

Kuali@USC

Journal Voucher

Reference and Training Guide

Kuali Financial Systems

Belongs to: _____

Version 20121025

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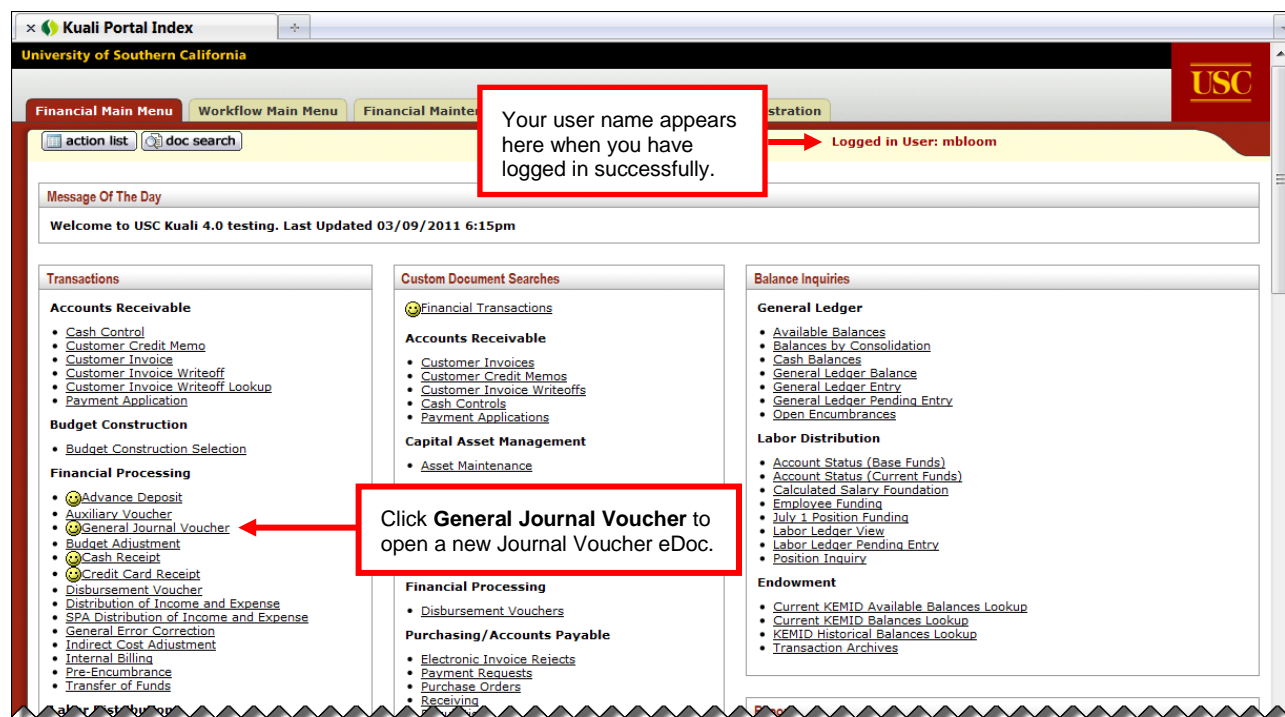
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Fundamentals

NOTE: For basic information about using the Kuali system at USC, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed on-line here:

www.usc.edu/kuali/basicsguide

Financial Main Menu > Transactions > Financial Processing > General Journal Voucher > opens a new General Journal Voucher eDoc.



Journal Vouchers allow you to record miscellaneous financial transactions, including interdepartmental (ID) income, external income, transfers between accounts, receivables, payables, gifts, and investments.

The General Journal Voucher (JV) is used for the following USC Accounting Transactions:

- GJ – General Journal
- SJ – SPA Journals

Comparison of KFS to Previous System

Similarities and Differences

Preparing and entering JVs in Kuali is fundamentally the same as it was in the legacy USC financial system.

Similarities

- General Journals (GJ) remain the same
- SPA Journals (SJ) remain the same

Differences

- No batch numbers or batch logs
- Recurring Journals (RJ) are handled with the import function and the copy function.
- Backup in the form of attachments is required by the Comptroller's Office on some Journal Vouchers.
- Departments may add additional information as needed in the form of attachments and explanations in a dedicated text box.
- Service Center Liens (SCL) will not be transferred to KFS in the first implementation of the JV eDoc.

New Features

- New input screen
- Ability to import from Excel spreadsheet
- Ability to copy an existing JV to initiate a new JV

Business Rules

Business rules help you work through the tasks that define the JV processes.

General Rules

- At least two transaction lines must exist in the document before it can be submitted.
- The total **Debits** must equal the total **Credits**.
- A valid JV Number must be entered.
- Use the required **Description** field to indicate the main JV Purpose. This description displays on the **Action List**.
- Use the optional **Explanation** text box for further details.
- **Sub-Fund Groups** in KFS are the same as the legacy **Fund Group Codes**.
- A two-character **Chart Code** identifies the Chart of Accounts associated with each JV. The **Chart Code** for USC defaults to **SC – Southern California**.

Account Status

- Account Numbers with status code D, X, Y, or Z are marked **closed**. They will have an expiration date.
- Account Numbers with status code F or T are marked **open**. They will have an expiration date.
- Account Numbers with status code A are marked **open**. They will **not** have an expiration date, except for Fund Group CA (Current Agency).
- The expiration date (**mm/dd/yyyy**) or the words **No Expiration** appear in parentheses after the **Account Name** below the **Account Number** field.

Continuation Accounts

- Each school at USC has a **Current Unrestricted Account Number** ending in 9994.
- If an Account is closed, the system will display a message stating “**Account must not be closed.**” You will need to use another Account Number.
- If an Account is expired, the system will display a message stating “**Account 111110000 has expired. Please use the recommended continuation account SC 111119994 and object code 60000, or use a different account.**”
- Each school will be responsible for identifying and transferring any transactions they put in their **Continuation Account**.

Object Codes

- Payroll Object Codes that start with 11, 12, 13, and 14 cannot be used.
- Budget Only Object Codes 15000, 16000, 17000, 18000, 19000, 20000, 21000, 22000, 23000, 24000, 26000, and 29000 cannot be used.

Account Numbers

Account Number business rules assist you in using correct Account Number / Object Code combinations.

- Account numbers beginning with 10 are a special case. They use the Kuali Higher Education Function Code to assist with verification.
- Kuali Higher Education Function Codes are the equivalent of USC's current *Purpose Code*, which classifies transactions by *business purpose*.
- Account numbers beginning with 10 use Object Codes beginning with 0, except 05 and 07.
 - If the first two digits of the Object Code are 00, the Higher Education Function Code must be 0270.
 - If the first two digits of the Object Code are 01, the Higher Education Function Code must be 0030.
 - If the first two digits of the Object Code are 02, the Higher Education Function Code must be 0240.
 - If the first two digits of the Object Code are 03, the Higher Education Function Code must be 0060.
 - If the first two digits of the Object Code are 04, the Higher Education Function Code must be 0090.
 - If the first two digits of the Object Code are 06, the Higher Education Function Code must be either 0150, 0180, or 0210.
 - If the first two digits of the Object Code are 08, the Higher Education Function Code must be 0300.
 - If the first two digits of the Object Code are 09, the Higher Education Function Code must be either 0330, 0340, 0360, 0370, 0380, or 0390.
 - If the Account Number matches 101703..., then allow Object Code 06520.
- Accounts beginning with 11–15 and 18 use Object Codes beginning with 05, 07, 1, 2, or 3.
- Accounts beginning with 16 use Object Codes beginning with 05, 07, 1, 2, or 3.
- Accounts beginning with 17 use Object Codes beginning with 00, 05, 07, 08, 1, 2, or 3.
- Accounts beginning with 19 use Object Codes beginning with 1, 7, 8, or 9.
- Accounts beginning with 20 use Object Codes beginning with 06.
- Accounts beginning with 21–28 Fund Group CR use Object Codes beginning with 07, 1, or 2.
- Accounts beginning with 21–27 Fund Group CE use Object Codes beginning with 1 or 2.

