoft Look-Up

## 3) Select Set Up Financials / Supply Chain



# PeopleSoft Look-Up

## 4) Select Common Definitions



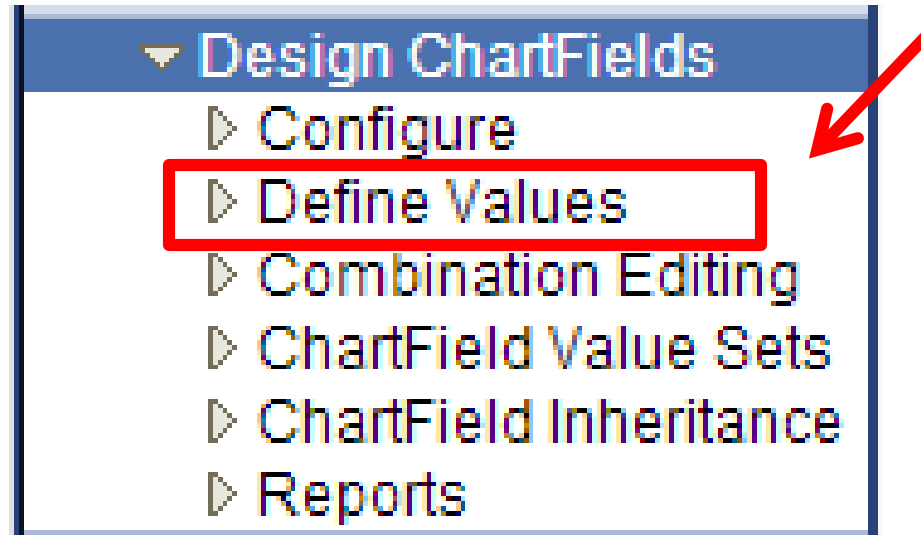
# PeopleSoft Look-Up

## 5) Select Design ChartFields



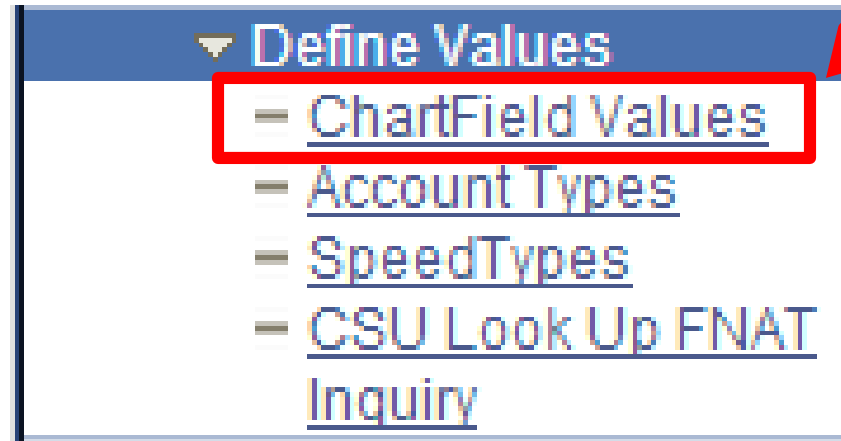
# PeopleSoft Look-Up

## 6) Select Design Values



# PeopleSoft Look-Up

## 7) Select ChartfieldValues





# PeopleSoft Look-Up

## 8) Select Account

### ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)

[Fund Code](#)

Alternate Account

Operating Unit

[Department](#)

[Class Field](#)

[Program Code](#)

[Project](#)

Budget Reference

[Product](#)

Book Code

Adjustment Type

[Scenario](#)

[Statistics Code](#)





# PeopleSoft Look-Up

## 9) Enter SetID

**Account**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**


SetID: =  

Account: begins with  

Description: begins with

Account Type: begins with  

☐ Include History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- Always use CICMP = CSU Channel Islands


# PeopleSoft Look-Up


## 10) Select Search

**Account**  
Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**

---


SetID:    =     


Account:    begins with     

Description:    begins with   

Account Type:    begins with     

☐ Include History    ☐ Case Sensitive

**Search**    Clear    [Basic Search](#)  [Save Search Criteria](#)



# PeopleSoft Look-Up

## 11) View Search Results

### Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

SetID: =

Account: begins with

Description: begins with

Account Type: begins with

☐ Include History ☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

First  Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
<a href="#">CICMP</a>	<a href="#">101006</a>	<a href="#">Wells Fargo</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101009</a>	<a href="#">Cash on Hand</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101100</a>	<a href="#">Cash-Short Term Investment</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101802</a>	<a href="#">Site Authority Cash</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101803</a>	<a href="#">CIUGC -Rabo bank Money Market</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101804</a>	<a href="#">CICSA Smith Barney</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101805</a>	<a href="#">CICSA Rabobank</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101806</a>	<a href="#">CICSA Rabobank - Money Market</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101807</a>	<a href="#">CIASI Rabobank</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101808</a>	<a href="#">CIUGC Rabobank</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101809</a>	<a href="#">CIFDN Rabobank</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101810</a>	<a href="#">CASH - MM FDN</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101811</a>	<a href="#">CIASI Rabobank Money Market</a>		N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">101812</a>	<a href="#">WE-CASH-25054401</a>		N	(blank)	(blank)

