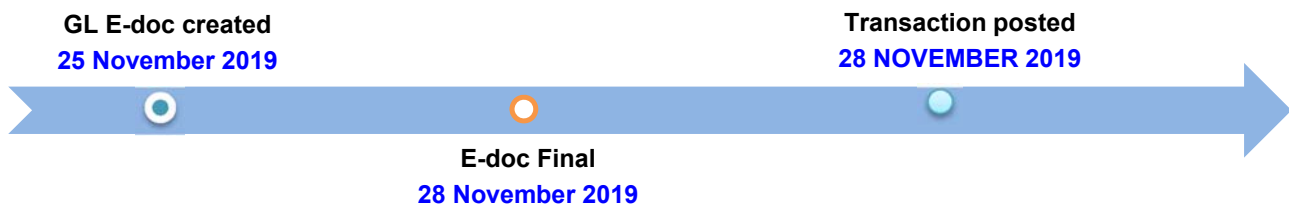


KFS Training Tip 13: GL E-doc transaction dates (DI, GEC, TF or RJV)

- As a KFS user please note that when you create a GL E-doc, the date when the transaction will appear in the General Ledger (GL) will depend on the following:
 - which E-doc you use,
 - if it has an Accounting Period field to backdate (only if the month-end is not finalised),
 - on which calendar date the document becomes final and post to the General Ledger (GL).
- Please find below examples of GL E-docs from when the document was created until it is final as well as the transaction date when the document will appear in the General Ledger (GL).

Example 1: A DI, GEC or TF document was created on 25 November, the document was Final on 28 November. The transaction will appear in the GL on **28 NOVEMBER 2019**.



Example 2: A DI, GEC or TF document was created on 28 November, the document was Final on 3 December. The transaction will reflect in the GL on **3 DECEMBER 2019**. Although November was still open (due to the month-end), these documents' transactions cannot be backdated. The calendar date when it is Final, is the date when it will reflect in the reports.



- Please note that the Journal Voucher (RJV) E-doc is the only General Ledger (GL) E-doc that can be used to backdate transactions to periods that are still open. *** Accounting Period:**
- Please do not misuse** the RJV E-doc for its backdating capabilities. You must still use the correct GL E-doc as per definition for the correct purpose, for example, corrections of transactions should be done with the GEC E-doc.

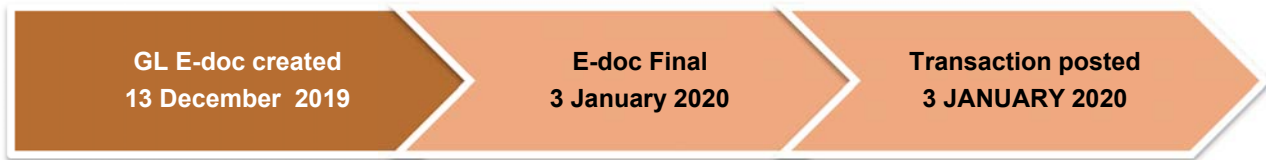
Example 3: A RJV document was created on 28 November, the document was Final on 3 December.

The Accounting Period **NOV-19** was selected, the Nov accounting period was still open and the month-end was not yet finalised - therefore the document will appear in the GL on **30 NOVEMBER 2019**.



- All GEC's, DI's and TF's that are not FINAL by 20 December 2019 - will post in January 2020 and will therefore become 2020 transactions. **It is very important that you finalise all documents (as far as possible) for 2019, BEFORE or ON 20 December 2019.**

Example 4: A DI, GEC or TF document was created on 13 December, the document was Final on 3 January 2020. The transaction will reflect in the GL on **3 JANUARY 2020**.



- If you created **DI, GEC** or **TF** transactions in 2019 that were not final on 31 December 2019, you must please reconsider whether these transactions should reflect in the 2019 or 2020 financial year.
- If a transaction still needs to reflect in 2019, ensure that it is approved in time, otherwise **CANCEL** or **DISAPPROVE** the document and make use of the YE (Year End) documents:
 - *YEDI (Year End Distribution of Income and Expense)*
 - *YEGE (Year End General Error Correction)*
 - *YETF (Year End Transfer of Funds)*
- If you do a YEDI, YEGE or YETF in January 2020 (and it becomes FINAL in January) - it will post in Closing 2019. "**CLOSING-19**" is the last period in which transactions for 2019 can be posted. YE E-docs automatically post to the Closing period.
 - We will inform you during January when you can start using these documents.

Example 5: A YEDI, YEGE or YETF document was created on 6 January, the document was Final on 10 January. The transaction will reflect in the GL in **CLOSING 2019 (31 December 2019)**.