- Accounts beginning with 28 Fund Group CE use Object Codes beginning with 1.
- Accounts beginning with 29 use Object Codes beginning with 1, 7, 8, or 9, or Object Code 24100.
- Accounts beginning with 39 Fund Group SFB use Object Codes beginning with 7 or 9.
- Accounts beginning with 31–39 Fund Group SLB use Object Codes beginning with 7, 8, or 9.
- Accounts beginning with 39 Fund Group SFMR use Object Codes beginning with 9.
- Accounts beginning with 32–38 Fund Group SUDL use Object Codes beginning with 7, 8, or 9.
- Accounts beginning with 49 Fund Group ANB use Object Codes beginning with 7 or 9.
- Accounts beginning with 49 Fund Group ENB use Object Codes beginning with 7 or 9.
- Accounts beginning with 50 use Object Codes beginning with 06.
- Accounts beginning with 51–58 Object Codes beginning with 0, 1, or 2.
- Accounts beginning with 59 use Object Codes beginning with 7, 8, or 9.
- Accounts beginning with 695 or 696 Fund Group PCB use Object Codes beginning with 1, 4, or 9.
- Accounts beginning with 69 Fund Group PDB use Object Codes beginning with 9.
- Accounts beginning with 69 Fund Group PFB use Object Codes beginning with 9.
- Accounts beginning with 69 Fund Group PIB use Object Codes beginning with 7, 8, or 9.
- Accounts beginning with 69 Fund Group PUB use Object Codes beginning with 7, 8, or 9.
- Accounts beginning with 71–73 or 77–79 use Object Codes beginning with 07, 1, 2, or 857.
- Accounts beginning with 74 use Object Codes beginning with 85.
- Accounts beginning with 75 use Object Codes beginning with 0, 1, or 2.
- Accounts beginning with 84 use Object Codes beginning with 0, 1, or 2.
- Accounts beginning with 84 Fund Group PCUH also use Object Code 81000.
- Accounts beginning with 88 use Object Codes beginning with 0, 1, or 2.
- Accounts beginning with 89 use Object Codes beginning with 9.
- Accounts beginning with 91–95 use Object Codes beginning with 9.
- Accounts beginning with 96–97 use Object Codes beginning with 9.
- Accounts beginning with 98–99 use Object Codes beginning with 9.
- Object Code 15500 can only be used on SJs (SPA Journals).

Additional Business Rules for Mandatory and Non-Mandatory Transfers

Information for this section will be available at a later date.

Additional Business Rules for Specialized Accounting Journals (SJs)

SJs are specialized journal entries set up by Sponsored Projects Accounting (SPA).

Account Override

Account Override allows SPA to review expired accounts.

* Account Expired Override ☐
 SUMMER COLLEGE TUITION (expires: 2009-06-30)

Expense Object Codes

SJs can have any expense object code.

Non-Expense Object Codes

SJs can have any of the following non-expense object codes:

Code	Purpose
00110	AE/CASH
00112	PREPAYMENT
00113	INVOICED PAYMENT
00114	GOVERNMENT PAY
00120	AE/ID
00610	ISI-ADVANCE PAYMENT
01300	NON/CRD TUITION
02100	ACAD PGMS
02101	ACAD PGMS
02102	ACAD PGMS
02103	ACAD PGMS
02200	MISC SALES
02401	INCOME - OUTSIDE
05001	DEPT USE-ADMIN
05002	DEPT USE-ADP
05400	ID INCOME PROJECT FUNDING
06210	FED CONTRACTS
06220	FED GRANTS
06300	NON-FED CONTRACTS
06510	RIC: C&G ON CAMPUS
06515	RIC: C&G OFF CAMPUS

Code	Purpose
07000	COGS
07401	MOSIS COGS-ISI
07402	MISC FAB
07410	FAST BLANKET VENDORS
07411	MIPR BLANKET
07420	FAST NON-BLANKET VEN
07421	MIPR NON-BLANKET
07430	ASD FABRICATION
07441	ISI GOVT SUPPORT
07450	COGS
07460	ISI SPECIAL EQUIP
07490	TRANSIENT EQUIPMENT
08100	OTHER SOURCES
71000	CASH
73100	A/R (OTHER)
73200	A/R (US GOV)
75000	INVENTORY
81000	ACC & N/P
82000	ACC PR
82020	VACATION EARNED
82021	VACATION USED

Code	Purpose
82999	BAD OBJ-PR INTERFACE
83000	DEP DEV REV
85700	AGENCY DEP
85701	AGENCY DEP
85702	AGENCY DEP
85703	AGENCY DEP
85704	AGENCY DEP
90201	GIFTS

Code	Purpose
90203	SALE & SVC INCOME
90206	PRIOR YEAR ADJUSTMENT
90208	MISCL INCOME
90401	TO/FR RESTRICTED
90415	RES TO
90590	NON/MAN TRN
90800	INDIRECT COST - ICT

Document Layout

In addition to the standard tabs included on all financial transaction eDocs, the General Journal Voucher eDoc has two unique tabs: **JV (Journal Voucher) Number** and **Journal Voucher Details**.

University of Southern California

Business Intelligence USC eMarket

Financial Main Menu Workflow Main Menu Financial Maintenance Workflow Maintenance Administration

action list doc search Logged in User: [User Name]

General Journal Voucher ?

Doc Nbr: 693892 Status: INITIATED

Initiator: Created: 03:59 PM 09/17/2012

expand all collapse all * required field

Document Overview hide

Document Overview

* Description: Explanation:

Organization Document Number:

Financial Document Detail

Total Amount:

JV (Journal Voucher) Number hide

JV (Journal Voucher) Number

* JV Number: Description: Preparation Dept:

Journal Voucher Details hide

Journal Voucher Details

* Accounting Period: SEPT. 2012

* Journal Voucher Type: Accounting Entry Document SPA Accounting Entry Document

Accounting Lines hide

Accounting Lines ? hide detail import lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit	Credit	Actions
SC							0.00	0.00	
add: * Line Description									add

Capital Edit show

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel copy

Figure 1 – Journal Voucher eDoc

Important Notes:

- An asterisk (*) before a field name indicates that the field is required. Required fields must be populated with data before you can submit the document.
- No required fields are hidden from the user.

- Tabs displaying required fields are expanded (open) whenever a document is opened in KFS. If you enter any information that requires the completion of another tab that is currently closed (i.e., collapsed), the eDoc page will be refreshed with that tab expanded for completion.
- On the **Accounting Lines** tab, the *Chart* field defaults to **SC**. It should not be changed.

Viewing JV eDoc Details

On any screen in KFS, you may find *display-only* fields in which the text is underlined. The underlining indicates that the text is a hyperlink, and that there are details available for viewing if you click the hyperlink.

Accounting Lines ▼ hide

Hyperlinks for drilling down to details

Accounting Lines ?

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit
add:	* Line Description							0.00
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit
1	SC Southern California	1340050001 PRIVATE GRANTS OVERHEAD		<u>11000</u> SALARIES SUBJECT TO FRINGE BENEFITS				0.00
	* Line Description							
	TEST 1.2A - GOOD							

Figure 2 – Underlined text indicates additional detailed information is available.

Click the underlined text to view details in a new window.

▼ hide

Chart Code:	SC - Southern California
Chart Manager Name:	Admin, KFS
Chart Description:	Southern California
Chart Active Indicator:	Yes
Cash Object Code:	99999 *.* FUND BALANCE
Accounts Payable Object Code:	
Income Budget Elimination Object Code:	
Expense Budget Elimination Object Code:	
Reports To Chart of Accounts Code:	SC - Southern California
Accounts Receivable Object Code:	
Internal Encumbrances Object Code:	
External Encumbrances Object Code:	
Pre Encumbrances Object Code:	
Indirect Cost Recovery Income Object Code:	
Indirect Cost Recovery Expense Object Code:	
Fund Balance Object Code:	

close

Figure 3 – Chart Code detail window

Account Inquiry		expand all	collapse all
Account Details hide			
Chart Code:	SC - Southern California		
Account Number:	1340050001		
Account Name:	PRIVATE GRANTS OVERHEAD		
Organization Code and Description:	4093003000-UNIV. COMPTROLLER'S OFFICE-UNUSED ACCTS		
Campus Code:	UPC - UNIVERSITY PARK CAMPUS		
Account Effective Date:	07/01/1982		
Account Expiration Date:			
Account Postal Code:	90089		
Account City Name:	Los Angeles		
Account State Code:	CA - CALIFORNIA		
Account Street Address:	3500 S. Figueroa St.		
Account Off Campus Indicator:	No		
Closed?:	No		
Account Type Code:	NA - NOT APPLICABLE		
SubFund Group Code:	CU - CURRENT UNRESTRICTED		
Account Fringe Benefit:	Yes		
Fringe Benefit Chart Of Accounts Code:	SC - Southern California		
Fringe Benefit Account Number:			
Higher Ed Function Code:	1060 - No Description Available		
Account Restricted Status Code:	U - UNRESTRICTED		
Account Restricted Status Date:			
Endowment Chart of Accounts Code:			
Endowment Account Number:			
Account Responsibility hide			
Fiscal Officer Principal Name:	fiso - Officer, Fiscal		
Account Supervisor Principal Name:	actsupv - Supervisor, Account		
Account Manager Principal Name:	actmgr - Manager, Account		
Continuation Chart Of Accounts Code:			
Continuation Account Number:			
Income Stream Chart Of Accounts Code:			
Income Stream Account Number:			
Budget Record Level Code:	A - Account		
Account Sufficient Funds Code:	A - Account		
Transaction Processing Sufficient Funds Check:	No		
External Encumbrance Sufficient Funds Indicator:	No		
Internal Encumbrance Sufficient Funds Indicator:	No		
Pre-Encumbrance Sufficient Funds Indicator:	No		
Object Presence Control Indicator:	No		
Contracts and Grants hide			
Contract Control Chart of Accounts Code:			
Contract Control Account Number:			
Account Indirect Cost Recovery Type Code:			
Indirect Cost Rate:			
Indirect Cost Recovery Chart Of Accounts Code:			
Indirect Cost Recovery Account Number:			
CFDA Number:			
CG Account Responsibility Id:			
Guidelines and Purpose hide			
Account Expense Guideline Text:	See Expense Guidelines		
Account Income Guideline Text:	See Income Guidelines		
Account Purpose Text:	Account Purpose		
Account Description hide			
Campus Description:			
Organization Description:			
Responsibility Center Description:			
Building Campus Code:			
Building Code:			
Awards hide			
close			

