



## AGENCY TASK OVERVIEW

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### **STAR transactions Out-of-Sync/Mismatched**

Transactions where the Budgetary and Fiscal Year information entered has created and generated corresponding entries in the Budget and Actuals Ledgers that are not in sync with each other, inaccurate, or incorrect.

Please refer to [WAM Section 15 for Fiscal Year End policy](#)

### **Key fields for FY End Discrepancies**

#### **Budget Date Field**

Voucher - 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.

Expense Report - you are not able to see or edit this date, it will be the same as the Accounting Date.

#### **Accounting Date Field**

Voucher - 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.

Expense Report - The Accounting date on an expense report is viewable as the submitted date.

*Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year or an "Out of Sync" condition will be created.*

#### **Budget Reference Field**

**Voucher** - The budget reference field indicates which budget authority is used. If a PO is carried over from a FY2025 to FY2026 it retains the FY2025 budget authority. If a Voucher in FY2026 has a Budget Reference of FY2025 then the Voucher will use budget authority from any PO's carried over from FY2025 even if there is no relation between the PO and the Voucher. If there is no carryover budget authority a budget reference of FY2025 on a FY2026 Voucher transaction will result in an error message and the transaction cannot be processed until the error is corrected.

The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction. The budget reference field indicates which budget authority is used.

**Expense Report (ER)** – The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction. The budget reference field indicates which budget authority is used.

If a Bud Ref on an Expense Report is not updated, it may cause issues with budget reserved for a PO/Voucher. A PO that is carried over from FY2025 to FY2026 will retain the FY2025 budget authority. If an ER transaction in FY2026 has a Budget Reference of FY2025 then the ER will use budget authority from any PO's carried over



from FY2025 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY2025 on a FY2026 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.*

Please see WAM 15-01 for additional information regarding these fields and STAR Screenshots.

**These inaccuracies will cause Out-of-Sync & Mismatch entries in the ledgers that will need to be reconciled.** 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.

Please contact SCO if you identify a Mismatch with an Expense Reimbursement item for your agency after completing these tasks to determine the best method for correcting.

## DEADLINES

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**Agency AP Deadline:** EOD Thursday 07/17/2025

On Friday 06/27/2025 SCO will approve all Interunit Vouchers with dates prior to 06/20/2025.

On Friday 07/18/2025 SCO will approve the remaining FY2025 Interunit Vouchers

On Friday 07/18/2025 SCO will delete any other remaining FY2025 Vouchers.

**Agency EX Deadline:** EOD Thursday 07/17/2025

On Friday 07/18/2025 SCO will send back any remaining FY2025 expense reports to employees to make updates on their Expense Report to FY2026.

**Interunit Billing Deadline:** EOD 07/11/2025

**FY2025 Closed** – EOD 08/01/2025 (non-project) EOD 08/08/2025 project

**For more information about closing deadlines please refer to the closing calendar. [FY2025 Closing](#)**



# CLOSING PERIOD

## What to watch for when approving Vouchers during the Close Period\*

\*both June 2025 (FY2025) & July 2025 (FY2026) 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. 06/30/2025 for FY2025 or 07/01/2025 & later for FY2026).
- 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 06/30/2025 & earlier (for FY2025) or ALL 07/01/2025 & later (for FY2026).

**Voucher**  
**Invoice Information tab**

**Accounting Date: 06/30/2025**

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

**Bud Ref : FY2025**

**Budget Date: 06/30/2025**

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

Business Unit: 50500  
Voucher ID: 00102351  
Voucher Style: Regular Voucher  
Invoice Date: 05/14/2019  
Invoice Received: 05/14/2019  
Wire Payment - US Bank  
Supplier ID: WIREUSBANK  
ShortName: WIREUSBANK-001  
Location: MAIN  
\*Address: 1

Invoice No: LGIPWR05142019  
Accounting Date: 05/14/2019  
\*Pay Terms: 00  
Basis Date Type: Invoice Rpt Date  
Due Now

Invoice Total  
Line Total: 42,348,817.20  
\*Currency: USD  
Miscellaneous: 0.00  
Freight: 0.00  
Total: 42,348,817.20  
Difference: 0.00

Non Merchandise Summary  
Session Defaults  
Comments (0)  
Attachments (0)  
Template List  
Approval History  
Supplier Hierarchy  
Supplier: 350

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1 | Copy Down  
\*Distribute by: Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount: 42,348,817.20

SpeedChart  
Ship To: 00001701  
Description  
Packing Slip

One Asset  
Work Order  
Calculate

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Altitude	Fund Alt	Open Item	Budget Date
	1	42,348,817.20			50500 FY2019	55000	10000	5050100000	25500000													05/14/2019



## What to watch for when approving Expense Reports during the Close Period

\*both June 2025 (FY2025) & July 2025 (FY2026) are open.

- Bud Ref date = the FY in which the travel occurred (or expense incurred), unless that fiscal year is already closed, then you should use the current FY.
- Accounting Date = the date on which the agency would like the expense to hit the GL .  
(i.e. 06/30/2025 for FY2025 or 07/01/2025 & later for FY2026)
- The Expense Submission Date, Accounting Date and Approved for Payment status Date should all be within the same FY. Either ALL 06/30/2025 & earlier or ALL 07/01/2025 & later.

## What to watch for when creating Online Payments (AR) during the Close Period

\*both June 2025 (FY2025) & July 2025 (FY2026) are open.

- Bud Ref date = must be set to the old fiscal year on the Accounting Entries Tab to record for FY2025
- Accounting Date = must be manually changed to 06/30 on the Totals and Payments Tab to record FY2025

Please see section [15-01 Closing Periods](#) of the WAM for screen shots.

# PROCEDURES

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### Task 1:

**Complete the EX Monthly Checklist Workbook items:** Monthly Items 1-3 and Quarterly Items 2-3.  
Wisconsin Accounting Manual Monthly Checklist or via the [STAR AP WorkCenter](#)

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

**After completing/resolving items on the Monthly Checklist please move on to the module specific Year End Guides located on the [FY2025 Closing](#) page**

FY2025 Accounts Payable Mismatch and/or FY2025 AP Year End Checklist  
FY2025 Expense Reporting Mismatch

Please also see [WAM 15-03 for Between Year Expenditure and Revenue Adjustments](#)



## APPENDIX

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### Useful Links:

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

[WAM Section 15](#)

Please email SCO Accounting Services [doadebfscoaccountingservices@wisconsin.gov](mailto:doadebfscoaccountingservices@wisconsin.gov) for assistance or questions regarding the above tasks and scenarios.