



## STATE CONTROLLER'S OFFICE

Wisconsin Department of Administration – Division of Executive Budget and Finance

# FY2017 Year-End Processes

## Accounts Payable

### Tasks – completed by 07/21/2017

- All payment requests must be approved & built to vouchers, so voucher approvals can be completed by deadline
- FY2017 vouchers should be through all approvals and posted (cannot unpost FY2017 transactions after 07/21 without it being recorded to FY2018)
- Clean-up any open/posted vouchers that were created in error and should not be recorded in FY2017
- Any payment that should be cancelled in FY2017 and corresponding voucher closed
- Pending vouchers that will not be approved in time should be deleted (and unmatched) by the agency. Vouchers linked to POs that are pending will cause the POs not to roll automatically and will require manual clean-up after 07/21
- 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\_FY\_BY\_MISMATCH1** 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 FY17 to FY18 it retains the FY17 budget authority. If an ER transaction in FY18 has a Budget Reference of FY17 then the ER will use budget authority from any PO's carried over from FY17 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY17 on a FY18 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 = 07/01/2017, which is Accounting Period 1 of Fiscal Year 2018. Budget Date = 06/30/2017, which is Budget Period 12 of Fiscal Year 2017. 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 = FY2017, which is Budget Year of 2017. The Accounting Date and Budget Date are 07/01/2017, which is Budget Fiscal Year of 2018. 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 for 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.

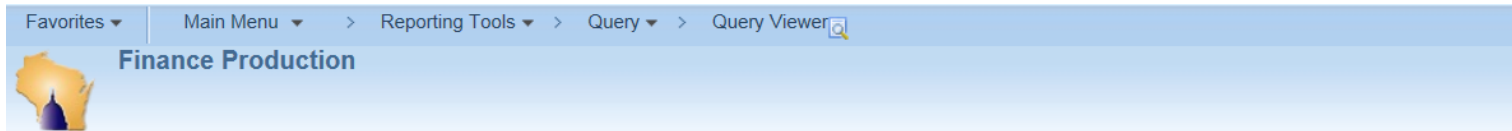
<http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/fiscalyrendvoucher.pdf>

*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\_FY\_BY\_MISMATCH1
- 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_FY_BY_MISMATCH1	Vchr Budget Fiscal Yr Mismatch	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

- Enter the Criteria to be viewed.
  - AP BU: enter your agency number
  - Voucher ID: %
  - Voucher entered date: 07/01/2016 (or later in the FY)



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## WI\_YEC\_VCHR\_FY\_BY\_MISMATCH1 - 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 Distrib 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 Merchandise 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	0000014814	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	0000014814	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	0000014814	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	0000014814	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

### Out-of-Sync Resolutions

The following section will identify scenarios where the Budget Reference, Budget Date, Accounting Date are not within the same Budget Fiscal Year, 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 completed by 07/21/2017. Any that have NOT been corrected by that date will be deleted by SCO.

### Task 1: 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 2017 (Budget Date 06/30/2017 and Budget Reference of FY2017), respectively
- Purchase Order is “sourced” to a Voucher
- Voucher is created with a current Budget Fiscal Year (Accounting Date 07/01/2017 – Budget Date 07/01/2017)

#### 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)
  - The Purchase Order (Encumbrance) has a Budget Date (06/30/2017 or earlier) and Budget Reference (FY2017) for 2017 (Fields outlined in Blue).
  - The Voucher has an Accounting Date (07/01/2017 or later) and a Budget Date (07/01/2017 or later), which is 2018 (Fields outlined in Green). Note - This information coincides with the Date the Voucher was entered not the corresponding Purchase Order information.



