

JET/RET Form – Version 2.0 Training

November 2017

**Presented by:
CI Financial
Services Team**



CI Financial Services Team - Presenters

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 - Accountant – Accounts Receivable

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

Accounting 101

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

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

Accounting 101

- 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

Accounting 101

➤ Example from the Data Warehouse

Debit (+)

Jrnl ID	Accounting Date	Doc ID	Account Fdescr	Fund Fdescr	Dept Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	Amount	Supplier Name	Doc Ln Descr	Journal Date	Jrnl Descr
APA0952928	09/13/2016	00129651	660003 - Supplies and Services - Other	GD901 - CI~ Operating	920101 - Fiscal Services	---	---	---	175.00	USBANCORPC-001	AMAZON MKTPLACE PMTS	09/13/2016	-

Debit (+) = Expense

Original Entry

Account	Fund	Dept	Amount
660003	GD901	920101	+ \$175.00

Accounting 101

➤ Example from the Data Warehouse

Original Entry

Account	Fund	Dept	Amount
660003	GD901	920101	+ \$175.00 ← Debit (+)

To Correct Original Entry

Account	Fund	Dept	Amount
660003	GD901	920101	- \$175.00 ← Credit (-)

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

Accounting 101

➤ Example from the Data Warehouse

Final Entry

Account	Fund	Dept	Amount
660003	GD901	920101	- \$175.00
660003	GD901	920201	+ \$175.00

Move expense to correct Dept

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

Accounting 101

➤ Example from a ProCard Statement

Original Entry

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

To Correct Original Entry

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

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

Accounting 101

➤ Example from a ProCard Statement

Final Entry

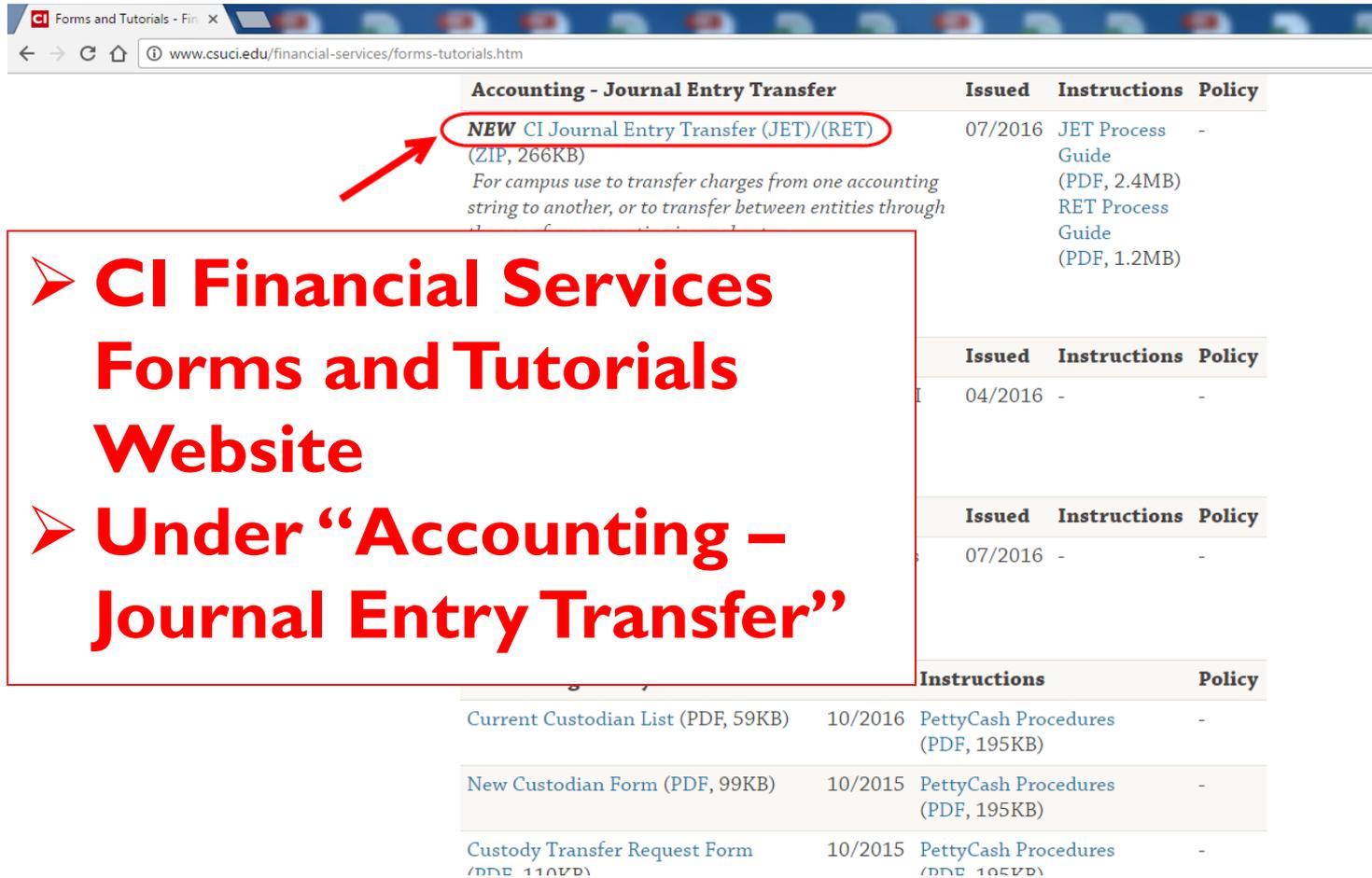
Account	Fund	Dept	Amount
660003	GD901	745	- \$375.00
660890	GD901	745	+ \$375.00



