



WISCONSIN YEAR-END RECONCILIATION MANUAL
 Department of Administration – State Controller’s Office

Section	EQUITY
Subsection	Equity
Accounts	3500000 - 3990000
Effective Date	07/01/2016
Revision Date	07/01/2016

TRANSACTION SOURCES AND ACCOUNT VALIDATION PROCEDURES

- 3500000 – Encumbrances
- 3501000 – Administrative Encumbrances
- 3505000 – Reserve Memo Encumbrances
- 3510000 – Reserve for Pre-encumbrances
- 3515000 – Reserve Memo Pre-encumbrances
- 3630000 – Employee Benefits
- 3631000 – WRS Employee Accum
- 3632000 – WRS EE Addl Accum
- 3633000 – WRS ER Addl Accum
- 3634000 – WRS TD Addl Accum
- 3635000 - WRS Employer Accum
- 3636000 – WRS Annuities
- 3637000 – WRS Est. Annuities
- 3638000 – WRS Undist Earnings
- 3639000 – Employer Reserve Credit Acct
- 3987000 – Reserve Market Value Adjust
- 3990000 - Undesignated

These are the equity accounts that are available in the general ledger. Agencies should not be processing transactions directly to any equity account without SCO approval. Since encumbrance transactions are not posted to the general ledger but are posted to the Commitment Control Ledger you should not see any balances in encumbrance equity accounts in the Actuals ledger.

It is possible for AP, AR, Expense Reimbursement, etc. transactions to be incorrectly coded to an equity account. There are several agencies that have these types of transactions posted to equity accounts in FY16. These transactions need to be corrected. Prior to year-end each agency should run the General Ledger Activity report or the WI_GL_JOURNAL_ACTIVITY_RPT query to see if there are any transactions that have been posted to equity accounts. **These transactions should be reviewed and appropriate adjusting entries created.**

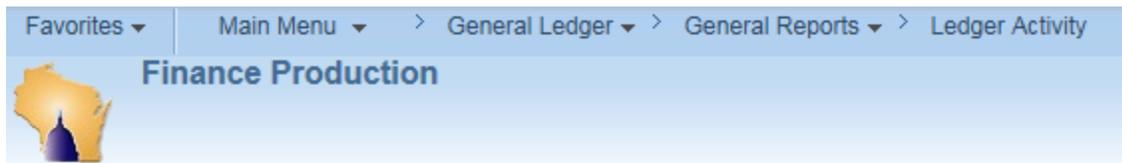
In FY2016 you may see some Journal ID’s in the ledger detail that start with “CNV”. These are conversion transactions. They are correcting, equity balances that resulted after loading the beginning equity balances.



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The navigation for the General Ledger Activity report is as follows:



General Ledger Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Run Control ID:

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Create your run control ID and the following page should appear.

It may not have all of the ChartFields that appear on the following page. To view additional ChartFields click the Refresh button. Select the Actuals ledger, your Business Unit, Fiscal Year and the entire year for the From and To accounting periods. Also make sure to check the “Show Accounting Detail” box. Then select what ChartFields you want to show in the report. Select the Equity Account numbers as indicated below for the Values. Run the report. You should have a listing of all transactions posted to the indicated accounts for the entire year.



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[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [General Reports](#) > [Ledger Activity](#)

Finance Production

Ledger Activity Report

Run Control ID: GL_ACCT_Detail Report Manager Process Monitor [Run](#)
 Language: [English](#)

Report Request Parameters

Unit: 51500 Ledger: ACTUALS Include Adjustment Periods: 1
 Fiscal Year: 2016 Currency: USD From Period: 1 To Period: 12 Date Code: All
 Show Discrepancies Only Show Journal Detail Display Full Numeric Field

[Refresh](#)

ChartField Selection Personalize | Find | | First | 1-14 of 14 | Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Appropriation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3500000	3995000
4	Adjustment Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

You can also run the following query in place of the Ledger Activity Report.

The “To” and “From” dates should be selected to cover the beginning to the end of the fiscal year. Note that the Account field is 3%. This will query on all equity accounts 3500000 to 3990000.



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 **WI_GL_JOURNAL_ACTIVITY_RPT - Posted Journal Activity Report**

Unit: 

Ledger Grp: 

From Date: 

To Date: 

Year:

Fund(% for All):

Appropriation((% for All):

Dept(% or Add Value):

Account(% for All):

PC BU(use % if no Project):

Project((% for All):

If there are any transactions posted to the equity accounts you need to analyze the transaction and determine what adjustment is necessary to correct the transactions that are incorrectly posted to an equity account.