

# **JET/RET Form – Version 2.0 Training**

**November 2018**

**Presented by:  
CI Financial  
Services Team**



# CI Financial Services Team - Presenters

## ➤ Leo Cervantes

- Senior Staff Accountant – Treasury

## ➤ Michelle Hense

- 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	<b>X</b>	
Revenue		<b>X</b>

# 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	0000001	800.00		32,699.40
4/6/12	475	Check Paid	0000000		1,179.75	31,519.65
4/6/12	475	Check Paid	0000000		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

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 (+)

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

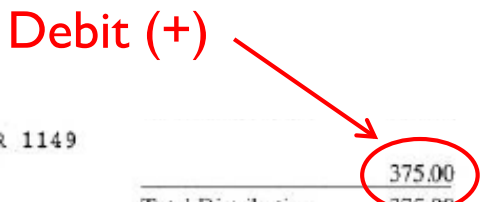
Move expense to correct Dept

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

# Accounting 101

## ➤ Example from a ProCard Statement

01/13/12 USC COLLEGE OF EDUC/SEMI SC 375.00 1149 GOVERNMENT SERVICES-OTHER 1149  
1 660003 GD901 745 375.00  
Total Distribution 375.00



Debit (+) = Expense

### Original Entry

Account	Fund	Dept	Amount
660003	GD901	745	+ \$375.00

# 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 (-)

# 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?

Forms and Tutorials - Fin X

www.csuci.edu/financial-services/forms-tutorials.htm

Accounting - Journal Entry Transfer	Issued	Instructions	Policy
<b>NEW</b> CI Journal Entry Transfer (JET)/(RET) (ZIP, 266KB) <i>For campus use to transfer charges from one accounting string to another, or to transfer between entities through</i>	07/2016	JET Process Guide (PDF, 2.4MB) RET Process Guide (PDF, 1.2MB)	-

➤ **CI Financial Services Forms and Tutorials Website**

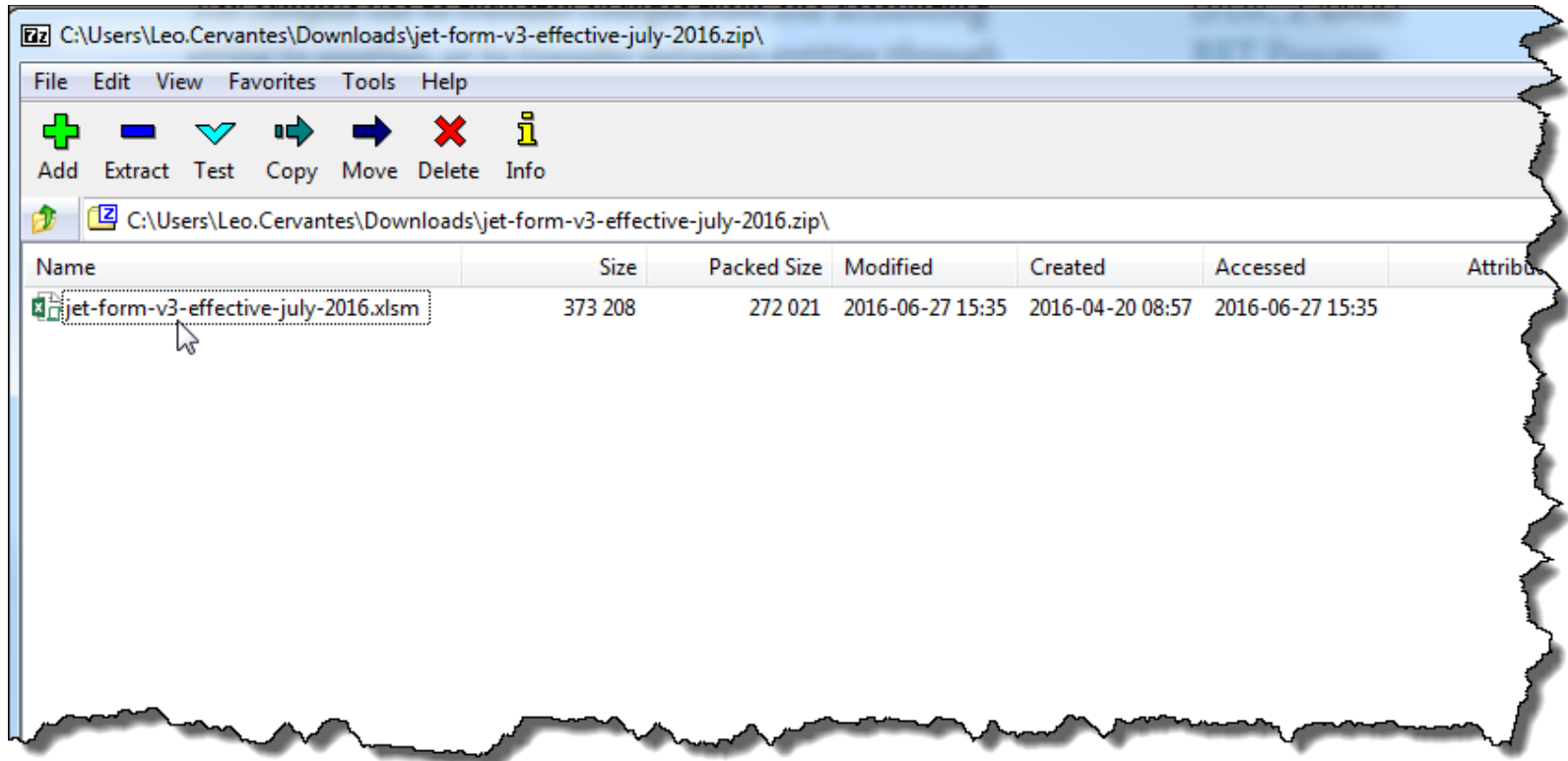
➤ **Under “Accounting – Journal Entry Transfer”**

