



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

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	05/29/2024

BACKGROUND

This section describes how the OLD and the NEW Fiscal Year transactions must be entered in STAR for specific modules Accounts Receivable, Accounts Payable, and Asset Management.

In the following policies and procedures OLD will refer to the FY being closed and NEW will refer to the FY being opened 07/01.

Please see [FY2024 Year End Close](#) documents for specific dates.

POLICIES

FY2024 Year-End Deadlines:

- **FY2024 Period 12 Accounts Payable (AP):**
 - Interunit vouchers created prior to 06/21/2024 should be Agency approved by EOD Thursday 06/27/2024.
 - Final Date for Agencies to process FY2024 voucher transactions is EOD Thursday 07/18/2024.
- **FY2024 Period 12 Expenses (EX):** Final Date for Agencies to process FY2024 transactions is EOD Thursday 07/18/2024
- **FY2024 Period 12 All other Subsystems and GL:**
Final Date for Actual Ledger and other Subsystem FY2024 transactions:
 - EOD 08/02/2024 (non-project agencies)
 - EOD 08/09/2024 (project agencies)

Please refer to the [FY2024 Closing](#) hyperlink on the Accounting Services Webpage.

FY2024 Period 12 will be used to record FY2024 transactions (including adjustments) during the month of June AND during the statutory “throw-back period” in July.

Wisconsin Statutes requires outstanding encumbrances against an appropriation in the previous fiscal year shall be transferred as encumbrances against the appropriation for the current fiscal year.

To meet this requirement and maintain system availability on weekdays, the outstanding FY2024 encumbrances will roll to FY2025 over the weekend of July 19, 2024. All FY2024 encumbrances that should not be carried forward should be closed no later than Thursday, July 18th. Agencies should enter all adjusting GL journal and other transactions into Period 12 as soon as they are known.



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- **FY2025 Period 1:** Open July 1, 2024 (all subsystems and the GL)
- **FY2025 Period 2:** Open August 1, 2024 (all subsystems and the GL)

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 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:

[Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit](#)

Totals

Payments

Unit 50500
Deposit ID NEXT

***Accounting Date**

***Bank Code**

***Bank Account**

***Deposit Type**



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2. The Accounting Date must be manually changed to 06/30 on the Payments Tab:
[Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

Totals **Payments**

Unit Deposit ID NEXT Date Balance

Payment Information Q | < < 1 of

Payment Seq *Payment ID *Accounting Date 06/30/2024

Amount 0.000 Currency Q

Rate Type Q Exchange Rate

Payment Predictor Journal Directly Range of Refere

3. The Bud Ref must be set to the old fiscal year on the Accounting Entries Tab:
[Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

Accounting Entries Deposit Control

Unit Deposit ID

Currency Details

Amount USD

Complete Entry Event

Budget Status

Distribution Lines

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Bud Ref
1	1	<input type="text" value="Speed Type"/>		USD	FY2024



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ACCOUNTS PAYABLE

During the Throw-Back Period, starting 07/01, the Accounting Date default will be changed to 6/30 (“Old Fiscal Year”).

Agencies may request that this default be changed back the current date default (the only other default option), by submitting a STAR ticket using the subject line indicated by the AP User Group “AGENCY(BU number) - AP Voucher Accounting Date – SSO-XXXXXX”. The email should be sent to DOA STAR Support and SCO distribution list DOA DEBF SCO Accounting Services. It is recommended if an agency completes their Old Fiscal Year AP processing (FY2024 in the example) prior to the closing of the AP subsystem (please see [FY2024 Closing](#)).

The Accounting Date default will be automatically changed back to the current date default EOD 07/18/2024 when the “Old” Fiscal Year AP module is closed for Agency FY2024 voucher entry.

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:

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

[Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry](#)

Invoice Information	Payments	Voucher Attributes
Business Unit	Invoice No	<input type="text"/>
Voucher ID NEXT	Accounting Date	06/30/2024
Voucher Style Regular Voucher	*Pay Terms	<input type="text"/>

2. The Bud Ref must be the “Old” Fiscal Year:

▼ **Distribution Lines**

GL Chart	Exchange Rate	Statistics	Assets	▶	
	Copy Down	Line	Merchandise Amt	Quantity	Bud Ref
<input type="button" value="+..."/>	<input type="button" value="−"/>	<input type="checkbox"/>	1 <input type="text" value="0.00"/>	<input type="text"/>	FY2024



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

⏪ ⏩ 1-1 of 1 ⏪ ⏩ | [View All](#)

Fund Affil	OpenItem	Budget Date
<input type="text" value=""/>	<input type="text" value=""/>	06/30/2024

ASSET MANAGEMENT

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

[Main Menu](#) > [Asset Management](#) > [Asset Transaction](#) > [Owned Assets](#) > [Basic Add](#)

General Information
Operation/Maintenance
Asset Acquisition Detail
Location/Comments/Attributes
Manufacture/License/Custodian
>

Unit
Asset ID
NEXT
Tag
In Service

Acquisition Details 🔍 | ⏪ | ⏩ | 1 of 1

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	Trans Date
Rate Type CRRNT	Left to Capitalize	Acctg Date 06/30/2024



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

[Main Menu > Asset Management > Asset Transaction > Financial Transaction > Cost Adjust/Transfer Asset](#)

Main Transaction

Unit	Asset ID	Tag
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Main Transaction

Transaction Date

Accounting Date 06/30/2024

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!