# PeopleSoft Look-Up

## I2) View Search Results - Continued

### Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

SetID: =

Account: begins with

Description: begins with

Account Type: begins with

☐ Include History ☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

First  [Last](#)

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
<a href="#">CICMP</a>	<a href="#">101006</a>	<a href="#">Wells Fargo</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101009</a>	<a href="#">Cash on Hand</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101100</a>	<a href="#">Cash-Short Term Investment</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101802</a>	<a href="#">Site Authority Cash</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101803</a>	<a href="#">CIUGC -Rabo bank Money Market</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101804</a>	<a href="#">CICSA Smith Barney</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101805</a>	<a href="#">CICSA Rabobank</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101806</a>	<a href="#">CICSA Rabobank - Money Market</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101807</a>	<a href="#">CIASI Rabobank</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101808</a>	<a href="#">CIUGC Rabobank</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101809</a>	<a href="#">CIFDN Rabobank</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101810</a>	<a href="#">CASH - MM FDN</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101811</a>	<a href="#">CIASI Rabobank Money Market</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>
<a href="#">CICMP</a>	<a href="#">101812</a>	<a href="#">WE-CASH-25054401</a>	<a href="#">A</a>	<a href="#">N</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>


# PeopleSoft Look-Up


## I 3) View Search Results - Continued


**Account**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**


SetID:

**Account:**  



**Description:**  

**Account Type:**  

☐ Include History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**Search Results**

[View All](#) First  1-100 of 111  [Last](#)

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
<a href="#">CICMP</a>	<a href="#">660001</a>	<a href="#">Postage and Freight</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660002</a>	<a href="#">Printing</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660003</a>	<a href="#">Supplies and Services - Other</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660004</a>	<a href="#">Interfund Interest Expense</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660006</a>	<a href="#">Interest on Bonds and Notes</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660008</a>	<a href="#">Interest Charges-Other</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660009</a>	<a href="#">Workshops &amp; Training Fees</a>	E	N	(blank)	(blank)
<a href="#">CICMP</a>	<a href="#">660010</a>	<a href="#">Insurance Premium</a>	E	N	(blank)	(blank)

# Examples from the JET / RET

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	580094	GD901	420				122.00	Correction to July JET
2	580094	TG901	420				(122.00)	Correction to July JET
3								
4								

**Correct!**

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	580094	GD901	420				122.00	Correction to July JET
2	580094	TG901					(122.00)	Correction to July JET
3								
4								

**Incorrect – Missing Department**

# Examples from the JET / RET

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	622002	Q0159	750		0159B	G0159	457.14	Correct April RET - BEO charge
2	622002	Q0159	750	00159		G0159	(457.14)	Correct April RET - BEO charge
3								

**Correct!**

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	622002	Q0159	750		0159B		457.14	Correct April RET - BEO charge
2	622002	Q0159	750	00159		G0159	(457.14)	Correct April RET - BEO charge
3								

**Incorrect – Missing Project**



# Examples from the JET / RET

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	660003	GD901	746				240.00	ERWC High School
2	580094	TG901	420				(240.00)	ERWC High School
3								

**Correct!**

## JET Journal Entry

☐ Construction Fund?

	Account	Fund	Dept	Program	Class	Project (Grants Only)	Amount	Line Description (Maximum 30 Characters)
1	660003	GD901	746	0	0	0	240.00	ERWC High School
2	580094	TG901	420	0	0	0	(240.00)	ERWC High School
3								

**Incorrect – Blank fields should not have a zero value**

# Questions?

## ➤ Jennifer Moss

- X 3510

## ➤ Anna Campbell

- X 8463
- Grants

## ➤ Myrna StaAna

- X 8489
- Accounts Payable

## ➤ Karina Cruz

- X 8581
- ProCard

## ➤ Michelle Hense

- X 3143
- Accounts  
Receivable/RET

## ➤ Leo Cervantes

- X3175
- JET