



AOSD User Flash #288: FY18 Year-End Workshop II PowerPoint, \$0 Voucher for AP Adjustments, and Updates on FY18 voucher Accounting Date/Budget Date Mismatch

1. PowerPoint for Year-End Workshop II

Attached ([click here](#)) is the PowerPoint slides for Year End Workshop Session II held on 7/12/18. It is also being posted online and will soon be available at: <http://sfcontroller.org/accounting-guidelines-procedures#yearend>

2. Using \$0 Regular Voucher instead of Journal Voucher for AP corrections and adjustments.

The City was formerly instructed to use Journal Vouchers for AP corrections and adjustments. Effective immediately, please use \$0 Regular Vouchers for such adjustments in the AP module. Please take note of this change and refer to the Job Aid for more details:

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000228271-accounts-payable-using-0-00-regular-voucher-to-adjust-accounting-entries>

3. Updates on FY18 Voucher Accounting Date/Budget Date Mismatch

When creating FY18 vouchers, please ensure that both the Accounting Date on the header and the Budget Date on each distribution line are on or before 6/30/18. If the budget date on the voucher is 7/1/18 or after, please follow this job aid for corrective procedures:

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000228096-processing-vouchers-with-correct-budget-date>. Topic 4 of the Job Aid addresses the scenario when the original voucher has been paid.

Note if you have followed the job aid in Flash #287 (distributed on 7/9/18), you may have unposted the original voucher in accounting period FY19 and reposted it in FY18. This would result in double expenditures in FY18 and a negative expenditure in FY19 in the GL module. To correct this, please follow the procedures below:

If the voucher has not been paid:

- Unpost the voucher again by selecting "Use Specific Date" and input 6/30/18 (refer to Page 15 of the job aid for screenshots)
- Repost the voucher again by inputting today's date (e.g. 7/13/18) as the Accounting Date on the header. The budget date on each distribution line must stay as 6/30/18.

If the voucher has been paid:

a. Process an accrual journal entry with auto-reversal to move the expenditure from FY18 to FY19 (i.e., to decrease in FY18 and increase in FY19)

b. Process a \$0 Regular Voucher following Topic 4 of the Job Aid :

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/22000228096-processing-vouchers-with-correct-budget-date>

Please contact your fund accountants if you need further assistance.