	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, 105KB)	-

# Where can we find the JET form?



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



# How to fill out the JET Form

The screenshot shows the Microsoft Excel ribbon with the 'Enable Content' button circled in red. A red arrow points from the 'Enable Content' button to a red box containing the text 'Must "Enable Macros"'. The background shows a portion of the 'JET Request Form' spreadsheet, which includes sections for 'JET Instructions', 'JET Request Form', 'JET Contact Information', 'JET Subject Detail', and 'JET Journal Entry'.

# 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

CICMP

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
1							
2							
3							
4							
5							
6							

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

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

(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									



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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

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									



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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

JET Requestor/Contact

Additional Contact

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
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	Class
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 Description
1									
2									
3									
4									
5									
6									

**For internal use only**



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# How to fill out the JET Form

## Journal Entry Transfer (JET) Request Form

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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
1									
2									
3									
4									
5									
6									



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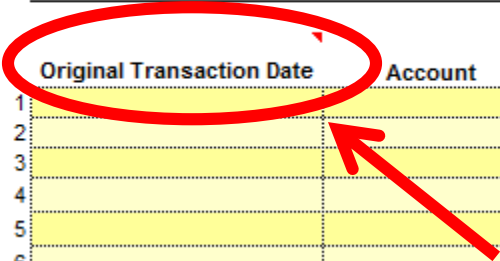
# How to fill out the JET Form

## 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

## 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

### JET Journal Entry

[illegible]

# 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 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
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21								Remaining Characters 30
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27								Remaining Characters 30
28								Remaining Characters 30
29								Remaining Characters 30
30								Remaining Characters 30
31								Remaining Characters 30
32								Remaining Characters 30
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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

Red arrow pointing to the Line Description column.

Red box highlighting the Line Description column.

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

Total

# 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

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

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
1					
2					
3					
4					
5					
6					

