

**FY 2010/2011 Year-End Kuali JV edoc Procedures**

**MEMORANDUM**

TO: Kuali Journal Voucher Initiators and Approvers  
FROM: Marc Bloom, Assistant Comptroller, Accounting Systems  
DATE: May 24, 2011  
SUBJECT: Kuali Journal Vouchers During Fiscal Closing

With the 2010/2011 fiscal year coming to a close on June 30, it is necessary to review a number of new procedures using Kuali Journal Vouchers.

**Highlights:**

- General Journal Voucher Process
- Year End General Journal Voucher Process
- June, 2011 Deadline
- 13 Series, 2011 Deadline
- When to use each Process
- Action List Example
- Questions

**General Journal Voucher Process:**

June and July Kuali Journal Vouchers should be entered using the General Journal Voucher Process that you are currently using.

It is located on the menu at the upper left side under:

***Transactions  
Financial Processing  
General Journal Voucher***

**Year End General Journal Voucher Process:**

13 Series Kuali Journal Vouchers should be entered using the new Year End General Journal Voucher Process. The only difference between the two processes is which year it posts to.

It will be located on the menu at the lower right side under:

***Year End Transactions  
Financial Processing  
Year End General Journal Voucher***

**FY 2010/2011 Year-End Kuali JV edoc Procedures**

**June, 2011 Deadline:** Tuesday June 28<sup>th</sup> 2011

Kuali Journal Voucher edocs should be approved by the approver by 5 P.M. on Tuesday June 28, 2011 using the General Journal Voucher edoc you have been using.

**Notes:**

**Any edoc entered or approved using this process from June 29<sup>th</sup> through June 30<sup>th</sup> will be posted in 13 Series.**

**Any edoc entered using this process after June 30<sup>th</sup> will be posted in July.**

**13 Series, 2011 Deadline:**

Tuesday July 19<sup>th</sup> 2011

Kuali Journal Voucher edocs should be approved by the approver by 5 P.M. on Tuesday July 19, 2011 using the Year End General Journal Voucher edoc.

**Notes:**

**This process will not be available until Friday July 1<sup>st</sup>, 2011.**

**When to use each Process:**

Date	edoc	Accounting Period
Through 06/28	<b>General Journal Voucher</b> edoc	June 2011 Transactions
06/28 - 06/30	<b>General Journal Voucher</b> edoc	13 Series 2011 Transactions
Beginning 07/01	<b>General Journal Voucher</b> edoc	July 2011 Transactions
Beginning 07/01	<b>Year End General Journal Voucher</b> edoc	13 Series 2011 Transactions

FY 2010/2011 Year-End KualI JV edoc Procedures

**Action List Example:**

<u><a href="#">Id</a></u>	<u><a href="#">Type</a></u>	<u><a href="#">Title</a></u>	<u><a href="#">Route Status</a></u>	<u><a href="#">Action Requested</a></u>	<u><a href="#">Initiator</a></u>	<u><a href="#">Date Created</a></u>
<u><a href="#">465401</a></u>	General Journal Voucher	General Journal Voucher - Your JV Description	Enroute	Approve	<u><a href="#">Bloom, Marc</a></u>	12:27 AM <b>06/28/2011</b>
<u><a href="#">465402</a></u>	General Journal Voucher	General Journal Voucher - Your JV Description	Enroute	Approve	<u><a href="#">Bloom, Marc</a></u>	12:59 AM <b>06/29/2011</b>
<u><a href="#">465406</a></u>	General Journal Voucher	General Journal Voucher - Your JV Description	Enroute	Approve	<u><a href="#">Bloom, Marc</a></u>	02:52 AM <b>07/06/2011</b>
		<b>Year End</b>				
<u><a href="#">465513</a></u>	General Journal Voucher	<b>Year End</b> General Journal Voucher - Your JV Description	Enroute	Approve	<u><a href="#">Bloom, Marc</a></u>	10:48 PM <b>07/06/2011</b>

**Questions:** Si Nguyen 821-1985 or Andrew Chang 821-4372