

Journal Voucher Closing Period Approval Parameters

Journal entries initiated when the General Ledger is not in a closing period may be subject to additional final approvals prior to posting to the General Ledger. These additional approvals occur when the journal entry has received the last of all necessary routine approvals (department, management center, corporate) at a time when the General Ledger has moved into a closing period.

Required CLS Approvals

The following rules summarize the additional approval required during each closing period.
(See the closing period definitions listed below)

	DU Budget Office Approval	Management Center Approval		DUHS General Accounting Approval	DU Controller's Division Approval
		Provost	Medical Center		
General Ledger in CLS1 closing period <u>and</u> journal entry initiated prior to this period by a user who does not have CLS1 journal entry authorization	X				
General Ledger in CLS2 closing period <u>and</u> journal entry initiated prior to this period by a user who does not have CLS2 journal entry authorization <u>and</u>					
user's position is in Provost department		X			
user's position is in Medical Center department			X		
user's position is in Central Administration department					X
user's position is in Health System department				X	
General Ledger in CLS3 closing period <u>and</u> journal entry initiated prior to this period by a user who does not have CLS3 journal entry authorization <u>and</u>					
user's position is in Provost department		X			
user's position is in Medical Center department			X		
user's position is in Central Administration department					X
user's position is in Health System department				X	
General Ledger in CLS4 closing period <u>and</u> journal entry initiated prior to this period by a user who does not have CLS4 journal entry authorization					X
General Ledger in CLS5 closing period <u>and</u> journal entry initiated prior to this period by a user who does not have CLS5 journal entry authorization <u>and</u>					
user's position is in Health System department				X	
user's position is in Company 0010 (Duke University) department					X

Closing Period Definitions:

- CLS1 - used during fiscal year end close by Budget Office personnel only
- CLS2 - used during fiscal year end close by a limited group of users in each management center
- CLS3 - used during month end close by a limited group of users in each management center
- CLS4 - used during month end and year end close by Accounting Services personnel only
- CLS5 - used for special year end entries (Period 15) by restricted users in DUHS and Company 0010