Financial Processing Auxiliary Voucher (AV)

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Overview

The Auxiliary Voucher (AV) document is used to record adjusting, accrual, or recode entries to the proper posting period of the transaction for preparation of accurate and timely financial reports.

Postings are allowed to the current period, future open periods, and the previous period if the document is posted/approved by the designated cutoff date. The standard cutoff date is the 10th of the following month. In certain months, the cutoff date may be moved to accommodate year-end, weekends and holidays. Please refer to the <u>Controller's Office Calendar</u> for actual cutoff dates for each month.

The AV document consists of three separate document types:

- Adjustment: The Adjustment type (AVAD) is used to post adjusting entries. The offset to these entries is to AV Generated Offset (9897) if the entry affects more than one account. If the entry affects only one account, then there is no offset. A reversal date is not allowed for this document type.
- Accrual: Accrual entries are made to recognize revenues in the period in which they are earned, and expenses in the period they are incurred. The Accrual type (AVAE) is used to post accrual entries to the General Ledger that must be reversed in a designated month following the posting period. A reversal date is required for this type of AV, which is normally during the next fiscal period, although it may be later. The offset to these entries are to the AV Generated Offset (9897) object code if the entry affects more than one account. If the entry affects only one account, then there is no offset. An accrual entry is always used to correct an accrual entry.
- **Recode**: The Recode type (AVRC) is used to properly reclassify account balances posted to the prior period. The recode entry creates an accrual in the fiscal period specified on the document and is automatically reversed in the current fiscal period. The reversal date defaults to the creation date of the document and cannot be changed. However, the actual reversal occurs on the date the document reaches full approval. In addition, a recode generates a Distribution of Income or Expense (DI) entry with Cash as the offset transaction, and posts in the current period.
- Note: A recode AV for transactions in the previous period must be submitted within 20 days of the end of the previous period.

Fiscal Officers and support staff, department, responsibility center, and campus administration staff are users of the AV.



Document Layout

The AV document has its own unique tab called "Auxiliary Voucher Details" in addition to the standard financial transaction tabs with one additional field called "Total Amount" in the "Document Overview" tab.

For more information about the standard tabs, see "Standard Tabs" in the IU KFS Overview and Introduction.

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Auxiliary Voucher Details Tab

The "Auxiliary Voucher Details" tab is used to indicate the type of Auxiliary Voucher document being created (Adjustment, accrual or recode) and the accounting period to which the transaction should be posted. The "Reversal Date" field appears only when the **Accrual** or **Recode** type is selected (note the second and third examples below).

Auxiliary Voucher Details	2
Auxiliary Voucher Details	
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* Auxiliary Voucher Type:	Adjustment Accrual Recode

Auxiliary Voucher Details tab for Adjustment type



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	* Auxiliary Voucher Type:	◎ Adjustment ⑧ Accrual ◎ Recode
	Reversal Date:	04/15/2014

Auxiliary Voucher Details tab for Accrual type

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* Auxiliary Voucher Type:	◎ Adjustment ◎ Accrual ◎ Recode
Reversal Date:	Mar 26, 2014

Auxiliary Voucher Details tab for Recode type

Auxiliary Voucher Details tab definitions:

Title	Description
Accounting Period	Required . Select the period the transaction should be applied to from the Accounting Period list.
Auxiliary Voucher Type	Required. Select the option for the type of Auxiliary Voucher document you wish to process
	Appears only for the AV type of accrual or recode. Requirement varies depending on the selected auxiliary voucher type:
Reversal Date	 Accrual: Required. Select the date when the transaction entries are to be reversed from the calendar . Recode: Display-only. Defaults to today's date and cannot be changed.

Process Overview

Business Rules

- The accounting period chosen must be open.
- Auxiliary vouchers for an open period must be approved by the designated cutoff date. The standard cutoff date is the 10th of the following month. In certain months, the cutoff date may be moved to accommodate year-end, weekends and holidays. Please refer to the <u>Auxiliary Calendar</u> (<u>https://fms.iu.edu/auxiliary-accounting/calendar/</u>) for actual cutoff dates for each month.
- If the AV type is Accrual Voucher, a reversal date is required. An accrual entry may have a reversal date that reverses in the future, even the next fiscal year.
- There must be at least two accounting lines in the document.
- All accounts must belong to the same chart and sub-fund.
- On an accounting line, you must enter a credit or debit amount, but not both.
- Negative amounts are not allowed.
- Debits must equal credits.
- Certain object code sub-types may be restricted from being used on the Auxiliary Voucher.
- The fiscal officer for each account must approve.
- Additional approvals may be established within the review hierarchy.

Routing

Fiscal Officer for all credit and debit accounts must approve the AV document. Additional approvals may be established within the institution's review hierarchy or are designated through Ad Hoc routing. The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.



