

Year-End Journal Voucher

Document Template

Voucher No.:

Date:

Prepared By:

Department:

Reference(s):

Period Covered:

Journal Entries

Date	Account Code	Account Title	Description	Debit (₱)	Credit (₱)
Total					

Remarks / Explanation

Signatories

Prepared By

Reviewed By

Approved By

Important Notes

- Ensure all journal entries comply with year-end reporting requirements and accounting standards.
- Proper supporting documents must be attached for every entry.
- Review and reconcile all balances before finalizing the voucher.
- Obtaining appropriate approvals is required prior to posting in the system.
- This document serves as a formal record for audit and financial closing purposes.