



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	15	Fiscal Year End	Effective Date	03/13/2018
Sub-section	02	AP/Expenses/PO Roll – Post Closing Process	Revision Date	05/04/2023

BACKGROUND

The AP and Expenses subsystems will be closed Friday evening at 5pm before the PO Roll. All open Purchase Orders will be rolled from the OLD to the NEW Fiscal Year.

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.

This section describes how the documents within these subsystems will be processed. For specific dates and deadlines related to the current fiscal year please see [Fiscal Year-End Closing Resources](#) .

PROCEDURES

AP Non-Inter-Unit Vouchers

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 Vouchers

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. Please note the two Agency interunit voucher approval deadlines on the [Fiscal Year-End Closing Resources](#) page.

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 the OLD Fiscal Year. Agencies SHOULD NOT enter encumbrance journals directly into STAR.



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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 the OLD Fiscal Year to offset the amount of the purchase order that was rolled. The agency will then need to close the PO that rolled into the NEW Fiscal Year.

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 OLD Fiscal Year to establish the amount of the PO that should not have been closed. The agency will then need to re-establish the PO in NEW Fiscal Year.