MEMORANDUM

TO: Kuali Journal Voucher Initiators and Approvers
FROM: Marc Bloom, Assistant Comptroller, Accounting Systems
DATE: May 22, 2015
SUBJECT: Kuali Journal Vouchers During Fiscal Closing

With the 2014/2015 fiscal year coming to a close on June 30, it is necessary to review a number of procedures using Kuali Journal Vouchers.

Highlights:
- General Journal Voucher Process
- Year End General Journal Voucher Process
- June, 2015 Deadline
- 13 Series, 2015 Deadline
- When to use each Process
- 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 Year End General Journal Voucher Process. The only difference between the two processes is which year it posts to.

It is located on the menu at the lower right side under:
Year End Transactions
Financial Processing

Year End General Journal Voucher

Please be sure you choose the correct process.
FY 2014/2015 Year-End Kuali JV edoc Procedures

**June, 2015 Deadline:** Friday June 26th 2015

Kuali Journal Voucher edocs should be approved by the approver by 5 P.M. on Friday June 26, 2015 using the General Journal Voucher edoc.

**Notes:**

Any edoc entered or approved using this process from June 27th through June 30th will be posted in 13 Series.

Any edoc entered using this process beginning July 1st will be posted in July.

**13 Series, 2015 Deadline:**

Friday July 17th 2015

Kuali Journal Voucher edocs should be approved by the approver by 5 P.M. on Friday July 17, 2015 using the Year End General Journal Voucher edoc.

**Note:**

This process will not be available until Wednesday July 1st, 2015.

**When to use each Process:**

<table>
<thead>
<tr>
<th>Date</th>
<th>edoc</th>
<th>Accounting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 06/26</td>
<td>General Journal Voucher edoc</td>
<td>June 2015 Transactions</td>
</tr>
<tr>
<td>06/27 - 06/30</td>
<td>General Journal Voucher edoc</td>
<td>13 Series 2015 Transactions</td>
</tr>
<tr>
<td>Beginning 07/01</td>
<td>General Journal Voucher edoc</td>
<td>July 2015 Transactions</td>
</tr>
<tr>
<td>Beginning 07/01</td>
<td>Year End General Journal Voucher edoc</td>
<td>13 Series 2015 Transactions</td>
</tr>
</tbody>
</table>

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