Figure 4 – JV Account Detail Window

▼ hide

Fiscal Year:	<u>2011</u>
Chart Code:	<u>SC *-* Southern California</u>
Object Code:	<u>15100</u>
Object Code Name:	GENERAL/PROJECT SUPPLIES
Object Code Short Name:	GEN/PROJECT
Reports to Chart Code:	<u>SC *-* Southern California</u>
Reports To Object Code:	<u>15100 *-* GENERAL/PROJECT SUPPLIES</u>
Object Type Code:	<u>EX *-* EXPENSE EXPENDITURE</u>
Level Code:	<u>MS</u>
Object Sub-Type Code:	<u>AR *-* ACCOUNTS RECEIVABLE</u>
Historical Financial Object Code:	
Active Indicator:	Yes
Budget Aggregation Code:	<u>L *-* OBJECT LEVEL</u>
Mandatory Transfer Or Eliminations Code:	<u>N *-* NEITHER</u>
Federal Funded Code:	<u>N *-* NOT FEDERALLY FUNDED</u>
Next Year Object Code:	

close

Figure 5 – JV Object Code Detail Window

Special Features

Journal Voucher Action Buttons

Submit a JV eDoc

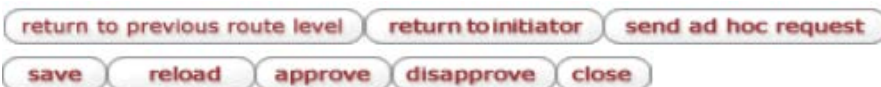
Once your JV eDoc is complete and free of errors, click the **submit** button. The page will be refreshed, with any applicable error messages displayed in the upper left area of the screen if your document is not ready for submission.



For additional information on submitting a JV, see **Submitting the JV eDoc** on page 31.

Approve a JV eDoc

When you select a JV from your **Action List** and want to respond, your primary choices for the routing process are **approve**, **disapprove**, **return to initiator**, and **return to previous route level**.



For additional information on approving a JV, see **Approving a JV** on page 32.

Look Up a JV eDoc Before Final Approval

Prior to final approval in the routing workflow, you may decide to open a JV using **doc search**. The action buttons displayed are limited because approvals and formal routing can only be completed via the **Action List**.



Look Up a JV eDoc After Final Approval

After a JV document is fully approved and in Final status, you may decide to open a JV using **doc search**. The action buttons displayed are specific to actions allowed once a JV goes to the General Ledger:



Error Correction of a JV eDoc

After final approval, KFS displays the **error correction** action button, as shown in the action buttons example above. If you click **error correction**, the document that opens has action options similar to when you open a new, blank JV eDoc:



For additional information on approving a JV, see **Using Error Correction** on page 34.

Ad Hoc Route as an FYI

The recipient of this ad-hoc action request need only click the **FYI** button to indicate receipt of the JV eDoc and clear that item from his or her Action List. The FYI becomes visible in the eDoc's route log.



Alternatively, the recipient can select **FYI** from the drop-down list displayed in the Actions column of his or her Action List, and then click the **take actions** button at the bottom of the Action List screen. The drop-down list in the Actions column is shown only for eDocs that have an FYI action request.

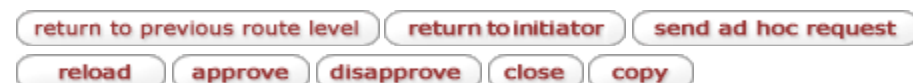
Ad Hoc Route for an Acknowledgement

The recipient of this ad-hoc request must click the **acknowledge** button to indicate receipt of the JV eDoc and clear that item from his or her Action List. The acknowledgment becomes visible in the eDoc's route log.



Ad Hoc Route for an Approval

The recipient of this ad-hoc request must click one of the standard routing response options — **return to previous route level, return to initiator, approve, or disapprove** — in order to respond to this action item and clear it from his or her Action List. This response becomes visible in the eDoc's route log, and clicking any of the non-approval responses (**return to previous route level, return to initiator, disapprove**) initiates additional action items for the indicated user(s).



Tabs and Panels

JV (Journal Voucher) Number Tab

Figure 6 – JV (Journal Voucher) Number tab

JV Numbers are three-digit identifiers assigned by the Comptroller's Office. Each JV number corresponds to a specific type of transaction in a specific department at the university.

When you enter the JV Number in the **JV Number** field, KFS will automatically populate the **Description** and **Preparation Dept.** fields. At the same time, KFS checks that the initiator is authorized to use the JV Number entered.

If you enter a number that is not assigned, KFS will display the following message:

Error: JV Number not in database.

Journal Voucher Details Tab

The **Journal Voucher Details** tab is unique to the JV document. It enables you to verify the **Accounting Period** and to identify the document as an **Accounting Entry Document** or a **SPA Accounting Entry Document**.

Figure 7 – Journal Voucher Details tab

Table 1. Journal Voucher Details Tab

Field Name or Control	Description
Accounting Period	Required. Displays the current accounting period.
Journal Voucher Type	Required. Select one of two options to describe the journal voucher document type: Accounting Entry Document or SPA Accounting Entry Document .



Accounting Lines Tab







Accounting information for a financial transaction is entered on the **Accounting Lines** tab of the JV eDoc. Required fields are marked with an asterisk (*).

The screenshot displays the 'Accounting Lines' tab interface. It features a table with the following columns: * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, Debit, Credit, and Actions. There are two main sections for adding lines. The first section, labeled 'add:', shows a line with Chart 'SC', Account Number (with a lookup icon), Sub-Account, Object (with a lookup icon), and Debit/Credit values of 0.00. The second section, labeled '1', shows a line with Chart 'SC' (Southern California), Account Number '134005000' (PRIVATE GRANTS OVERHEAD (No Expiration)), Sub-Account, Object '33000' (NON-MANDATORY TRANSFER/CURRENT FUNDS), and Debit/Credit values of 200.00 and 0.00 respectively. The Line Description is 'Sample text for Line Description'. At the bottom right, it states 'Debit Total: 200.00 Credit Total: 0.00'.

Figure 8 – Accounting Lines tab

Table 2. Fields on the Accounting Lines Tab

Field Name or Control	Description
Chart	Required. The Chart code defaults to SC to reflect Southern California, and should not be changed . Do not use chart code UA.
Account Number	Required. Enter or correct the Account Number for the transaction noted on the line. If the Account Number is not known to you, click the adjacent lookup  icon to use the use the Account Number Lookup.
Object	Required. Enter or correct the Object Code for the transaction noted on the line. If you do not know the appropriate Object Code, click the adjacent lookup  icon to use the Object Code Lookup. Note that if a Capital Equipment Object Code is entered here, you must complete the Capital Edit tab (see page 16).
Sub-Account Sub-Object Project Org Ref ID	<i>These fields are not currently in use at USC.</i>
Debit	Enter a Debit Amount, or leave as 0.00 if entering a Credit Amount.
Credit	Enter a Credit Amount, or leave as 0.00 if entering a Debit Amount.
Line Description	Enter a Line Description that is no more than 40 characters. Do not use punctuation except for a period to end each sentence.

Field Name or Control	Description
Actions	
	Click hide detail to take the accounting line details off screen for easier viewing.
	Click show detail to expand the accounting lines to the detail view.
	Click import lines to search for an import file prepared for the current JV. See Imported JV Data Entry of Accounting Lines on page 24 for additional information.
	Click add to enter a new accounting line in the JV.
	Click delete to remove an accounting line from the JV.
	<i>This button is not currently in use at USC.</i>

Capital Edit Tab

If one or more financial transactions detailed in the JV eDoc pertain to an existing or newly acquired capital asset — generally meaning movable equipment costing \$5,000 or more — the **Capital Edit** tab is used to enter information needed in order to update the asset database accordingly.

As can be seen in *Figure 9*, the **Capital Edit** tab includes two sections — **Retrieve Asset to be Updated** and **Create New Assets** — which are described next in this guide. Both of these sections are displayed in JV eDocs, but just one section should be completed.

