



FY2018 Year-End Processes

Accounts Payable

Agency Tasks – **completed by NOON 07/20/2018**

- All payment requests must be approved & built to vouchers, so voucher approvals can be completed by deadline
- FY2018 vouchers should be through all approvals and posted (cannot unpost FY2018 transactions after 07/20 without it being recorded to FY2019)
- Clean-up any open/posted vouchers that were created in error and should not be recorded in FY2018
- Any payment that should be cancelled in FY2018 and corresponding voucher closed
- Pending vouchers that will not be approved in time should be deleted (unmatched first) by the agency. Pending vouchers linked to POs, will cause the POs not to roll automatically and will require manual clean-up after 07/20.
- Clean-up mismatched vouchers – see process below

Background

AP Voucher Out-of-Sync/Mismatch Query

The Budget Fiscal Year Out-of-Sync/Mismatch query, **WI_YEC_VCHR_FY18_BY_MISMATCH** was created to identify Voucher(s) where the Budgetary and Fiscal Year information entered created and generated corresponding entries in the Budget and Actuals Ledgers that are inaccurate, or incorrect.

Key Fields for FY End with AP Vouchers

Accounting Date field – The Accounting Date field appears on the Voucher Header, Distribution Line, and Voucher Accounting Line (the Voucher Distribution Line is used to create the Voucher Accounting Line when the Voucher is “Posted”). The “Accounting Date” is used to determine the Accounting Period and Fiscal Year the entry is “Posted” to the Actuals Ledger. The Accounting Date is viewable on the voucher only on the Voucher Header.

Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year.

Budget Date field – The Budget Date field appears on the Voucher Distribution Line and is used to determine the Budget Period and Budget Year the entry will “Post” to the Budget Ledger.

Budget Reference field – The budget reference field indicates which budget authority is used. If a PO is carried over from a FY18 to FY19 it retains the FY17 budget authority. If an ER transaction in FY19 has a Budget Reference of FY18 then the ER will use budget authority from any PO's carried over from FY18 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY18 on a FY19 ER transaction will result in an error message and the transaction cannot be processed until the error is corrected.

Note - this field does not generate any type of budgetary entries but should match (fall within) the Budget and Accounting Date of the corresponding transaction.

These inaccuracies will cause Out-of-Sync and Mismatch entries in the ledgers that will need to be reconciled. The inaccuracies and mismatches identified by the query include the following conditions:



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Out-of-Sync/Mismatch Conditions Identified

- Condition 1:** The Accounting Date Fiscal Year is not the same as the Budget Date Fiscal Year
Example: Accounting Date = 07/01/2018, which is Accounting Period 1 of Fiscal Year 2019.
 Budget Date = 06/30/2018, which is Budget Period 12 of Fiscal Year 2018.
 This transaction will inaccurately be reflected in the ledgers in two separate Fiscal Years
- Condition 2:** The Budget Reference of the transaction is different than the Budget and/or Accounting date of the corresponding transaction.
Example: Budget Reference = FY2018, which is Budget Year of 2018.
 The Accounting Date and Budget Date are 07/01/2018, which is Budget Fiscal Year of 2019.
 The Budget Referenced is different than the Budget and Fiscal Year the transaction will be reflected in the Ledgers.

Resolution(s) – One of the above three fields may need to be changed to correctly reflect in the Ledgers. There is a job aid to assist with where/how those changes should be done on the voucher, once the mismatch is identified.

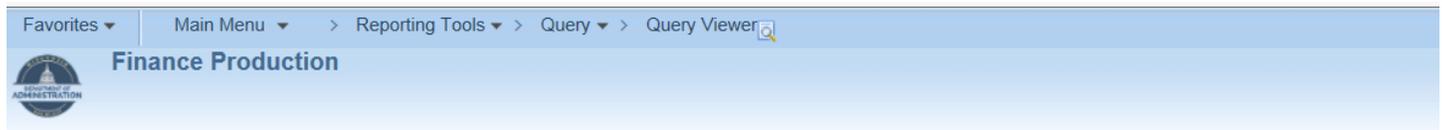
<http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/fiscalyrendvoucher.pdf>

Correcting the mismatches may require different steps, depending on the status of the voucher (posted, approved, paid, etc.)