Move expense to correct Account

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

Where can we find the JET form?



Accounting - Journal Entry Transfer

Issued	Instructions	Policy
07/2016	JET Process Guide (PDF, 2.4MB) RET Process Guide (PDF, 1.2MB)	-

NEW CI Journal Entry Transfer (JET)/(RET)
(ZIP, 266KB)
For campus use to transfer charges from one accounting string to another, or to transfer between entities through

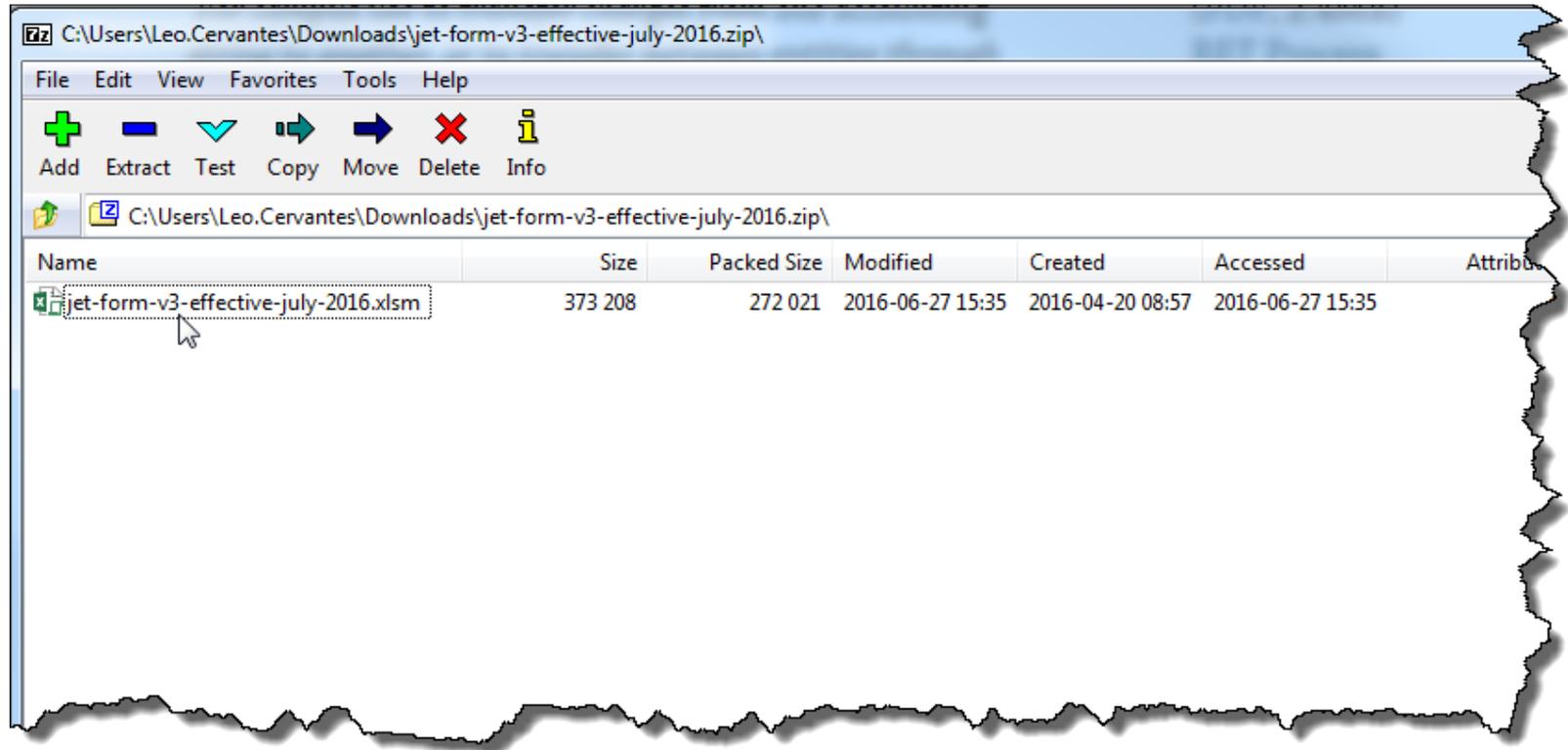
- **CI Financial Services Forms and Tutorials Website**
- **Under “Accounting – Journal Entry Transfer”**

Issued	Instructions	Policy
04/2016	-	-

Issued	Instructions	Policy
07/2016	-	-

Instructions	Policy	
Current Custodian List (PDF, 59KB)	10/2016 PettyCash Procedures (PDF, 195KB)	-
New Custodian Form (PDF, 99KB)	10/2015 PettyCash Procedures (PDF, 195KB)	-
Custody Transfer Request Form (PDF, 110KB)	10/2015 PettyCash Procedures (PDF, 195KB)	-

Where can we find the JET form?



JET Form

Journal Entry Transfer (JET) Request Form

Rev. (07/16) LC

Log #



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

JET Transfer Information

Request Date	<input type="text"/>
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	<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"/>

FINANCE USE ONLY:

Save JET/RET

JET Subject Detail

JET Subject Line (Enter a short description of the transaction) Remaining Characters 54

JET Detailed Description (Enter a detailed description of the transaction) Remaining Characters 451

JET Journal Entry

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

How to fill out the JET Form

The screenshot shows the Microsoft Excel interface with the following elements:

- Excel Ribbon:** FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER, ACROBAT, POWERPIVOT.
- Font Group:** Arial, 14, Bold, Italic, Underline, Text Color, Background Color, Paragraph Spacing, Bullets, Numbering, Indentation, Alignment, Merge & Center.
- Number Group:** Currency, Percentage, Increase/Decrease, Conditional Formatting, Table.
- Styles Group:** Styles.
- Cells Group:** Insert, Delete, Format.
- Editing Group:** AutoSum, Fill, Clear, Sort, Filter.
- Security Warning:** A yellow banner at the top states "SECURITY WARNING: Macros have been disabled" with an "Enable Content" button circled in red.
- Form Title:** "Journal Entry Transfer (JET) Request Form" (Rev. (07/16) LC).
- Log #:** A grey input box labeled "Log #".
- Form Fields:** Request Date, Transfer From Entity (CICMP), Transfer To Entity (CICMP), JET Requestor/Contact, Additional Contact, JET Subject Line, JET Detailed Description.
- Buttons:** "E-mail/ Submit Form" and "Show/Hide Instructions".
- JET Journal Entry Table:** A table with columns: Original Transaction Date, Account, Fund, Dept, Program, Class, Project (Grants Only), Amount, Line Description. Rows 1-6 are highlighted in yellow.
- Instructions Panel (Left):** "JET Instructions" section with text: "Fill out unlocked cells, highlighted in 'yellow' for convenience. Macros must be enabled." and "Enter the date (usually today's date) >".
- Warning Box:** A red-bordered box with the text "Must 'Enable Macros'" and a red arrow pointing to the "Enable Content" button.

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 >

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

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							

Click for instructions

E-mail/ Submit Form

Show/Hide 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

CICMP

Transfer To Entity

CICMP

Begin with the Date

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 Description
1									
2									
3									
4									
5									
6									



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		
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)

"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 Description
1									
2									
3									
4									
5									
6									

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

JET Requestor/Contact

Additional Contact

Name

Telephone

Dept

Email

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)

Enter your contact information

JET Journal Entry

Original Transaction Date	Account	Fund	Dept	Program	Class



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**



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 Description
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 Description



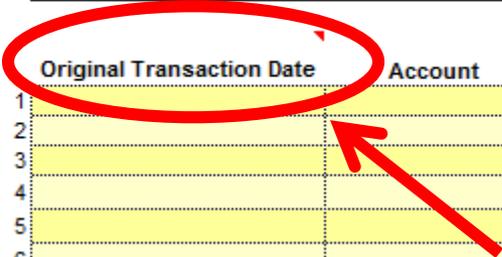
How to fill out the JET Form

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

Expenditure Transfer Justification

- Refer to second tab on the Excel workbook

Expense Transfer Justification Form

This form is to be used to justify transfers of both payroll and operating expenses when the expenses being transferred are greater than 90-days old.

Payroll Expense

Paid thru Accounts Payable

1. Date Transaction Posted: _____

2. Vendor/Employee Name: _____

3. Current Chartfield:

Account	Fund	Dept	Program	Class	Project

4. Change Chartfield To:

Account	Fund	Dept	Program	Class	Project

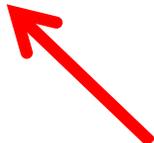
5. Amount: \$ _____

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

JET Journal Entry

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

Blank - Request Form Expense Transfer Justification



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
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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 must equal zero

Total -

Show/Hide Page 2 Show/Hide Page 3



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)	Remaining Characters 50
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
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32									Remaining Characters 50
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37									Remaining Characters 50
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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

**Need more than 50 lines --
click "Show/Hide Page 2"**

Showing 50 of 50 rows

Total

Show/Hide Page 2 Show/Hide Page 3



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	Pr	Option
1						
2						
3						
4						
5						
6						

Click “Email/Submit Form”

