

Reference Manual for Non-Salary (non-grant) Cost Transfers and the use of JET

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Introduction

Purpose of This Manual

This reference manual provides detailed information in use of corrective non-salary (non-grant) transfers and the use of the Journal Entry Tool (JET) to complete the transfer process.

The manual provides a project background, a definition of a corrective non-salary transfer, policies and procedures related to non-salary transfers, an overview of JET, detailed instructions in the use of JET, copies of the JET authorization form and JET user agreement form, and a list of campus resources to help answer any questions that may not be addressed in this manual.

Training and Certification

Before receiving authorization to use the JET a person must be trained and certified by Accounting Services to use the tool for completing non-salary (non-grant) transfers.

Both a JET authorization form and a JET Delegation Agreement form need to be completed by a potential JET user and approved by his/her divisional financial officer before attending the training course.

Once the training course has been completed and a test work product has been successfully passed, the Accounting Services trainer will approve the trainee for access to JET for the completion of non-salary (non-grant) transfers.

Project Background

In November, 2007 an Administrative Process Redesign (APR) campus survey was sent by the UW Survey Center to 10,000 randomly selected campus members. The open-ended survey focused on business services, human resources, information technology, and sponsored programs. Respondents were asked what was working well and what needed to be improved.

From the responses the APR-Business Services Process Team did a ranking of the results using several criteria (control of process, importance of process, % affected by process, expense to continue the process, expense to fix the process, organizational readiness to change the process). The results showed that the “most broken” Business Services process to be cost transfers.

In June, 2008 an APR “Corrective Non-Salary Cost Transfer” project team was formed with the goal to reduce the amount of time to process a corrective non-salary cost transfer from the time the error is discovered until the correction shows up in WISDM (Wisconsin Data Mart).

Project statistics included -

- 7100 transfers processed in 2008 (6500 in 2009)
- transfers totaled \$86 million
- 26% were non-grant and 74% were grant
- average of 29 days for non-grant and 50 days for grant
- some transfers take longer than average
- \$1.2 million/year, cost of inefficiency & processing

Project findings included –

- lots of inconsistency (filling out form, reviews)
- lots of redundancy (multiple checking & reviewing)
- little sense of urgency
- lots of handling, sorting, routing, movement, and waiting
- little agreement on what signatures mean
- approvals & reviewing may cause delays
- batching process may cause delays
- shadow systems have been created (for tracking purposes)
- centralized validation adds little value
- no ability to track the location/status of a pending transfer
- no standards
- no policies/procedures
- no training

Project solutions included –

- write policies & procedures
- update form & instructions (reduce approvals from 5 to 2)
- provide training & certification (JET/JRT, policies/procedures, approval definitions)
- decentralize non-grant data entry (give access to JET/JRT)
- eliminate validation by Accounting Services
- improve batching/keying methodology

Accountability (power of JET)

It is important for users to understand the power of JET and the responsibility they have for ensuring the accuracy of the financial information being entered into JET. Transactions entered into JET are interfaced and posted to the general ledger (SFS). The general ledger is the source of information sent to the Department of Administration and upload to WISDM, where it can be viewed by campus.

The user has a responsibility that the data included in their JET entries:

- 1) meet the criteria set forth in the policy
- 2) adheres to the terms of the user agreement
- 3) is a valid funding string
- 4) corresponds with the level of security given to the user
- 5) meets accounting requirements (such as entry must contain equal amount of debits and credits)

Transactions entered through JET encounter a number of “checks” prior to being submitted to SFS. However, we do not currently have the ability to catch every type of error that exists. JET users should recognize this and take the necessary steps to ensure that entries do not violate any of the above criteria.

Transactions entered into JET **cannot** be changed or deleted once they are submitted!

By signing the Delegation Agreement you are accepting all responsibility for your entries.

Definition of a Transfer

- Definition
A Non-Salary Cost Transfer is an after-the fact reallocation of costs. The Non-Salary Cost Transfer form is used to transfer funds/move expenditures from one fund, department, project, account, amount, etc. to another to ensure the accuracy of the general ledger and data integrity. Non-Salary costs are supplies, consultants, travel, equipment and other non-payroll expenditures.

- Example of Acceptable Transfer
 - a) Correction of a clerical error
 - b) Reallocation of expenses where multiple accounts benefited
 - c) Reallocation of shared resource costs
 - d) Transfer of costs to divisional discretionary funds

- Transfers not allowed
 - 1) Transfers using balance sheet accounts
 - 2) Transfers using revenue accounts
 - 3) Transfers across divisions (should be sent to Accounting Services after receiving approval from the other division)

Policies and Procedures

- Policies and Procedures
This document applies to non-grant fund non-salary cost transfers only.
- There are two phases to the transfer process--the preparation phase and the review phase. The preparer often has discovered an error or has been instructed to move funds and as a result initiates the transfer process. The person who prepares the cost transfer may be the first approver (comparable to the approver role in e-Reimbursement).
- The review phase entails a second person (comparable to the auditor role in e-Reimbursement) to review and enter the transaction into the Journal Entry Tool (JET). The preparer is usually at the department level, but may be at the division level or Accounting Services. Who does it is generally determined by who found the error and who has the knowledge required to make the correction. Separation of duties is important; however, in small departments one person may serve in all three roles.
- The professional diversity of the personnel who prepare and process transfers should be recognized. Establishing a clear expectation about what should happen at each step of the process is important. One of the major goals of this change is to eliminate redundancy. For smaller divisions one individual might perform all three roles.
- Training and certification in use of the JET is required for all approvers. The respective division must also sign a Delegation Agreement authorizing the individual to act on behalf of the division in the preparation and submission of non-salary cost transfers using the JET.

Definitions of transfer terms:

- **Necessary:** Original cost applied must be absolutely essential to achieve a certain result. Transfer is necessary to have this cost applied to the proper funding.
- **Reasonable:** The nature of the original cost and the subsequent transfer reflects the action that a prudent person would take under similar circumstances. “If it were published on the front page of the Wisconsin State Journal, would that be okay with you?”
- **Allocable:** A cost is allocable if goods or services involved are chargeable or assignable in accordance with the relative benefits received by the funding. In order to be allocable a cost must be treated consistently in like circumstances.
- **Consistent:** Free from variation or contradiction from standard university business practices.
- **Permissible:** Allowed under university policies and state law.

Roles and Responsibilities in the Non-Salary Cash Transfer Process

Responsibility	Preparation Phase	Review Phase	
	Preparer	First Approver	Second Approver
1. Generate form	✓		
a. Know policy	✓		
b. Resolve problems	✓		
c. Update form based on approver's feedback	✓		
2. Confirm that:			
a. This transfer is <i>necessary</i>		✓	
b. This transfer is <i>reasonable</i>		✓	
c. The expense is <i>allocable</i> to the funding source to which it will be charged		✓	
d. This transfer is <i>consistent</i> with standard university business practices			✓
e. This transfer is <i>permissible</i> , given university policies			✓
3. Verify that:			
a. The form is <i>complete</i>		✓	
b. The information on the form is <i>correct</i>		✓	
c. The source to which the expense is being transferred has <i>sufficient funds</i> to cover the expense			✓
d. The form is not missing any signatures from the previous step			✓

Additional responsibilities for each role:

Role	Responsibilities
Preparer	<ul style="list-style-type: none">• Know and understand the UW cost transfer policy• Generate the transfer request form• Seek support in resolving difficulties with generating transfer requests• Improve the accuracy of transfer request forms in response to feedback from approvers when requested to do so
First Approver	<ul style="list-style-type: none">• Know and understand the UW cost transfer policy• Determine whether explicit approvals are required from the "owners" of non-sponsored funding sources, and obtain the explicit approvals when necessary• Route each transfer request form to the second approver• Provide feedback to preparers when the accuracy of transfer forms does not meet an acceptable standard of quality• Provide suggestions to preparers regarding strategies for improving the accuracy of transfer forms• Recommend eliminating the authorizations for preparers whose forms do not meet an acceptable standard of quality despite feedback and quality improvement efforts
Second Approver	<ul style="list-style-type: none">• Know and understand the UW cost transfer policy• Attend training in the non-salary cost transfer approval roles and responsibilities• Verify that the transfer request form has been signed by the first approver, and return it to the first approver if it has not• Forward the transfer request to Accounting Services if the division chooses not to enter its own non-sponsored transfers directly into JET

Records Retention

Non-Salary Cash Transfers fall under the following record retention schedules--

<http://www.uwsa.edu/gc-off/records/schedules/06.20.2007.UWS.General.Schedule.Fiscal.Accounting.Records.pdf>.

Non-salary cost transfers are general ledger transactions and FISC600 for journal entries applies:

Records include all supporting documentation for journal uploads or entries into the Shared Financial System General Ledger. These may include, but are not limited to, internal transfers (chargebacks), payment transfers, revenue transfers, budget transfers, and budget entries for projects. Also included is documentation supporting the allocation of purchasing card expenditures, as well as supporting documentation for project budgets. The original source document retention time period is the fiscal year of creation + and additional 6 years, and thereafter destroy. Duplicate documents should be destroyed when no longer needed. Do not retain duplicates longer than the original record.



COST TRANSFER REQUEST (NON-SALARY)

Non-Grant—any fund except 133 and 144

Department of Accounting Services
University of Wisconsin-Madison, 21N. Park St, Suite 6101, Madison, WI 53715

Prepared By: _____ Department Name & Department ID: _____

Date of Request: _____ Fiscal Year: _____

Phone #: _____ E-mail Address: _____

Details of Transfer:

DEBIT: (Charge)							Amount - Enter as Positive (+) Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Original Purchase Reference #	Original Voucher or Journal ID#
Dept ID	Fund	Prgm	Project	Activity ID	Account	Class (Bldg#)				
Add Debit Row							Total Debits:			
							\$0.00	NSCTs processed on PO payments will NOT affect encumbrance balances. The original payment will still be transferred appropriately with the PO noted in the "Original Purchase Reference #" column.		