Voucher Process Actions

Out-of-Sync/Mismatch Query

- Run the Query: WI_YEC_VCHR_FY18_BY_MISMATCH
- Press "Excel"



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

| Query | | | | Personalize | Find | View All | First | 1 of 1 | Last |
|------------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
| WI_YEC_VCHR_FY18_BY_MISMATCH | Vchr Budget Fiscal Yr Mismatch | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |



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- Enter the Criteria to be viewed.
 - AP BU: enter your agency number
 - Voucher ID: %
 - Voucher entered date: 07/01/2017 (or later in the FY)

WI_YEC_VCHR_FY18_BY_MISMATCH - Vchr Budget Fiscal Yr Mismatch

AP BU

Voucher ID (or % For All)

Voucher Entered Date (> or =)

[View Results](#)

View the Results:

| AP BU | Agency | Voucher ID | VCHR Line | VCHR Distrib LN | VCHR Hdr Entered Dt | VCHR Last Updated Dt | VCHR Hdr Acctg Date | VCHR Distrib Acctg Date | VCHR Acctg LN Acctg Date | VCHR Disrib Ln Budget Date | VCHR Acctg LN Budget Dt | PO Distrib LN Budget Dt | VCHR Distrib Budget Reference | VCHR Acctg Ln Budget Reference | KK Budget Reference | PO Distrib LN Budget Reference | KK Budget Period | VCHR Monetary Amt | Vchr Merchandis e Amt | Supplier ID | Supplier Name |
|-------|------------------------------|------------|-----------|-----------------|---------------------|----------------------|---------------------|-------------------------|--------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|--------------------------------|---------------------|--------------------------------|------------------|-------------------|-----------------------|-------------|---------------------|
| 50500 | Department of Administration | 00026994 | 2 | 2 | 8/8/2016 | 8/11/2016 | 6/30/2016 | 6/30/2016 | 6/30/2016 | 7/19/2019 | 7/19/2019 | | FY2016 | FY2016 | FY2016 | | 2016 | -2907.720 | -2907.720 | 000001481 | Lake City Glass Inc |
| 50500 | Department of Administration | 00026994 | 2 | 2 | 8/8/2016 | 8/11/2016 | 6/30/2016 | 6/30/2016 | 6/30/2016 | 7/19/2019 | 7/19/2019 | | FY2016 | FY2016 | FY2016 | | 2020 | -2907.720 | -2907.720 | 000001481 | Lake City Glass Inc |
| 50500 | Department of Administration | 00029510 | 2 | 1 | 9/7/2016 | 9/14/2016 | 6/30/2016 | 6/30/2016 | 6/30/2016 | 7/19/2019 | 7/19/2019 | | FY2016 | FY2016 | FY2016 | | 2020 | 2907.720 | 2907.720 | 000001481 | Lake City Glass Inc |
| 50500 | Department of Administration | 00029510 | 2 | 1 | 9/7/2016 | 9/14/2016 | 6/30/2016 | 6/30/2016 | 6/30/2016 | 7/19/2019 | 7/19/2019 | | FY2016 | FY2016 | FY2016 | | 2017 | 2907.720 | 2907.720 | 000001481 | Lake City Glass Inc |
| 50500 | Department of Administration | 00040427 | 1 | 1 | 1/18/2017 | 6/1/2017 | 6/1/2017 | 6/1/2017 | | 6/1/2017 | | | FY2018 | | | | | 1340.440 | 1340.440 | SINGLEPAY | Single Payment Supp |
| 50500 | Department of Administration | 00042234 | 1 | 1 | 2/8/2017 | 6/1/2017 | 6/1/2017 | 6/1/2017 | | 6/1/2017 | | | FY2018 | | | | | 1145.700 | 1145.700 | SINGLEPAY | Single Payment Supp |

Filter based on the following columns

Task 1: Use column AT – to pull all lines with the status of PAID

Task 2: Use Column BK – PO ID to identify Vouchers with POs

Out-of-Sync Resolutions

The following section will identify scenarios where the following are not within the same Budget Fiscal Year: Budget Reference, Budget Date, Accounting Date; which will cause an Out-of-Sync condition if the transactions are “Posted” (appear) in the Budget or Actuals Ledger. In addition, a methodology will be provided to resolve these conditions.

*Note – ultimately it is at the discretion and decision of the agencies to determine the proper Budget/Fiscal Year of the transactions. These tasks should be completed by **NOON 07/20/2018**.*

Task 1: Paid Vouchers

Use column AT – to pull/remove all lines with the status of PAID

Vouchers that have already been Paid will require SCO assistance. If the voucher has Accounting/Budget Date and/or Budget Reference discrepancies SCO will need to make a correcting entry. The agency will need to provide the invoice number, correct Accounting & Budget Dates (as well as Budget Reference) for the correcting entry to made, to keep the FY transactions in sync.

