FY2019 Year-End Processes
Accounts Payable

AP Deadline: EOD Thursday 07/18/2019
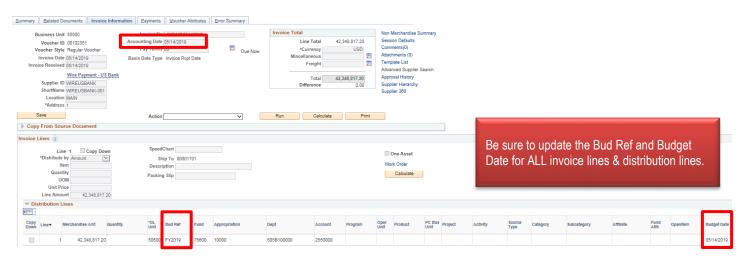1. Monthly Checklist Items 1-6 completed
2. Resolve ALL unposted vouchers
3. AP Mismatches corrected (see background and scenarios below)

Agency Task Overview
- All payment requests must be approved & built into vouchers, so voucher approvals are be completed by deadline
- FY2019 vouchers should be through all approvals and posted (FY2019 transactions cannot be unposted after 07/19 without it being recorded to FY2020)
- Clean-up any open & posted vouchers that were created in error and should not be recorded in FY2019
- Pending vouchers that will not be approved in time should be deleted (unmatched first) by the agency. Pending vouchers linked to POs, will cause the POs not to roll automatically and will require manual clean-up after 07/19.
- Clean-up mismatched vouchers – see processes below
  Please disregard any "H" vouchers, SCO is responsible for these and will be working to resolve

What to watch for when approving Vouchers during the Close Period
- Bud Ref date should equal (match) the FY in which the expense was incurred (the item received, or work completed) unless that fiscal year is already closed, then you should use the current FY

- Accounting Date should equal (match) the date/FY in which the agency would like the expense to hit the GL (i.e. 06/30/2019 for FY2019 or 07/01/2019 & later for FY2020)

- Accounting Date, Budget Date, and Bud Ref should be within the same FY within a voucher (for all voucher lines)
  *unless using a rolled PO with a previous Bud Ref, then just Accounting Date and Budget Date would match Either ALL 06/30/2019 & earlier or ALL 07/01/2019 & later.

Task 2: Resolve Unposted vouchers
Each Query returns vouchers that do not have a status of Posted. Make corrections or complete approvals as necessary to move the voucher along and into Approved status by the deadline. If the voucher is not to be paid or will not be completed prior to the deadline, then it should be deleted

Non-PO Vouchers: WI_AP_VCHR_UNPOSTED_NO_PO
PO Vouchers: WI_AP_VCHR_UNPOSTED_PO
　　　These may need to be unmatched prior to deleting
Interunit Vouchers: WI_AP_VCHR_UNPOSTED_INTER
　　　These should NOT be deleted

Task 3: Fiscal Year Mismatches
Background

AP Voucher Out-of-Sync/Mismatch Query
The Budget Fiscal Year Out-of-Sync/Mismatch query, **WI_YEC_VCHR_FY19_BY_MISMATCH** was created to identify Voucher(s) where the Budgetary and Fiscal Year information entered created and generated corresponding entries in the Budget and Actuals Ledgers that are inaccurate, or incorrect.

Key Fields for FY End with AP Vouchers
Accounting Date field – The Accounting Date field appears on the Voucher Header, Distribution Line, and Voucher Accounting Line (the Voucher Distribution Line is used to create the Voucher Accounting Line when the Voucher is "Posted"). The "Accounting Date" is used to determine the Accounting Period and Fiscal Year the entry is "Posted" to the Actuals Ledger. The Accounting Date is viewable on the voucher only on the Voucher Header.

Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year.

Budget Date field – The Budget Date field appears on the Voucher Distribution Line and is used to determine the Budget Period and Budget Year the entry will "Post" to the Budget Ledger.

Budget Reference field – The budget reference field indicates which budget authority is used. If a PO is carried over from a FY19 to FY20 it retains the FY19 budget authority. If an ER transaction in FY20 has a Budget Reference of FY19 then the ER will use budget authority from any PO's carried over from FY19 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY19 on a FY20 ER transaction will result in an error message and the transaction cannot be processed until the error is corrected.
Note - this field does not generate any type of budgetary entries but should match (fall within) the Budget and Accounting Date of the corresponding transaction.

