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|--------------------|------------|---|-----------------------|-------------------|
| 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 | 04/14/2020 |
| 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 2020 Year-End Deadlines:

- **FY 2020 Period 12 AP:** Final Date for Agencies to process FY2020 transactions is 07/16/2020 EOD
- **FY 2020 Period 12 Expenses:** Final Date for Agencies to process FY2020 transactions is 07/16/2020 EOD
- **FY 2020 Period 12 All other Subsystems and GL:** Final Date for Actual Ledger and other Subsystem FY2020 transactions:
 08/07/2020 (non-project agencies)
 08/14/2020 (project agencies)
- Please refer to the “FY2020 Closing” on the Accounting Services Webpage.

FY 2020 Period 12 will be used to record FY 2020 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 2020 in this case) shall be transferred as encumbrances against the appropriation for the current fiscal year (FY 2021 in this case). In order to meet this requirement and maintain system availability on weekdays, the outstanding FY 2020 encumbrances will roll to FY 2021 over the weekend of July 18, 2020. All FY 2020 encumbrances that should not be carried forward should be closed no later than Thursday, July 16th. Agencies should enter all adjusting GL journal and other transactions into Period 12 as soon as they are known.

- **FY 2020 Period 996:** We will not be using Period 996 in for FY2020 close
- **FY 2021 Period 1:** Open July 1, 2020 (all subsystems and the GL)
- **FY 2021 Period 2:** Open August 1, 2020 (all subsystems and the GL)



WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller’s Office

| | | | | |
|--------------------|------------|---|-----------------------|-------------------|
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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** [s]

*Bank Code [] [magnifying glass]

*Bank Account [] [magnifying glass]

*Deposit Type [] [magnifying glass]

Control Currency [] [magnifying glass]

Format Currency USD [] [magnifying glass]

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** [s]

Amount 0.000 Currency [] [magnifying glass]

Rate Type [] [magnifying glass] Exchange Rate [] [magnifying glass]

Payment Predictor Journal Directly Range of References

Payment Method [] Attachments (0)



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

| | | | | |
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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 | 150500 | 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 (please see [FY2020 Closing](#)). The Accounting Date default will be automatically changed back to the current date default when the “Old” Fiscal Year AP module is closed.

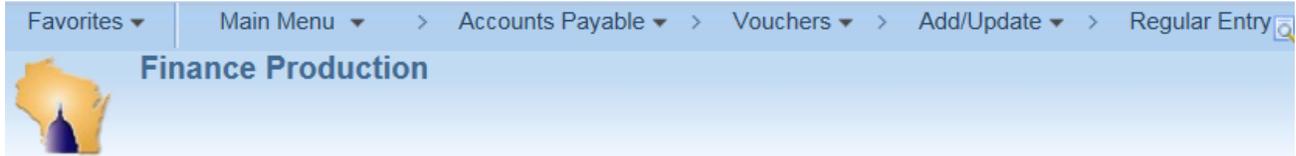
If the Accounting Date default is changed back to the current date default prior to the AP subsystem closing, the transaction dates may still be manually changed to 6/30 for “Old Fiscal Year payments as follows:



WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller’s Office

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



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

| | | | | | | |
|-------------------------|-----------------|------------------------|----------|------------------------|------------|-------------------|
| Business Unit | 50500 | Invoice No | 42147W | Accounting Date | 07/01/2017 | 06/30/2017 |
| Voucher ID | 00054385 | *Pay Terms | NET30 | Net 30 | | |
| Voucher Style | Regular Voucher | Basis Date Type | Inv Date | | | |
| Invoice Date | 06/06/2017 | | | | | |
| Invoice Received | 06/12/2017 | | | | | |
| Bill's Key Shop | | | | | | |
| Supplier ID | 0000014828 | | | | | |
| ShortName | BILL'S KEY-001 | | | | | |
| Location | MAIN | | | | | |
| *Address | 2 | | | | | |

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 | 16400 | | |
| | | | | | | | FY2017 | | | |

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 | [Icons]

| 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 | <input type="checkbox"/> | N | |
| | | | | | | | | 06/30/2017 | | | |



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ASSET MANAGEMENT

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

Navigation: 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 Base Currency: USD

Amount: 0.00 Currency: USD

Sales Tax: 0.00 Category:

Use Tax: 0.00 Cost Type:

Freight: 0.00 [Interfaces Info...](#)

Misc Charge: 0.00 [Acquisition Detail Chartfields](#)

Total Amount: \$0.00

*Capitalize: To be Capitalized

Capitalization Information

Profile ID: Default Book: CAFR

Rate Type: CRRNT

Accum Depr in Current Pd

| 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:

Navigation: 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 --