Insert Debit Row button in macros and may not function in some versions of the MacOS and Windows Excel.

CREDIT:							Amount - Enter as Negative (-) Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Original Purchase Reference #	Original Voucher or Journal ID#
Dept ID	Fund	Prgm	Project	Activity ID	Account	Class (Bldg#)				
Insert Credit Row							Total Credits:			
							\$0.00	Total Credits and Total Debits allocations amounts must be equal.		

Insert Credit Row button in macros and may not function in some versions of the MacOS and Windows Excel.

APPROVALS REQUIRED

First Approver
Transfer is: Necessary Reasonable
Form is: Complete Correct
Expense is: Allocable to the funding source which it is being transferred.

Second Approver
Transfer is: Consistently treated Permissible
Balance is: Sufficient to cover the charges being transferred.

First Approver Signature _____

Second Approver Signature _____

Date _____

Date _____

PROCESSING INSTRUCTIONS:

Approval route: Department / Division / Accounting Services: 21N Park Street, Suite 6101
Note to JET users: Retain form at divisional level.

Instructions for the form may be found on the web at <http://www.bus.wisc.edu/acad/instructions/acsmpnongrant.html>.

Transfer Jral ID#:

For JET Use Only

JRT

JET Overview

What is JET?

JET is short for Journal Entry Tool. This decentralized desktop application was developed by Madison Campus Accounting Services and the Division of Information Technology to facilitate the entry of accounting transactions needed across campus into the Shared Financial System (SFS). JET was designed to be less complex and provide greater safeguards than entering transactions directly into SFS. To accomplish this JET has many built in features that will help to ensure the accuracy of the journal such as chartfield validation, funding string editing, unbalanced entry check and security authorization validation. Problems are identified and must be corrected in order for the journal to be submitted to SFS.

JET transactions are uploaded to the SFS system where they are posted and subsequently interfaced to WISDM using the current overnight processes. Basically, JET entries submitted today will be viewable in WISDM tomorrow. All fields populated in the JET application are either searchable or viewable in WISDM.

Use of JET

Authorization and Installation

Prospective Non-Salary Cost Transfer JET users will be required to do the following before being granted access to the JET application.

- Attend the Non-Salary Cost Transfer training course
- Complete the Delegation Form (Forward to Business Services)
- Complete the Security/JET Access Form (Forward to Accounting Services – Susie Maloney)

Once the above have been completed and Accounting Services has received the Security/JET access Form, they will send you an e-mail with the following link:

<http://wisdm2.doit.wisc.edu/JournalEntry/JournalEntry.application>

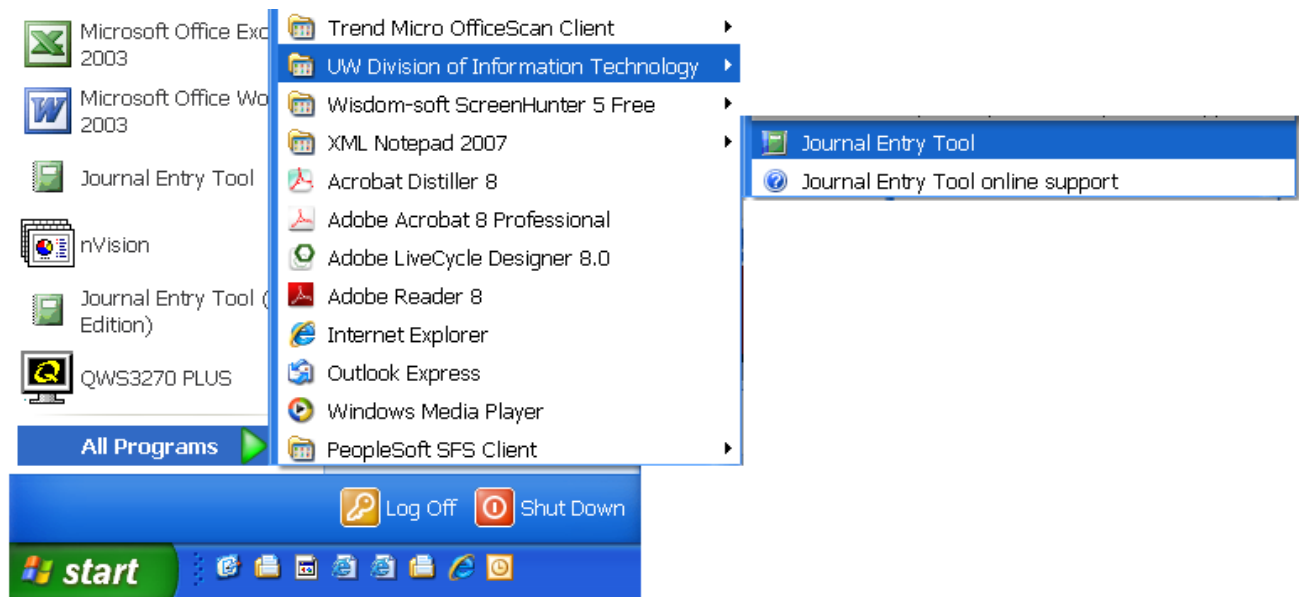
The link will allow you to:

1. Verify that you have the correct web browser, Windows Edition, and .NET Framework installed on your PC. Refer to Appendix A for additional information.
2. Download the JET Application to your desktop to complete the installation.

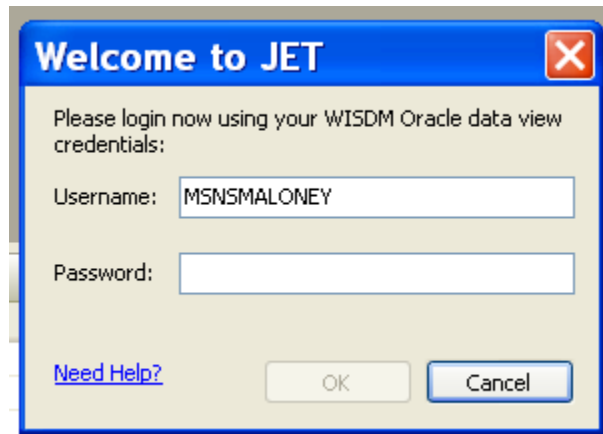
Launching JET

Once the user has successfully installed JET on the local (client PC) the application can be launched by following the following steps:

1. Go to the Windows Start Menu
2. Choose “All Programs”
3. Choose” UW Division of Information Technology”
4. Choose “Journal Entry Tool”



5. The login dialog box appears.



The user logs into JET using their classic WISDM login username and password.

(Note: The WISDM login username begins with “MSN” and the password is unique. See Appendix F for instructions on how to change your WISDM password.)

Journal Entry Tool (JET) Basics

JET consists of a main window and a number of other window panes that are important to become familiar with. In the center of the window you will see the **Entry Grid** where the detail information of the journal is entered. This entry grid can be modified by the user to rearrange columns, change the view from transaction to journal mode (single column debit and credit entry, or double column entry), view in multiple lines or by a single line, and change grid lines and colors.

At the very top of the main window is the **Menu Bar**. This acts exactly like any Windows application's menu. Program commands are stored in the menu drop downs. Some commands can be invoked by a keyboard shortcut (such as CTRL+S to save a document) whereas others do not have this function. Directly beneath the menu bar is the **ToolBar** which provides icons that are buttons for quick access to menu commands. Like a keyboard shortcut, these can help save you time looking through a menu for a specific command. If you are unsure what a toolbar button does, hover over it to get a tooltip explaining what it is.

To the right of the entry grid is the **Task Pane**. This pane is resizable and gives you quick access to some important operations that you must perform on a journal prior such as editing a single line, editing the entire journal, balancing the journal and submitting the journal to SFS. The Status Bar gives you information on which current line number you are on within the journal, a currently running operation such as uploading, editing, submitting to SFS, or the current operator.

To the bottom of the entry grid is the **Errors List Pane**. This pane is also resizable and will show the current errors that a process (such as edits) has returned about your journal.

The screenshot shows the Journal Entry Tool (JET) interface. The main window has a blue title bar and a menu bar (File, Edit, View, Journal, Tools, Help). Below the menu bar is a toolbar with various icons. The central area is the Entry Grid, which displays a table of journal entries. To the right is the Task Pane, which contains sections for Journal Details, Journal Tasks, and Status. At the bottom is the Error List Pane, which shows a list of errors and warnings.