Does not submit JET yet, must save and then create an Outlook email



How to fill out the JET Form

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

Log #

JET Transfer Information

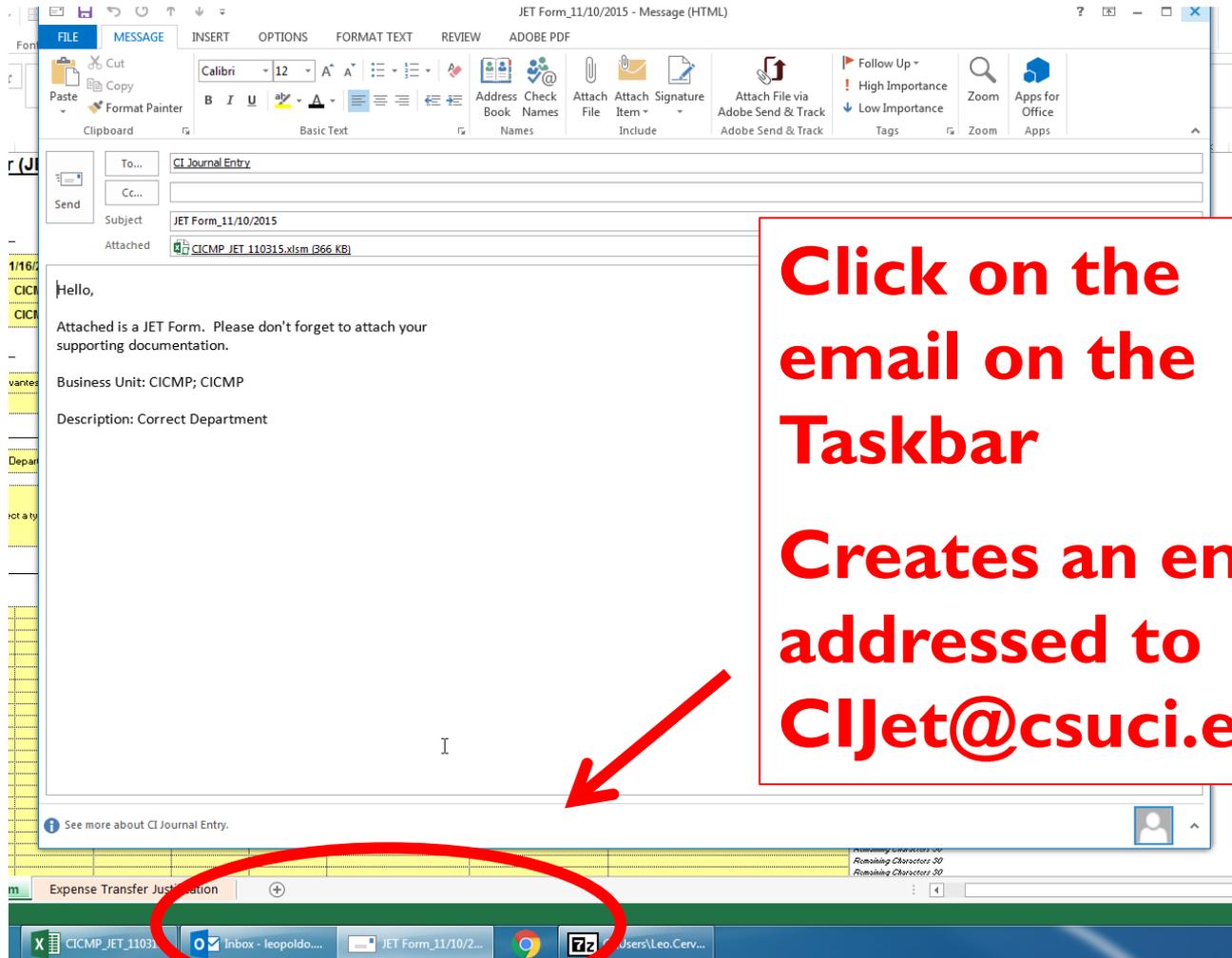
Request
Transfer
Transfer
JET C
JET Re
Addit
JET S
JET Su
JET De
JET J
Origia

1
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17

**Save a copy for
your files and for
submission
Save as .xlsm**

File name: CICMP_JET_110315
Save as type: Excel Macro-Enabled Workbook (*.xlsm)
Authors: Jennifer Schweisinger; I...
Tags: Add a tag
Title: JET Form
Save Thumbnail
Hide Folders
Tools Save Cancel

