FY2021 YEAR-END EXPENSE REPORTING

State Controller's Office

Updated: 06/28/2021

Contents

AGENCY TASK OVERVIEW

Expenses Out-of-Sync/Mismatch
Expense Reports 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.

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. The Accounting Date and Budget Date are always in sync.

Accounting Date Field – The Accounting Date is automatically set based on the date the expense report was submitted for approval. If the expense report was not approved before the end of the month, the accounting date will automatically update to the first day of the current month. 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 or an "Out of Sync" condition will be created.

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.
Note - this field is unrelated to either the Budget and Accounting Date fields but should match (fall within) the Budget and Accounting Date of the corresponding transaction.

    Important Note: If a Bud Ref on an Expense Report is not updated it may cause budget errors. Therefore, the budget reference should match the fiscal year of the accounting date on the Expense Report.
These inaccuracies will cause Out-of-Sync & Mismatch entries in the ledgers that will need to be reconciled.
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

Agency EX Deadline: EOD Thursday 07/15/2021

On Friday 07/16/2021 SCO will send back any remaining FY2021 expense reports to employees to make updates on their Expense Report.

CLOSING PERIOD

What to watch for when approving Vouchers during the Close Period
*both June 2021 (FY2021) & July 2021 (FY2022) 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 FY in which the travel occurred (or expense incurred), unless that fiscal year is already closed, then you should use the current FY.
  (i.e. 06/30/2021 for FY2021 or 07/01/2021 & later for FY2022)

PROCEDURES

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

Task 2:
Run Query WI_EX_BU_STATUS_BUD_REF_DTL
> GL Unit: your agency
> BUD Ref: FY2021

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 FY2020, FY2019, FY2018, FY2017, FY2016, FY2015 and FY2022 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:

For a Legitimate Expense Reimbursement that needs to be processed:
- Status **On Hold**
  - Verify accounting date is 06/30/2021 for FY2021 transactions (07/01/2021 for FY2022)
  - 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 06/30/2021 for FY2021 transactions (07/01/2021 for FY2022)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to "Approved for Payment" status by deadline.
- Status **Approvals in Process**
  - Verify accounting date is 06/30/2021 for FY2021 transactions (07/01/2021 for FY2022)
  - 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 06/30/2021 for FY2021 transactions (07/01/2021 for FY2022)
- Verify Bud Ref matches the Accounting date FY.
- Approvals completed to "Approved for Payment" status by deadline.

For a 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 FY2021 accounting date remaining in workflow on 07/16/2021 will be Sent Back by SCO to the employee. The employee will need to resubmit after 07/19 for FY2022.

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 may be used to begin work on this task.
*Remember: TA's no longer encumber funds. (as of 10/25/2019, so there is no KK associated with TA's)

NO Travel Authorization roll is needed this Fiscal Year, STAR will flip the Bud Ref to FY2022 on 07/17.

Travel Authorizations, not approved, with a FY2021 date remaining in workflow will be Sent Back by SCO on 07/16/2021 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 FY2021 need to be reconciled.
  http://starconnection.wi.gov/Documents/JobAids/FinProc/ExpenseReporting/reconcashadvance.pdf

NOTE: Accounting date is Submission date.

CA's use funds based on Employee Profile default, including Bud Ref. Within the new PUMs, users have the ability to now edit this information. CA's default to funds based on Employee Profile default, including Bud Ref, unless the information has been edited by Agency staff.

SCO will monitor Cash Advance Recon and Approvals to be sure these have been completed deleted by the 07/16/2021 closing.

APPENDIX

Useful Links:

STAR Job Aids (STAR Connection)

Please contact Kim Sell in SCO for assistance or questions regarding the above tasks and scenarios.