

# University of Wisconsin–Madison Request for Access: Journal Entry Tool (JET)

Please send completed form to [sfsmsn@bussvc.wisc.edu](mailto:sfsmsn@bussvc.wisc.edu).

## Security Policy and User Agreement to Accept Responsibility

- Your password is intended for your use alone. You must not disclose your password to anyone. Your password verifies your logon identification initials and you are responsible for keeping it confidential
- Change your password immediately if you suspect another person may know your current password.
- You will be held responsible for any security breach traceable to your assigned logon identification initials.
- JET access is a delegated authority granted by Accounting Services. Misuse of the tool will lead to a formal review and possible revocation of this authority
- All journals must have supporting documentation attached, and a sampling of journals will be reviewed each day by Accounting Services.

Please read the read the security policy and user agreement. By checking the box and signing below, the user is accepting the terms and agrees to comply with the security policy and user agreement.

I have read and accept the terms of the Security Policy and User Agreement.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Authorization Request

Name: \_\_\_\_\_ NetID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Division/Dept Name & Number: \_\_\_\_\_ Campus Address: \_\_\_\_\_

**Please only request access for areas in which it is absolutely necessary.**

- Access for Inter Departmental Billings (JRB)
- Access for Revenue Accounting JRR Limited (JRR) – doesn't allow posting to sponsored funds
- Access for Revenue Accounting JRR Unlimited (JRR)
- Access for Non-Salary cost Transfers (JRT) – rarely granted, these should be done in the Cost Transfer Tool
- Add access for Inter-Unit Journal (IUJ)
- Remove access for this user
- User can submit Journals to SFS

**\*NOTE: If requesting access for JRR or JRT, you MUST complete the corresponding Delegation Agreement Section(s) below.**

Please identify, by Department Code (i.e., 030500), the range of access needed (i.e., entire campus; a specific division, department, or sub-department; a range of divisions; departments or sub-departments) for each task checked above. This is not required for JRB.

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**The campus department should notify Accounting Services (via this form) if someone’s authorization should be deleted from the system. This will not occur automatically when a person leaves.**

\* Supervisor’s Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* Dean’s Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Cash Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for JRR Requests)*

Controller’s Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for JRT or IUJ Requests)*

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Please send completed form to [sfsmsn@busmvc.wisc.edu](mailto:sfsmsn@busmvc.wisc.edu).

**Delegation of the use JET (Journal Entry Tool)/JRR (Revenue Transfers) for  
Internal Revenue Transfers**

\_\_\_\_\_  
(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 revenue transfers for non-grants and non-gift funds (any fund except 133, 135, 233, 142, 144, 145, 146, 147, 161, 162 and 902 ) (any account codes starting with 9XXX except 9941 and 9942) transfers. In order to receive this delegation authority and gain access to the JET/JRR software the user must have reviewed the Journal Entry Tool training material on the web <https://wisdm2.doit.wisc.edu/jet/Help/Help.htm>. Any assistance on how to use this tool and the rules and regulations around the use of this tool will be provided by your Dean’s Office/Division/Department.

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/JRR 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/JRR confidential
- Use only my login for access to JET/JRR
- Use JET/JRR for only appropriate revenue transfers
- When applicable, I will use JET/JRR to calculate sales tax
- Create transfers for only the division(s) for which I am responsible
- Use appropriate funding for all transfers

For Unlimited Users Only:

- Use JET/JRR for transfers only in accordance with rules of the gift specifications, etc., following established accounting practices and secure appropriate approvals accounting to Accounting Services Gift Team.
- Use JET/JRR for transfers only in accordance with rules of the grant specifications, RSP, etc., following established accounting practices and secure appropriate approvals according to RSPs policies and procedures.
- If applicable for my Division, I will use JET/JRR to calculate deferred revenue between April 1<sup>st</sup> and fiscal year end.

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B. Division agrees to process revenue 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, Research and Sponsored Programs 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: User

\_\_\_\_\_

(User)

Date \_\_\_\_\_

FOR: Accounting Services/Cash Management

\_\_\_\_\_

Date \_\_\_\_\_

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

\_\_\_\_\_  
(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 that need to be properly classified.

Examples of typical circumstances in which cost transfers are allowed:

- a) Correction of a clerical errors
- b) Reallocation of expenses to the correct fund/department/project/account
- c) Reallocation of shared resource costs
- d) 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

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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: User

\_\_\_\_\_  
(User)

Date \_\_\_\_\_

FOR: Accounting Services

\_\_\_\_\_  
April Cook  
Director, Financial Reporting, Analysis and Systems  
Accounting Services

Date \_\_\_\_\_