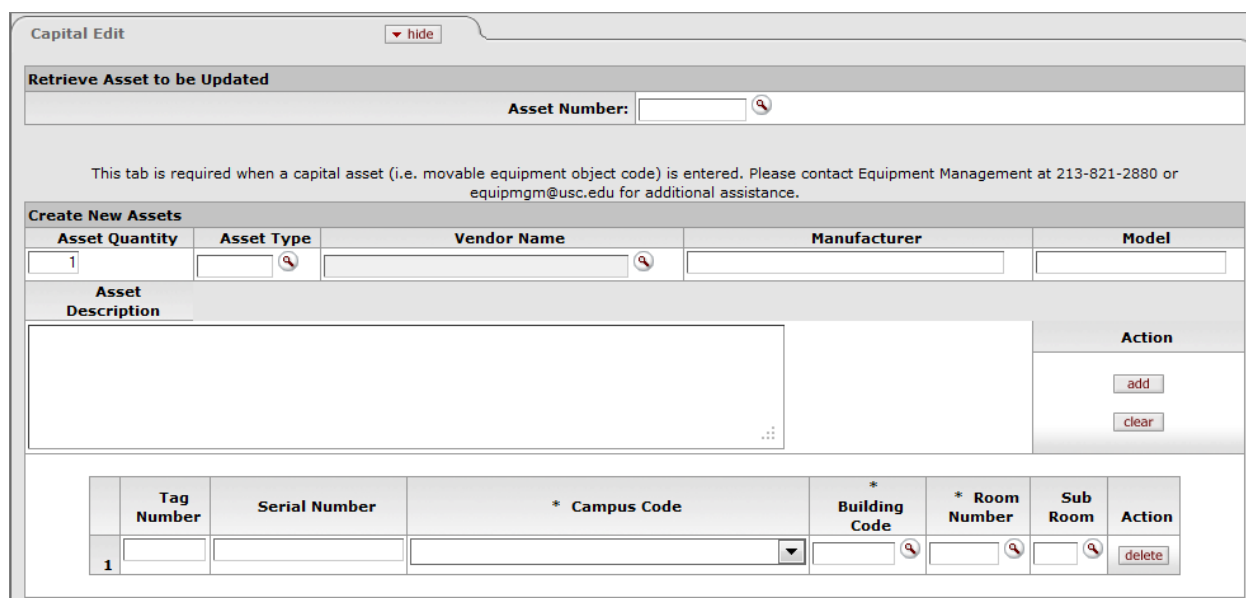



Figure 9 – Capital Edit tab

This tab **must** be completed if a Capital Equipment Object Code is entered in the *Object* field of an entry on the **Accounting Lines** tab in the JV eDoc. When the eDoc is submitted, if any of the accounting line entries include a Capital Equipment Object Code, then first-level Comptroller's Office approvers will use Ad Hoc routing to send the JV eDoc to the university's Equipment Management department with an *FYI* action request when necessary. When the eDoc is approved, any accounting line entries that include a Capital Equipment Object Code will be used to update the asset database by associating the payment information with the capital asset specified in the Capital Edit tab.

NOTE: Currently, the **Capital Edit** tab can only be used to associate **one** new or existing capital asset with transactions itemized in that eDoc. Therefore, financial transactions that pertain to separate assets must be submitted in separate eDocs. For example, the **Accounting Lines** tab in a JV eDoc may contain entries for multiple transactions, but if two or more of those accounting lines include a Capital Equipment Object Code, they must pertain to the same individual capital asset or else the eDoc cannot be submitted.

Retrieve Asset to be Updated


This section of the **Capital Edit** tab enables you to retrieve information about an existing asset in order to associate it with one or more of the financial transactions detailed in the JV eDoc. The **Retrieve Asset to be Updated** section contains only one field: *Asset Number*. Completion of this field is required if an accounting line in the eDoc pertains to an asset that already has a record in the asset database. You can enter the relevant asset number manually or click the adjacent lookup  icon to search for the asset in question and select its asset number from the search results.








- An existing asset can be modified only if a Capital Equipment Object Code is displayed in the *Object* field of the accounting line entry on the **Accounting Lines** tab.
- The asset number specified here must identify an active, valid asset. Active assets have an Inventory Status Code of **A** (Active), **N** (Non-Capital Asset), or **U** (Under Construction).
- The specified asset number will be locked in the system until the financial transaction eDoc is approved, canceled, or disapproved.

Create New Assets

This section of the **Capital Edit** tab enables you to submit the information needed to create a new record in the asset database and associate it with one or more financial transactions detailed in the JV eDoc. When the eDoc is approved, this new asset record will be updated to include that payment information in the asset database.

Table 3. Fields and Controls in the Create New Assets section of the Capital Edit Tab

Field Name or Control	Description
Asset Quantity	Required. Enter the number of assets for which you are creating a new record in the asset database. NOTE: Currently, the Capital Edit tab can only be used to create a record for one asset, and you must enter the number 1 in this field.
Asset Type	Required. Enter the code that identifies the type of asset for which you are creating a record. You can click the adjacent lookup  icon to search for the appropriate code using the Asset Type Lookup form.

Field Name or Control	Description
Vendor Name	Required. Enter the name of the vendor from whom the asset was obtained. You can click the adjacent lookup  icon to search for this vendor using the Vendor Lookup form.
Manufacturer	Required. Enter the name of the company or person that manufactured the asset.
Model	Optional. Enter the manufacturer's model number for the asset.
Asset Description	Required. Enter a detailed description of the asset in this free-form text box.
	Click the add button in the Action column to add the information you have entered for the new asset. Additional fields (described below in this table) will then be displayed so that you can enter identification and location details for the asset.
	If you have not yet added the new asset information you entered in the fields described above, you can click the clear button if you want to clear those fields.
Tag Number	Optional; displayed after add button is clicked. Enter the unique identification number issued by the university and affixed to the asset.
Serial Number	Optional; displayed after add button is clicked. Enter the unique identification number assigned to the asset by the manufacturer.
Campus Code	Required; displayed after add button is clicked. From this drop-down list, select the code identifying the campus where the asset is physically located.
Building Code	Required; displayed after add button is clicked. Enter the code identifying the building where the asset is physically located. You can click the adjacent lookup  icon to search for this code using the Building Lookup form.
Room Number	Required; displayed after add button is clicked. Enter the room number of the room in the building where the asset is physically located. You can click the adjacent lookup  icon to search for this code using the Room Lookup form.
Sub Room	Optional; displayed after add button is clicked. If applicable, enter the sub-room number designating where the asset is located. You can click the adjacent lookup  icon to search for this code using the SubRoom Lookup form.
	If you want to delete the new asset information you entered, click this button in the Action column, which is displayed after the add button is clicked.

Journal Voucher Processes

Routing

- Journal Vouchers have an initiator and one or more approvers. A JV cannot be approved by the person who initiated it.
- It is recommended to have multiple people capable of initiating JVs, and also more than one person authorized as approvers. This helps to prevent delays in case one of the individuals in the routing workflow is not available.
- JV routing may have up to 5 approval nodes. Each approval node has one or more approvers assigned. However, having more than one approval node is not recommended except under special circumstances.
- Everyone in the initiator and approval nodes will receive all action requests in their **Action Lists**. When one of the initiators or approvers completes a required action on a JV eDoc, that eDoc will be removed from the **Action Lists** of the other individuals assigned to the same node.

For example, if a JV has been routed to four approvers in the same approval node, as soon as one of those individuals approves the JV, it will be removed from the Action Lists of the other three approvers.

- After the final departmental approver, Journal Vouchers are routed to the Comptroller's Office. SPA Journals are routed first to SPA, then to the Comptroller's Office.
- *Figure 10* (see following page) illustrates the workflow routing of a JV eDoc.