These inaccuracies will cause Out-of-Sync and Mismatch entries in the ledgers that will need to be reconciled. The inaccuracies and mismatches identified by the query include the following conditions:

Out-of-Sync/Mismatch Conditions Identified
- **Condition 1:** The Accounting Date Fiscal Year is not the same as the Budget Date Fiscal Year
    Example: Accounting Date = 07/01/2019, which is Accounting Period 1 of Fiscal Year 2020.
    Budget Date = 06/30/2019, which is Budget Period 12 of Fiscal Year 2019.
    This transaction will inaccurately be reflected in the ledgers in two separate Fiscal Years

- **Condition 2:** The Budget Reference of the transaction is different than the Budget and/or Accounting date of the corresponding transaction.
    Example: Budget Reference = FY2019, which is Budget Year of 2019.

The Accounting Date and Budget Date are 07/01/2019, which is Budget Fiscal Year of 2020.
The Budget Referenced is different than the Budget and Fiscal Year the transaction will be reflected in the Ledgers.

Resolution(s) – One of the above three fields may need to be changed to correctly reflect in the Ledgers. There is a job aid to assist with where/how those changes should be done on the voucher, once the mismatch is identified.
http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/fiscalyrendvoucher.pdf

Identifying Mismatch Scenarios

Out-of-Sync/Mismatch Query
- Run the Query: WI_YEC_VCHR_FY19_BY_MISMATCH
- Press "Excel"

Query Viewer

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

*Search By [Query Name ▼] begins with [WI_YEC_VCHR_FY19_BY_MISMATCH]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▼]

Query									First ◁ 1 of 1 ▷ Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
WI_YEC_VCHR_FY19_BY_MISMATCH	Vchr Budget Fiscal Yr Mismatch	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Enter the Criteria to be viewed.
  - AP BU: enter your agency number
  - Voucher ID: %
  - Voucher entered date: 07/01/2018 (or later in the FY)

WI_YEC_VCHR_FY19_BY_MISMATCH - Vchr Budget Fiscal Yr Mismatch

AP BU [ ]
Voucher ID (or % For All) [%]
Voucher Entered Date (> or =) [ ] 📅

[View Results]

View the Results:

AP BU	Agency	Voucher ID	VCHR Line	VCHR Distrib LN	VCHR Hdr Entered Dt	VCHR Last Updated Dt	VCHR Hdr Acctg Date	VCHR Distrib Acctg Date	VCHR Acctg LN Acctg Date	VCHR Disrib Ln Budget Date	VCHR Acctg LN Budget Dt	PO Distrib LN Budget Dt	VCHR Distrib Ln Budget Refe nce	VCHR Acctg Ln Budget Referen ce	KK Budget Referenc e	PO Distrib LN Budget Referen ce	KK Bud get Peri od	VCHR Monetary Amt	Vchr Merchandis e Amt	Supplier ID	Supplier Name
50500	Department of Administratio	00026994	2	2	8/8/2016	8/11/2016	6/30/2016	6/30/2016	6/30/2016	7/19/2019	7/19/2019		FY2016	FY2016	FY2016		2016	-2907.720	-2907.720	000001481	Lake City Glass Inc
50500	Department of Administratio	00026994	2	2	8/8/2016	8/11/2016	6/30/2016	6/30/2016	6/30/2016	7/19/2019	7/19/2019		FY2016	FY2016	FY2016		2020	-2907.720	-2907.720	000001481	Lake City Glass Inc
50500	Department of Administratio	00029510	2	1	9/7/2016	9/14/2016	6/30/2016	6/30/2016	6/30/2016	7/19/2019	7/19/2019		FY2016	FY2016	FY2016		2020	2907.720	2907.720	000001481	Lake City Glass Inc
50500	Department of Administratio	00029510	2	1	9/7/2016	9/14/2016	6/30/2016	6/30/2016	6/30/2016	7/19/2019	7/19/2019		FY2016	FY2016	FY2016		2017	2907.720	2907.720	000001481	Lake City Glass Inc
50500	Department of Administratio	00040427	1	1	1/18/2017	6/1/2017	6/1/2017	6/1/2017		6/1/2017			FY2018					1340.440	1340.440	SINGLEPAY	Single Payment Supp
50500	Department of Administratio	00042234	1	1	2/8/2017	6/1/2017	6/1/2017	6/1/2017		6/1/2017			FY2018					1145.700	1145.700	SINGLEPAY	Single Payment Supp

