

## **AP DEADLINES**

- Agency 1<sup>st</sup> Interunit Voucher Approval deadline: 06/27/2024 for all FY2024 Interunit Bills submitted prior to 06/21/2024 (WI\_AP\_VCHR\_INTERUNITBIL)
- Agency AP Deadline: EOD Thursday 07/18/2024 Approve FY2024 Interunit & resolve other FY2024 vouchers.

On Friday 07/19/2024 SCO will approve the remaining FY2024 Interunit Vouchers and delete any other remaining FY2024 Vouchers.

!Agency staff should not be touching FY2024 vouchers in STAR Finance PRD Friday 07/19, unless directed by SCO to do so!

## **AP PROCEDURES**

#### Task 1:

Complete the AP Monthly Checklist Workbook items: Monthly Items 1-7 Wisconsin Accounting Manual Monthly Checklist or via the STAR AP WorkCenter

### **Task 2: Identify Mismatches**

#### **Resolving Fiscal Year Mismatches:**

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. Condition 1-2 as well as Resolutions 1-3 are provided below.

AP Voucher Out-of-Sync/Mismatch Query The Budget Fiscal Year Out-of-Sync/Mismatch query; WI\_AP\_VCHR\_BUDREF\_MISMTCH\_DIR was created to identify voucher(s) 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.

These inaccuracies will cause Out-of-Sync and Mismatch entries in the ledgers that will need to be reconciled. The inaccuracies and mismatches identified by the query include the following conditions:

Out-of-Sync/Mismatch Conditions Identified

- Condition 1: The Accounting Date Fiscal Year is not the same as the Budget Date Fiscal Year
   Example: Accounting Date = 07/01/2024, which is Accounting Period 1 of Fiscal Year 2025.
   Budget Date = 06/30/2024, which is Budget Period 12 of Fiscal Year 2024.
   This transaction will inaccurately be reflected in the ledgers in two separate Fiscal Years
- Condition 2: The Budget Reference of the transaction is different than the Budget and/or Accounting
  date of the corresponding transaction.

Example: Budget Reference = FY2024, which is Budget Year of 2024.

The Accounting Date and Budget Date are 07/01/2024, which is Budget Fiscal Year of 2025.

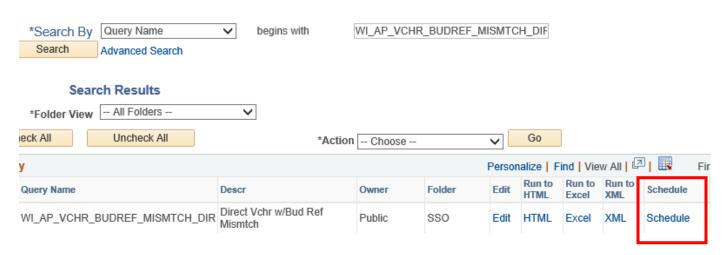


The Budget Referenced is different than the Budget and Fiscal Year the transaction will be reflected in the Ledgers.

**Resolution(s)** – One (or two) of three fields may need to be updated to correctly reflect in the Ledgers. There is a job aid to assist with where/how those changes should be done on the voucher once the mismatch is identified.

**RUN:** Out-of-Sync/Mismatch Query

- Run the Query: WI\_AP\_VCHR\_BUDREF\_MISMTCH\_DIR
- Press "Schedule"



While in June run with an accounting date of 2024-06-01 to 2024-06-XX (The XX being current date).

Once into July, Schedule the query for June and then July separately.

- Enter the Criteria to be viewed.
  - Optional Unit: enter your agency number.
  - From Acctg Date:
  - To Acctg Date:
- Sort Criteria by Paid Status and Post Status

#### **Mismatch Vouchers in Paid status**

Paid Vouchers - SCO Assistance Needed – Agency verification will be requested.

Use column AJ "Payment Status" – to pull/remove all lines with the status of PAID.

Vouchers that have already been Paid will require SCO assistance. If the voucher has Accounting/Budget Date and/or Budget Reference discrepancies SCO will need to make a correcting entry. SCO will send out an email near AP closing week pertaining to these transactions asking for the agency to identify the correct FY for the journal to move the transaction to. The agency will need to provide the correct Accounting & Budget Dates (as well as Budget Reference) for the correcting entry to be made, to keep the FY transactions in sync.



#### Mismatch Vouchers not in Paid status

Use column AI "VCHR Post Status" to determine if posted or unposted

#### **Voucher Post Status = Unposted**

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Update the voucher (Accounting Date, Bud Ref, Budget Date)  Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/2024)

<sup>\*</sup> try to catch vouchers prior to being posted to make corrections easier

#### **Voucher Post Status = Posted**

Description	Action
Accounting & Budget Dates & Budget Reference are not all within one FY	Unpost the voucher on the same date as the Accounting Date.  Update the voucher (Accounting Date, Bud Ref, Budget Date)  Voucher will need to go through Budget Check and Approvals again before being posted (deadline EOD 07/18/2024)

Use Unposting a Voucher Job Aid on STAR Confluence page

#### **Out-of-Sync Resolutions**

The following section will identify scenarios where the following are not within the same Budget Fiscal Year: Budget Reference, Budget Date, Accounting Date; which will cause an Out-of-Sync condition if the transactions are "Posted" (appear) in the Budget or Actuals Ledger.