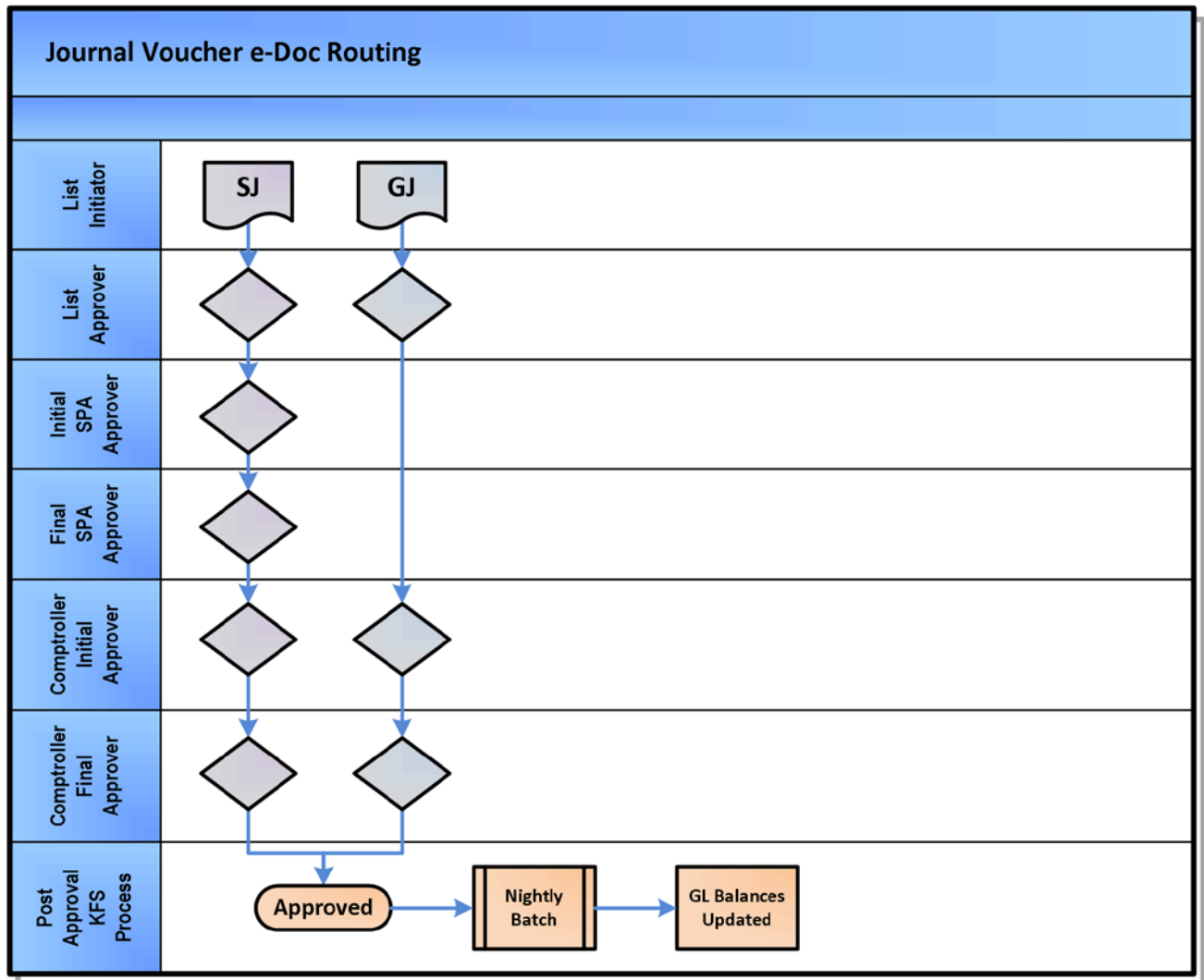
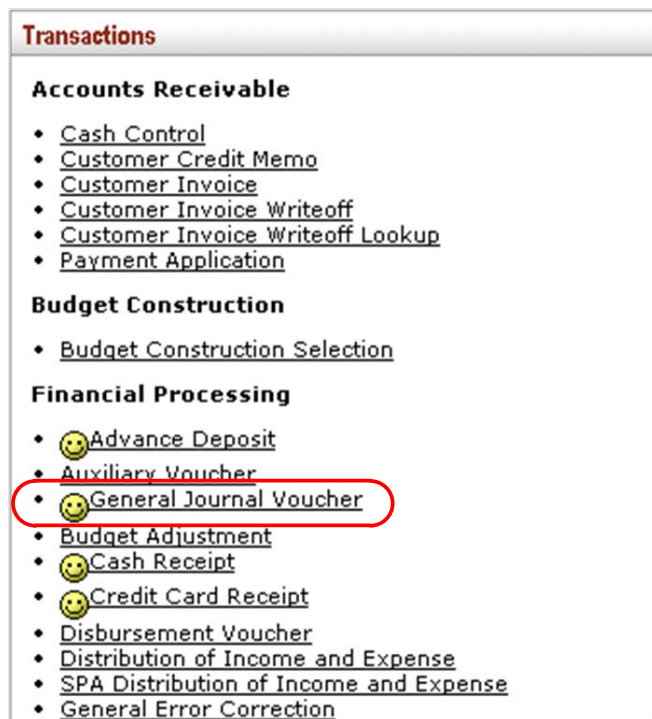


Figure 10 – JV Document Workflow (SJ = SPA Journals; GJ = General Journal)

JV Initiating and Data Entry

Initiating a JV Document

Financial Main Menu > **Transactions** > Financial Processing > General Journal Voucher > opens a new General Journal Voucher eDoc.



Data entered into a JV document comes from two sources:

- Manual entry by the Initiator
- Imported entries from a data file

Both of these methods are discussed later in this section.

Use the following procedure to initiate a JV eDoc.

1. Select **General Journal Voucher** from the **Financial Processing** submenu group on the **Transactions** menu on the **Financial Main Menu** tab.

A blank JV eDoc with a new document ID will be displayed (see *Figure 11*).

University of Southern California

Business Intelligence USC eMarket

Financial Main Menu Workflow Main Menu Financial Maintenance Workflow Maintenance Administration

action list doc search Logged in User: [User Name]

General Journal Voucher ?

Doc Nbr: 694025 Status: INITIATED

Initiator: [User Name] Created: 11:08 AM 09/18/2012

expand all collapse all * required field

Document Overview

Document Overview

* Description: [Text Field] Explanation: [Text Field]

Organization Document Number: [Text Field]

Financial Document Detail

Total Amount: [Text Field]

JV (Journal Voucher) Number

JV (Journal Voucher) Number

* JV Number: [Text Field] Description: [Text Field] Preparation Dept: [Text Field]

Journal Voucher Details

Journal Voucher Details

* Accounting Period: SEPT. 2012

* Journal Voucher Type: ☒ Accounting Entry Document ☐ SPA Accounting Entry Document

Accounting Lines

Accounting Lines ?

hide detail import lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit	Credit	Actions
SC	[Text Field]		[Text Field]				0.00	0.00	
add: * Line Description									add

Capital Edit show

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel copy

Figure 11 – Journal Voucher eDoc

2. Complete the fields on the **Document Overview** tab:

Field Name	Description or Instructions
Description	Required. Enter a document description (40-character limit). <ul style="list-style-type: none"> This will show on your Action List. Descriptions should include the most important elements in describing the JV purpose.
Organization Document Number	<i>This field is not currently in use at USC.</i>
Explanation	Optional. Enter an explanation, or a continuation of the Description.

- On the **JV (Journal Voucher) Number** tab, enter the appropriate 3-digit JV number in the **JV Number** field, and press the TAB key.

The system will automatically populate the **Description** and **Preparation Dept.** fields.

- Complete the fields on the **Journal Voucher Details** tab:

Field Title	Description or Instructions
Accounting Period	Required. Confirm the accounting period shown here. (This drop-down list offers only one option, which should be the current accounting period.)
Journal Voucher Type	Required. Select the appropriate radio button. <ul style="list-style-type: none"> The default selection is Accounting Entry Document. Select SPA Accounting Entry Document if appropriate.


From this point forward in the JV Initiating process, there are two methods for completing the **Accounting Lines** tab. You may use both of these data entry methods in a single JV eDoc:

- **Manual JV Data Entry** (described next in this guide)
- **Imported JV Data Entry** (described on page 24)

Manual JV Data Entry of Accounting Lines

- Complete the fields on the **Accounting Lines** tab:

Field Name	Description or Instructions
Chart	Required. Confirm the SC chart code is selected in the drop-down list. SC is the default selection, and should not be changed.
Account Number	Required. Enter the account number using only digits without any dashes.
Object	Required. Enter the Object Code. (If SC is not the selection in the Chart drop-down list, KFS will display a "Not Found" error message when you enter an Object Code.)
Debit	Enter a Debit amount, or leave as 0.00 if entering a Credit amount.
Credit	Enter a Credit amount, or leave as 0.00 if entering a Debit amount.
Line Description	Enter a Line Description that is no more than 40 characters. Do not use punctuation except for a period to end each sentence.
Sub-Account Sub-Object Project Org Ref ID	<i>These fields are not currently in use at USC.</i>

- In the **Actions** column, click the  button to include the new Accounting Line in this JV.
- To include additional Accounting Lines using manual data entry, repeat the preceding steps.

4. If you want to include additional Accounting Lines by importing data, proceed to **Imported JV Data Entry of Accounting Lines**, presented next in this guide.
5. When you have completed the **Accounting Lines** tab, proceed to **Adding Notes and Attachments** on page 30 if you want to include any notes or attachments when submitting the JV.

If you do not need to include notes or attachments, proceed to the instructions for **Ad Hoc Routing** on page 31 if you want to send an action request for the JV to a Kuali user or group that is not included in the regular workflow routing for JV eDocs.

If you are ready to submit the JV without any further input, proceed to **Submitting the JV eDoc** on page 31.

Imported JV Data Entry of Accounting Lines

If you have a number of accounting lines to enter, you can import them from a file rather than manually entering each line on the **Accounting Lines** tab of the JV eDoc screen. However, when importing lines, bear in mind that the **maximum number of lines allowed is 300**. This is for system optimization purposes; longer worksheets overburden the system.

