



WISCONSIN YEAR-END RECONCILIATION MANUAL

Department of Administration – State Controller’s Office

Section	EXPENDITURES
Subsection	Various
Accounts	Various
Effective Date	07/01/2016
Revision Date	07/01/2016

TRANSACTION SOURCES AND ACCOUNT VALIDATION PROCEDURES

Legislative Only Accounts

Expenditure accounts with descriptions beginning “LEG ONLY” (i.e. 7399020 LEG ONLY District Phone) should be used by Legislative business units only. Non Legislative business units should move and balances in these accounts to non “LEG ONLY” accounts.

Sales Credits/Offset Accounts

Expenditure accounts with descriptions containing terms such as “Sales Credits” or “Offset” are generally contra expenditure accounts. These accounts should have a credit balance, unlike most expenditure accounts which should have a debit balance.

Review Account Descriptions

During the account reconciliation process, expenditure account descriptions should be reviewed to verify expenditures are coded to the correct accounts. For more information on account descriptions and account categories please refer to section 02-03 of the Wisconsin Accounting Manual.