



## AP DEADLINES

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- Agency 1<sup>st</sup> Interunit Voucher Approval deadline: 06/27/2025 for all FY2025 Interunit Bills submitted prior to 06/20/2025 ([WI\\_AP\\_VCHR\\_INTERUNITBIL](#))
- Agency AP Deadline: EOD Thursday 07/17/2025 – Approve FY2025 Interunit & resolve other FY2025 vouchers.

On Friday 07/18/2025 SCO will approve the remaining FY2025 Interunit Vouchers and delete any other remaining FY2025 Vouchers.

*!Agency staff should not be touching FY2025 vouchers in STAR Finance PRD Friday 07/18, unless directed by SCO to do so!*

## AP PROCEDURES

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### Task 1:

**Complete the AP Monthly Checklist Workbook items:** Monthly Items 1-7  
Wisconsin Accounting Manual Monthly Checklist or via the **STAR AP WorkCenter**

### Task 2: Identify Mismatches

#### 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 = 07/01/2025, which is Accounting Period 1 of Fiscal Year 2026.  
Budget Date = 06/30/2025, which is Budget Period 12 of Fiscal Year 2025.  
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 = FY2025, which is Budget Year of 2025.  
The Accounting Date and Budget Date are 07/01/2025, which is Budget Fiscal Year of 2026.



## FY2025 Accounts Payable Mismatch

State Controller's Office

The Budget Referenced is different than the Budget and the 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 made on the voucher once the mismatch is identified.

**RUN:** Out-of-Sync/Mismatch Query

- Run the Query: WI\_AP\_VCHR\_BUDREF\_MISMTCH\_DIR
- Press “Schedule”

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

\*Action

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
WI_AP_VCHR_BUDREF_MISMTCH_DIR	Direct Vchr w/Bud Ref Mismtch	Public	SSO	Edit	HTML	Excel	XML	Schedule

While in June run with an accounting date of 2025-06-01 to 2025-06-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 “Payment Status” – 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.



## FY2025 Accounts Payable Mismatch

State Controller's Office

### 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)  Vouchers will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/2025)

*\* 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)  Vouchers will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/2025)

Use Unposting a Voucher Job Aid on STAR Confluence page

### 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



## FY2025 Accounts Payable Mismatch

State Controller's Office

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 (07/01/2025 or later)
- The Budget Date is the same as the Accounting Date (07/01/2025 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2025)
- 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 2025 (06/30/2025 or earlier) and the Budget Date is for Fiscal Year 2026 (07/01/2025 or later)
- The Accounting Date is for Fiscal Year 2026 (07/01/2025 or later) and the Budget Date is for Fiscal Year 2025 (06/30/2025 or earlier)
- Bud Ref is FY2025 or FY2026 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

Summary	Related Documents	<b>Invoice Information</b>	Payments	Voucher Attributes	Error Summary
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Business Unit	50500	Invoice No	01093542
Voucher ID	00102370	<b>Accounting Date</b>	05/14/2019
Voucher Style	Regular Voucher	Pay Terms	00
Invoice Date	04/03/2019	Basis Date Type	Invoice Rcpt Date
Invoice Received	04/04/2019		

[Paragon Development Systems](#)

Supplier ID	0000017975
ShortName	PARAGON DE-001
Location	MAIN
*Address	2



## FY2025 Accounts Payable Mismatch

State Controller's Office

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

Invoice Lines ? Find | View All

Line 1 ☐ Copy Down

\*Distribute by Quantity

Item

Quantity 1.0000

UOM EA

Unit Price 146.00000

Line Amount 146.00

SpeedChart

Ship To 00001708

Description PDS; MFG# D9Y32AA#ABA; PDS# 38

Packing Slip

Contract Info 505ENT-M17-WICOMPUTER-04|1|0|0|2389

Purchase Order

50500|0000007146|3|1

Associate Receiver(s)

☐ Force Price

▼ Distribution Lines Personalize | Find | View All |

GL Chart | Exchange Rate | Statistics | Assets |

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="checkbox"/>	1			146.00	1.0000	50500	FY2019	16700	15000	505P1AC

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

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1 ☐ Copy Down

\*Distribute by Quantity

Item

Quantity 1.0000

UOM EA

Unit Price 146.00000

Line Amount 146.00

SpeedChart

Ship To 00001708

Description PDS; MFG# D9Y32AA#ABA; PDS# 38

Packing Slip

Contract Info 505ENT-M17-WICOMPUTER-04|1|0|0|2389

Purchase Order

50500|0000007146|3|1

Associate Receiver(s)

☐ Force Price

☐ One Asset

Work Order

▼ Distribution Lines Personalize | Find | View All |   First 1 of 2 Last

GL Chart | Exchange Rate | Statistics | Assets |

	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Category	Subcategory	Affiliate	Fund Affil	OpenItem	Budget Date
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="checkbox"/>	1			146.00	1.0000						05/14/2019 <input type="button" value="v"/>

- 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 Invoice Date 04/03/2019

Voucher ID 00102370 Invoice No 01093542

Voucher Style Regular Invoice Total 219.00 USD

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

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

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### Useful Links:

[Agency AP Contact List](#)

[STAR Job Aids](#) (STAR Confluence)

[STAR FIN PRD](#)

[WAM:](#) Section 18 SCO Monthly Checklist

[WAM:](#) Section 15 Fiscal Year End

[FY2025 Closing](#)