Import File Formats

The list of file formats that KFS recognizes for importing data to the **Accounting Lines** tab is limited to the **.csv** (comma-separated values) file type only. In addition to using the appropriate file type, the other critical factor in a template is the ordering of the data:

- The entries in your data import file must include all the fields on the **Accounting Lines** tab, in the same order, reading from left to right. The **Line Description** field should be the last column on the right.
- Each entry in your import file must include blank spaces for the fields that are **not currently in use** on the **Accounting Lines** tab.

Using the “My JV Import” File

The Comptroller’s office provides a template file called “My JV Import” for use in importing accounting lines. You can also create your own template file.

Figure 12 (below) shows the “My JV Import” template file, which was designed for use in importing JV accounting lines. It is organized from left to right with column headings that correspond to those on the **Accounting Lines** tab on the JV eDoc. In row 3 of the template file, the headings of required columns are shown in **red text**. Also notice that in the template file, columns C, E, F, and G are hidden; these columns correspond to the fields that are not in use on the **Accounting Lines** tab of the eDoc. Rules for completing this template file are presented in Table 4.

	A	B	D	H	I	J	K	L	M	N
1	Delete the top three rows of text before saving your document in csv format			Enter an amount in either the DEBIT or CREDIT field.		Do not use these symbols	Delete the top three rows Delete Rows 1, 2, and 3			
2	Use 'SC'	No Dashes in the Account #		Do not use \$ or , \$1,123.23 should read 1123.23		" < > & ,				
3	Chart*	Account*	Object*	Debit*	Credit*	40 character limit Line Description*				
4										
5										
6										
7										
8										

Figure 12 – “My JV Import” template file

Table 4. Rules Governing the JV Import File

Column	Rule
Chart	Required. Use ONLY the SC Chart code.
Account	Required. Enter the Account Number without any dashes.
Object Code	Required. Enter 5-digit Object Codes, including those starting with 0.
Debit / Credit	Required. Using only digits and a decimal point, enter an amount for either Debit or Credit. Do not enter both a debit and a credit on the same accounting line.
Line Description	Required. Enter a Line Description that is no more than 40 characters. Do not use punctuation, except for a period to end each sentence.

Create the Data Import File

Use the following procedure to create your data import file. (These instructions are written for the “My JV Import” template, but you can adapt them as needed if you are using a different template.)

1. Open a copy of the “My JV Import” template file.
2. Starting in row 4 of the template file, for all the lines that you want to import into a single JVeDoc, enter data in the columns headed with **red text**. Leave the other columns blank. Also, remember there is an import restriction of 40 characters per entry in the **Line Description** column.

	A	B	D	H	I	J	K	L	M	N
1	Delete the top three rows of text before saving your document in csv format			Enter an amount in EITHER the DEBIT or CREDIT field.		Do not use these symbols	Delete the top three rows Delete Rows 1, 2, and 3			
2	Use 'SC'	No Dashes in the Account #		Do not use \$ or , \$1,123.23 should read 1123.23				" < > & ,		
3	Chart*	Account*	Object*	Debit*	Credit*	40 character limit Line Description*				
4	SC	1001051250	21090	221.00		40 character limit in this field.				
5	SC	1091053743	02120		32.51	Only punctuation allowed is periods.				
6	SC	1001062148	47650	23.75		Use a period to end sentences.				
7	SC	2101037711	32100	102.18		Make descriptions concise.				
8										

Figure 13 – “My JV Import” template file with data entered

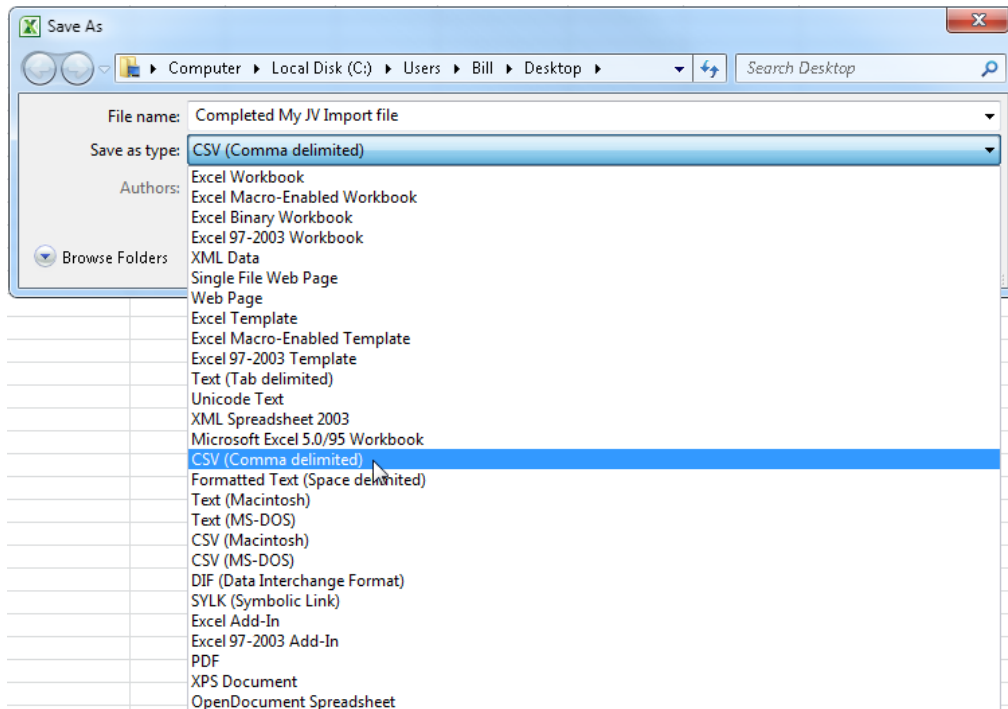
3. When you have finished entering data to be imported, you must delete rows 1 through 3 of the template file, which serve as a guide when entering your data. This step is necessary because the import function does not differentiate between column headings, instructions, and your data. Follow these steps to delete the first three rows:
 - a. Using your mouse, select rows 1–3.
 - b. Right-click on the now-highlighted rows to display the drop-down list that includes the **Delete** command.
 - c. Select the **Delete** command (see Figure 14).

Figure 14 shows an Excel spreadsheet with a context menu open over row 1. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide. The 'Delete' option is highlighted. Red annotations indicate the deletion of rows 1, 2, and 3. Below, the resulting spreadsheet shows rows 4-7, which were originally rows 7-10, with a red border around them.

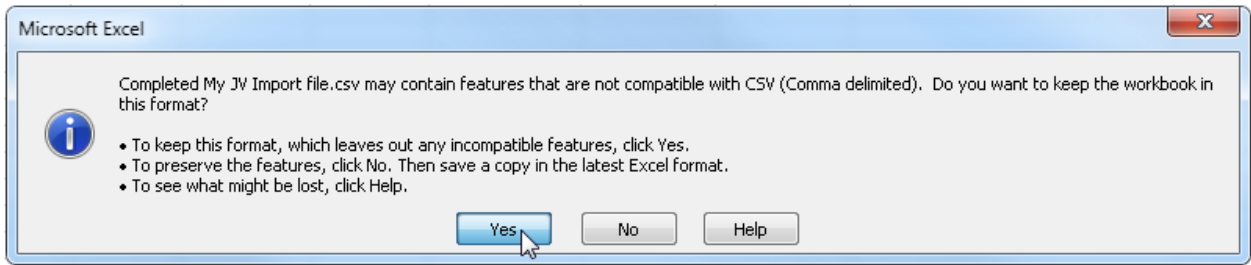
	A	B	D	H	I	J	K	L	M	N
1	SC	1001051250	21090	221.00		40 character limit in this field.				
2	SC	1091053743	02120		32.51	Only punctuation allowed is periods.				
3	SC	1001062148	47650	23.75		Use a period to end sentences.				
4	SC	2101037711	32100	102.18		Make descriptions concise.				
5										
6										
7										
8										

Figure 14 – “My JV Import” file with rows 1–3 deleted

4. Save your import file in the .csv format.
 - a. Select **File**, then **Save As**.
 - b. Click the **Save as type** drop-down menu.
 - c. Select **CSV (Comma delimited)** from the available choices (see following example).



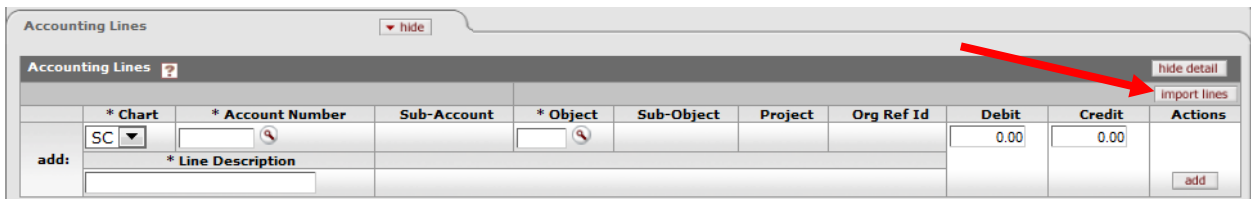
5. If a dialog box is displayed, asking whether you want to keep the CSV (Comma delimited) format, click **Yes**.



