



## STATE CONTROLLER'S OFFICE

Wisconsin Department of Administration – Division of Executive Budget and Finance

# FY2017 Year-End Processes

## Travel Expenses

### Background

#### Expenses Out-of-Sync/Mismatch Query's

Several queries were created to identify Expense Reports where the Budgetary and Fiscal Year information entered created and generated corresponding entries in the Budget and Actuals Ledgers that are inaccurate, or incorrect.

#### Key fields for FY End in Expenses

**Budget Date Field** – In Expenses you are not able to see or edit this date, it will be the same as the Accounting Date.

**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.

*Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year (not to create an "Out of Sync" condition).*

**Budget Reference Field** – 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 PO is carried over from a FY17 to FY18 it retains the FY17 budget authority. If an ER transaction in FY18 has a Budget Reference of FY17 then the ER will use budget authority from any PO's carried over from FY17 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY17 on a FY18 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.*

These inaccuracies will cause Out-of-Sync and Mismatch entries in the ledgers that will need to be reconciled. The tasks below outline what should be for each of the following conditions

### What to watch for when approving ERs 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. 06/30/2017 for FY2017 and 07/01/2017 & later for FY2018)
- Submission Date and Accounting dates, and Approved for Payment status date should be within the same FY. Either ALL 06/30/2017 & earlier or ALL 07/01/2017 & later.

*Note: If the approver or Prepay Auditor changes the accounting date the system will require the ER to be budget checked and the KK Ledger will be updated.*

There is also a job aid about FY End Coding for reference:

<http://starconnection.wi.gov/Documents/JobAids/FinProc/QuickReferenceGuides/fyendcodingexpenses.pdf>



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### Expense Reports Process Actions

#### Task 1: Run Query WI\_EX\_BU\_STATUS\_BUD\_REF\_DTL **This should be completed by EOD 07/20/2017**

GL Unit:

BUD Ref: FY2016

This query will list the number of ER transactions, by BU, coded to FY16 for each status that have not posted to the General Ledger. FY2016 is closed, so these transactions will need the Bud Ref updated to reflect the FY in which it should be charged and approved providing it is a valid reimbursement request. If not, it should be removed from the system. An Agency should also consider which FY they will be able to complete the approvals/posting to assist in determining which FY dates/Bud Ref should be used.

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

Legitimate Reimbursement that needs to be processed

- **On Hold**
  - Remove expense report from hold. (Approver assigned to expense report will need to send it back or approve)
  - Update Budget Ref information FY2016 to the FY in which posting will occur (FY17 or FY18)
  - If sent back the expense report will need to be resubmitted
  - Verify accounting date is in the same FY as the Bud Ref
  - Through Approvals processes to “Approved for Payment” status
- **Submitted**
  - Withdraw or approver send back expense report
  - Update Budget Ref information FY2016 to the FY in which posting will occur (FY17 or FY18)
  - Resubmit expense report
  - Through Approvals processes to “Approved for Payment” status
- **Approvals in Process**
  - Approver sends back expense report
  - Update Budget Ref information FY2016 to the FY in which posting will occur (FY17 or FY18)
  - Resubmit expense report
  - Through Approvals processes to “Approved for Payment” status
- **Pending**
  - Update Budget Ref information FY2016 to the FY in which posting will occur (FY17 or FY18)
  - Submit expense report
  - Through Approvals processes to “Approved for Payment” status

Reimbursements to be Removed (ER's that will not be processed for reimbursement):

- **On Hold**
  - Remove expense report from hold. (Approver assigned to expense report will need to send it back)
  - Employee/Designated user for employee will need to delete expense report
- **Submitted**
  - Withdraw or approver send back expense report
  - Employee/Designated user for employee will need to delete expense report
- **Approvals in Process**
  - Approver sends back expense report
  - Employee/Designated user for employee will need to delete expense report
- **Pending**
  - Delete expense report

**Any Expense Reports that remain on 07/20 will be Sent Back by SCO.**

**No notification will be sent to the Employee about the Send Back.**



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### Task 2: Run Query WI\_EX\_BU\_STATUS\_BUD\_REF\_DTL **This should be completed by EOD 07/20/2017**

GL Unit:

BUD Ref: FY2017

This query will list the number of ER transactions, by BU, coded to FY17 for each status that have not posted to the General Ledger. These transactions will need the Bud Ref updated to reflect the FY in which it should be charged and approved providing it is a valid reimbursement request. If not, it should be removed from the system. An Agency should also consider which FY they will be able to complete the approvals/posting to assist in determining which FY dates/Bud Ref should be used.

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

Legitimate Reimbursement that needs to be processed

- **On Hold**
  - Verify accounting date is 06/30/2017 (or valid Accounting Period 12 date) for FY17 transactions (07/01/2017 or later for FY18)
  - 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.
  - Through Approvals processes to Approved for Payment status
- **Submitted**
  - Verify accounting date is 06/30/2017 (or valid Accounting Period 12 date) for FY17 transactions (07/01/2017 or later for FY18)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status
- **Approvals in Process**
  - Verify accounting date is 06/30/2017 (or valid Accounting Period 12 date) for FY17 transactions (07/01/2017 or later for FY18)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status
- **Pending**
  - Submit expense report
  - Verify accounting date is 06/30/2017 (or valid Accounting Period 12 date) for FY17 transactions (07/01/2017 or later for FY18)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status

Reimbursements to be Removed:

- **On Hold**
  - Remove expense report from hold. (Approver assigned to expense report will need to send it back)
  - Employee/Designated user for employee will need to delete expense report
- **Submitted**
  - Withdraw or approver send back expense report
  - Employee/Designated user for employee will need to delete expense report
- **Approvals in Process**
  - Approver send back expense report
  - Employee/Designated user for employee will need to delete expense report
- **Pending**
  - Delete expense report

**Any Expense Reports that remain on 07/20 will be Sent Back by SCO.**

**No notification will be sent to the Employee about the Send Back.**



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### Task 3: Travel Authorization Process Actions **This should be completed by EOD 07/20/2017**

The Travel Authorization roll will occur the same weekend as the Purchase Order roll which is the weekend of 07/20/2017.

- Travel Authorizations that will never be used on an expense report should be closed.
- WI\_EX\_TRAVEL\_AUTHORIZATION may be used to begin work on this task...
- Travel Authorizations that have been approved for FY2017 should be used on a corresponding expense report.

More details will be available at the next EX user group on 07/18/2017?

**Any Travel Authorizations that remain with past dates on 07/21 will be closed by SCO.**

### Task 4: Cash Advance Process Actions **This should be completed by EOD 07/20/2017**

- Cash Advances need to be reconciled.  
<http://starconnection.wi.gov/Documents/JobAids/FinProc/ExpenseReporting/reconcashadvance.pdf>

More details will be available at the next EX user group on 07/18/2017?

**SCO will be monitoring to be sure these have been completed by 07/21/2017.**

**Please contact Jim Behrend or Kim Sell in SCO for assistance with the above tasks.**