Dept ID	Fund Code	Program Code	Project ID	Account	Class Fld	Amount	Description	Journal Line Ref	Voucher No	Invoice No
072000	150	4	150A826	2201		100.00	Move to 150A926			
072200	150	4	150A926	2201		-100.00	Move to 150A926			
172200	150	4	150A826	2201		100.00	Move to 150A926			
172200	150	4	150A926	2201		-100.00	Move to 150A926			

Description	Line	Process
1 Project is inactive	1	Edits
2 The payment dates outside the proj dates	1	Edits
3 Today's date (jrn date) is outside proj dates	1	Edits
4 Project is inactive	3	Edits
5 The payment dates outside the proj dates	3	Edits
6 Today's date (jrn date) is outside proj dates	3	Edits
7 DeptID not valid	3	Edits
8 DeptID not valid	4	Edits

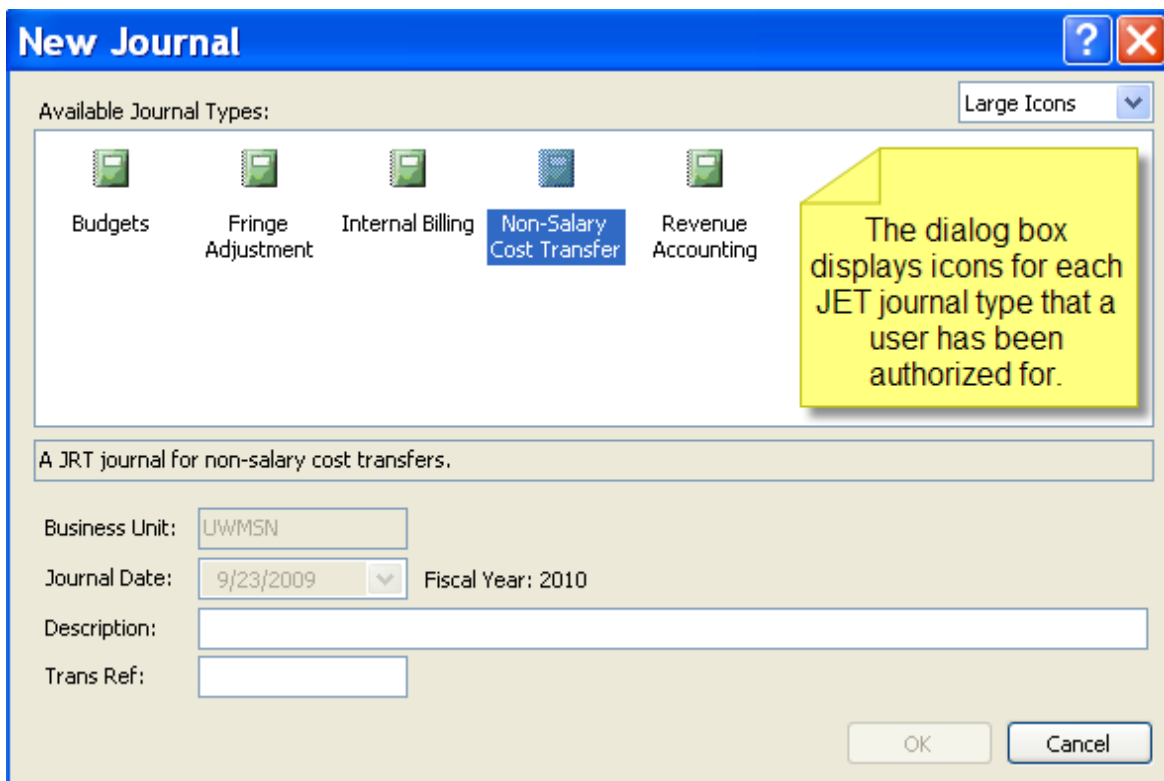
Creating Manual Journals Using JET

Now that you've launched JET, you're ready to create your first journal entry. You can use JET to manually enter journal lines (transactions) or later in the training guide, you will learn how to import a file using an .XLS or .TXT file.

Step One – Creating New Journals

To create a new journal in JET you may use any of the following options. From the File Menu, select New Journal, use the shortcut option by pressing CTRL+N, or click on the New Journal  icon on the toolbar.

The New Journal dialog box will pop-up prompting for information on which type of journal transaction you wish to perform.




Select the “Non-Salary Cost Transfer” journal type by double clicking on icon.

The New Journal dialog pane will also ask for:

- **Business Unit (Default)**
This field defaults to “UWMSN” for Madison Campus. This is the same Business Unit as your WISDM user profile.
- **Journal Date (Default)**
The journal date will default to today’s date or July 1st for the 13th accounting period. It will change every time you open the file until you have submitted the journal.
- **Fiscal Year (Default)**
The fiscal year defaults to the current fiscal year. It will not change over to the new fiscal year until JET is set to run for the next fiscal year. This allows final year-end processing in July.
- **Description – (Required)**
The Journal Header Description will be a required field that you will manually key your Department Name and a phone number of the person who will be responsible for answering any questions related to the transaction. This field appears in WISDM and is intended to assist the recipient of the charges understand what the charges are for and who to call if there they have questions. You have up to 30 characters in this field.
- **Trans Ref - Optional**

After you complete the information, press OK. JET will create a new valid GL journal grid for your journal and set up a template for your work. At this time, the journal has no detail transaction lines and is ready for you to either manual enter data or import a file.

Quick Guide - Creating a New Journal

- Select File, New Journal from the Menu Bar
- Use Shortcut by pressing CTRL+N
- Click New Journal  from the Tool Bar.
- When New Journal Dialog box appears select the Non-Salary Cost Transfer icon
- Click "OK."

New Journal

Available Journal Types: Large Icons

Budgets Fringe Adjustment Internal Billing **Non-Salary Cost Transfer** Revenue Accounting

A JRT journal for non-salary cost transfers.

Business Unit: UWMSN

Journal Date: 9/23/2009 Fiscal Year: 2010

Description: SUSIE MALONEY 0-1765

Trans Ref:

OK Cancel

Operator: MSNSMALONEY Debits = 0.00 Credits = 0.00

Trans Ref: This field is optional and each unit decides how to use.

Description - This field is used to enter your department name and a phone number of the person who is responsible for answering any questions about the entry. Example: MDS, 262-xxxx. This field will show in the Journal Header, which appears in WISDM

Step Two – Entering Transactional Detail Manually





Now that you have selected the appropriate journal type, you can start to type transactions into the main grid. The main grid will always have its last line available to add a new row of data (signified by the asterisk symbol (*) on the row header).

To start a new journal transaction, simply click on the cell with the (*) and start typing the appropriate information into the row such as the Dept ID, Fund Code, Program Code, Project ID, Account, Class Field, Amount, Description (Required), Journal Line Reference, Reference, Voucher #, and Invoice #.


Guidelines on Use of Non-Chartfield Fields in JET:

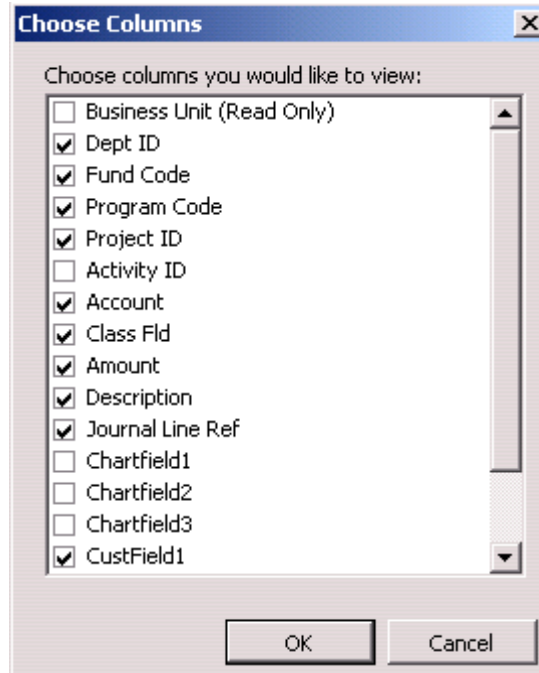
JET Field Names	WISDM Field Names	Field Length	Guidelines on Use for Cost Transfer (Non-Salary, Non-Grant)
Activity ID	This field is not indexed or searchable in WISDM.	2	Not used on Cost Transfer Form (Non-Salary, Non-Grant).
Jrnl Line Reference	Jrnl Line Ref	10	Not used on Cost Transfer Request form. Cost Transfer Form (Non-Salary, Non-Grant).
Description (Reason for transfer)	Description	30	Required field. Must enter a brief reason for the transfer in this field. Must be as complete as possible (e.g. "to transfer funds" is not acceptable).
Reference	PO, Purchase Order ID	10	Optional field. Should contain original PO Number for PO payment transfers.
Voucher No	Voucher ID, Vchr ID. This field is indexed and searchable in WISDM.	10	Optional. Should contain Original voucher ID used for non-PO payments, or original transfer/internal billing journal ID.
Invoice No	Invoice No. This field is not indexed or searchable in WISDM.	12	Not used on Cost Transfer Request form. Cost Transfer Form (Non-Salary, Non-Grant).

Basic JET Navigation and Editing Tips:

Action	Result
TAB	Moves to the next cell to the right.
ESC	Cancels Editing or Undoes the changes in current cell.
Arrow Keys	Moves from Cell to Cell or Row to Row
Edit Cell	Highlight cell by clicking in it and start typing. You may also press F2 to begin the edit process on a cell.
Add New Line	Down arrow to the next available line. A new line will show with an * or use the  icon on the toolbar.
Undo (CTRL+Z)	Undoes the last command such as adding a new line, deleting a line, or inserting a line.
Insert Line (SHIFT+INS)	Highlight Row you wish to insert a line directly after and either select from the Menu Bar, Edit -> Insert Line, or use the shortcut of SHIFT+INS.
Delete Row (CTRL+SHIFT+DEL)	Highlight a cell on the row you wish to delete (or select the entire row) and then press the delete key on your keyboard. You can also delete a row by clicking the Delete Row  icon on the toolbar.
Current Line	JET refers to the current line with a black arrow on the row header. The current line is also the line where the current cell focus is. See the  icon on the toolbar.
Uppercase	All fields in JET are in uppercase automatically (except for line description). There is no need to press the shift or caps lock key on fields such as project ID.
Jump to Specific Line Number	Type the line number in the text box in the  icon on the toolbar. This area of the toolbar also gives you VCR-like controls for navigating through the records.
Hiding Panes	To make more room on the grid, you can hide the Task Pane and the Error List. To hide or to show it, look in the View Menu. As a rule of thumb, anything affecting the presentation of the data or the application itself will be in the View menu.
Rearrange Columns	Click on a column header and hold and drag to its new position by either moving to the left or to the right. When column header is positioned where you want it, let go of the mouse. The new arrangement will be preserved across application uses.