**Click “Email/Submit Form”**

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



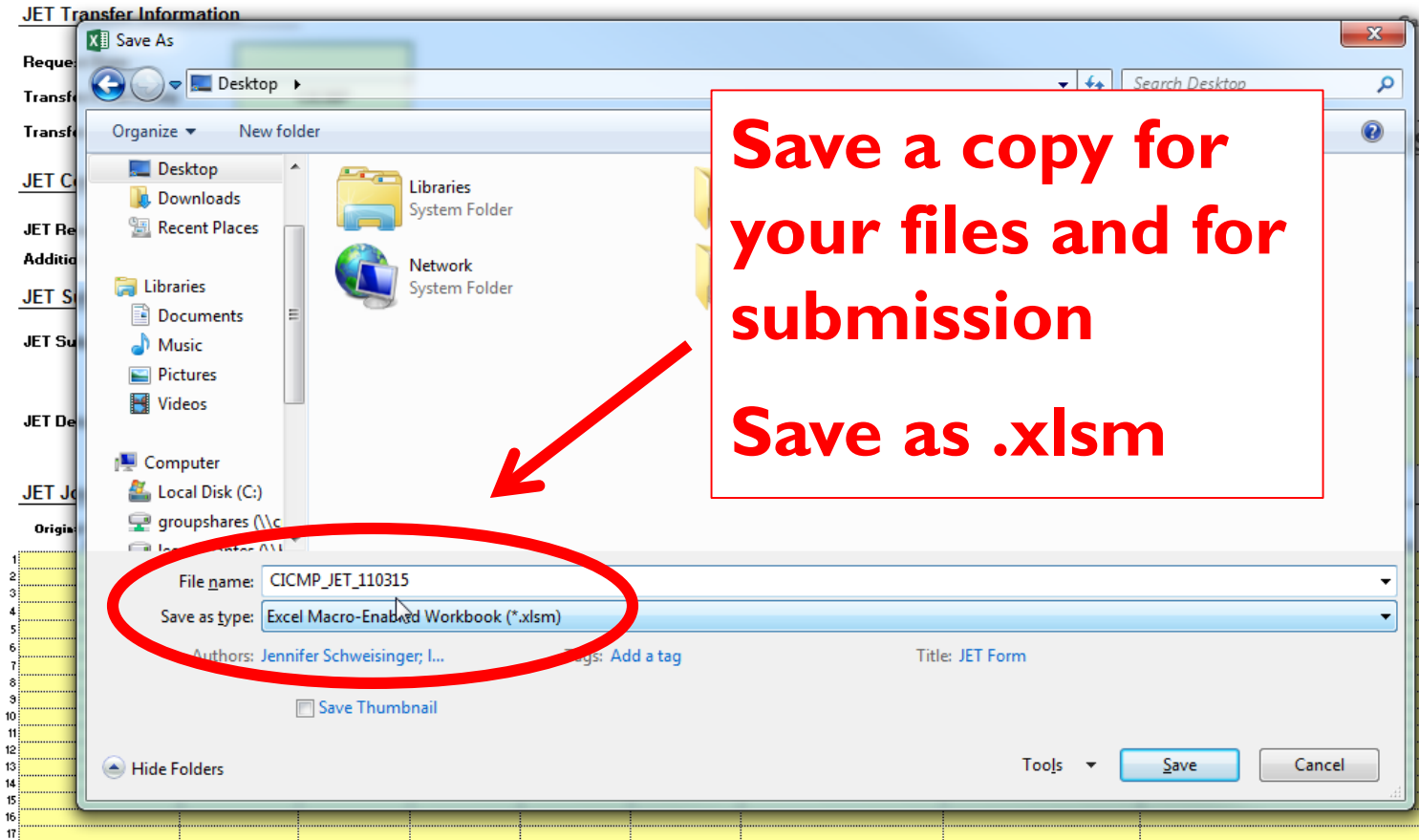
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# How to fill out the JET Form

