INFORMATIONAL CIRCULAR NO. 00-A-008 (Supersedes Informational Circular 99-A-015)

DATE:	October 29, 1999
SUBJECT:	Additional Information Regarding Journal Voucher Requests and Journal Vouchers to Correct Expenditure and Receipt Documents
EFFECTIVE DATE:	October 19, 1999
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APPROVAL:	approved by Shirley Moses
SUMMARY:	E-mail address for transmitting DA-35A Journal Vouchers and DA-35R Journal Voucher Requests. Clarification on preparation of DA-35As.

E-Mailing Requests (new)

DA-35A journal vouchers and DA-35R journal voucher requests can be e-mailed to the Department of Administration at armail@da.state.ks.us. All documents received by 9:00 a.m. will be printed at that time and added to the processing queue.

Batching DA35As (new)

In order to enhance tracking of journal vouchers and to speed up processing, please prepare a DA-199 STARS Batch Sheet for each set of DA-35s submitted. The batch type is "T." The batch count is the number of funding lines. The batch amount is the sum of the absolute values of all the funding lines (hash total). This form can be found at Accounts and Reports Internet site: http://www.da.ks.gov/ar/forms/.

Identifying Documents on the DA35A (clarification)

In the left most column labeled "c/n to" enter the current document number being corrected. Below the funding lines or in the explanation area indicate if the voucher was processed as an Internet interfund (state "SOKI"), or if processed under the agencies delegated audit authority (state "delegated audit"). For all documents please indicate the approximate STARS process date.