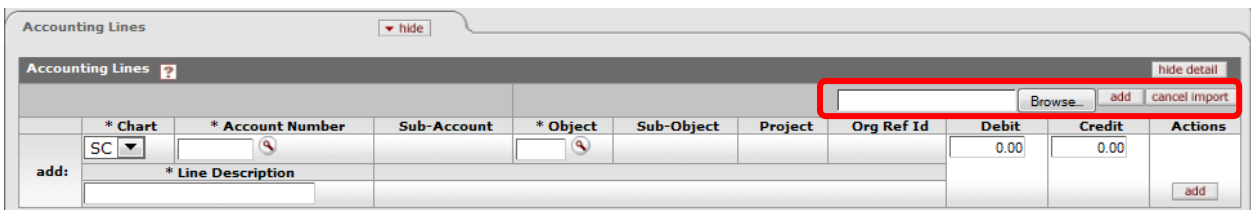
Step-by-Step: Import Data into the Accounting Lines Tab

Use the following procedure to import data into the Accounting Lines tab of the JV eDoc from the .csv file you created:

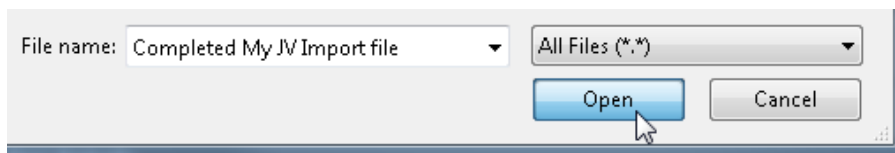
1. Open a new or existing JV eDoc.
2. On the **Accounting Lines** tab, click the **import lines** button.



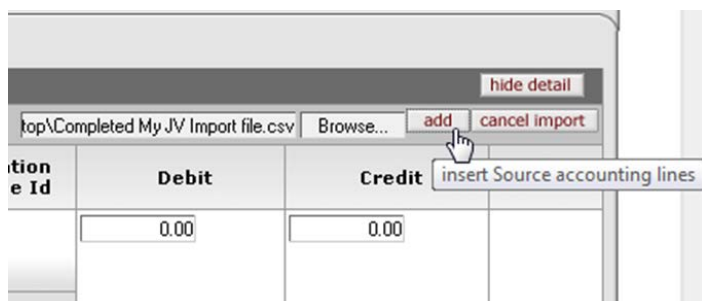
The Accounting Lines tab will change to include additional controls, as shown in the following example.



3. Click the **Browse...** button to open a dialog box that will enable you to navigate to the location of the import file on your hard drive or network.
4. Select your import file and click the **Open** button.



- When the name of the import file is displayed in the field next to the **Browse...** button, click the **add** button to start importing the data from the selected file.



Your lines should be imported properly if you followed the procedure presented earlier in this guide (see **Create the Data Import File** on page 26) and were careful with your data entry.

Accounting Lines

hide

Accounting Lines 2

hide detail

Import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit	Credit	Actions
add:	SC							0.00	0.00	
	Southern California									
	* Line Description									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Debit	Credit	Actions
1	SC	1001051250		2109				221.00	0.00	
	Southern California SUMMER SEMINARS (No Expiration)									
	* Line Description									
	THIS IS A DEBIT									
2	SC	1091053743		2120				0.00	32.51	
	Southern California account not found									
	* Line Description									
	THIS IS A CREDIT									
3	SC	1001062148		4765				23.75	0.00	
	Southern California account not found									
	* Line Description									
	COST OF GOODS									
4	SC	2101037711		3210				102.18	0.00	
	Southern California account not found									
	* Line Description									
	COST OF SERVICES									

bal inquiry delete

bal inquiry delete

bal inquiry delete

bal inquiry delete

bal inquiry delete

Debit Total: 346.93 Credit Total: 32.51

Figure 15 – JV after successful accounting lines import

- If you want to include any additional Accounting Lines in the JV using manual data entry, refer to **Manual JV Data Entry of Accounting Lines** on page 23.
- When you have completed the **Accounting Lines** tab, proceed to **Adding Notes and Attachments**, presented next in this guide, if you want to include any notes or attachments when submitting the JV.

If you do not need to include notes or attachments, proceed to the instructions for **Ad Hoc Routing** on page 31 if you want to send an action request for the JV to a Kuali user or group that is not included in the regular workflow routing for JV eDocs.

If you are ready to submit the JV without any further input, proceed to **Submitting the JV eDoc** on page 31.

Adding Notes and Attachments

The following steps describe how to add notes or attachments on the **Notes and Attachments** tab.

1. Click the **show** button to reveal the fields and controls used for adding comments and attaching related files.



2. If you want to attach any documentation relevant to the JV, click the **Browse...** button next to the **Attached File** field and navigate to the location of the file on your computer that you want to attach. The full path of the file that you have selected will appear in the **Attached File** field, but it is not yet attached.



If you want to change your selection to a different file, click the small **CANCEL** button just below the Attached File field. When that field is empty again, click the **Browse...** button once more to locate the other file that you want to attach.

3. The text box labeled **Note Text** is a required field. Type any desired notes, or if you are attaching a file, enter a brief description of the attachment.
4. To attach the file that you have selected, click the **add** button located to the right of the Attached File field, in the **Actions** column. (This button will not function if the **Note Text** field is empty.)
5. When you have completed the **Notes and Attachments** tab, proceed to the instructions for **Ad Hoc Routing**, presented next in this guide, if you want to send an action request for the JV to a Kuali user or group that is not included in the regular workflow routing for JV eDocs.

If you do not need to make any additions to the routing of the eDoc, proceed to **Submitting the JV eDoc** on page 31.

Ad Hoc Routing

The **Ad Hoc Recipients** tab provides you with the optional ability to modify the regular workflow routing of the JV eDoc by sending action requests to additional Kuali users or groups. If you do not need to make any additions to the routing of the JV eDoc, proceed to **Submitting the JV eDoc** on page 31.


1. If you are sending an action request to a person, complete the **Person Requests** section. Select the desired action from the **Action Requested** drop-down list, enter the person's User ID in the **Person** field (or click to perform a **UserID** lookup), and then click the button in the **Actions** column. After you have added a person, the button for that entry will be replaced with a button that you can use if you need to delete that person from your Ad Hoc routing changes.
2. If you are sending an action request to a group, complete the **Ad Hoc Group Requests** section. Select the desired action from the **Action Requested** drop-down list, and enter the appropriate information for the desired group in the **Namespace Code** and **Name** fields (or click to perform a **group** lookup), and then click the button in the **Actions** column. As described above for a person, the button for the group you added will be replaced with a button that you can use if you need to delete that group from your Ad Hoc routing changes.
If you perform a **group** lookup, you can click the Return Value link for the desired group when the search results are displayed on the Group Lookup page, and both the Namespace Code and Name fields will be populated automatically.
3. When you have completed the Ad Hoc Recipients tab, proceed to **Submitting the JV eDoc**, presented next in this guide.

Submitting the JV eDoc

1. When you have finished entering information in the JV eDoc, click the button at the bottom of the screen. Before submitting it, be sure that the JV is balanced (debits = credits).
The Kuali system will validate your eDoc (i.e., check it for errors) and then refresh the page displayed in your browser.
2. When the refreshed page appears, look at the top of the screen in order to view the status of your eDoc submission.
The status message will state "Document successfully submitted" if there were no errors found. If the status message indicates that there are errors in your eDoc, take note of the problem and make the necessary changes or additions to the information you entered. After correcting your eDoc, click the button again, and then check the status message to see if any further adjustments are needed.

Additional JV Functions

Saving a JV eDoc

Saving a JV preserves the information that you have entered, but does not send the eDoc to routing for approval. To save a JV, click the  button at the bottom of the eDoc.

- The **save** function provides error checking. A JV document cannot be saved unless it is error free. Remember that a completed JV must be balanced: debits = credits.
- Do not save an eDoc continuously as you fill it out. You should only save an eDoc if you are unable to complete it and need to leave your computer.

Approving a JV

JVs must be approved prior to acceptance in the General Ledger. Users with JV approval authority will see JVs listed in their **Action List**. You will only see JV eDocs for approval when it is your turn to review and approve the JV.

In your **Action List**, select the eDoc that you want to review for approval. After reviewing the eDoc, you have a variety of actions from which to choose:



Returns the eDoc to the approver who preceded you in the workflow routing.

- Returning a JV eDoc to the previous route level is usually done to make corrections on the JV.
- If you are the first approver, using this action returns the eDoc to the Initiator.
- A **Return Reason** is required. The system will display a message requesting that you enter the reason after you click the **return to previous route level** button.










Returns the eDoc to its initiator.

- Returning a JV eDoc to the initiator is usually done to make corrections on the JV.
- A **Return Reason** is required. The system will display a message requesting that you enter the reason after you click the **return to initiator** button.