Initiating an AV Document

- 1. Click Create Auxiliary Voucher from the "Financial Processing" module.
- 2. Log into the KFS as necessary.
- A blank AV document with a new document ID appears.
- 3. Select the type of AV you wish to create on the "Auxiliary Voucher Details" tab.Select the posting period and reversal date if needed.
- 4. Complete the remaining tabs as necessary.
- 5. Click submit submit
- 6. Review the "General Ledger Pending Entries" tab.
 - This document generates offsetting entries, depending on the AV type selected. For accrual and adjustment entries that affect more than one account, the offsetting entry is to a defined fund balance object code. If the entry affects only one account, then there is no offset.
 - For a recode entry, the offsetting entry is to a defined fund balance object code. In addition, a recode automatically generates a Distribution of Income or Expense (DI) entry with an offset to cash in the current period.
- 7. Review the "Route Log" tab.
- For more information about the "Route Log," see "Route Log" in the IU KFS Overview and Introduction.
- 8. Appropriate fiscal officers and organization reviewers approve the document.
 - For more information about how to approve a document, see "Workflow Action Buttons" in the *IU KFS Overview and Introduction*

Example: Auxiliary Voucher Accrual

Parts inventory purchases were received in September of 2014 but the actual invoice was not recorded in the accounts payable system until October of 2014. After selecting the **Accrual (AVAE)** option, a reversal date is entered to indicate when this accrual entry should be automatically reversed. In this example the entries are reversed on October 15th, 2014. The invoice payment is recorded in the appropriate object code (8303 Inventories-Service Parts is used in this example) and an accounts payable liability (9000 Accounts Payable) is recorded as well.



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Example: Auxiliary Voucher Recode

Parking operations received miscellaneous cash receipts in July of 2009, but these funds were mistakenly deposited into the wrong account (6044906). In August, the department realized that these funds should have been deposited into account 6044900.

After selecting the **Recode** (**AVRC**) option the system automatically fills in the reversal date of today's date. This field cannot be edited by the initiator. The correct posting period is selected and the "Accounting Lines" tab is completed.

The resulting pending ledger entries show an accrual entry for July of 2009 (the Accounting Period selected on the document) that is reversed in the current period. The document also automatically generates a behind-the-scenes Distribution of Income and Expense document (DI) with an offset to the cash object code (8000 in this example) that posts to the current period. Note that the AVRC entries are reversed after the document becomes fully approved.



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Example: Auxiliary Voucher Adjustment

Parking Services needs to recognize income previously deferred and reduce the associated deferred income liability. The income was recorded as a liability in object code 9400 (Deferred Income) and is recognized in object code 1464 (Parking Fees)

The period the income is recognized is used as the posting period, which is September, 2014 in this example. The **Adjustment (AVAD)** option is selected and there is no reversal date because it is an adjustment. The **Accounting Lines** section is completed to debit the liability and credit the income object code.

The resulting pending ledger entries show this debit to the liability object code and a credit to the income object code.



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					ze parking incom	e Ex	planation: Re	cognize pa	arking income pr	evious	y recorded as a li	ability in th	e object co	de 9400.	
Einz	Organizati ancial Docum	ion Docume ent Detail	nt Nun	iber:	_					-				-	-
									Total Amo	unt: 8	0,000.00				
Aux	ciliary Vouche	er Details			▼ hide										
	-11	- D-1-1-	_			_	_	_	_	_	_	_	_	_	_
Aux	ciliary Vouche	er Detalls	-	* Accounti	ing Period: SEP	T. 2014									
			* /		cher Type: Adj		AD)								
Acc	ounting Lines	-			▼ hide										
					· mac										
Acc	counting Line	^s ?	-		_	_	_	-	_	-	_	-	_	hid	le detail
	* Chard				Cub Arrowski	* Ohiant	Cub Object	Durational	Organization	1					
	* Chart Code	Sub-Fund	Org	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Reference Id		Debit		Credit		Action
1	BA BLOOMINGTON AUX	AUXENT	PARK	6044900 PARKING OPERATION		9400 DEFERRED INCOME				80,00	0.00	0.00			
2	<u>BA</u> BLOOMINGTON AUX	AUXENT	PARK	6044900 PARKING OPERATION		1464 PARKING FEES				0.00		80,000.	.00		
										Debit	t Total: 80,000.0	0 Credit	Total: 80,0	00.00	
	ieral Ledger I	needleer Cet													
Gen	leral Leuger i	Pending Ent	ries		thide ↓										
Gen	ieral Ledger I Seg # Fisc	Pending Ent	ries 🍳 Chart	Account	Sub-Account	t Object	t Sub-Obj	n at Da	oject Doc	Туре	Balance Type	o hi	Туре	Amount	D/
	1 2015	BA		6044900	Sub-Accoun	9400			-		AC			000.00	D
				6044900		1464					AC	IC		000.00	С
	2 <u>2015</u>	BA													
	2 <u>2015</u>				▶ show										
Note	2 2015 es and Attack	nments (0)			▶ show										
Note	2 <u>2015</u>	nments (0)			show show show										
Note	2 2015 es and Attack Hoc Recipient	nments (0)			▶ show	nd ad hoc re		oad (ck	ose) (copy)						

Important Note! For an accrual, if enter a reversal date in the future when submitted it changes it to the default.