Filter based on the following columns
Scenario 1: Paid Vouchers - Use column AT "Payment Status" to pull all lines with the status of PAID
Scenario 2: PO Vouchers – use column BK "PO ID" to identify Vouchers with Pos
Scenario 3: All other unpaid vouchers

Out-of-Sync Resolutions
The following section will identify scenarios where the following are not within the same Budget Fiscal Year: Budget Reference, Budget Date, Accounting Date; which will cause an Out-of-Sync condition if the transactions are "Posted" (appear) in the Budget or Actuals Ledger.
In addition, a methodology will be provided to resolve these conditions.
Note – ultimately it is at the discretion and decision of the agencies to determine the proper Budget/Fiscal Year of the transactions. These tasks should be completed by the agency by the SCO deadline.

Mismatch Vouchers in Paid status
Scenario 1: Paid Vouchers SCO Assistance Needed – Agency verification will be requested
Use column AT – to pull/remove all lines with the status of PAID

Vouchers that have already been Paid will require SCO assistance. If the voucher has Accounting/Budget Date and/or Budget Reference discrepancies SCO will need to make a correcting entry. SCO will send out an email Monday 07/15 afternoon pertaining to these transactions asking for the agency to identify the correct FY for the journal to move the transaction to. The agency will need to provide the correct Accounting & Budget Dates (as well as Budget Reference) for the correcting entry to made, to keep the FY transactions in sync.

Mismatch Vouchers not in Paid status (use for Scenario 2 & 3 below)
use column AE "VCHR Post Status" to determine if posted or unposted

Voucher Post Status = Unposted

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Update the voucher (Accounting Date, Bud Ref, Budget Date) Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/19)

Voucher Post Status = Posted (NOT Paid)

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Unpost the voucher on the same date as the Accounting Date. Update the voucher (Accounting Date, Bud Ref, Budget Date) Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/19)

Unposting a Voucher Job Aid: http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/postunpostvoucher.pdf

Scenario 2: Unpaid PO Vouchers completed by EOD 07/18/2019

Voucher Accounting & Budget information will need to be corrected to be within the same FY as the Purchase Order Accounting and Budget information.

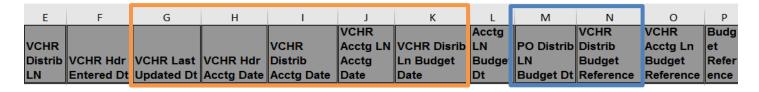**Voucher Budget/Fiscal Year Information Out-of-Sync after being created from a Purchase Order**

- Purchase Order is created
- Purchase Order is "successfully" Budget Checked with a Budget Date and Budget Reference of 2019 (Budget Date 06/30/2019 and Budget Reference of FY2019), respectively
- Purchase Order is "sourced" to a Voucher
- Voucher is created with a current Budget Fiscal Year (Accounting Date 07/01/2019 – Budget Date 07/01/2019)

Identify Mismatches - Purchase Order and corresponding Voucher Mismatch

- Sort/Filter to look at Vouchers associated to Purchase Orders (Use Column BK – PO ID to identify Vouchers with POs)

BH	BI	BJ	BK	BL	BM	BN
KK Transaction Line	KK Ledger Group	KK Ledger	PO ID	PO Line	PO Sched Num	PO Distrib Ln
1	CC_DETAIL	CC_DET_EX	0000002456	1	1	1
1	CC_DETAIL	CC_DET_EX	0000002906	1	1	1
1	CC_DETAIL	CC_DET_EX	0000002480	1	1	1
1	CC_DETAIL	CC_DET_EX		0	0	0
1	CC_DETAIL	CC_DET_EX		0	0	0

- The Purchase Order (Encumbrance) has a Budget Date (06/30/2019 or earlier) and Budget Reference (FY2019) for 2019 **(Fields outlined in Blue).**

- The Voucher has an Accounting Date (07/01/2019 or later) and a Budget Date (07/01/2019 or later), which is 2020 **(Fields outlined in Orange).** *Note - This information coincides with the Date the Voucher was entered not the corresponding Purchase Order information.*

E	F	G	H	I	J	K	L	M	N	O	P
VCHR Distrib LN	VCHR Hdr Entered Dt	VCHR Last Updated Dt	VCHR Hdr Acctg Date	VCHR Distrib Acctg Date	VCHR Acctg LN Acctg Date	VCHR Disrib Ln Budget Date	Acctg LN Budge Dt	PO Distrib LN Budget Dt	VCHR Distrib Budget Reference	VCHR Acctg Ln Budget Reference	Budget Refer ence

Correcting Mismatches - Purchase Order and corresponding Voucher Mismatch (corrections for these issues should be made on the Voucher)

- Navigate to the Voucher
- Press the Invoice Information tab and the following page will be shown:

Note –Screen shots are solely for the purpose of showing where corrections need to be done on the voucher pages.