Hide/Show Columns

Use the Choose Columns command from the View Menu.  This will give you a dialog enumerating all possible columns.




Check on visible columns, check off columns you don't wish to see. The visibility of a column does not affect whether the data will be validated or uploaded but does affect which columns will be exported or printed.

You may also right-click on a column header to get a menu that will allow you to immediately hide the column or bring up the Choose Columns dialog box.

View Mode

For manual entry, it is sometimes easier to use debit/credit rather than a single amount field. JET has two modes of displaying dollar amounts - Transaction or Journal View Mode.

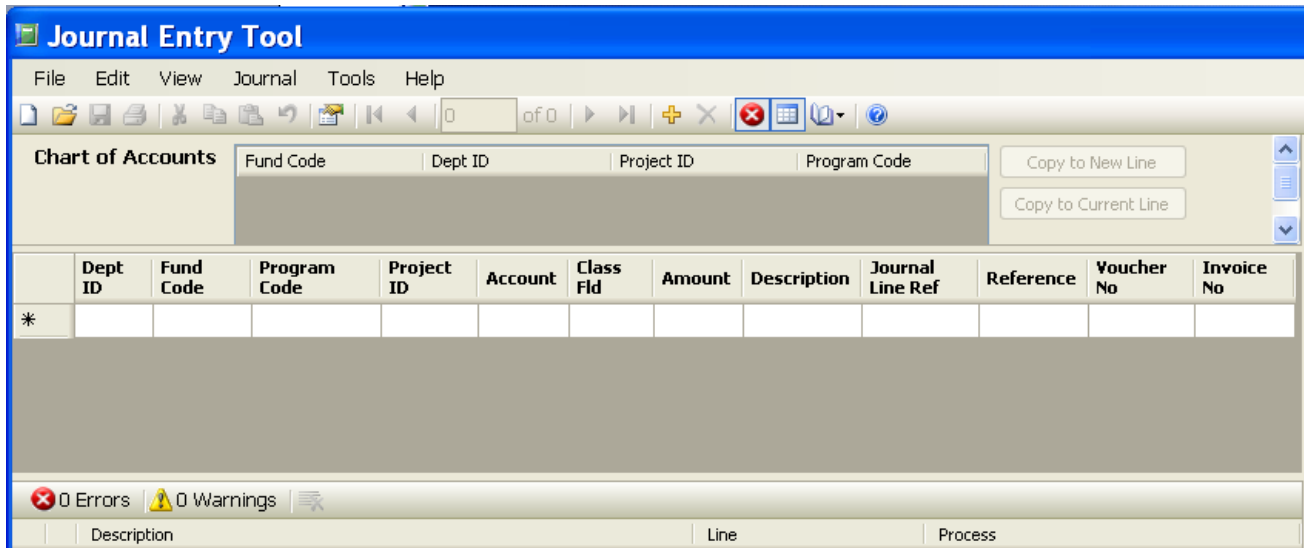
- Transaction mode displays the amount field as a single column and a negative amount signifies a credit.
- Journal mode displays the amount in one of two columns (debit or credit). The numbers entered while in Journal mode have their signs ignored and it is the column that later dictates the sign.

You can change the View Mode by selecting it from the View menu or by clicking on the View Mode  icon on the toolbar button. Your choice will be saved across application uses.

Copy/Move Line	To copy a row into a new one, click on a row header and drag it while holding down the shift key. You will copy the entire line to the new location you drop it at. You will notice the mouse cursor change when doing this procedure (it will have a little box attached to it with a plus sign which indicates copy.) If you don't hold the shift key, it just moves the line rather than copying it (and no plus sign appears.)
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Manually Entering Data Review:

- To Manually Enter Data in the Grid begin keying in the * row, starting with the DeptID information.
- Continue to key data until line is complete. Move to the next line by either using the down arrow key, or by hitting tab.
- Continue to key until all data is entered.



Step Three – Perform Edit Validation and Balance Checks

After you have completed entering your transaction detail, you must check the entry for several items. JET will not allow you to upload a journal to SFS that contains any of the following problems:

- Accounting Edit Errors
- Balance Problems
- Authorization Problems
- Other Journal Specific Problems

Accounting Edit errors are based chartfield and combo edit rules that ensure that the chartfields are accurate both alone and as a funding combination. Any line within a journal that has a funding string which does not pass edits will prevent the entire journal from being uploaded to SFS.

If the Department of Administration (DOA) deems an account inactive, the journal will not pass edits.

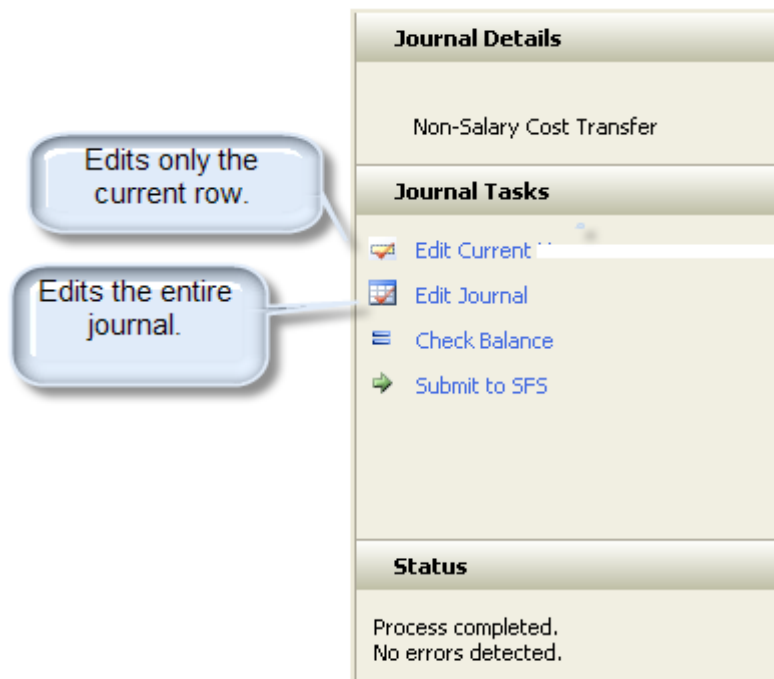
In Transaction Mode, your journal's amount column must sum to zero. When in the Journal Mode, your debits must equal credits. If these requirements are not met, the journal is not balanced properly and cannot be submitted to SFS.

Depending on your WISDM security privileges, you may not be able to record transactions for protected departments. This issue relates to your authorization and could create problems uploading the journal to SFS.

Other journal specific problems may arise depending on the type of journal transaction you are doing.

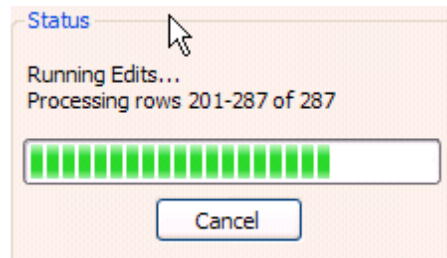
Editing your Entry

To invoke edits, you can either click on the Task Pane's Edit Row or Edit Journal Button. Both of these options are also available in the Journal Menu.

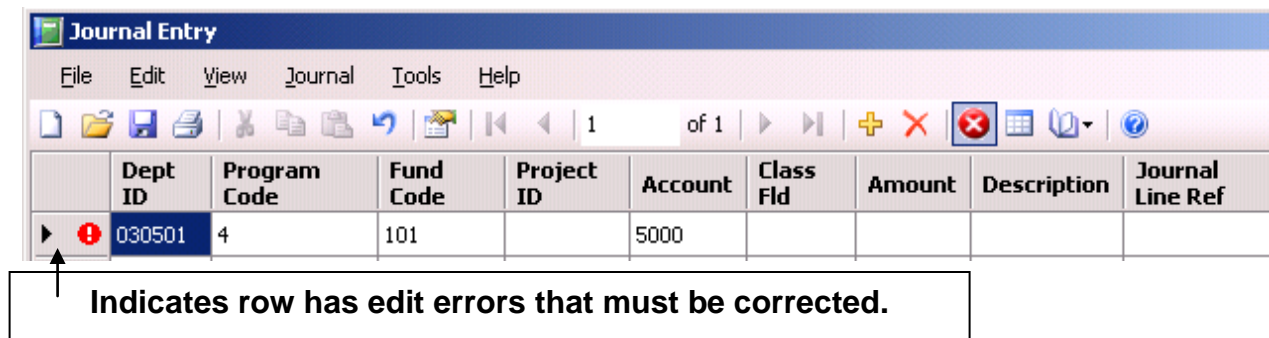


The Edit Row function will only check the current row and it is intended to be a quick check when manually entering data.


The Edit Journal function however, will check the entire journal for errors. The edits are performed in batches by grouping the transactions in a series of 50 lines each until the entire transaction has been edited. This process can sometimes take a long time (minutes) depending on the size of the transaction. The current status of the process is reported on the Task Pane in the Status area.



You can cancel the Edit process at any time by pressing the cancel button in the status area. However, the process will finish the current lot of 50 before cancellation actually occurs. Once the edits process has completed successfully, any errors found will be listed in the Errors List pane at the bottom of the main window.