SCO will send out an email Monday 07/23 afternoon pertaining to these transactions asking for the agency to identify the correct FY for the journal to move the transaction to.



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Task 2: PO Vouchers

Voucher Accounting & Budget information will need to be corrected to be within the same FY as the Purchase Order Accounting and Budget information.

Voucher Budget/Fiscal Year Information Out-of-Sync after being created from a Purchase Order

- Purchase Order is created
- Purchase Order is “successfully” Budget Checked with a Budget Date and Budget Reference of 2018 (Budget Date 06/30/2018 and Budget Reference of FY2018), respectively
- Purchase Order is “sourced” to a Voucher
- Voucher is created with a current Budget Fiscal Year (Accounting Date 07/01/2018 – Budget Date 07/01/2018)

Identify Mismatches - Purchase Order and corresponding Voucher Mismatch

- Sort/Filter to look at Vouchers associated to Purchase Orders (Use Column BK – PO ID to identify Vouchers with POs)

| BH | BI | BJ | BK | BL | BM | BN |
|---------------------|-----------------|-----------|------------|---------|--------------|---------------|
| KK Transaction Line | KK Ledger Group | KK Ledger | PO ID | PO Line | PO Sched Num | PO Distrib Ln |
| 1 | CC_DETAIL | CC_DET_EX | 0000002456 | 1 | 1 | 1 |
| 1 | CC_DETAIL | CC_DET_EX | 0000002906 | 1 | 1 | 1 |
| 1 | CC_DETAIL | CC_DET_EX | 0000002480 | 1 | 1 | 1 |
| 1 | CC_DETAIL | CC_DET_EX | | 0 | 0 | 0 |
| 1 | CC_DETAIL | CC_DET_EX | | 0 | 0 | 0 |
| 1 | CC_DETAIL | CC_DET_EX | 0000004165 | 1 | 1 | 1 |
| 1 | CC_DETAIL | CC_DET_EX | | 0 | 0 | 0 |
| 2 | CC DETAIL | CC DET EX | | 0 | 0 | 0 |

- The Purchase Order (Encumbrance) has a Budget Date (06/30/2018 or earlier) and Budget Reference (FY2018) for 2018 (Fields outlined in Blue).
- The Voucher has an Accounting Date (07/01/2018 or later) and a Budget Date (07/01/2018 or later), which is 2019 (Fields outlined in Green). *Note - This information coincides with the Date the Voucher was entered not the corresponding Purchase Order information.*

| E | F | G | H | I | J | K | L | M | N | O | P |
|-----------------------|------------------------|-------------------------|------------------------|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------|-------------------------------|--|---|-----------------------------|
| VCHR Distrib LN | VCHR Hdr Entered Dt | VCHR Last Updated Dt | VCHR Hdr Acctg Date | VCHR Distrib Acctg Date | VCHR Acctg LN Acctg Date | VCHR Distrib Ln Budget Date | Acctg LN Budget Dt | PO Distrib LN Budget Dt | VCHR Distrib Budget Reference | VCHR Acctg Ln Budget Reference | Budg et Refer ence |



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Correcting Mismatches - Purchase Order and corresponding Voucher Mismatch (corrections for these issues should be made on the Voucher)

- Navigate to the Voucher
- Press the Invoice Information tab and the following page will be shown:

Note – these screen shots depict a 2018 PO, with voucher 2017. Most corrections will be 2017 PO and 2018 voucher. Screen shots are solely for the purpose of showing where corrections need to be done on the voucher pages.

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

Finance Production

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

| | | | |
|--------------------------------------|-----------------------------------|------------------------|----------------------------|
| Business Unit 37000 | Invoice No 8977128 | Invoice Total | |
| Voucher ID 00161534 | Accounting Date 06/21/2017 | | Line Total 4,826.75 |
| Voucher Style Regular Voucher | *Pay Terms 00 Due Now | | *Currency USD |
| Invoice Date 06/16/2017 | Basis Date Type Inv Date | | Miscellaneous |
| Invoice Received 06/21/2017 | | Freight | |
| Brunswick Corporation | | Total 4,826.75 | |
| Supplier ID 0000008358 | | Difference 0.00 | |
| ShortName BRUNSWICKC-001 | | | |
| Location MAIN | | | |
| *Address 2 | | | |

- Update the Accounting Date from a Fiscal Year of 2018 (06/30/2018 or earlier) to Fiscal Year 2019 Date (07/01/2018 or later)