- Update the Accounting Date from a Fiscal Year of 2019 date (06/30/2019 or earlier) to Fiscal Year 2020 Date (07/01/2019 or later)

Be sure to update the Bud Ref and Budget Date for ALL invoice lines & distribution lines.

- Update the Budget Date from a Fiscal Year of 2019 date (06/30/2019 or earlier) to Fiscal Year 2020 Date (07/01/2019 or later)   Be sure to do this step for all Invoice and Distribution Lines!

- Press Save.

Note – if the Invoice Date occurs after the Accounting Date, a "Warning Message" will be shown.

Verify the Voucher has "passed" Budget Check, after batch process runs at 4AM, 9AM, 12PM, 3PM and 7PM
- *Budget Status should say Valid*

- Approve the Voucher

Scenario 3: Unpaid Non-PO Vouchers
Non-Purchase Order Voucher (Direct Voucher) with Budget/Fiscal Year Information Out-of-Sync
- Voucher is created with a current Accounting Date (Accounting Date (07/01/2019 or later)
- The Budget Date is the same as the Accounting Date (07/01/2019 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2019)
- Agency doesn't update the Budget Date on the Voucher Distribution Line.
- Agency doesn't update the Budget Reference associated to the Voucher on the Distribution Line
- The Budget Date Budget Information doesn't match the Accounting Date and eventually the Budget to Actuals Ledger Information will be Out-of-Sync.

Identify Mismatches - Voucher Accounting/Budget Fiscal Year Mismatch
- Sort/Filter to look at Voucher(s) without Purchase Order information
- The Accounting Date is for Fiscal Year 2019 (06/30/2019 or earlier) and the Budget Date is for Fiscal Year 2020 (07/01/2019 or later)
- The Accounting Date is for Fiscal Year 2020 (07/01/2019 or later) and the Budget Date is for Fiscal Year 2019 (06/30/2019 or earlier)
- Bud Ref is FY2019 or FY2020 and doesn't match the Budget Fiscal Year and Accounting Fiscal Year

Correcting Mismatches – The vouchers Budget and Accounting Fiscal Year related information (Expenses) needs to be updated to coincide to post to the same year in the Budget and Actuals Ledgers.
- Navigate to the Voucher.
- Press the Invoice Information Icon and the following page will be shown:

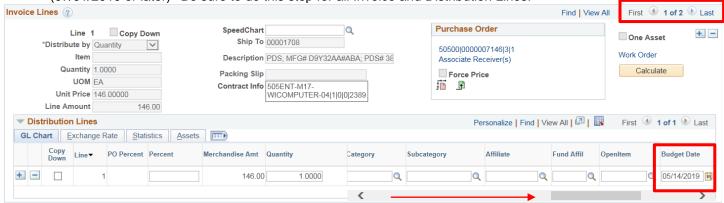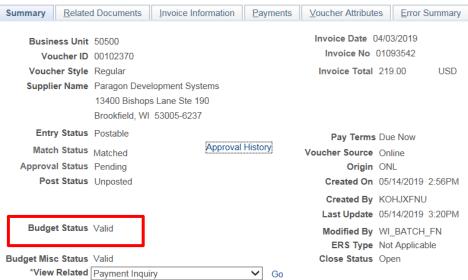*Note –Screen shots are solely for the purpose of showing where corrections need to be done on the voucher pages.*

- Accounting Date

- View the Distribution Line Information. The Budget Reference (Bud Ref)

- The Budget Date (for all Invoice and Distribution Lines)

- Press Save.
Note – if the Invoice Date occurs after the Accounting Date, a "Warning Message" will be shown.