In addition, a methodology will be provided to resolve these conditions.

Note – ultimately it is at the discretion and decision of the agencies to determine the proper Budget/Fiscal Year of the transactions. These tasks should be completed by the agency by the SCO deadline.

#### Legend

Column "AJ" is Payment Status = Agency to correct vouchers in all statuses except PAID, SCO will need to correct PAID

Column "AI" is Post Status of the voucher

Column "L" is the Accounting Date on the voucher

### FY2024 Accounts Payable Mismatch State Controller's Office



Column "M" is the Budget Date on the voucher line

Column "N" is the Bud Ref on the voucher line

#### **Unpaid Vouchers (Non-PO)**

Non-Purchase Order Voucher (Direct Voucher) with Budget/Fiscal Year Information Out-of-Sync

- Voucher is created with a current Accounting Date (Accounting Date (07/01/2024 or later)
- The Budget Date is the same as the Accounting Date (07/01/2024 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2024)
- Agency doesn't update the Budget Date on the Voucher Distribution Line.
- Agency doesn't update the Budget Reference associated to the Voucher on the Distribution Line
- The Budget Date doesn't match the Accounting Date and eventually the Budget to Actuals Ledger Information will be Out-of-Sync.

#### Identify Mismatches - Voucher Accounting/Budget Fiscal Year Mismatch

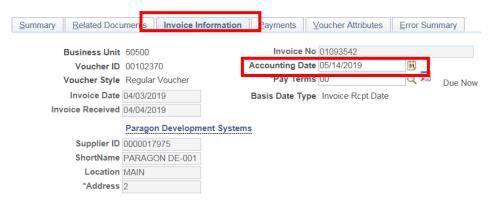
- Sort/Filter to look at Voucher(s) without Purchase Order information
- The Accounting Date is for Fiscal Year 2024 (06/30/2024 or earlier) and the Budget Date is for Fiscal Year 2025 (07/01/2024 or later)
- The Accounting Date is for Fiscal Year 2025 (07/01/2024 or later) and the Budget Date is for Fiscal Year 2024 (06/30/2024 or earlier)
- Bud Ref is FY2024 or FY2025 and does not match the Budget Fiscal Year and Accounting Fiscal Year

**Correcting Mismatches** – The vouchers Budget and Accounting Fiscal Year related information (Expenses) needs to be updated to coincide to post to the same year in the Budget and Actuals Ledgers.

- Navigate to the Voucher.
- Press the Invoice Information tab and the following page will be shown:

Note –Screen shots are solely for the purpose of showing where corrections need to be done on the voucher pages and may not reflect current dates.

Accounting Date

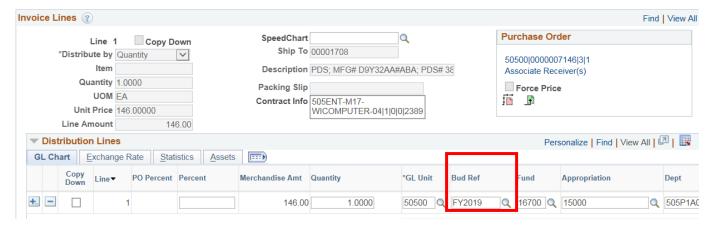




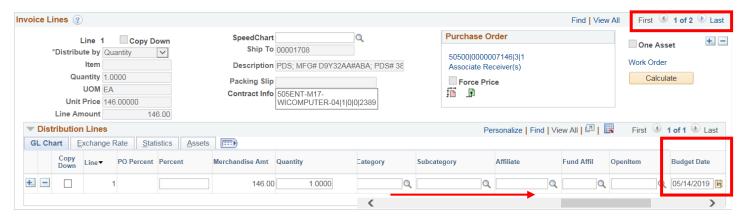


State Controller's Office

View the Distribution Line Information. The Budget Reference (Bud Ref)



• The Budget Date (for all Invoice and Distribution Lines)



Press Save.

Note – if the Invoice Date occurs after the Accounting Date, a "Warning Message" will be shown.

Verify the Voucher has passed Budget Check, after batch processes run at 4AM, 9AM, 12PM, 3PM and 7PM.



Approve the Voucher



# **APPENDIX**

## **Useful Links:**

Agency AP Contact List

STAR Job Aids (STAR Confluence)

**STAR FIN PRD** 

WAM: Section 18 SCO Monthly Checklist

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