## Journal Entry Transfer (JET) Request Form

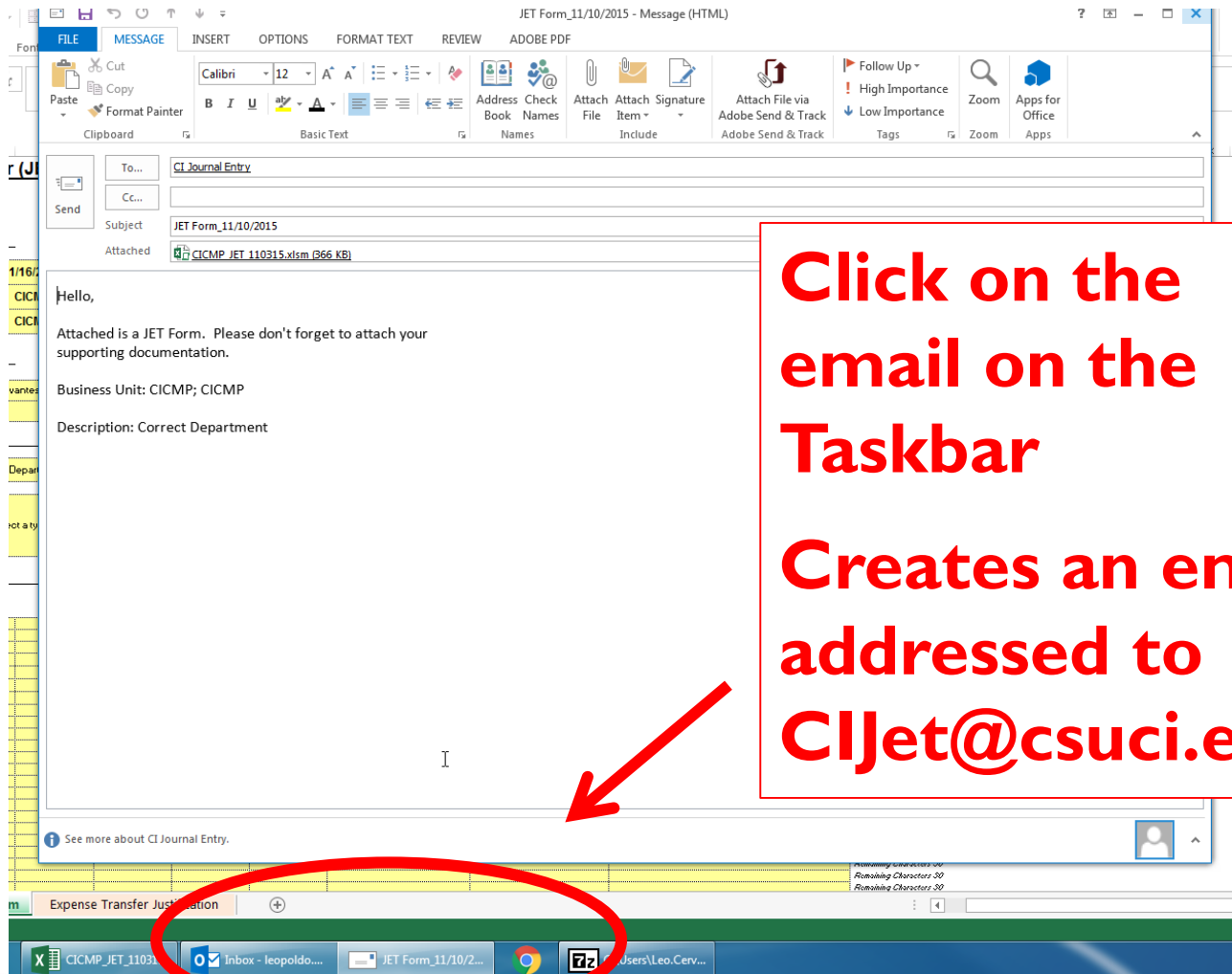
Rev. (11/14) LC

Log #



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# How to fill out the JET Form



**Click on the email on the Taskbar**

**Creates an email, addressed to [CIJet@csuci.edu](mailto:CIJet@csuci.edu)**



# How to fill out the JET Form

JET Form\_4/16/2012 - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF

Paste Cut Copy 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).xlsx (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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jet-form-v3-effective-july-2016.xlsm - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT POWERPIVOT

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles Cells Editing

SECURITY WARNING: Macros have been disabled. **Enable Content**

RequestD... : X ✓ fx

**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 >

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

**Must "Enable Macros"**

**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								

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







# 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

## RET Request Form

Rev. (11/14) LC

Log #

## RET Transfer Information

Request Date

### Transfer From Entity

## Transfer To Entity

## RE Contact Information

## 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)

## RE Amount Detail

### Change Detail

<b>Associated Students</b>	CIASI	0.00
<b>On - Campus</b>	CICMP	0.00
<b>Foundation</b>	CIFDN	0.00
<b>Site Authority</b>	CICSA	0.00
<b>University Glen</b>	CIUGC	0.00
	<b>Total</b>	<b>0.00</b>

## RET Transfer Accounts

## Transfer From/ Due To (Credit)

Description	Account
Due To ASI	201819
Due To CSU/CI - Campus	201823
<b>Due to Foundation</b>	<b>201820</b>
Due to Site/Finance Authority	201822
Due To UGC	201821

## Transfer To/ Due From (Debit)

Description
Due From ASI
<b>Due From CSUCI – Campus</b>
Due From Foundation
Due From Site/Finance Authority
Due From UGC

## RET Journal Entry

Transfer From Entity - CICMP

Transfer To Entity - CIFDN

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

Enter two (2) Journal Entries >

CB

DF

CE

# 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

**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

### 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

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

# 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
<b>Due to Foundation</b>	<b>201820</b>
Due to Site/Finance Authority	201822
Due To UGC	201821

