



## EX DEADLINES

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Thursday July 16, 2026 – Agency EX Close Tasks 7pm

- Agencies to process FY2026 Expense Reports Advances to “Approved for Payment” status
  - Travel Authorizations & Cash Advances approved
  - Must be completed by 7PM

Friday July 17, 2026 – SCO EX Close Tasks

- Expense Reports on workflow will be sent back to the employee by SCO
  - The employee will need to resubmit the ER after Monday 07/20/2026
- Travel Authorization in workflow will be sent back to the employee by SCO
  - The employee will need to resubmit the ER after Monday 07/20/2026 or delete
- Cash Advance Recon & Approvals to be sure these have been completed or deleted

## EX MISMATCH 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 Expenses WorkCenter

### Task 2:

**Run Query WI\_EX\_BU\_STATUS\_BUD\_REF\_DTL**

GL Unit: your agency

BUD Ref: FY2026

This query will list the number of ER transactions for each status that have not posted to the General Ledger. This query should be used to consider not only the fiscal year in which the expense was incurred but also which FY they will be able to complete the approvals/posting to assist in determining which FY dates/Bud Ref should be used. If not, it should be removed from the system. Agencies should also run this query for past FY's and FY2026 and then update the Bud Ref accordingly.

Based on the status of the ER and the Validity, you will need to take the following actions on Expense Reports:

Legitimate Expense Reimbursement that needs to be processed:

- Status **On Hold**
  - Verify accounting date is 06/30/2026 for FY2026 transactions (07/01/2026 for FY2027)
  - Verify Bud Ref matches the Accounting date FY.
  - Remove expense report from hold. (Approver assigned to expense report will need to send it back or approve)
  - If sent back the expense report will need to be resubmitted.
  - Approvals completed to “Approved for Payment” status by deadline.
- Status **Submitted**
  - Verify accounting date is 06/30/2026 for FY2026 transactions (07/01/2026 for FY2027)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to “Approved for Payment” status by deadline.



## FY2026 Expense Reporting Mismatch

State Controller's Office

- Status **Approvals in Process**
  - Verify accounting date is 06/30/2026 for FY2026 transactions (07/01/2026 for FY2027)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to "Approved for Payment" status by deadline.
- Status **Submitted Pending**
  - Submit expense report.
  - Verify accounting date is 06/30/2026 for FY2026 transactions (07/01/2026 for FY2027)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to "Approved for Payment" status by deadline.

Non-Legitimate Expense Reimbursement that needs to be deleted:

- Status **On Hold**
  - Remove expense report from hold.
  - Approver to Deny the Expense Report
  - Employee/Designated user for employee will need to Withdraw and Delete the expense report.
- Status **Submitted**
  - Approver to Deny the Expense Report
  - Employee/Designated user for employee will need to Withdraw and Delete the expense report.
- Status **Approvals in Process**
  - Approver to Deny the Expense Report
- Status **Pending**
  - Employee/Designated user for employee will need Delete the expense report.

**Expense Reports, not approved, with FY2026 accounting date remaining in workflow on Friday 07/17/2026 will be Sent Back by SCO .** The employee will be required to resubmit after Monday 07/20/2026 for FY2027.

### Task 3:

#### Travel Authorization Process Actions

- Legitimate Travel Authorizations should be in Approved status.
- Non-legitimate Travel Authorizations should be Deleted.
- Travel Authorizations that will never be used on an expense report should be closed.  
(example: ER was created without linking to the TA, as it should have) WI\_EX\_TRAVEL\_AUTHORIZATION

*\*Remember: TA's no longer encumber funds. (as of 10/25/2019, so there is no KK associated with TA's)*

**Travel Authorizations, not approved, with a FY2026 date remaining in workflow will be Sent Back by SCO on 07/17/2026 to the employee.**

### Task 4:

#### Cash Advance Process Actions

- Legitimate Cash Advances should be in Approved for Payment status
- Non-legitimate Cash Advances should be Deleted.
- Cash Advances from FY2026 need to be reconciled.

*CA's use funds based on Employee Profile default, including Bud Ref.*

**SCO will monitor Cash Advance Recon and Approvals to be sure these have been completed or deleted by the 07/17/2026 closing.**



## APPENDIX

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Useful Links:

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

[STAR FIN PRD](#)

[STAR Expenses WorkCenter](#)

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

[FY2026 Closing](#)

Please contact DOA DEBF SCO Accounting Services with any questions.

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