



Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	06/13/2019
SAM Ref	n/a			

BACKGROUND

This section describes how “Old” and “New” Fiscal Year transactions must be entered in STAR for Accounts Receivable, Accounts Payable, and Asset Management.

POLICIES

FY 2019 Year-End Deadlines:

- **FY 2019 Period 12 AP:** Final Date for Agencies to process FY2019 transactions is 07/18/2019 EOD
- **FY 2019 Period 12 Expenses:** Final Date for Agencies to process FY2019 transactions is 07/18/2019 EOD
- **FY 2019 Period 12 All other Subsystems and GL:** Final Date for Actual Ledger and other Subsystem FY2019 transactions:
 08/02/2019 (non-project agencies)
 08/09/2019 (project agencies)
- Please refer to the “FY2019 Closing” on the Accounting Services Webpage.

FY 2019 Period 12 will be used to record FY 2019 transactions (including adjustments) during the month of June AND during the statutory “throw-back period”. Section 29.902(5), Wisconsin Statutes requires that on a date within 7 days of July 31st, outstanding encumbrances against an appropriation in the previous fiscal year (FY 2019 in this case) shall be transferred as encumbrances against the appropriation for the current fiscal year (FY 2020 in this case). In order to meet this requirement and maintain system availability on weekdays, the outstanding FY 2019 encumbrances will roll to FY 2020 over the weekend of July 20, 2019. All FY 2019 encumbrances that should not be carried forward should be closed no later than Friday, July 19th. Agencies should enter all adjusting GL journal and other transactions into Period 12 as soon as they are known.

- **FY 2019 Period 996:** We will not be using Period 996 in for FY2019 close
- **FY 2020 Period 1:** Open July 1, 2019 (all subsystems and the GL)
- **FY 2020 Period 2:** Open August 1, 2019 (all subsystems and the GL)



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PROCEDURES

The following screen images show how/where to update the Accounting Date, Bud Ref and Budget Date, within the STAR Subsystems for old fiscal year entries. For the transaction to be recorded with the old fiscal year (FY 2017 in the examples) the dates will need to be 06/30 or earlier. For new year entries, the dates will need to be 07/01 or later.

ACCOUNTS RECEIVABLE

To record to the “Old” Fiscal Year:

1. The Accounting Date must be manually changed to 6/30 on the Totals Tab:

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Finance User Acceptance Test

Totals | Payments

Unit 50500 Deposit ID NEXT Delete Deposit

*Accounting Date **06/30/2017** [B]

*Bank Code [] [Q]

*Bank Account [] [Q]

*Deposit Type [] [Q]

Control Currency [] [Q]

Format Currency USD [] [Q]

Rate Type []

Exchange Rate []

Control Totals Control Data

2. The Accounting Date must be manually changed to 06/30 on the Payments Tab:

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Finance User Acceptance Test

Totals | Payments

Unit 50500 Deposit ID NEXT Date 06/28/2017 Balance Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq [] *Payment ID [] *Accounting Date **06/30/2017** [B]

Amount 0.000 Currency [] [Q]

Rate Type [] [Q] Exchange Rate [] [Q]

Payment Predictor Journal Directly Range of References

Payment Method [] [v] Attachments (0)



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3. The Bud Ref must be set to the old fiscal year (FY 2017 in this example) on the Accounting Entries Tab:

Accounting Entries | Deposit Control

Unit 50500 Deposit ID 14565 Payment FY 17 ENDING Seq 1

Currency Details

Amount 100.00 USD

Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Bud Ref	Fund	Appropriation	Dept	Av
1	1 50500	Speed Type		USD	FY2017				

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

ACCOUNTS PAYABLE

During the Throw-Back Period, the Accounting Date default will be changed to 6/30 (“Old Fiscal Year - FY 2017 in the example). Agencies may request that this default be changed back the current date default (the only other default option), by submitting a STAR ticket. Recommended if an agency completes their Old Fiscal Year AP processing (FY 2017 in the example) prior to the closing of the AP subsystem (July 19th in this case). The Accounting Date default will be automatically changed back to the current date default when the “Old” Fiscal Year AP module is closed.

If the Accounting Date default is changed back to the current date default prior to the AP subsystem closing, the transaction dates may still be manually changed to 6/30 for “Old Fiscal Year payments as follows:



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1. The Accounting Date must be manually changed to 06/30 on the Invoice Information Tab:

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Finance Production

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 50500
Voucher ID 00054385
Voucher Style Regular Voucher
Invoice Date 06/06/2017
Invoice Received 06/12/2017

Supplier Bill's Key Shop
Supplier ID 0000014828
ShortName BILL'S KEY-001
Location MAIN
***Address** 2

Invoice No 42147W
Accounting Date 07/01/2017 → **06/30/2017**
***Pay Terms** NET30 Net 30
Basis Date Type Inv Date

2. The Bud Ref must be the “Old” Fiscal Year (FY 2017 in this example):

▼ Distribution Lines Pers

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund
<input type="checkbox"/>	1			10.00	1.0000	50500	FY2018 → FY2017	16400

3. The Budget Date must be changed to the 6/30 (to match the Accounting Date and Bud Ref):

▼ Distribution Lines Personalize | Find | View All

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Affil	OpenItem	Budget Date	Finalize	PO Finalized
<input type="checkbox"/>	1			10.00	1.0000			07/01/2017 → 06/30/2017	<input type="checkbox"/>	N



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ASSET MANAGEMENT

1. Basic Add – For “Old” Fiscal Year entries the Accounting Date must be 6/30:

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

Finance User Acceptance Test

General Information | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit 50500 Asset ID NEXT Tag In Service

Acquisition Details Find | View All First 1 of 1 Last

Description

System Source AM Online Entry Page ▾

Incentive ID

Quantity 1.0000

Amount 0.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$0.00

*Capitalize To be Capitalized ▾

Base Currency USD

Currency USD 🔍

Category 🔍

Cost Type 🔍

Interfaces Info...
Acquisition Detail Chartfields

▼ Capitalization Information

Profile ID 🔍

Rate Type CRRNT 🔍

Accum Depr in Current Pd

Capitalize

Default Book CAFR

Left to Capitalize

Quantity	1.0000
Amount	0.00 USD

Trans Date 06/30/2017 📅

Acctg Date 06/30/2017 📅

Trans Code ▾

2. Cost Adjustment - For “Old” Fiscal Year entries the Accounting Date must be 6/30:

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Financial Transactions ▾ > Cost Adjust/Transfer Asset

Finance User Acceptance Test

Main Transaction

Unit 50500 Asset ID 000000014703 BOBCAT S510 ANGLE BROOM Tag 103230 In Service

Main Transaction

Transaction Date 06/30/2017 📅

Accounting Date 06/30/2017 📅

Transaction Code 🔍

Rate Type CRRNT 🔍

Copy Changes to Other Books

Copy to Other Books Options

Transfer Other Books by Amount ▾

Adjust Other Books By Amount ▾

Include Convention Exclude Convention ▾

Action -- Select Action -- ▾ **GO!**