FY2021 YEAR-END ACCOUNTS PAYABLE

State Controller's Office

Updated: 07//2021

Contents

AGENCY TASK OVERVIEW

• All payment requests must be approved & built into vouchers, so voucher approvals are to be completed by the AP Year End deadline.

• FY2021 vouchers should be through all approvals and posted by AP deadline*.*
FY2021 transactions cannot be unposted after 07/16 without it being recorded to FY2022.

• Clean-up any open & posted vouchers that were created in error or should not be recorded in FY2021.

• 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 AP Deadline.

• Clean-up/Correct mismatched vouchers – see processes below .

NOTE: Please disregard any "H" vouchers, SCO is responsible for these and will be working to resolve.

DEADLINES

Agency AP Deadline: EOD Thursday 07/15/2021

On Friday 07/16/2021 SCO will approve FY2021 Interunit Vouchers and delete any other remaining FY2021 Vouchers.

CLOSING PERIOD

What to watch for when approving Vouchers during the Close Period*
*both June 2021 (FY2021) & July 2021 (FY2022) are open

• Bud Ref date should equal (match) the FY in which the expense was incurred (the item received, or work completed) unless that fiscal year is already closed, then you should use the current FY.

• Accounting Date should equal (match) the Date/FY in which the agency would like the expense to hit the Actuals GL   (i.e. 06/30/2021 for FY2021 or 07/01/2021 & later for FY2022).

• Accounting Date, Budget Date, and Bud Ref should be within the same FY on a voucher (for all voucher lines and distribution lines), unless using a rolled PO with a previous Bud Ref, then just Accounting Date and Budget Date would need to match.
Either ALL 06/30/2021 & earlier (for FY2021) or ALL 07/01/2021 & later (for FY2022).

Voucher
Invoice Information tab

Accounting Date: 06/30/2021

Be sure to update the Bud Ref and Budget Date for ALL invoice lines & distribution lines.

Bud Ref : FY2021

Budget Date: 06/30/2021

PROCEDURES

Task 1:

Complete the AP Monthly Checklist Workbook items: Monthly Items 1-6
https://doa.wi.gov/Pages/StateFinances/Wisconsin-Accounting-Manual.aspx

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 FY2021 to FY2022 it retains the FY2021 budget authority. If a Voucher in FY2021 has a Budget Reference of FY2021 then the Voucher will use budget authority from any PO's carried over from

FY2022 even if there is no relation between the PO and the Voucher. If there is no carryover budget authority a budget reference of FY2021 on a FY2022 Voucher 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.

* PO Vouchers – should not result in true mismatch scenarios. The voucher may reflect a mismatch, but the GL and KK will reflect a matching Accounting and Budget date.   There was a configuration change put into the system that indicates the budget date should be the FY indicated on the PO.

Resolving Fiscal Year Mismatches:
Take necessary steps to ensure the GL and KK match. There are several variations an AP mismatch may take on. Please review the provided definitions to prevent as many mismatches as possible. Condition 1-2 as well as Resolutions 1-3 are provided below.

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

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:

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 = 07/01/2021, which is Accounting Period 1 of Fiscal Year 2022.
  Budget Date = 06/30/2021, which is Budget Period 12 of Fiscal Year 2021.
  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 = FY2021, which is Budget Year of 2021.
  The Accounting Date and Budget Date are 07/01/2021, which is Budget Fiscal Year of 2022.
  The Budget Referenced is different than the Budget and Fiscal Year the transaction will be reflected in the Ledgers.

Resolution(s) – One (or two) of three fields may need to be updated 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

Task 2: Identify Mismatches

RUN: Out-of-Sync/Mismatch Query

- Run the Query: WI_AP_VCHR_BUDREF_MISMTCH_DIR
- Press "Schedule"

While in June run with an accounting date of 2021-06-01 to 2021-06-XX (The XX being current date).

Once into July, Schedule the query for June and then July separately.

- Enter the Criteria to be viewed.
  - Optional Unit: enter your agency number.
  - From Acctg Date:
  - To Acctg Date:
- Sort Criteria by Paid Status and Post Status

Mismatch Vouchers in Paid status

Paid Vouchers - SCO Assistance Needed – Agency verification will be requested.

Use column AJ – 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. SCO will send out an email near AP closing week pertaining to these transactions asking for the agency to identify the correct FY for the journal to move the transaction to. The agency will need to provide the correct Accounting & Budget Dates (as well as Budget Reference) for the correcting entry to be made, to keep the FY transactions in sync.

Mismatch Vouchers not in Paid status

Use column AI "VCHR Post Status" to determine if posted or unposted

Voucher Post Status = Unposted

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Update the voucher (Accounting Date, Bud Ref, Budget Date) Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/15/21)

* try to catch vouchers prior to being posted to make corrections easier

Voucher Post Status = Posted

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Unpost the voucher on the same date as the Accounting Date. Update the voucher (Accounting Date, Bud Ref, Budget Date) Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/15/21)

Unposting a Voucher Job Aid:

http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/postunpostvoucher.pdf

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 the agency by the SCO deadline.

Legend

Column "AJ" is Payment Status = Agency to correct vouchers in all statuses except PAID, SCO will need to correct PAID

Column "AI" is Post Status of the voucher

Column "L" is the Accounting Date on the voucher

Column "M" is the Budget Date on the voucher line

Column "N" is the Bud Ref on the voucher line

Unpaid Vouchers (Non-PO)

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

- Voucher is created with a current Accounting Date (Accounting Date (07/01/2021 or later)
- The Budget Date is the same as the Accounting Date (07/01/2021 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2021)
- 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 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 2021 (06/30/2021 or earlier) and the Budget Date is for Fiscal Year 2022 (07/01/2021 or later)
- The Accounting Date is for Fiscal Year 2022 (07/01/2021 or later) and the Budget Date is for Fiscal Year 2021 (06/30/2021 or earlier)
- Bud Ref is FY2021 or FY2022 and does not 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 tab 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 and may not reflect current dates.

- Accounting Date

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

- The Budget Date (for all Invoice and Distribution Lines)

- 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.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary

Business Unit 50500

Voucher ID 00102370

Voucher Style Regular

Supplier Name Paragon Development Systems
13400 Bishops Lane Ste 190
Brookfield, WI 53005-6237

Entry Status Postable

Match Status Matched   Approval History

Approval Status Pending

Post Status Unposted

Budget Status Valid

Budget Misc Status Valid

*View Related Payment Inquiry   Go

Invoice Date 04/03/2019

Invoice No 01093542

Invoice Total 219.00   USD

Pay Terms Due Now

Voucher Source Online

Origin ONL

Created On 05/14/2019 2:56PM

Created By KOHJXFNU

Last Update 05/14/2019 3:20PM

Modified By WI_BATCH_FN

ERS Type Not Applicable

Close Status Open

- Approve the Voucher

APPENDIX

Useful Links:

Agency AP Contact List

STAR Job Aids (STAR Connection)

Please contact Kim Sell in SCO for assistance or questions regarding the above tasks and scenarios.