



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	18	PERIOD END	Effective Date	03/13/2018
Sub-section	03	AP/EXPENSES/PO Roll – Post Closing Process	Revision Date	04/04/2022

BACKGROUND

The AP and Expenses subsystems will be closed for FY2022 prior to the morning of Saturday **July 16, 2022**. All open Purchase Orders will be rolled from FY2022 to FY2023. This section describes how the documents within these subsystems will be processed. Please see “FY2022 Year-End Closing” for specific AP and EX Year End Process steps and deadlines.

PROCEDURES

AP (NON-INTER-UNIT)

PO Vouchers (Vouchers referencing a PO)

These should be completed before the PO roll to avoid issues with the PO year-end roll. Any remaining will be deleted after the year-end roll.

Non-PO Vouchers

A listing of the deleted vouchers will be provided to the agencies. Agencies may also get a listing of deleted vouchers through an inquiry in STAR. (Accounts Payable > Review Accounts Payable > Vouchers > Voucher. Enter your BU, Entry Status of Deleted and change Max rows to 1000) The SCO will have deleted all non-PO vouchers prior to the PO roll. Outstanding Payroll AP Vouchers will be applied using default coding by SCO.

AP (INTER-UNIT)

Inter-unit generated AP transactions cannot remain unprocessed, as the payment cannot be correctly applied to the open invoice in AR. Therefore, the SCO will be processing all inter-unit-generated AP transactions remaining at the deadline. If an agency is disputing an Inter-unit billing, it will need to request that the billing agency process an AR credit to reverse the processed bill prior to the AP close date.

EXPENSES

Those Expense Reports that were not yet budget-checked as of the closing will be left as is. Those that were budget checked will be sent back to the employee, so that the commitment control ledger will be properly adjusted.

POST PO-ROLL ADJUSTMENTS

Note: Agencies should email Accounting Services staff in the SCO with any encumbrance adjustments that they need for the two situations below. The SCO will need to coordinate these encumbrance adjustments for FY2022. Agencies SHOULD NOT enter encumbrance journals directly into STAR.

PO’s that should have been closed prior to the PO Roll but were not

Agencies should contact the SCO with the amounts of any PO’s that should have been closed prior to the roll. The SCO will process an encumbrance journal in FY2022 to offset the amount of the purchase order that was rolled. The agency will then need to close the PO that rolled into FY2023.

PO’s that were closed prior to the PO roll but should not have been

Agencies should contact the SCO with the amounts of any PO’s that were closed prior to the PO Roll but should not have been. The SCO will process an encumbrance journal in FY2022 to establish the amount of the PO that should not have been closed. The agency will then need to re-establish the PO in FY2023.