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C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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 Distrib Ln Budget Date	Acctg LN Budget Dt	PO Distrib LN Budget Dt	VCHR Distrib Budget Reference	VCHR Acctg Ln Budget Reference	Budget Reference	PO Distrib LN Budget Reference
00161534	1	1	6/21/2017	6/21/2017	6/21/2017	6/21/2017		6/21/2017		7/5/2017	FY2018			FY2018
00161534	2	1	6/21/2017	6/21/2017	6/21/2017	6/21/2017		6/21/2017		7/5/2017	FY2018			FY2018
00161534	3	1	6/21/2017	6/21/2017	6/21/2017	6/21/2017		6/21/2017		7/5/2017	FY2018			FY2018
00161534	4	1	6/21/2017	6/21/2017	6/21/2017	6/21/2017		6/21/2017		7/5/2017	FY2018			FY2018
00161534	5	1	6/21/2017	6/21/2017	6/21/2017	6/21/2017		6/21/2017		7/5/2017	FY2018			FY2018
00162997	1	1	6/23/2017	6/23/2017	6/23/2017	6/23/2017		6/23/2017		7/1/2017	FY2018			FY2018
00162998	1	1	6/23/2017	6/23/2017	6/23/2017	6/23/2017		6/23/2017		7/1/2017	FY2018			FY2018

**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](#)

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



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- Update the Accounting Date from a Fiscal Year of 2017 (06/30/2017 or earlier) to Fiscal Year 2018 Date (07/01/2017 or later)

<a href="#">Summary</a>	<a href="#">Related Documents</a>	<b><a href="#">Invoice Information</a></b>	<a href="#">Payments</a>	<a href="#">Voucher Attributes</a>	<a href="#">Error Summary</a>
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<b>Business Unit</b> 37000	<b>Invoice No</b> 8977128
<b>Voucher ID</b> 00161534	<b>Accounting Date</b> 06/21/2017 <span style="border: 1px solid black; padding: 2px;">31</span>
<b>Voucher Style</b> Regular Voucher	<b>*Pay Terms</b> 00 <span style="float: right;">Due Now</span>
<b>Invoice Date</b> 06/16/2017	<b>Basis Date Type</b> Inv Date
<b>Invoice Received</b> 06/21/2017	
<b><u>Brunswick Corporation</u></b>	
<b>Supplier ID</b> 0000008358	
<b>ShortName</b> BRUNSWICKC-001	
<b>Location</b> MAIN	
<b>*Address</b> 2	

- Update the Budget Date from a Fiscal Year of 2017 (06/30/2017 or earlier) to Fiscal Year 2018 Date (07/01/2017 or later)

<b>Invoice Lines</b> <span style="float: right;">Find   View All   First 1 of 5 Last</span>																															
<p>Line 1 <input type="checkbox"/> Copy Down</p> <p>*Distribute by <input type="text" value="Quantity"/></p> <p>Item <input type="text"/></p> <p>Quantity 1.0000</p> <p>UOM EA</p> <p>Unit Price 4,469.00000</p> <p>Line Amount 4,469.00</p> <p style="text-align: center;"><input type="button" value="Calculate"/></p>	<p>SpeedChart <input type="text"/></p> <p>Ship To LADNNH1185</p> <p>Description 1F60473LZ-ME JET 40 4S EFI PER</p> <p>Packing Slip <input type="text"/></p> <p>Contract Info 370004-017-P029-WQ156-01 1 0 0 3</p>																														
<p><b>Purchase Order</b> <span style="float: right;"><input type="checkbox"/> One Asset</span></p> <p>37000 0000004925 1 1</p> <p>Associate Receiver(s)</p> <p><input type="checkbox"/> Force Price</p>																															
<b>Distribution Lines</b> <span style="float: right;">Personalize   Find   View All   First 1 of 1 Last</span>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>GL Chart</th> <th>Exchange Rate</th> <th>Statistics</th> <th>Assets</th> <th>Line</th> <th>PO Percent</th> <th>Percent</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>Affiliate</th> <th>Fund Affil</th> <th>OpenItem</th> <th>Budget Date</th> <th>Finalize</th> <th>PO Finalized</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>4,469.00</td> <td>1.0000</td> <td></td> <td></td> <td></td> <td style="background-color: yellow;">06/21/2017 <span style="border: 1px solid black; padding: 2px;">31</span></td> <td><input type="checkbox"/></td> <td>N</td> </tr> </tbody> </table>		GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	Affiliate	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized					1			4,469.00	1.0000				06/21/2017 <span style="border: 1px solid black; padding: 2px;">31</span>	<input type="checkbox"/>	N
GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	Affiliate	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized																	
				1			4,469.00	1.0000				06/21/2017 <span style="border: 1px solid black; padding: 2px;">31</span>	<input type="checkbox"/>	N																	

- Press Save.