### Transfer To/ Due From (Debit)

Description	Account
Due From ASI	103819
<b>Due From CSUCI - Campus</b>	<b>103823</b>
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)

Description	Account
Due To ASI	201819
Due To CSUCI - Campus	201823

From (Debit)

Description
Due From ASI
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

CICMP

Transfer To Entity

CIFDN

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)

Description	Account

Transfer To/ Due From (Debit)

Description	Account

ANCE USE ONLY

RET/RET



# 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

Sh

**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
<b>Due to Foundation</b>	<b>201820</b>
Due to Site/Finance Authority	201822
Due To UGC	201821

Transfer To/ Due From (Debit)

Description	Account
Due From ASI	103819
<b>Due From CSUCI - Campus</b>	<b>103823</b>
Due From Foundation	103820
Due From Site/Finance Authority	103822
Due From UGC	103821

# How to fill out the RET Form

### RET Amount Detail

### Charge Detail

**“Transfer From” entity, be sure to use highlighted account as a Credit – Total should be zero**

## RET Transfer Accounts

Transfer From/ Due To (Credit)

Description	Account
Due To ASI	201819
Due To CSUCI - Campus	201823
<b>Due to Foundation</b>	<b>201820</b>
Due to Site/Finance Authority	201822
Due To UGC	201821

## RET Journal Entry

### Transfer From Entity CICMP

[illegible]

# How to fill out the RET Form

Transfer To/ Due From (Debit)

Description	Account
Due From ASI	103819
<b>Due From CSUCI - Campus</b>	<b>103823</b>
Due From Foundation	103820
Due From Site/Finance Authority	103822
Due From UGC	103821

**Transfer To – Entity,  
make sure to use the  
highlighted account  
as a debit – Total  
should equal zero**

**Transfer To Entity – CIFDN**

	Account	Fund	Dept	Program	Class	Project	Amount	Line Description (Maximum 30 Characters)
DR								
CR								
	Total						0.00	

# How to fill out the RET Form

### RET Amount Detail

### Charge Detail

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

## RET Transfer Accounts

Transfer From/ Due To (Credit)

Description	Account
Due To ASI	201819
Due To CSUCI - Campus	201823
<b>Due to Foundation</b>	<b>201820</b>
Due to Site/Finance Authority	201822
Due To UGC	201821

## RET Journal Entry

### Transfer From Entity CICMP

[illegible]