Verify the Voucher has passed Budget Check, after batch processes run at 4AM, 9AM, 12PM, 3PM and 7PM.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary

Business Unit 50500			**Invoice Date** 04/03/2019	
Voucher ID 00102370			**Invoice No** 01093542	
Voucher Style Regular			**Invoice Total** 219.00	USD
Supplier Name Paragon Development Systems				
13400 Bishops Lane Ste 190				
Brookfield, WI 53005-6237				
Entry Status Postable			**Pay Terms** Due Now	
Match Status Matched	Approval History		**Voucher Source** Online	
Approval Status Pending			**Origin** ONL	
Post Status Unposted			**Created On** 05/14/2019 2:56PM	
			Created By KOHJXFNU	
Budget Status Valid			**Last Update** 05/14/2019 3:20PM	
			Modified By WI_BATCH_FN	
Budget Misc Status Valid			**ERS Type** Not Applicable	
*View Related Payment Inquiry ▾ Go			**Close Status** Open	

- Approve the Voucher

Task 3 Overview:
Unvalidated transactions from Scenario 1 will be "corrected" at SCO discretion
Transactions remaining from Scenario 2 will be **Unmatched** & **Deleted/Closed** by SCO
Transactions remaining from Scenario 3 will be **Deleted/Closed** by SCO
*with the exception of Interunit vouchers, those will be **Approved** by SCO

Please contact Kim Sell in SCO for assistance or questions regarding the above tasks and scenarios.

Optional Verification of Scenarios:
- Navigate to the Voucher and verify the Voucher has successfully "Posted" and the Accounting Entries are correct:
  - Accounts Payable >Review Accounts Payable Info >Vouchers >Accounting Entries
- Enter your BU, Voucher ID
  - On the Main information tab, look at the Accounting Date

Voucher Accounting Entries

*Business Unit 50500 | Voucher ID 00102344 | Invoice Number LGIPCHK0514201901

*Accounting Line View Option Standard | Invoice Date 05/14/2019 | ☐ Show Foreign Currency

Supplier ID SINGLEPAY | *Sort By Posting Process

Supplier Name VILLAGE OF WILTON | Search | Reset

Accounting Information

Find | View 1 | First ◄ 1-2 of 2 ► Last

Posting Process AP Accrual | GL Dist Status Distributed | Posting Date 05/14/2019

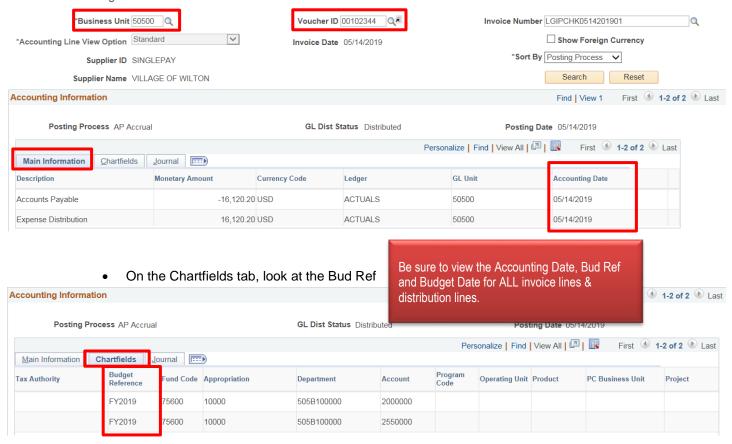Personalize | Find | View All | First ◄ 1-2 of 2 ► Last

	Main Information	Chartfields	Journal	

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-16,120.20	USD	ACTUALS	50500	05/14/2019
Expense Distribution	16,120.20	USD	ACTUALS	50500	05/14/2019

> Be sure to view the Accounting Date, Bud Ref and Budget Date for ALL invoice lines & distribution lines.

- On the Chartfields tab, look at the Bud Ref

Accounting Information

1-2 of 2 ► Last

Posting Process AP Accrual | GL Dist Status Distributed | Posting Date 05/14/2019

Personalize | Find | View All | First ◄ 1-2 of 2 ► Last

Main Information	Chartfields	Journal	

Tax Authority	Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project
	FY2019	75600	10000	505B100000	2000000					
	FY2019	75600	10000	505B100000	2550000					

- On the Journal tab, look at the Budget Date

Accounting Information

Find | View 1 | First ◄ 1-2 of 2 ► Last

Posting Process AP Accrual | GL Dist Status Distributed | Posting Date 05/14/2019

Personalize | Find | View All | First ◄ 1-2 of 2 ► Last

Main Information	Chartfields	Journal	

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP00761433	1	05/14/2019				05/14/2019	V	Y
AP00761433	11	05/14/2019				05/14/2019	V	Y