



FISCAL YEAR END

WHEN VOIDS CROSS FISCAL YEARS

We are often asked how to handle voids in Accounts Payable that may be from a prior fiscal year. There are options available when voiding checks:



1. **Cancel check and replace with manual check**
2. **Cancel check and vouchers**
3. **Cancel check and reopen vouchers for later payment**

Option 1 is used if a check is damaged, destroyed, or lost and must be replaced with a check payable to the same person, with the same date, for the same amount, from the same bank. When option one is selected, there is **no impact to the General Ledger**.

When using options 2 and 3, **pay attention to the void date**. It will be used to reverse the voucher account as well as the cash, accounts payable and expenditure account(s).

Option 2 – Prior FY Date	PRIOR FY	
	Debit	Credit
Cash	150.00	
Accounts Payable		150.00
Accounts Payable	150.00	
Expenditure *		150.00

Option 2 – Current FY Date	Current FY	
	Debit	Credit
Cash	150.00	
Accounts Payable		150.00
Accounts Payable	150.00	
Expenditure *		150.00

If the void was erroneously dated in the current fiscal year, move the transactions to the prior fiscal year with a journal entry that includes a reversal date.

JE to fix a void dated in the wrong Fiscal Year w/ Option 2	PRIOR FY		CURRENT FY	
	Debit	Credit	Debit	Credit
Set the journal date to be in the prior fiscal year. The reversal date will be in the current fiscal year.				
Cash	150.00			
Expenditure *		150.00		
Expenditure * **				150.00
Cash **			150.00	



Option 3 - the void date is used to reestablish cash and accounts payable. Select **Option 3** if the check needs to be issued to a different vendor, or another change must be made to the voucher. For example: on August 1, Current Fiscal Year, a Prior Fiscal Year check for \$150.00 is voided and the voucher(s) re-opened for payment to a different vendor. With **Option 3**, there is no impact to the voucher account.

Option 3 – Prior FY Date		Prior FY	
		Debit	Credit
Cash		150.00	
Accounts Payable			150.00
Option 3 – Current FY Date		Current FY	
		Debit	Credit
Cash		150.00	
Accounts Payable			150.00

If the void was erroneously dated in the current fiscal year, move the transactions to the prior fiscal year with a journal entry that includes a reversal date.

JE to fix a void dated in the wrong Fiscal Year w/ Option 3

	PRIOR FY		CURRENT FY	
	Debit	Credit	Debit	Credit
<i>Set the journal date to be in the prior fiscal year. The reversal date will be in the current fiscal year.</i>				
Cash	150.00			
Accounts Payable		150.00		
Accounts Payable **			150.00	
Cash **				150.00

* Expenditure control account is an automatic entry

** Automatic reversal entry