



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

Section	15	Fiscal Year End	Effective Date	03/13/2018
Sub-section	03	Between-Year Expenditure & Revenue Adjustments	Revision Date	05/04/2023

BACKGROUND

During the year-end adjustment period, agencies will need to move revenues and expenditures from the NEW fiscal year to the OLD fiscal year and vice-versa.

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.

PROCEDURES

Journal entries must be made in each fiscal year for the between-year transactions to offset correctly.

Agencies should NOT use the reversing indicator on GL journal transactions to move amounts between fiscal year OLD and fiscal year NEW.

Instead, two journal transactions, one in each year will be needed.

AP Vouchers made the NEW Fiscal Year that should have been made in the OLD Fiscal Year.

This process is assuming that there are not any mismatches within the voucher itself (Accounting Date, Budget Date, and/or Bud Ref), if there are please contact DOA DEBF SCO Accounting Services DOADEBFSCOAccountingServices@wisconsin.gov for an alternate correction method.

Journal 1:

Accounting Date: Current Date (07/01 or later) NEW

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	L	2001000	Vouchers Payable – Between Year
CR	XXXXX	-X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	E	7880000	Miscellaneous Services

To reverse the expenditures incorrectly recorded to the NEW Fiscal Year, and record a between-year payable for the amount moved to the OLD Fiscal Year.

Journal 2:

Accounting Date: 06/30 OLD

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	E	7880000	Miscellaneous Services
CR	XXXXX	-X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	L	2001000	Vouchers Payable – Between Year

To correctly record expenditures to the OLD Fiscal Year and establish a payable for the amount to be recorded after June 30th.



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

Section	15	Fiscal Year End	Effective Date	03/13/2018
Sub-section	03	Between-Year Expenditure & Revenue Adjustments	Revision Date	05/04/2023

AP Vouchers Made in the OLD Fiscal Year that should have been made in in the NEW Fiscal Year.
 This process is assuming that there are not any mismatches within the voucher itself (Accounting Date, Budget Date, and/or Bud Ref), if there are please contact DOA DEBF SCO Accounting Services DOADEBFSCOAccountingServices@wisconsin.gov for an alternate correction method.

Journal 1:

Accounting Date: 06/30 OLD

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	L	2001000	Vouchers Payable – Between Year
CR	XXXXX	-X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	E	7880000	Miscellaneous Services

To reverse the expenditures incorrectly recorded to the OLD Fiscal Year, and record a between-year payable for the amount moved to the NEW Fiscal Year.

Accounting Date: Current Date (07/01 or later) NEW

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	E	7880000	Miscellaneous Services
CR	XXXXX	-X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	L	2001000	Vouchers Payable – Between Year

To correctly record expenditures to the NEW Fiscal Year and establish a payable for the amount to be recorded prior to July 1st.

Deposits Recorded in the NEW Fiscal Year that should have been recorded in the OLD Fiscal Year.

Journal 1:

Accounting Date: Current Date (07/0 or later) NEW

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	R	5920000	Miscellaneous Revenue
CR	XXXXX	-X,XXX.XX	FY-NEW	XXXXX	XXXXX	XXXXXXXXXX	A	1352000	AR (Between Year)

To reverse the revenues incorrectly recorded to FY2024, and record a between-year receivable for the amount moved to FY2023.

Journal 2:

Accounting Date: 06/30 OLD

DR/CR	GL Unit	Line Amt	Bud Ref	Fd	Appn	Dept	AT	Account	Account Name
DR	XXXXX	X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	A	1352000	AR (Between Year)
CR	XXXXX	-X,XXX.XX	FY-OLD	XXXXX	XXXXX	XXXXXXXXXX	R	5920000	Miscellaneous Revenue

To correctly record revenues to FY2023 and establish a receivable for the amount to be received after June 30th.

For deposits made in the OLD that should have been made in the NEW, the entries and fiscal year references are reversed.



Section	15	Fiscal Year End	Effective Date	03/13/2018
Sub-section	03	Between-Year Expenditure & Revenue Adjustments	Revision Date	05/04/2023

Other Between-Year Adjustments

For other between -year adjustments, agencies should utilize account 2001000 when moving expenditures between years, and account 1352000 when moving revenues between years.

! IMPORTANT !

Note: When copying a journal Always **check** the recalculate the budget date on the journal.

[Main Menu > General Ledger > Journals > Journal Entry > Copy Journals](#)

Copy Journals Request

Run Control ID Report Manager Process Monitor

Process Request Parameters

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	<input type="text"/>	<input type="text"/>	<input type="text"/>	NEXT	<input type="text"/>	Reversal	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>