1 Error 0 Warnings [X]		
	Description	Line
1	Account not valid	1

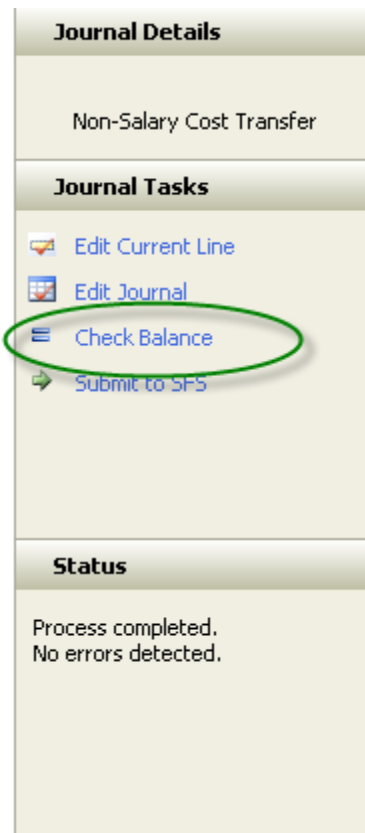
All lines which contain errors will have a small exclamation point icon () on their row header to signify that the row is in error. Hovering over the icon gives a tooltip with all error messages for the line. You can either double click a line in the errors list to highlight the offending journal line in the entry grid or you can go directly to the line indicated.

All corrections must be made prior to submission to SFS. If the entry contains errors that cannot be solved at the current time, you may save the entry and return to it at a later time. This procedure is covered later in this document under "Saving Work."

See also: Appendix D: JET Error Messages

Balancing your Entry

On the Task Pane, click “Balance Check.”



Doing a balance check involves the same procedure as the edits, except you click the Balance Check button on the Task Pane. This option is also available from the Journal menu. If there is a problem with the balancing of the journal, an error will appear in the error list. The error will identify whether the journal is unbalanced on the debit or credit side and indicate how much it is unbalanced.

Journals must be balanced prior to submitting to SFS.

Step Four – Submit Journal to SFS


Once the journal has completed the editing and balancing process, it is now ready to be uploaded to SFS. Click the “Submit to SFS” button on the Task Pane to begin the process. This option is also available in the Journal menu.

This process will first ensure that you have completed both the editing and balancing steps correctly. Note: it is possible to invoke the “Submit to SFS” button at any time, however, the process of editing and balancing will still occur. If any errors are still pending, the process will halt and wait for you to make corrections. Once errors have been corrected, press Submit again to restart. This process can be done as many times as necessary in order to solve all errors within journal.

The submit process will upload batches of journal lines until all are written to the database at which time a finalizing step will occur. Once that step completes, the journal will have been successfully submitted and you will receive a confirmation message.

At this time you may wish to print out documentation from JET. This procedure is covered later in this document under “Printing.”

You may now either exit the application or begin another new journal.

To Exit the application, choose the Exit menu option from the File Menu or click the standard window close button  on the window. If you have not saved the journal to a .JET file, you will be prompted to do so if you wish.

You should always close JET when you are finished with it to prevent any unauthorized use of the application, especially if you share your PC with other unauthorized users.

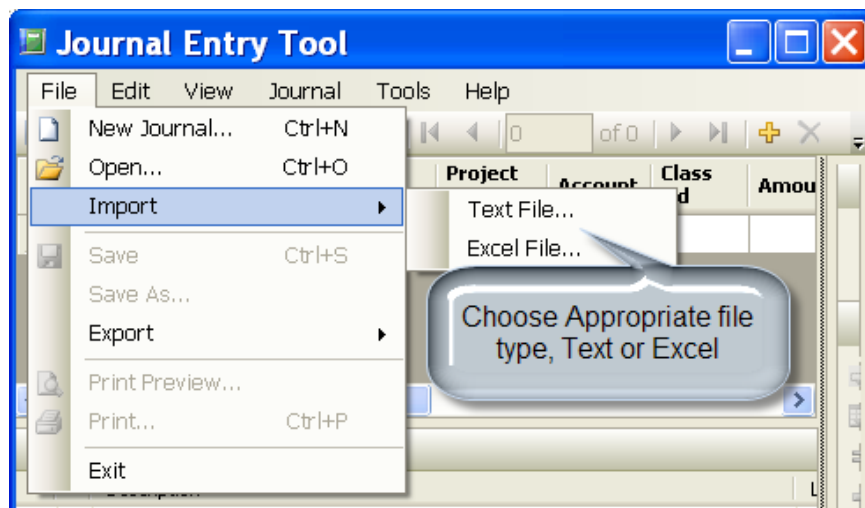
Importing Excel or Text Files into JET

Often you will have a file that contains transactions from another system or perhaps were entered using Microsoft Excel. JET can import some of these files if they are in a recognized format. Importing can be performed after a new journal has been created.

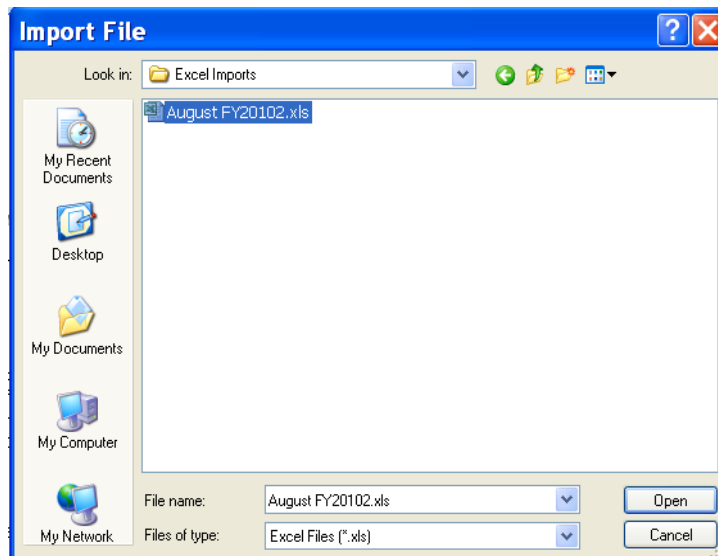
JET will recognize two types of files, Text and Excel. Text files are flat files that are usually computer generated by external billing systems in preparation to be uploaded to SFS. These files have a fixed length line per transaction and fixed column inputs on each line. Excel files have a similar layout but they use Excel rows and cells to delimit data. Consult the Text and Excel file format specifications document if you are interested in generating these file types for importing to JET. The document is located on the Business Services Website at:

<http://www.bussvc.wisc.edu/acct/policy/processing/703polacnsptnongrant.html>

To import a file, follow Step 1 – Opening a New Journal from the Manual Journal procedures above. Once you have the new journal opened, you may select from the File Menu, Import and then select from the sub-menu either the Text or Excel file importer option.



You must specify where the file is located and the name of the file.



JET will then read the file and extract all transactions from it and load it into JET. If there are any problems with the file at all, JET will issue an error message and halt the import process. You must fix the file before import is possible. Note: JET importers are quite robust and will try to import even if the file isn't 100% correct, but this is not always possible.

After importing a file, you are free to add or change lines directly in the grid within JET or you may proceed directly to the editing, balancing and submission steps. You may notice that JET importers trim and uppercase all fields and so your source data may change a little.


Follow the same steps as listed above in the Manual process to complete the process.

Additional Application Features

In this section you will find additional JET application features to assist you with your transactions. Some of those features include:

- Saving your Work
- Chart of Accounts
- Applying Default Funding
- Adding Cash Offsets
- Grid Customization
- Other JET Features

Saving your work as a .JET File

At any point during a transaction you may save the journal by selecting Save from the File Menu, by using the shortcut option of CTRL+S or by clicking on the  icon from the Tool Bar. The journal does not have to pass edits or be balanced to save it.

Saving a journal refers to storing your current work in a .JET file. JET files are the native file format to JET and are not intended to be read by any other application other than JET. This format is to JET what .DOC or .XLS is to Microsoft Office. If you need to suspend your work on a journal, saving to your local disk is a good idea to prevent loss of data. JET files also allow you to share a work-in-progress journal with another user as long as they have the JET application.

Since this is just a regular Windows file, it can be placed on a network drive or attached to an email. If another user opens the file, they will assume control of the file and become the operator. JET prevents two of the same exact journal from being uploaded, but it is important that your office has workflow policies for JET when it comes to sharing JET files and performing uploads.

Saving your work as an .XLS or .TXT File


At any point during a transaction you may save the journal as either an Excel or a Text file by exporting the file and saving it on either your local PC or on a network drive. This file may also be attached to an email and worked on by another user and later imported back into JET.

To export to either Excel or as a Text file, select from the File Menu, Export. Choose either the Text File or Excel File. Specify where you would like the file to be saved and the file name.

Once you save your file to Excel or Text, the file then can be imported back to JET at a later time by anyone who has access to both JET and the file. Follow the procedure on how to import a file from above.

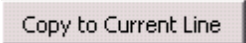
Using Chart of Accounts


In order to help you enter and correct transaction funding, JET provides a tool called Chart of Accounts (COA) that provides insight to the proper funding for a transaction. The Chart of Accounts represents the proper chartfield combinations for the SFS general ledger. Specifically, the COA will show Fund Code, Dept ID, Project ID, and Program Code combinations.

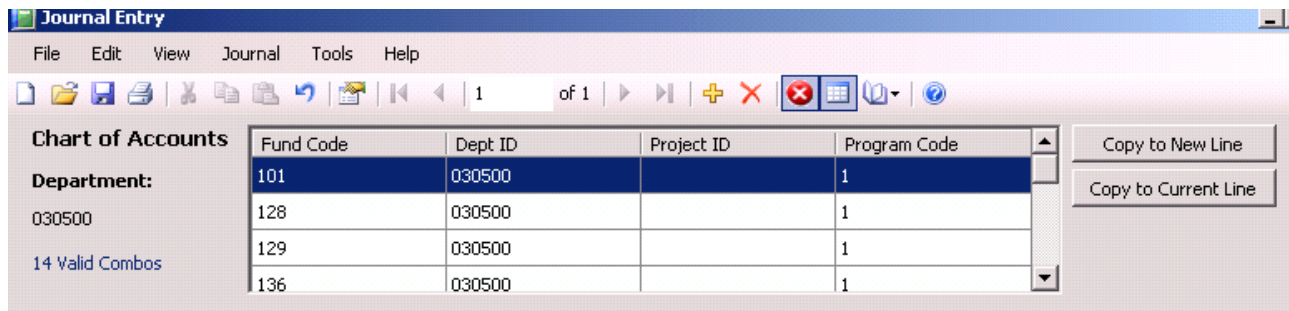
You can choose to open the Chart of Accounts from the View menu, by using the shortcut CTRL+SHIFT+C, or by using the  icon on the Tool Bar. COA is another window pane in the application similar to the Task Pane or Errors List.

