**Document Overview:**

The Adjustment Voucher (AV) is used to recognize revenues in the period in which they are earned and expenses in the period in which they are incurred. This option does NOT have a reversal date.

The Accrual Voucher (AV) is used to post an accrual entry that will reverse in a designated future month. By selecting this option, a reversal date is required.

To do either document, click into the “Adjustment/Accrual Voucher” document. The user will be given two options, either to select adjustment or to select accrual. The default is for the adjustment document. By clicking accrual, it will allow for a reversal date. The document is set up with debit and credit fields.

**How to Complete the Document:**

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field. The Organization Document Number is an optional field and is searchable in Kuali. In the below example, the department chose to use this additional Org. Doc. # field.

Below is an example of an “Adjustment Voucher” -- note that a reversal date is NOT requested. In this example, the inventory balance is being adjusted to the actual amount and a cost of goods sold expense is being recognized.
Below is an example of an “Accrual Voucher” -- note that a reversal date is requested. In the below example, a department needs to accrue for and post for services billed in January 2018. This entry is accruing revenue (posting it to the proper period) and recording a receivable. It is anticipated that customers will pay in February 2018, so a reversal date of 2/1/2018 has been selected. The reversal in February will clear the receivable and increase the revenue in account 2221500 by $330.00.

The invoice and any other support needed will be attached to the Notes and Attachments section in PDF or TIFF format.

Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) will be required after Fiscal Officers have approved. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to $10,000. Campus Services approves afterwards.

Additional approvals may also be required depending on object codes used (ex. authorized business function object code 6649), sub-accounts used within the document (ex. PLANT, SPONPR, and GIFT), and Fund Groups used (ex. Fund Group A).
Document Exceptions/Restrictions:

Below are the list of parameters related to the AV document. If the Constraint Code is “A” it means “Allowed” and if it is “D” it means “Disallowed”.

<table>
<thead>
<tr>
<th>Namespace Code</th>
<th>Component</th>
<th>Application ID</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Parameter Constraint Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>XFL-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>OBJECT SUB TYPE</td>
<td>Object Sub-Type(s) restricted from use on...</td>
<td>AM, BF, CA, BU, LF, UO, IF, FB, CO, CP, CM, CF, UF, UC, VF, LI, CP, CM</td>
<td>D</td>
</tr>
<tr>
<td>XFS-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>ACCOUNTING PERIODS</td>
<td>Restricts available Accounting Periods</td>
<td>AB, BB, CB</td>
<td>D</td>
</tr>
<tr>
<td>XFS-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>ACCOUNTING PERIOD GRACE PERIOD</td>
<td>Number of days after an accounting peri...</td>
<td>60</td>
<td>A</td>
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<tr>
<td>XFS-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>OBJECT CODES</td>
<td>Object Code(s) restricted from use on th...</td>
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<td>D</td>
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<tr>
<td>XFS-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>AFFIRMED OBJECT CODE</td>
<td>The object code that is used for...</td>
<td>3000</td>
<td>A</td>
</tr>
<tr>
<td>XFS-PP</td>
<td>AuxiliaryVoucher</td>
<td>VFS</td>
<td>REVERSAL DEFAULT DAY OF THE MONTH</td>
<td>The day of the month that will prefill...</td>
<td>01</td>
<td>A</td>
</tr>
</tbody>
</table>

Below is the explanation of these restrictions:

**Object Sub Types:**
Specific Object Sub-Type levels should not be included on Adjustment Accrual Voucher documents. This document disallows the use of object codes with Object Sub-Types of:

- AM - Art+ Museum
- BF - Bldg + Attached/Fixture Federally Funded
- CA - Cash
- BU - Budget Only Object Codes
- BD - Building
- LF - Library Acquisition Federally Funded
- LE - Leasehold Improvements
- LA - Land
- IF - Infrastructures Reserved for CAM
- FB - Fund Balance
- CO - Capital Moveable Equipment Other Owned
- UC - University Constructed
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- LI - Library Acquisitions
- VF - Vehicle Federal Funding
- CP - Capital Assets
- CF - Capital Moveable Equipment Federal Funded
- CM - Capital Moveable Equipment

**Accounting Periods:**
Restricts available accounting period values from the drop-down list. The restrictions relate to Actual Balance (AB), Beginning Balance (BB), and Current Budget (CB).

**Object Code Restrictions:**
This document disallows the use of Object Codes 4353-Program Assessment Charges and 6050-Travel Encumbrance.