AOSD User Flash #292:
Copying FY18 Journal Entries & Cash Balancing Lines on $0.00 Vouchers
8/15/18

Copying FY18 Journal Entries – Budget Date

When copying from an existing Journal Entry, Departments must be sure to check the "Recalculate Budget Date" box on the Journal Entry Copy screen. If not, the entry will retain the original entry's budget date, regardless of the date input in the "journal date" field. This results in a mismatched Accounting Date and Budget Date. Please see the attached (click here) for steps on how to correctly copy journal entries.

Also attached is a spreadsheet (click here) of existing journal entries with mismatched budget and accounting dates. To fix the journal entries for your Department, please recreate the mismatched journal entry using the steps above and post the new entry, ensuring the "Recalculate Budget Date" box is checked. Once posted, immediately contact your fund accountant to have the original, mismatched journal entry unposted.

When processing $0.00 vouchers to correct FY18 vouchers, Departments must be sure to assess the cash distribution date of the original voucher.

To find the cash distribution date of the original voucher, navigate to the Summary tab of the original voucher and choose the "Accounting Entries Inquiry" under the View Related dropdown menu. Under Accounting Information, click on "View All" to expand the window to show all postings. The cash distribution line is found under the Payments section. See screenshot below:

(1) If cash for the original FY18 voucher was distributed in FY18, Departments must also add cash balancing lines to the $0.00 voucher.

(2) If the cash for the original FY18 voucher was distributed in FY19, Departments may process a standard $0.00 voucher to make the correction without cash balancing lines.

Departments should also review their existing $0.00 vouchers processed between July 1, 2018 and now. For the $0.00 vouchers that fall under Scenario 1 but cash balancing lines were not included, departments must create an additional $0.00 voucher by August 23. This additional $0 voucher should include only cash balancing lines as follows:

Distribution Line 1: Positive amount using Account Code 100005 in the chartfield of the original voucher
Distribution Line 2: Negative amount using Account Code 100005 in the correct chartfield

For additional information, please see Topic 4 of Job Aid: Using $0.00 Regular Voucher to Adjust Accounting Entries.