Once the COA is open, you can put focus on any transaction line in your journal and the valid fund code, dept ID, project ID, and program codes for the line will appear in the COA window's main grid. In order to narrow down to the appropriate combinations, the dept ID or project ID entered on your line will be used as a filter. If project ID has been entered on your line, it will override the department and provide valid combinations for the project in the COA window. If project ID is blank and dept ID is entered, dept ID will then be used. If neither dept ID nor project ID is used, COA will not report any data.

As you move from line to line in the grid with the COA open, it calculates the correct combinations for the line you are on.

COA also provides two handy buttons that can get the proper funding into your grid. The Copy to Current Line  button will take the selected COA row and copy that funding into the current line on your grid.

The Copy to New Line button  will make a new row in your grid and copy the selected COA row to that new journal line. If your dept ID or project ID returns more than 100 combinations, only the first 100 are displayed at this time.



There are currently some limitations with COA. These include:

- Only 100 combinations are returned at any given time. If a chart field value has more than 100, only the first 100 are returned.
- COA is only available to UWMSN journals/lines at this time.
- Large pooling projects such as UWMSN 101A000 do not return any combinations because nearly all DeptIds are valid combos.

Advanced Tools

Under the Tools menu, you will find some tools that will perform an advanced and potentially time-saving function on a journal. JET contains built-in tools for Reversing a Journal and Reversing a Line.

Reverse Journal

- This tool will take the entire journal and reverse all dollar amounts in it (in other words, swap debits and credits). This tool is convenient when you want to make a journal that "backs out" a previous journal line for line. Because this operation impacts the entire journal, you are first asked if you really want to perform this action. A subsequent use of this tool will undo your previous operation.

New Reversed Line

- This tool will take only the current line you are working on and create a new reversed line below it. If your current line is a debit, it will create the appropriate credit to balance the previous line and vice versa.

This option is not a highly used feature and should always be used with extreme caution.

Only the descriptive columns of the previous line are copied. It is assumed that you will provide the funding fields yourself. This tool has a convenient keyboard shortcut (CTRL+R).

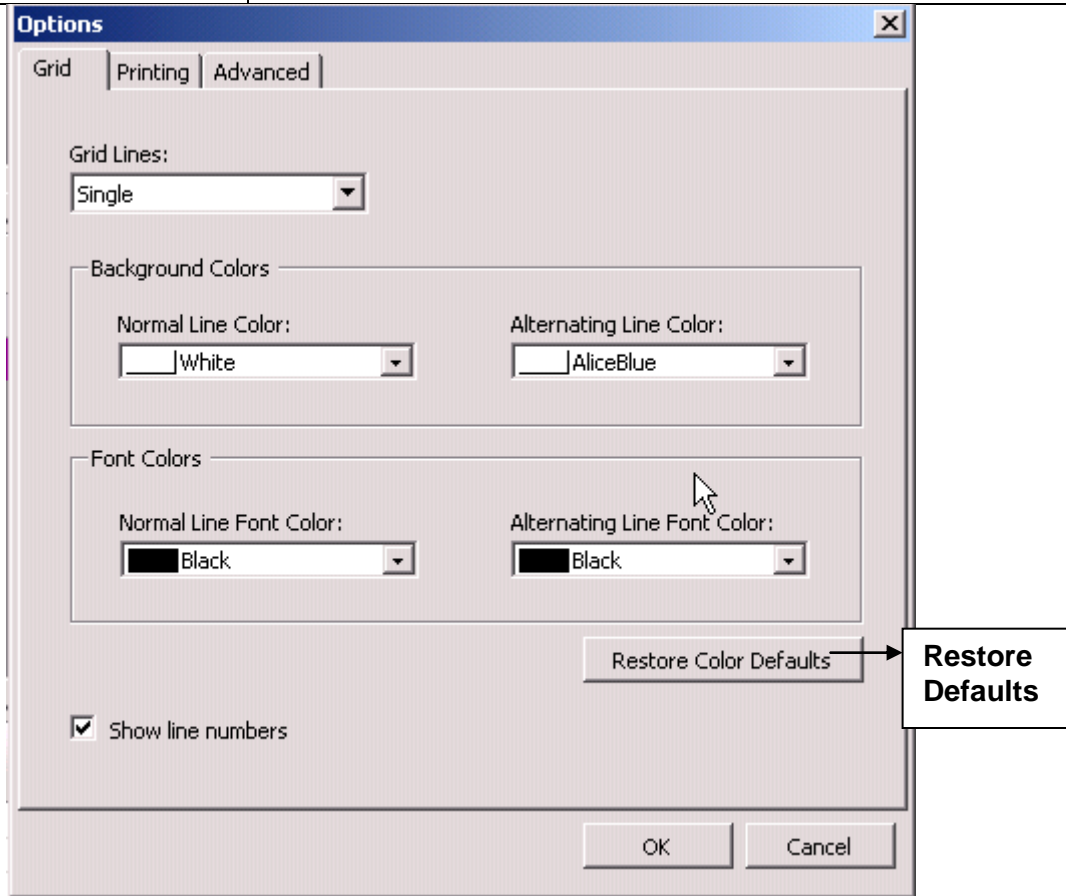
Application Options and Customizations

There are a few aspects of JET that can be customized and saved across application usages. The Options dialog available from the Tools menu allows you to adjust a few of these options.

Customizing the Grid

Here you can customize how the grid looks on your version of the application. The following options can be set:

Option	Result
Grid Lines	Single - True Grid View SingleVertical – For Vertical Lines Only SingleHorizontal – For Horizontal Lines Only None – No Grid Lines At All
Background Colors	You can choose from a pre-selected list of colors on how the lines in your grid will appear.
Font Colors	You can choose from a pre-selected list of colors on how the fonts/text in your grid will appear.
Show Line Numbers	Check “ON” to see a number on every row header. Check “OFF” to see nothing.
Restore Defaults	You can restore defaults by clicking on “Restore Color Defaults”



Printing

NOTE THAT IF YOU DO NOT PRINT THE JOURNAL DOCUMENTATION AT THE TIME YOU SUBMIT IT TO SFS YOU CAN NOT GO BACK AND PRINT IF YOU START A NEW JOURNAL

Here you can setup print options and how the pages will appear when you print a journal. The following options can be set:

Option	Result
Include Page Numbers	Check "ON" to see page numbers at the top of each printed page.
Include Title	Check "ON" to see the Journals Title (GL Journal ID) at the top of each printed page.
Print error lines only	Check "ON" to see only lines that have errors in print outs.
Orientation	Select either Portrait or Landscape paper orientation
Margins	Adjust the paper margins in inches or fractions of inches. Margins can be up to 3".

You can also at any point print a journal by using the Print command from the File menu (or CTRL+P).

Print Preview is also available to view what it will look like when printed.

In order to see edit errors on a report, you must run edits first and they must be visible in the Errors List window pane in order to be printed out.

Other Application Options

Each time you close JET, the application will save all your options so that the next time you use the application, it will remember your choices to provide a better customized experience for you. The following items are saved:

- All user options from the Options dialog box
- Main window layout, position, size, and maximized states
- Whether the errors list, task pane, or chart of accounts is visible or not and their sizes
- Your editing View mode selection - Transaction or Journal
- Your current column layout, positions and visibilities
- The last accepted default funding source you inputted into the Default Funding Dialog

Delegation Agreement Form

UNIVERSITY OF WISCONSIN – MADISON

Accounting Services

21 N. Park Street, Suite 6101
Madison, WI 53715

Delegation of the use JET (Journal Entry Tool)/JRT (Journal-Transfers)
for Non-Salary (non-grant) Transfers to

(User Name)

(Division/Department)

by

University of Wisconsin - Madison Accounting Services Department
(hereafter referred to as "Accounting")

I. Delegation Authority

The University of Wisconsin – Madison Accounting Services Department delegates to the user designated above the authority to use JET for the entry of corrective non-salary, non-grant (any fund except 133 and 144) transfers. In order to receive this delegation authority and gain access to the JET/JRT software the user must have completed a training course that provides JET/JRT user certification at the successful completion of the course.

A non-salary cost transfer is an after-the-fact reallocation of costs. A non-salary cost transfer is used to transfer funds/move expenditures from one fund, department, project, account, amount, etc. to another to ensure the accuracy of the general ledger and data integrity. Non-salary costs are supplies, consultants, travel, equipment and other non-payroll expenditures.

Examples of typical circumstances in which cost transfers are allowed:

- e) Correction of a clerical error
- f) Reallocation of expenses where multiple accounts benefitted
- g) Reallocation of shared resource costs
- h) Transfer of costs from divisional or discretionary funds to another

This agreement is in effect until superseded by a subsequent agreement signed by both parties or until terminated in writing by the Division or Accounting. The agreement will be routinely reviewed by both parties to insure continuity and the accuracy of the responsibilities for the respective parties.

Access to JET/JRT can be removed at any time for any inappropriate use.