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

| | |
|--------------------------------------|-----------------------------------|
| Business Unit 37000 | Invoice No 8977128 |
| Voucher ID 00161534 | Accounting Date 06/21/2017 |
| Voucher Style Regular Voucher | *Pay Terms 00 Due Now |
| Invoice Date 06/16/2017 | Basis Date Type Inv Date |
| Invoice Received 06/21/2017 | |
| Brunswick Corporation | |
| Supplier ID 0000008358 | |
| ShortName BRUNSWICKC-001 | |
| Location MAIN | |
| *Address 2 | |



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- Update the Budget Date from a Fiscal Year of 2018 (06/30/2018 or earlier) to Fiscal Year 2019 Date (07/01/2018 or later)

Invoice Lines ? Find | View All First 1 of 5 Last

| | | |
|---|---|---|
| Line 1 <input type="checkbox"/> Copy Down *Distribute by <input type="text" value="Quantity"/> Item <input type="text"/> Quantity <input type="text" value="1.0000"/> UOM <input type="text" value="EA"/> Unit Price <input type="text" value="4,469.00000"/> Line Amount <input type="text" value="4,469.00"/> <input type="button" value="Calculate"/> | SpeedChart <input type="text"/> Ship To <input type="text" value="LADNNH1185"/> Description <input type="text" value="1F60473LZ-ME JET 40 4S EFI PER"/> Packing Slip <input type="text"/> Contract Info <input type="text" value="370004-017-P029-WQ156-01110003"/> | Purchase Order <input type="checkbox"/> One Asset 37000 0000004925 1 1 Associate Receiver(s) <input type="checkbox"/> Force Price <input type="button" value="Print"/> <input type="button" value="PDF"/> |
|---|---|---|

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

| GL Chart | Exchange Rate | Statistics | Assets | | | | | | | | Budget Date | Finalize | PO Finalized |
|--------------------------|---------------|------------|--------|--|---|--|----------|--------|--|--|-------------|--------------------------|--------------|
| <input type="checkbox"/> | | | | | 1 | | 4,469.00 | 1.0000 | | | 06/21/2017 | <input type="checkbox"/> | N |

- Press Save.

Note – if the Invoice Date occurs after the Accounting Date, a “Warning Message” will be shown.

Verify the Voucher has “passed” Budget Check, after batch process runs at 4AM, 9AM, 12PM, 3PM and 7PM

- Budget Status should say Valid

Business Unit 37000
Voucher ID 00161534
Voucher Style Regular
Supplier Name Brunswick Corporation
 W6250 West Pioneer Road
 Fond du Lac, WI 54935-5636

Invoice Date 06/16/2017
Invoice No 8977128
Invoice Total 4,826.75 USD

Entry Status Postable
Match Status Matched
Approval Status Pending
Post Status Unposted

Pay Terms Due Now
Voucher Source Online
Origin ONL
Created On 06/21/2017 3:11PM
Created By REUKESETUC
Last Update 06/21/2017 3:13PM
Modified By REUKESETUC
ERS Type Not Applicable
Close Status Open

Budget Status Exceptions

Budget Misc Status Valid

*View Related

- Approve the Voucher



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Task 3: Non-PO Vouchers

Non-Purchase Order Voucher (Direct Voucher) with Budget/Fiscal Year Information Out-of-Sync

- Voucher is created with a current Accounting Date (Accounting Date (07/01/2018 or later)
- The Budget Date is the same as the Accounting Date (07/01/2018 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2018)
- Agency doesn't update the Budget Date on the Voucher Distribution Line.
- Agency doesn't update the Budget Reference associated to the Voucher on the Distribution Line
- The Budget Date Budget Information doesn't match the Accounting Date and eventually the Budget to Actuals Ledger Information will be Out-of-Sync.

Identify Mismatches - Voucher Accounting/Budget Fiscal Year Mismatch

- Sort/Filter to look at Voucher(s) without Purchase Order information
- The Accounting Date is for Fiscal Year 2018 (06/30/2018 or earlier) and the Budget Date is for Fiscal Year 2019 (07/01/2018 or later)
- The Accounting Date is for Fiscal Year 2019 (07/01/2018 or later) and the Budget Date is for Fiscal Year 2018 (06/30/2018 or earlier)
- Bud Ref is FY2018 or FY2019 and doesn't match the Budget Fiscal Year and Accounting Fiscal Year

Correcting Mismatches – The vouchers Budget and Accounting Fiscal Year related information (Expenses) needs to be updated to coincide to post to the same year in the Budget and Actuals Ledgers.

- Navigate to the Voucher.
- Press the Invoice Information Icon and the following page will be shown:

Note –Screen shots are solely for the purpose of showing where corrections need to be done on the voucher pages.