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



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- Verify the Voucher has “passed” Budget Check, after batch process runs at 4AM, 9AM, 12PM, 3PM and 7PM
  - *Budget Status should say Valid*

<b>Summary</b>	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
----------------	-------------------	---------------------	----------	--------------------	---------------

**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

## Task 2: 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 (07/01/2017 or later)
- The Budget Date is the same as the Accounting Date (07/01/2017 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2017)
- 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 2017 (06/30/2017 or earlier) and the Budget Date is for Fiscal Year 2018 (07/01/2017 or later)
- The Accounting Date is for Fiscal Year 2018 (07/01/2017 or later) and the Budget Date is for Fiscal Year 2017 (06/30/2017 or earlier)
- Bud Ref is FY2017 or FY2018 and doesn't match the Budget Fiscal Year and Accounting Fiscal Year



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**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.*

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

**Finance Production**

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

Business Unit 43200 Invoice No 432-002 JULY  
 Voucher ID 00001346 Accounting Date 06/15/2017  
 Voucher Style Regular Voucher \*Pay Terms 23D Schd23Days  
 Invoice Date 06/06/2017 Basis Date Type Inv Date  
 Invoice Received 06/06/2017

**Corben Building A LLC**  
 Supplier ID 0000022598  
 ShortName CORBEN BUI-001  
 Location MAIN  
 \*Address 2

**Invoice Total**  
 Line Total 6,695.21  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 6,695.21  
 Difference 0.00

Save Action Run Calculate Print

- Accounting Date

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

Business Unit 43200 Invoice No 432-002 JULY  
 Voucher ID 00001346 Accounting Date 06/15/2017  
 Voucher Style Regular Voucher \*Pay Terms 23D Schd23Days  
 Invoice Date 06/06/2017 Basis Date Type Inv Date  
 Invoice Received 06/06/2017

**Corben Building A LLC**  
 Supplier ID 0000022598  
 ShortName CORBEN BUI-001  
 Location MAIN  
 \*Address 2

- View the Distribution Line Information. The Budget Reference (Bud Ref)

Invoice Lines ? Find |

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity 1.0000  
 UOM  
 Unit Price 6,695.21000  
 Line Amount 6,695.21

SpeedChart  
 Ship To MADPANBOA  
 Description JULY RENT  
 Packing Slip

Calculate

▼ Distribution Lines Personalize | Find | View All |

GL Chart	Exchange Rate	Statistics	Assets							
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	
<input type="checkbox"/>	1	1,339.05	1.0000	43200	FY2018	10000	13100	4320000000	7420000	



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- The Budget Date

Invoice Lines Find | View All | Fi

Line 1  Copy Down

\*Distribute by: Amount

Item:

Quantity: 1.0000

UOM:

Unit Price: 6,695.21000

Line Amount: 6,695.21

SpeedChart:

Ship To: MADPANBOA

Description: JULY RENT

Packing Slip:

Calculate

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Distribution Lines Personalize | Find | View All | [?] | [grid] | Firs

Copy Down	Line	Merchandise Amt	Quantity	Category	Subcategory	Affiliate	Fund Affil	OpenItem	Budget Date
<input type="checkbox"/>	1	1,339.05	1.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/01/2017 [BT]

- 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 processes run at 4AM, 9AM, 12PM, 3PM and 7PM.

Navigation: Favorites | Main Menu | Accounts Payable | Vouchers | Add/Update | Regular E

### Finance Production

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

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

\*View Related  Go

- Approve the Voucher





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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 06/07/2017

Show Foreign Currency

Supplier ID 0000015166

\*Sort By  ▾

Supplier Name Journal Sentinel Inc

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

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

Personalize | Find | View All |  | First 1-2 of 2 Last

**Main Information** | Chartfields | Journal

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

Personalize | Find | View All |  | First 1-2 of 2 Last

Main Information | **Chartfields** | Journal

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

Personalize | Find | View All |  | First 1-2 of 2 Last

Main Information | Chartfields | **Journal**

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



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### Task 3: Paid Vouchers

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 only be making the corrections, by agency once (after the agency deadline).

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