II. Responsibilities

A. By signing the delegation agreement, the user agrees to the following responsibilities (please check):

- Keep my login and access to JET/JRT confidential
- Use only my login for access to JET/JRT
- Use JET/JRT for only corrective transfers
- Use JET/JRT for only non-salary transfers
- Use JET/JRT for only non-grant transfers (any fund except 133 and 144)
- Create transfers for only the division(s) for which I am responsible
- Use appropriate funding for all transfers

B. Division agrees to process non-salary cost transfers under this agreement in accordance with State laws and regulations and with DOA, UWS, and UW-Madison accounting policies. This includes the Wisconsin Statutes and Administrative Code, Financial Policy and Procedure Papers, UWS Pre-Audit Manual, and internal policies and procedures of Accounting Services.

C. Accounting will periodically perform post-audits and issue an opinion on the Division's compliance with the terms of this agreement through the use of statistical sampling procedures, and such other auditing techniques as are deemed appropriate.

D. Accounting will issue manuals, procedures and conduct training for Division personnel. Accounting will provide policy and procedure updates in a timely manner. The Division will insure that the proper personnel attend such training and participate in development of policies and procedures.

E. Accounting will be available to work with the Division in giving solutions for cases requiring special attention due to unique situations or unusual circumstances.

III. Approvals

FOR: Accounting Services

FOR: Division

Jan Richardson
Associate Director, Accounting Services
Date _____

(User)
Date _____

(Division/Dean's Office)
Date _____

Resources

- “Reference Manual for Non-Salary Cost (non-grant) Transfers and the use of JET”
- “Non-Salary Cost Transfers” web- site at <http://www.bussvc.wisc.edu/acct/policy/processing/703polacnsptnongrant.html>
- Contact: Veronica Olson, Accounting Services at volson@bussvc.wisc.edu

Appendices

Appendix A: JET System Hardware and Software Requirements

JET was developed with the Microsoft .NET technology. In order to use JET, a user's (Client) PC must meet the following software and hardware requirements:

- .NET Framework 3.0 or later*
- Internet Explorer 6.0 or later (required only for the initial download)
- A valid WISDM account with JET privileges (WISDM data view account name and password).
 - [Note for Windows Vista users: your Windows edition already ships with .NET Framework 3.0 and IE 7 - no additional software is required to run JET!]
- Microsoft Windows XP SP2, Windows Server 2003, or Windows Vista (any edition).
 - Note: Windows 2000 will not work. This also means other operating systems do not work, such as the Apple Macintosh.

*You can install the Microsoft .NET Framework 3.0 via Windows Update as an optional software update or you can install it directly from Microsoft Download Center. The .NET Framework is a necessary runtime Windows component required for JET operation (similar in theory to the Java runtime system), and is fully supported by Microsoft as a Windows component. Installing .NET Framework 3.0 requires Windows Administrator privileges.

Appendix B: Menu Command Reference

This section will explain what each Menu option does within JET. After each menu name, if there is a keyboard shortcut, it is listed in parentheses.

File Menu

Menu Command	Result
New Journal (CTRL+N)	This invokes the New Journal dialog box and is the first step to creating a new journal. The New Journal dialog will ask you to select a journal type, and enter some basic Journal Header information such as the Description and Trans Ref. This information is optional, but you are advised to use it. You will be prompted to save any current work before this command is invoked.
Open (CTRL+O)	This opens the Open JET File dialog asking for a .JET file to load. This is a standard Windows file open dialog. You will be prompted to save any current work before this command is invoked.

Import	This is the menu header for a submenu which lists all possible importers for the current journal types. This menu command is not available until a new journal has been created (in order to establish the journal type). The sub-menu to the right of this command will list each possible importer. Each importer opens the Windows open dialog box that will prompt you for a file to import. If no importers are available for your journal type, this command will be disabled.
Save (CTRL+S)	This will save the current journal to a .JET file. If you are invoking this command for the first time since creating a journal, you will be prompted for a file name. Subsequent save commands will use the previous file name to save the file (overwriting the previous copy).
Save As	This saves the journal to a new .JET location and begins a new save filename. Use this command to save a copy of the journal to a different .JET file.
Export	This command opens a submenu that shows available exporters. Currently, the MS Excel XLS exporter is all that is available. An exporter is different from a save because it translates the journal from the native format to the format of the exporter. The Excel exporter is intended to give you an Excel .XLS document that represents your current view of the journal. Note that your column layout affects the exporter's layout so you may need to adjust your columns first before exporting. The Excel exporter generates Excel documents readable in any version of Excel since 2000.
Print Preview	This command will show a dialog that will generate a preview of the journal when printed. Use this command to see a printout before going to paper.
Print (CTRL+P)	This command will open the standard Windows print dialog where you can submit a print job to any printer installed on your PC.
Exit	Exit the JET application. You will be prompted to save any pending work. Note: since you have launched the JET application from WISDM, WISDM may still be running in another web browser window. Exiting JET will not exit WISDM and the regular WISDM session timeout rules still apply.

Edit Menu

Menu Command	Result
Undo (CTRL+Z)	If possible, the last operation performed on the grid can be undone. Not all operations are undoable.
Cut (CTRL+X)	When editing values in the entry grid, you can select text and cut it to the clipboard with this command.
Copy (CTRL+C)	When editing values in the entry grid, you can select text and copy it to the clipboard with this command.
Paste (CTRL+V)	Pastes any text on the clipboard to the current cell being edited.
Delete Current Line (CTRL+SHIFT+DEL)	Deletes the current line from the grid. This command can be undone.
Clear All	Clears all lines in the entry grid. Since this command cannot be undone, you must confirm your intentions.
Insert Line (SHIFT+INS)	Inserts a new blank line at the current line position. This

	command can be undone.
--	------------------------

View Menu

Menu Command	Result
Task Pane (CTRL+SHIFT+T)	Toggles the task pane.
Errors List (CTRL+SHIFT+E)	Toggles the errors list pane.
Chart of Accounts (CTRL+SHIFT+C)	Toggles the chart of accounts pane. If you have a selected line in the entry grid, that line's chart of accounts will be loaded.
View Mode	This command opens a submenu that allows you to toggle between Transaction mode (single column) or Journal mode (two columns for debit and credit).
Single Line View (CTRL+SHIFT+R)	This will open the single line view dialog. This dialog is floating which means that the dialog will stay open while you work in either the main window or in itself. It provides a synchronized top-down view of a line that can be good for hand editing work when the grid is too large or cumbersome. This dialog remains open until you close it with the close button.
Choose Columns	This command opens the choose columns dialog that allows you to set column visibility. Use this dialog to set up how columns appear in online view and in print outs and exports.

Journal Menu

Menu Command	Result
Edit Current Line	This command will run accounting edits on the current line. If there is no current line, this command is disabled.
Edit Journal	This command runs accounting edits on every line in the journal. This can create a long running process and so status is reported in the task pane. You can cancel this process by clicking the cancel button in the status area of the task pane while it is running. If there are no lines in the journal, this command is disabled.
Apply Default Funding	This command will invoke a dialog asking for information about funding you wish to apply to rows that have errors. Only after edits have run and there are errors will this command be available. The funding string is applied to all rows that have errors.
Check Journal Balance	This command will check to see if the journal is balanced (amount columns balance to zero). If this process fails, an error is posted in the errors list pane.
Add Cash Offsets	This command will add cash 6100 account offsets to the end of the journal. It is a best practice to run this command last just before submission in order to reduce edit checks.

Submit to SFS	This command will start a series of checks to ensure that the journal is valid and then will begin uploading the journal to the SFS journal lines table. This command must re-check edits (although it checks only the lines that have not yet passed edits) and balance check amongst other things. If any of these re-checks fail, the submit process is halted and you must fix any errors.
Check Status	This command will open a dialog allowing you to find the status of any given journal. If you are working with a journal, that journal's attributes are loaded into the dialog allowing you to click Check Status to see its status. You can also enter the attributes yourself to check the status of any journal. You must enter a business unit, a GL Jrnl ID, and a journal date to get a status. The status conveys whether the journal has been created in the SFS environment, whether it is pending, or posted. This status can also convey whether the journal is in WISDM or not.
Properties	This command will open a dialog that allows you to change the header properties of a journal such as the Description and trans Ref Number. This information is carried into SFS upon successful submission to SFS.

Tools Menu

Menu Command	Result
Tool Snap-ins	<p>This isn't a command but a placeholder for the various tools that are available to the user. Many of these tools are dependent on the current journal type so this documentation cannot enumerate all of them. In general, a tool "snap-in" is a simple routine that can work on a journal or a journal line.</p> <p>For example, the New Reverse Line tool takes the current journal line, reverses the transaction amount and makes a new line beneath it. It is a handy tool for quickly making a new line that has the exact same dollar amount as the previous line but credited or debited appropriately. Many tools have quick keyboard shortcuts that can make you much more productive.</p>
Options	Opens the options dialog where you can set application preferences and options




















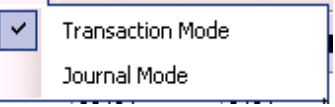

Help Menu

Menu Command	Result
Contents (F1)	Opens your default web browser to show this documentation.
Check for Update	Checks the server for a new version of JET that can be downloaded. You will have the option to download and install the update right from within JET. This update check also runs each time you start JET. You should always use the most-recent version of the software.
Test Connection	Tests to ensure that you can connect to a JET web server. This is for diagnostics purposes only.
About	Displays program title, version, and copyright information.

Appendix C: Toolbar Command Reference

This section will explain what each toolbar command does within JET. After each toolbar name, if there is a keyboard shortcut, it is listed in parentheses.



