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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)

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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:

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

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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	A(
1	1 50500	Speed Type		USD	FY2017				

Total

Lines	0	Total Debits	0.000	Currency		Total Credits	0.000	Currency		Net	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.
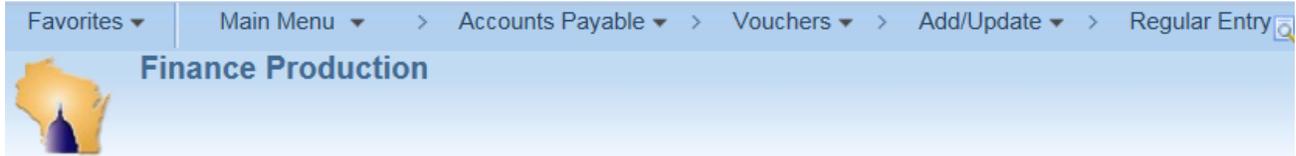
If the Accounting Date default is changed back to the current date default prior to the AP subsystem closing, the transaction dates may still be manually changed to 6/30 for "Old Fiscal Year payments as follows:

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

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

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

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ASSET MANAGEMENT

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

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