The screenshot shows the 'Finance Production' interface with the 'Invoice Information' tab selected. The 'Business Unit' is 43200 and the 'Voucher ID' is 00001346. The 'Invoice No' is 432-002 JULY. The 'Accounting Date' is 06/15/2017, and the '*Pay Terms' are 23D. The 'Basis Date Type' is 'Inv Date'. The 'Supplier ID' is 0000022598, and the 'ShortName' is CORBEN BUI-001. The 'Location' is MAIN and the '*Address' is 2. The 'Invoice Date' and 'Invoice Received' are both 06/06/2017. The 'Invoice Total' section shows a 'Line Total' of 6,695.21, '*Currency' of USD, and a 'Total' of 6,695.21 with a 'Difference' of 0.00. Buttons for 'Save', 'Run', 'Calculate', and 'Print' are visible at the bottom.



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- Verify the Voucher has passed Budget Check, after batch processes run at 4AM, 9AM, 12PM, 3PM and 7PM.

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

Finance Production

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

| | |
|---|--|
| Business Unit 43500 | Invoice Date 06/07/2017 |
| Voucher ID 00134722 | Invoice No 455-0000005284 |
| Voucher Style Regular | Invoice Total 95,353.55 USD |
| Supplier Name Department of Justice 17 W Main St Madison, WI 53703 | |
| Entry Status Postable | Pay Terms Due Now |
| Match Status No Match | Voucher Source Billing Vouchers |
| Approval Status Approved | Origin ONL |
| Post Status Unposted | Created On 06/08/2017 12:02PM |
| | Created By HAWKIKDMSU |
| | Last Update 06/23/2017 2:48PM |
| | Modified By NELSOSHJSV |
| | Billing Invoice |
| | ERS Type Not Applicable |
| | Close Status Open |

Budget Status Valid

Budget Misc Status Valid

*View Related

- Approve the Voucher

Any transaction remaining from Task 2 after NOON 07/20 will be **Unmatched & Deleted/Closed** by SCO
 Any transaction remaining from Task 3 after NOON 07/20 will be **Deleted/Closed** by SCO
 *with the exception of InterUnit vouchers, those remaining after NOON on 07/20 will be **Approved** by SCO

Please contact Kim Sell for assistance with any of the Accounts Payable tasks.



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Optional Verification of Scenarios:

- Navigate to the Voucher and verify the Voucher has successfully "Posted" and the Accounting Entries are correct:
 - Accounts Payable >Review Accounts Payable Info >Vouchers >Accounting Entries
- Enter your BU, Voucher ID
 - On the Main information tab, look at the Accounting Date

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Accounting Entries

Finance Production

Voucher Accounting Entries

*Business Unit Voucher ID Invoice Number

*Accounting Line View Option Invoice Date Show Foreign Currency

Supplier ID *Sort By

Supplier Name

Accounting Information Find | View All | First 1 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 06/19/2017

| Description | Monetary Amount | Currency Code | Ledger | GL Unit | Accounting Date |
|-----------------------------|-----------------|---------------|---------|---------|-----------------|
| Accounts Payable | -156.45 | USD | ACTUALS | 76500 | 06/19/2017 |
| 1yr 7day sub exp 06/07/2019 | 156.45 | USD | ACTUALS | 76500 | 06/19/2017 |

- On the Chartfields tab, look at the Bud Ref

Accounting Information Find | View All | First 1 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 06/19/2017

| Tax Authority | Budget Reference | Fund Code | Appropriation | Department | Account | Program Code | Operating Unit | Product | PC Business Unit | Project | Ac |
|---------------|------------------|-----------|---------------|------------|---------|--------------|----------------|---------|------------------|---------|----|
| | FY2018 | 10000 | 10400 | 7650050000 | 2000000 | | | | | | |
| | FY2018 | 10000 | 10400 | 7650050000 | 7810000 | | | | | | |

- On the Journal tab, look at the Budget Date

Accounting Information Find | View All | First 1 of 2 Last

Posting Process AP Accrual GL Dist Status Distributed Posting Date 06/19/2017

| Journal ID | Line | Journal Date | Doc Type | DocSeqNb | Doc Seq Date | Budget Date | Budget Status | Primary |
|------------|------|--------------|----------|----------|--------------|-------------|---------------|---------|
| AP00356852 | | 1 06/19/2017 | | | | 06/19/2017 | V | Y |
| AP00356852 | | 5 06/19/2017 | | | | 07/01/2017 | W | Y |