Menu Command	Result
New Journal 	Same as the File / New Journal menu command
Open 	Same as the File / Open menu command
Save 	Same as the File / Save menu command
Print 	Same as the File / Print menu command
Cut 	Same as the Edit / Cut menu command
Copy 	Same as the Edit / Copy menu command
Paste 	Same as the Edit / Paste menu Command
Undo 	Same as the Edit / Undo menu Command
Journal Properties 	Same as the Journal / Properties menu command
First Line 	Moves the current line marker to the first line of the journal.
Previous Line 	Moves the current line marker back one line, if possible.
Go to Line  of 2	Type a line number in the text box to go to that line.
Next Line 	Moves the current line marker to the next possible line.
Last Line 	Moves the current line marker to the last possible line before the new line row.
Add New Line 	Adds a new line to the journal and places focus on that line.
Delete Line 	Deletes the current line immediately.
Errors List View Toggle 	Toggles on or off the visibility of the errors list window pane.
Chart of Accounts View Toggle 	Toggles on or off the visibility of the COA window pane.
View Mode  	A mini-drop down menu that allows you to select Transaction or Journal mode view. <ul style="list-style-type: none"> • Transaction mode puts all debits and credits in a single column, with credits being keyed as a negative amount. • Journal mode puts debits and credits in two columns, with both being keyed as a positive number.
Help 	Same as Help / Contents menu command

Appendix D: JET Error Messages

The Journal Entry Tool will display error messages in the errors list pane. Please refer to the following list of messages for an explanation of each.

If you are having problems with any type of error, you can contact the following people in accounting services for assistance.

Veronica Olson, Accounting Services at volson@bussvc.wisc.edu

Al Wang, Accounting Services at awang@bussvc.wisc.edu

Error Message	Meaning	How To Address It
MSN(E03) DeptID invalid for Fund/Project	The combination of the Department ID, fund, and Project ID you are attempting to use is not allowed to be used together.	Verify that you have entered the Department ID, fund, and Project ID correctly. Contact your Dean's or Director's office to determine what Project ID should be used.
MSN(E04) Program invalid for Fund/ProjectID	The 1 digit Program Code you are trying to use is not allowed to be used with your project ID and funding source.	Verify that you have entered the Department ID, fund, and Project ID correctly. Contact your Dean's or Director's office to determine what Program codes are allowable with that Project ID.
ORGEDIT: Fund-Program invalid for Dept	The department entered into the funding field is not able to use the combination of values entered into the Fund and Program fields. Certain departments have specific funds that are available to them and that can only be used with specific program codes.	Please contact your Dean's Office or Division Office for questions regarding funding, or contact Veronica Olson at 262-9460 or volson@bussvc.wisc.edu or Al Wang at 262-8729 or awang@bussvc.wisc.edu in Accounting Services for further assistance.
Combo not valid as of yesterday	The chartfield combination is violating a combo edit rule.	Contact Susie Maloney in Accounting Services at 890-1765 or smaloney@bussvc.wisc.edu .
Fund Code required	Indicates that the fund code chart field cannot be blank, empty, or null.	Use a valid fund code.
Dept ID required	Indicates that the Dept ID chart field cannot be blank, empty, or null.	Use a valid Dept ID.
Program Code required	Indicates that the program code chart field cannot be blank, empty, or null.	Use a valid program code.
Account required	Indicates that the account chart field cannot be blank, empty, or null.	Use a valid SFS account code.
Fund not valid	Indicates that the entered fund code chart field value is not valid or does not exist in the SFS system.	Verify the fund code is correct. Contact your Dean's office if you think the fund code is valid.
DeptID not valid	Indicates that the entered DeptID chart field value is not valid or does not exist in the SFS system.	Verify the Dept ID is correct. Check WISDM funding validation
Project ID not valid	Indicates that the entered ProjectID chart field value is not valid or does not exist in the SFS system.	Verify the Project ID is correct. Contact your Dean's Office or Division Office for questions regarding funding.

Today's date (jrnl date) is outside proj dates	Spending is not currently allowed on the project ID that has been entered in the funding field. Be sure that the date of the invoice is within the project dates and that your funding is valid for the fiscal year in which the invoice occurred	Contact your Dean's or Director's office to determine what Project ID should be used.
Program not valid	Indicates that the entered Program Code chartfield value is not valid or does not exist in the SFS system.	Check the 1 digit Program Code to verify that it is correct. Contact your Dean's Office or Division Office for questions regarding funding.
Account not valid	Indicates that the entered Account Code chartfield value is not valid or does not exist in the SFS system.	Use a valid SFS account code
Account code is budgetary only	You are trying to use a budget account code. Budget accounts are only valid in the standard budget ledger.	Use a valid SFS account code
You are not authorized to use dept ID 'X'	Your user account authorizations do not allow you to charge to the entered DeptID. You must have the privilege to do so or pass the journal to a user that does have the privileges. The DeptID may also have been entered incorrectly.	Contact Susie Maloney in Accounting Services at 890-1765 or smaloney@bussvc.wisc.edu if you have questions. Back up e-mail contact is Veronica Olson at volson@bussvc.wisc.edu .
Journal is unbalanced	Indicates that the journal's debits and credits do not equal zero.	Every journal must balance between debits and credits.
Zero dollar amount used	Indicates that the transaction has a 0.00 dollar monetary amount.	This is a warning that is raised for your convenience to detect journal lines that have no influence on the journal balance (and thusly cannot have a cash offset applied.)

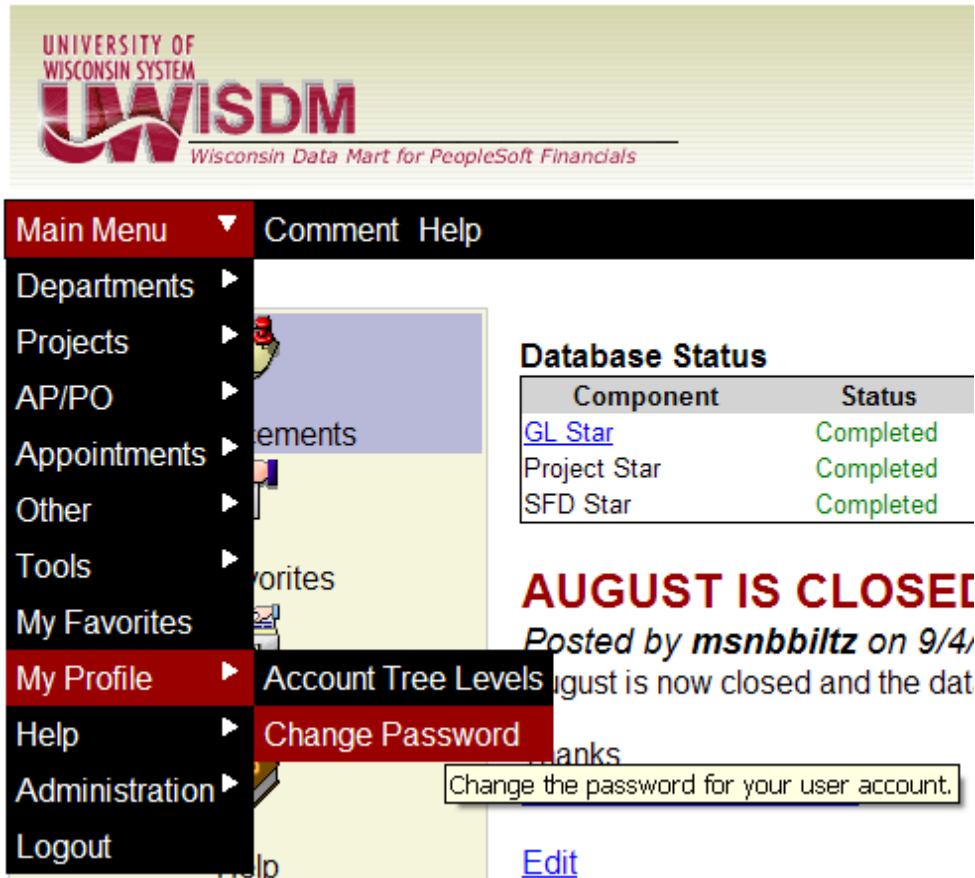
Appendix E: Uninstall JET

JET Uninstall Instructions:

1. In Windows, navigate to the control panel (available in the Start Menu).
2. Choose Add/Remove Programs.
3. In the list of currently installed programs, look for Journal Entry Tool and click the Change/Remove button.
4. A dialog box will appear giving you the option to restore or remove the application. Check the remove button to remove it from your PC and click OK. The Journal Entry Tool will then be removed from your PC.

Appendix F: WISDM Password

The user name and password required for JET is your WISDM username, which is different from your net id. The WISDM username starts with "MSN". If you are unsure of your username, log into WISDM and from the main menu choose, My Profile> Change Password:



The screenshot shows the WISDM web application interface. At the top left is the logo for the University of Wisconsin System WISDM, with the tagline "Wisconsin Data Mart for PeopleSoft Financials". Below the logo is a navigation menu with the following items: Main Menu (dropdown), Departments, Projects, AP/PO, Appointments, Other, Tools, My Favorites, My Profile (highlighted), Help, Administration, and Logout. The "My Profile" item has a sub-menu open with the following options: Account Tree Levels, Change Password (highlighted), and an "Edit" link. To the right of the menu is a "Database Status" table:

Component	Status
GL Star	Completed
Project Star	Completed
SFD Star	Completed

Below the table is a red banner that reads "AUGUST IS CLOSED" and "Posted by msnbbiltz on 9/4/". Below the banner is a text box that says "August is now closed and the dat". Below the text box is a "Change Password" button with a tooltip that says "Change the password for your user account."

The following dialog box will appear showing you your User Name. You may also change your password in this dialog box.



The dialog box has a red title bar that reads "Change Oracle Password". Below the title bar, the text "User Name: msnsmaloney" is displayed. Below the text are two input fields: "Type the new password here:" and "Confirm the new password:". Below the input fields is a "Change Password" button.