Enables you to send the eDoc to system users not listed in the workflow routing of the JV.

Set up ad hoc requests on the **Ad Hoc Recipients** tab.

	<p>Saves the eDoc, including any modifications you have made.</p> <ul style="list-style-type: none">• Modification might include added notes or attachments, the addition of ad hoc recipients, and changes to accounting lines.• Clicking save does not constitute an approval.• You should only save an eDoc if you are unable to complete it and need to leave your computer. Do not save an eDoc continuously as you fill it out.
	<p>Enables the initiator to cancel the eDoc.</p>
	<p>Reloads the eDoc in its last saved form. Reloading is a method of deleting or undoing modifications made since the most recent save action.</p>
	<p>Approves the eDoc and sends it on to the next route node. If your approval is last in the Kuali workflow routing, the JV will be forwarded for final approval to the Office of the Comptroller for a GJ eDoc, or to both SPA and the Office of the Comptroller for an SJ eDoc.</p>
	<p>Disapproves the eDoc, which stops all further action. A Disapproval Reason is required. The system will display a message requesting that you enter the reason after you click the disapprove button.</p>
	<p>Closes the eDoc. This action <u>does not</u> include a save action. The JV will remain in its last saved state, without retaining any changes or additions you have made.</p>
	<p>Copies the eDoc, creating a new JV document.</p> <ul style="list-style-type: none">• This action will automatically save a new copy of the JV eDoc as it currently appears: Any unsaved changes shown on-screen at the time of the copy action are included in the new document, but <u>not</u> saved in the old eDoc.• Be aware that the JV Number must be consistent with your user permissions or the document copy cannot be saved.

Returned JVs

Returned JV's should be processed and returned to the approval workflow in a timely manner.

Disapproved JVs

When a user disapproves a JV document, it is removed from his or her Action List and stops routing for any remaining approvals.

NOTE: Disapprove JVs with caution!

All users who previously approved the now disapproved JV document receive an **FYI** notification telling them that the document has been disapproved.

Copy Function

The copy function is a convenient way of preparing a recurring JV; that is, a JV that uses the same Account Numbers and Object Codes each month.

- After copying the JV eDoc, change the dollar amounts or descriptions where necessary.
- If one or more additional Account Numbers are needed, add them before submitting the eDoc.
- If an Account Number from the previous version is not needed, delete it before submitting the eDoc.

Error Correction Function

KFS displays the **error correction** action button at the bottom of a JV only after it is fully approved. The **error correction** function reverses all debits and credits for a single JV.

WARNING: Use extreme caution when considering whether to use this function.

Whenever possible, it is better to use one of the following alternatives to **error correction**:

- Copy the JV eDoc, delete the accounting lines that do not require reversing, and enter your corrections to the lines that do need reversal. Then submit the copied JV showing only the accounting lines that you want to reverse.
- Create a new JV and submit accounting lines with your reversals.

Using Error Correction

1. Use **Doc Search** to locate and open the JV with problem accounting lines.
2. Click the **error correction** action button at the bottom of the open JV.
You will only see the **error correction** button for the problem JV if it has a **Final** document status.
3. KFS creates a new JV with the same accounting lines, but all debits are now credits and all credits are now debits.

- The document header displays a message indicating that the document corrects another document.

Doc Nbr:	344525	Status:	INITIATED	Corrects Document Id:	344459
Initiator:	mbloom	Created:	01:00 PM 06/09/2010		

Figure 16 – The header of a JV after clicking the error correction button

- When you initiate the error correction JV, the Timestamp, Author ID, and document number of the corrected JV will appear in a note added by KFS to the **Notes and Attachments** tab.
- If the error correction requires additional explanation, type a note containing the relevant information in the Note Text field on the **Notes and Attachments** tab.

Modifying an Existing JV

Manual data entry on a JV is used not only for creating new JVs, but also for making modifications to an existing JV.

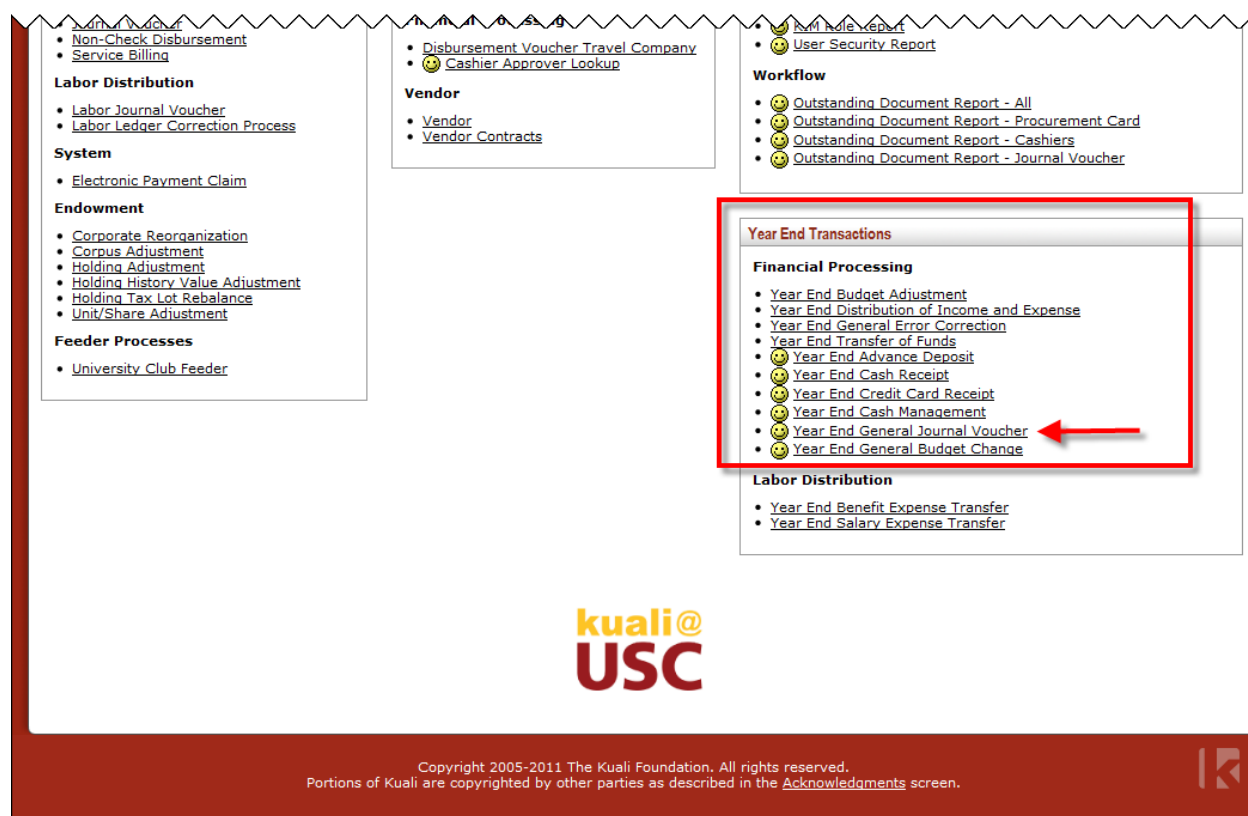
When an eDoc's status is **ENROUTE**, **Cancelled**, or **Saved**, making changes is accomplished via the **Notes and Attachments** tab, using the Note Text field or by attaching one or more documents related to the proposed changes. Once entered, the notes and documents can be viewed as attachments to the eDoc anywhere along the workflow route.

By contrast, once the eDoc is *fully processed*, it is no longer in the workflow system. You can no longer make changes to the information it contains or remove any notes or attachments. In order to accomplish this, you must flag the eDoc for modifications by using the **error correction** button that is displayed for JVs that are recalled after processing is complete. Refer to the preceding section of this guide, **Error Correction Function**, for guidance.

Year-End JV Process

This section discusses the year-end or “end of year” (EOY) General Journal Voucher process, which can only be created and submitted during limited periods at the end of each fiscal year, as designated by the Comptroller’s office. To find out the specific period when EOY JV eDocs can be submitted, please refer to the yearly email from the Comptroller’s office, which specifies their availability.

The **Year End General Journal Voucher** process in the Kuali system is included under **Year End Transactions > Financial Processing** in the lower right-hand area of the **Financial Main Menu** screen (see following example).



Selecting the “Year End General Journal Voucher” process will open an eDoc that looks just like the standard General Journal Voucher process listed under **Transactions > Financial Processing**. It has the same format as the standard JV eDocs that are processed throughout the fiscal year, and is restricted by the same business rules. Therefore, the procedure for completing the EOY JV eDoc is the same procedure used to complete a standard JV eDoc.

To create an EOY JV eDoc, click **Year End General Journal Voucher** on the Financial Main Menu screen. When the Year End General Journal Voucher eDoc form is displayed, complete it by following the instructions presented in *Initiating a JV Document*, starting on page 21.

My Journal Voucher Helpful Hints

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