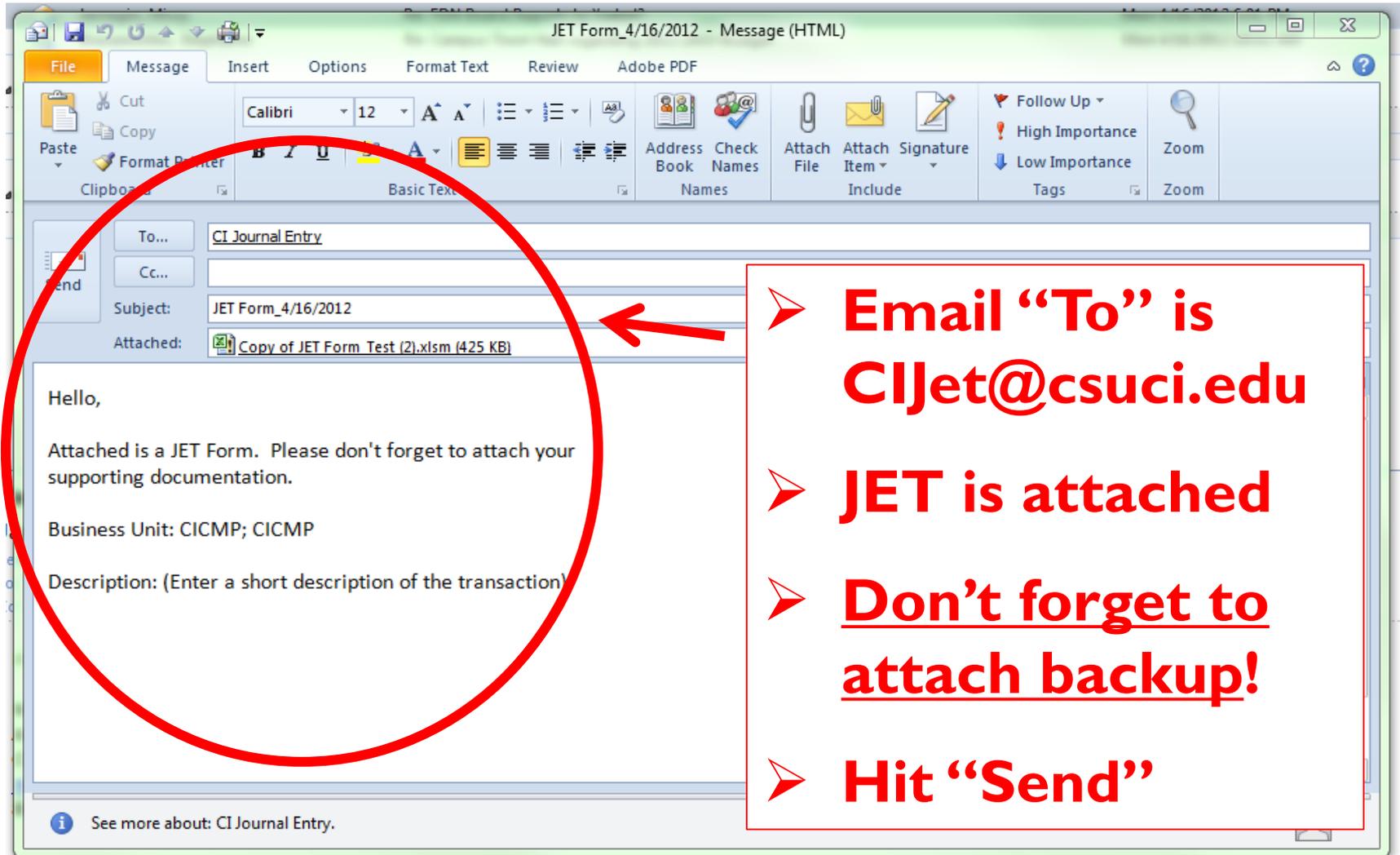
How to fill out the JET Form



**Click on the
email on the
Taskbar**

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

How to fill out the JET Form



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)

- **Email “To” is CIJet@csuci.edu**
- **JET is attached**
- **Don't forget to attach backup!**
- **Hit “Send”**

 See more about: CI Journal Entry.

