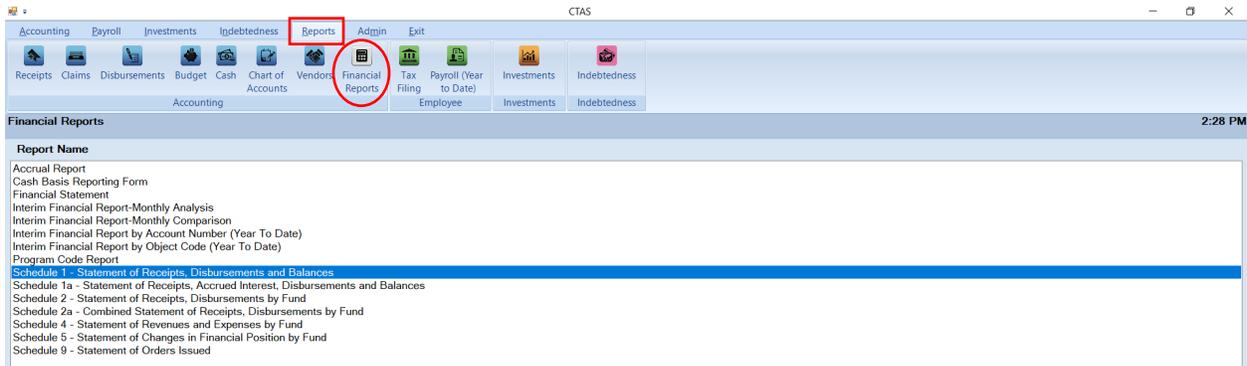


Voiding a Check/Disbursement from a Previously Closed Fiscal Year

In prior versions of CTAS when voiding a check/disbursement from a previously closed fiscal year, CTAS did not update the beginning fund balances of the current fiscal year. Per user request, CTAS will now update current year fund balances when voiding checks/disbursements from a previously closed fiscal year. (Note: There has been no change to how current year voids work).

Verify Funds' beginning balances for the current year. Select the Reports Tab (boxed), Financial Reports icon (circled) and create a Schedule 1 for the current fiscal year.



(For these instructions 2024 is the current fiscal year):

23535		Statement of Receipts, Disbursements and Balances (Schedule 1)								7/22/2024	
As on 7/22/2024											
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance	
General Fund	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00	
Road and Bridge	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00	
Total :	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	200,000.00	

Print the Schedule 1 or record the beginning balances for reference. Close report.

Select the Accounting tab (boxed), Disbursement icon (circled). Locate the check/disbursement to be voided in the Disbursement List tab.

The screenshot shows the Accounting software interface. The 'Accounting' tab is highlighted with a red box. The 'Disbursements' icon is circled in red. Below, the 'Disbursements List' tab is active, showing a table with one entry: Check Date 07/19/2023, Check Number 189726, Claim Number 1, Vendor Name Vendor 1, Description Payment, Check Total \$25,000.00, Void No, Cleared No. Buttons for View/Edit, Void (Y/N), Delete, Export to CSV, and Print are visible at the bottom.

View/edit the disbursement, in a new tab.

The screenshot shows the Accounting software interface with the 'View/Edit' screen for disbursement 189726. The 'Disbursements List' tab is active, and a new tab for '189726' is open. The screen displays fields for Check Number (189726), Check Date (07/19/2023), Vendor (Vendor 1), and Description (Payment). A 'Summary' section shows Total \$25,000.00, Distributed \$25,000.00, and Difference \$0.00. An 'Account Distribution' table is shown below with columns for Fund Number, Account Number, Object Code, Program Code, Amount, Investment ID, and Debt ID. The first row shows Fund Number 201: Road and Bridge, Account Number 43105: Road Maint Contr - Storm Damage..., Object Code 224: Repair and Maintena..., and Amount \$25,000.00. Buttons for Print, Save, and Cancel are at the bottom right.

Note the fund and amount that was disbursed. Close the individual tab.

This will bring you back to the Disbursement List tab, where the disbursement in question should be displayed.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Disbursements 6:50 AM

Disbursements List Add Disbursement

Search By Disbursement Date Search by Disbursement Date 07/03/2023 To 07/22/2024 Search

Check Date	Check Numbr	Claim Numbr	Vendor Name	Description	Check Total	Void	Cleared	Occurrence D
07/19/2023	189726	1	Vendor 1	Payment	\$25,000.00	No	No	

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

Highlight the row of the check/disbursement to be voided.

Select the 3) Void (Y/N) button (circled).

When voiding a check/disbursement from a previous closed fiscal year (example 2023), you will receive the following pop-up message:

Void

?

The following Check numbers are from a previous year. Voiding these disbursements will cause the CURRENT year's beginning balance to recalculate.

189726

Are you sure you would like to void the following Check(s) ?

189726

Yes No

To continue with the voiding process, select Yes.

Check will now display as voided in the Disbursement List tab.

The screenshot shows the 'Disbursements List' tab in a software application. The search criteria are set to 'Disbursement Date' from 07/03/2023 to 07/22/2024. A single record is displayed with the following details:

Check Date	Check Num	Claim Num	Vendor Name	Description	Check Total	Void	Cleared	Occurrence D
07/19/2023	189726	1	Vendor 1	***VOID\$25000.00***Payment	\$0.00	Yes	No	

Buttons at the bottom include: 2) View/Edit, 3) Void (Y/N), 4) Delete, 5) Export to CSV, and 6) Print.

The example disbursement was issued from the Road and Bridge Fund. Run the Schedule 1 for a date in the current fiscal year (example year is 2024), verify that the beginning balance of the Fund the check/disbursement was issued from has increased by the amount of the voided item. In this example, the Road and Bridge Fund should increase \$25,000.

.23535		Statement of Receipts, Disbursements and Balances (Schedule 1)								7/22/2024	
As on 7/22/2024											
Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance	
General Fund	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00	
Road and Bridge	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	75,000.00	
Total:	225,000.00	0.00	0.00	0.00	0.00	0.00	0.00	225,000.00	0.00	225,000.00	

Being that CTAS now updates the current year's beginning balances when a check is voided in a previously closed fiscal year, ***it is recommended that this information be included in the meeting minutes (as now the previous year's ending balances will not match the current year's beginning balances)***. A simple statement should be read into the meeting minutes, stating a disbursement was voided in a previously closed fiscal year, CTAS updates the current year's beginning balance to reflect the voided amount, the name of fund's beginning balance has increased by xx amount due to a voided disbursement issued in a previously closed fiscal year.

Example: Current fiscal year 2024: a disbursement issued from the Road and Bridge for \$25,000 from a previously closed fiscal year, has been lost and needs to be voided.

Statement in Board meeting:

Disbursement #189726 issued in 2023 was lost and was voided. CTAS updates the current fiscal year's beginning balance to reflect the change in the fund balance due to the voided disbursement. Disbursement #189726 was issued from the Road and Bridge Fund for \$25,000.00; the Road and Bridge Fund's 2024 beginning balance has increased by \$25,000.00 due to a voided disbursement issued in a previously closed fiscal year.