



MODULE CLOSE PREP GUIDE: AGENCY TASK OVERVIEW

STAR transactions Out-of-Sync or Mismatched : Transactions where the Budgetary and Fiscal Year information entered have created and generated corresponding entries in the Budget and Actuals Ledgers that are not in sync with each other, inaccurate, or incorrect.

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 cannot 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 FY2026 to FY2027 it retains the FY2026 budget authority. If a Voucher in FY2027 has a Budget Reference of FY2026 then the Voucher will use budget authority from any PO's carried over from FY2026 even if there is no relation between the PO and the Voucher. If there is no carryover budget authority a budget reference of FY2026 on a FY2027 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 FY2026 to FY2027 will retain the FY2026 budget authority. If an ER transaction in FY2027 has a Budget Reference of FY2026 then the ER will use budget authority from any PO's carried over from FY2026 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY2026 on a FY2027 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.



FY2026 Module Close Prep Guide for Out-of-Sync/Mismatches

State Controller's Office

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

AP Deadlines:

Friday June 26, 2026 - Interunit Voucher approval deadline #1 (5pm)

- Agencies to complete approvals for Interunit Vouchers created prior to 06/19/26
- Must be completed by 5pm 06/26

Thursday July 16, 2026 – Agency AP Close Tasks

- Interunit Voucher approval deadline #2 (7PM)
 - Agencies to complete approvals for remaining FY2026 Interunit Vouchers
 - Must be completed by 7PM 07/16
- Voucher approval or delete/close deadline
 - Agencies to complete approvals or delete/close all other remaining FY2026 vouchers
 - Must be completed by 7PM 07/16

REMINDER: Agencies should not touch FY2026 vouchers on Friday 07/17, this includes vouchers using FY2026 POs unless requested by SCO.

Friday July 17, 2026 – SCO AP Close Tasks

- Interunit Voucher force approval
 - SCO will document & force approval remaining FY2026 Interunit Vouchers on behalf of the agency
- Voucher delete/close
 - SCO will delete or close all remaining FY2026 vouchers AND any vouchers using FY2026 PO's.

FYI: Agencies should not be creating FY2027 vouchers using FY2026 POs until AFTER the PO Roll has been completed.

EX Deadlines:

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



Interunit Billing Deadline:

Friday July 10, 2026 (7pm) – last day for agencies to create an interunit bill for FY2026

For more information about closing deadlines please refer to the FY2026 Closing Calendar

CLOSING PERIOD

What to watch for when approving Vouchers during the Close Period

Close period definition: both June 2026 (FY2026) & July 2026 (FY2027) periods 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 for FY2026 or 07/01 and later for FY2027).
- 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 and earlier (for FY2026) or ALL 07/01 and later (for FY2027).

Accounting Date: 06/30/2026

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

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

Business Unit 60500 Invoice No LGIPWR05142019
 Voucher ID 00102351 Accounting Date 05/14/2019
 Voucher Style Regular Voucher *Pay Terms 00 Due Now
 Invoice Date 05/14/2019 Basis Date Type Invoice Rpt Date
 Invoice Received 05/14/2019

Wire Payment - US Bank
 Supplier ID WIREUSBANK
 ShortName WIREUSBANK-001
 Location MAIN
 *Address

Save Action Run Calculate Print

Invoice Total

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

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 for FY2026 or 07/01 and later for FY2027).

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

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 Amt	OpenItem	Budget Date
	1	42,348,817.20		50500	FY2019	5600	10000	5056100000	2550000													05/14/2019

Bud Ref : FY2026

Budget Date: 06/30/2026



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

- 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 in which the agency would like the expense to hit the GL . (i.e. 06/30 for FY2026 or 07/01 and later for FY2027)
- The Expense Submission Date, Accounting Date and Approved for Payment status Date should all be within the same FY. Either ALL 06/30 and earlier or ALL 07/01 and later.

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

- Bud Ref date = must be set to the old fiscal year on the Accounting Entries Tab to record for FY2026
- Accounting Date = must be manually changed to 06/30 on the Totals and Payments Tab to record FY2026

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

PROCEDURES

Task 1:

Complete the EX Monthly Checklist Workbook items

- Monthly Items 1-3
- Quarterly Items 2-3

See Wisconsin Accounting Manual Monthly Checklist

Complete the AP Monthly Checklist Workbook items

- Monthly Items 1-7

See Wisconsin Accounting Manual Monthly Checklist or via the [STAR AP WorkCenter](#)

Task 2:

After completing/resolving items on the Monthly Checklist please move on to the module specific Year End Guides located on the [FY2026 Closing](#) page

FY2026 Accounts Payable Mismatch
FY2026 Expense Reporting Mismatch

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



APPENDIX

Useful Links:

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

Please email SCO Accounting Services doadebfscaccountingservices@wisconsin.gov for assistance or questions regarding the above tasks and scenarios.