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

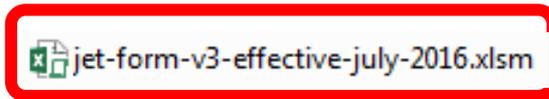
- The RET is used to process:
 - Banquet Event Orders
 - Monthly Administrative Charges
 - Photocopying/Photocopying/Postage Charges
 - Grant and Contract Transactions
 - Student Fee Reimbursements
 - Reimbursed Activities (ZZ Funds)

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



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	Dept	Email
JET 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"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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
CSUCI - 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

CICMP
CIFDN



Enter date – does not default

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)

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

	Name	Telephone	Dept
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 (Debit)

Description	Account

Description	Account

Description	Account

How to fill out the RET Form

RET Request Form

Rev. (11/14) LC

Log #



California S
Universit

RET Transfer Information

Request Date

Transfer From Entity

CICMP

Transfer To Entity

CIFDN

E-mail/ Submit Form

Show

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

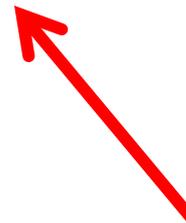
RET Form

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

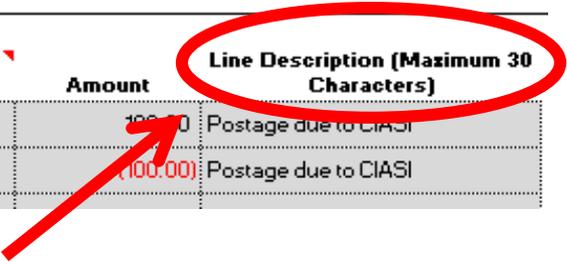
RET Form

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

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

Click "Email/Submit Form"

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

How to fill out the RET Form

The image shows a web browser window displaying a 'RET Request Form'. The browser's address bar shows 'Log #' followed by a greyed-out input field. The SU logo is visible in the top right corner. The form contains several sections, including 'RET Transfer Information', 'RET Contact Information', 'RET Subject Details', and 'RET Amount Details'. A 'Save As' dialog box is open over the form, showing the file name 'Copy of JET Form_JS edits.xlsx' circled in red. A red arrow points to the circled file name. A red text box with a white background and red border contains the text 'Save a copy for your files and for submission'. The dialog box also shows the file type as 'Excel 2007-2010 spreadsheet (*.xlsx)' and the title 'JET Form'.

Save a copy for your files and for submission

File name: Copy of JET Form_JS edits.xlsx

Save as: [File Name] (xlsx)

Authors: Jennifer Schweisinger, L... Tags: Add a tag Title: JET Form

Save Thumbnail

Hide Folders Tools Save Cancel

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

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

RET Request Form

Log # RET #

RET Transfer

Request Date

Transfer From Ent

Transfer To Entit

RET Contact

RET Requestor/C

Program Contact

RET Subject

RET Subject Line

RET Detailed Des

RET Amount

Charge Detail

See more...

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

Email "To" is
CIJet@csuci.edu

RET is attached

Don't forget to
attach backup!

Hit "Send"

Acceptable Types of Back-Up

➤ Copy of report from the Data Warehouse

Manage My Budget

Welcome, Schweisinger, Jennifer!

[Dashboards](#) – [More Products](#)

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

Drill Down: Total Actuals

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

Acceptable Types of Back-Up

➤ Copy of ProCard Statement

CSU Channel Islands ProCard Statement

Business Unit: CICMP
Account Name: [REDACTED]
Origin: USB

Invoice Number: PC02120077
Invoice Date: February 11, 2012
Total Amount: \$ 1,329.86

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

Purchase Categories:

- F - Sales Tax Charged on Invoice for this Item
- X - Conference & Training Registration Fees
- Z - IT Peripherals

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

Signature of Card Holder, [REDACTED] Date

Signature of Approving Official, [REDACTED] Date

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