# 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

**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 Details**

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.xlsm**

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

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

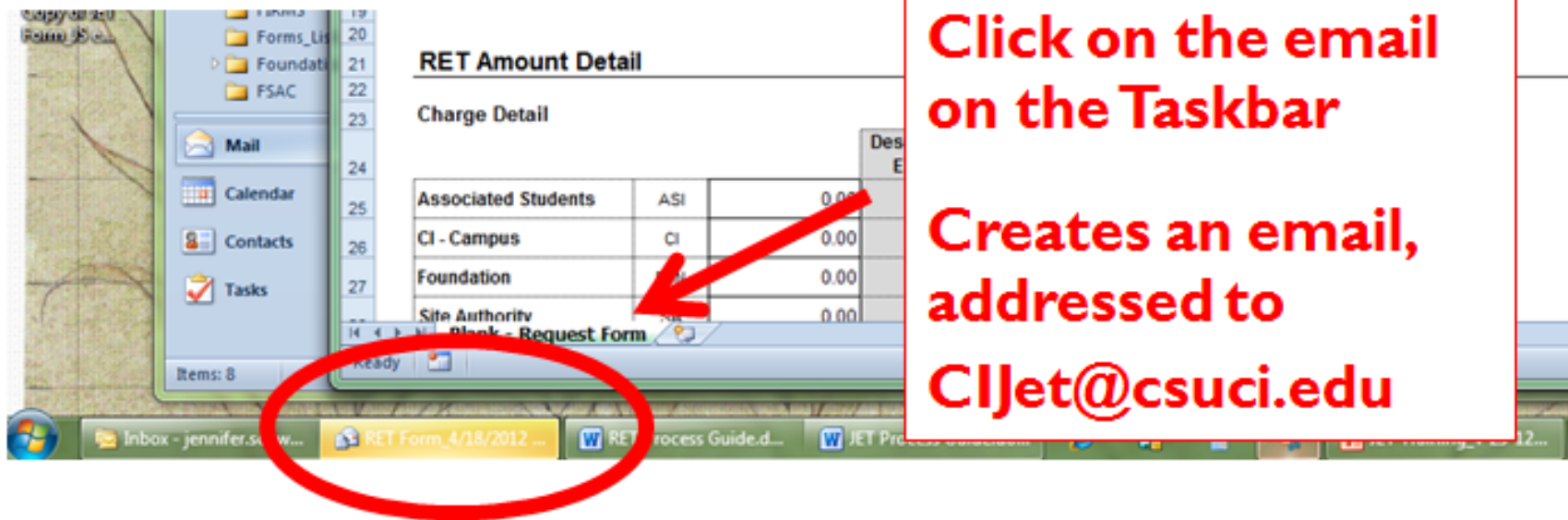
mail/ Submit Form

Show/Hide Instructions

Dept

Email

# How to fill out the RET Form



The screenshot shows a Windows desktop environment. On the left is the Start menu with icons for Mail, Calendar, Contacts, and Tasks. The main window displays the 'RET Amount Detail' form, which includes a 'Charge Detail' table. The table has columns for 'Associated Students', 'ASI', and a numerical value. The rows are: 'Associated Students' (ASI, 0.00), 'CI - Campus' (CI, 0.00), 'Foundation' (0.00), and 'Site Authority' (0.00). Below the table is a 'Request Form' button. A red circle highlights the Taskbar at the bottom, which contains several open applications: 'Inbox - jennifer.s...', 'RET Form\_4/18/2012 ...', 'RET Process Guide.d...', and 'JET Pro...'. A red arrow points from the 'Request Form' button to the Taskbar.

Associated Students	ASI	
Associated Students	ASI	0.00
CI - Campus	CI	0.00
Foundation		0.00
Site Authority		0.00

**Click on the email on the Taskbar**

**Creates an email, addressed to**

**CIJet@csuci.edu**

# How to fill out the RET Form

**RET Request Form**

Log # RET #

**RET Transfer**

Request Date

Transfer From En

Transfer To Enti

**RET Contact**

RET Requestor/C

Program Contact

**RET Subject**

RET Subject Line

RET Detailed Des

**RET Amount**

Charge Detail

See more about RET Form

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

Remaining Characters 4

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 [REDACTED]  
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	[REDACTED]	---	---	---	(6.00)
CICMP	MJE - Manual Journal Entry	0000058291	2011-07-28	22	0	OR072911 L [REDACTED]	2011	1	2011-07-28	0000058291	2011-07-28	Deposit Trans #OR072811	22	-	UPL	-	660003 - Supplies and Services - Other	GD901 - CI ~ Operating	[REDACTED]	---	---	---	(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	[REDACTED]	---	---	---	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	[REDACTED]	---	---	---	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	[REDACTED]	---	---	---	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	[REDACTED]	---	---	---	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		73000578358	03/01/12	
				I 660003 GD901 [REDACTED]	375.00			
				Total Distribution	375.00			
01/13/12	[REDACTED]	SC	375.00	1149 GOVERNMENT SERVICES-OTHER 1149		73000578358	03/01/12	
				I 660003 GD901 [REDACTED]	375.00			
				Total Distribution	375.00			
01/18/12	[REDACTED]	CA	74.23	06188620001VPRY7000022696GROCERY STORES, SUPERMARK		73000578358	03/01/12	
				06188620001VPRY70000				
				I 660003 GD901 [REDACTED]	74.23			
				Total Distribution	74.23			
01/18/12	[REDACTED]	CA	1.00	06188620001VPRY7000022696GROCERY STORES, SUPERMARK		73000578358	03/01/12	
				06188620001VPRY70000				
				I 660003 GD901 [REDACTED]	1.00			
				Total Distribution	1.00			
01/13/12	[REDACTED]	SC	375.00	1149 GOVERNMENT SERVICES-OTHER 1149		73000578358	03/01/12	
				I 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	
				I 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

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 25<sup>th</sup> 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](mailto:CIJET@csuci.edu)

# Questions?

## ➤ JET

- Leo Cervantes
  - [leo.cervantes@csuci.edu](mailto:leo.cervantes@csuci.edu)
  - X 3175

## ➤ RET

- Michelle Hense
  - [michelle.hense@csuci.edu](mailto:michelle.hense@csuci.edu)
  - X 3143