



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller's Office

Section	18	PERIOD END	Effective Date	6/25/2017
Sub-section	03	AP/EXPENSES/PO Roll – Post Closing Process	Revision Date	7/19/2017
SAM Ref	n/a			

### BACKGROUND

The AP and Expenses subsystems will be closed for FY 2017 on the morning of Saturday, July 22<sup>rd</sup>, and all open Purchase Orders will be rolled from FY 2017 to FY 2018. This section describes how the documents within these subsystems will be processed.

### PROCEDURES

#### AP (NON-INTER-UNIT)

##### PO Vouchers (Vouchers referencing a PO)

These should be completed before the PO roll to avoid issues with the PO year-end roll. Any remaining will be deleted after the year-end roll.

##### Non-PO Vouchers

The SCO will have deleted all non-PO vouchers. A listing of the deleted vouchers will be provided to the agencies. Agencies may also get a listing of deleted vouchers through an inquiry in STAR. (Accounts Payable > Review Accounts Payable > Vouchers > Voucher. Enter your BU, Entry Status of Deleted and change Max rows to 1000)

Outstanding Payroll AP Vouchers will be applied using default coding by SCO.

#### AP (INTER-UNIT)

Inter-unit generated AP transactions cannot remain unprocessed, as the payment cannot be correctly applied to the open invoice in AR. Therefore, the SCO will be processing all inter-unit-generated AP transactions remaining at the deadline. If an agency is disputing an Inter-unit billing, it will need to request that the billing agency process an AR credit to reverse the processed bill.

#### EXPENSES

Those Expense Reports that were not yet budget-checked as of the closing will be left as is. Those that were budget checked will be sent back to the employee, so that the commitment control ledger will be properly adjusted.

#### POST PO-ROLL ADJUSTMENTS

*Note: Agencies should email Cory Johnson or Lori Keil in the SCO with any encumbrance adjustments that they need for the two situations below. The SCO will need to coordinate these encumbrance adjustments for FY 2017. Agencies SHOULD NOT enter encumbrance journals directly into STAR.*

##### PO's that should have been closed prior to the PO Roll but were not

Agencies should contact the SCO with the amounts of any PO's that should have been closed prior to the roll. The SCO will process an encumbrance journal in FY 2017 to offset the amount of the purchase order that was rolled. The agency will then need to close the PO that rolled into FY 2018.



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PO's that were closed prior to the PO roll but should not have been  
Agencies should contact the SCO with the amounts of any PO's that were closed prior to the PO Roll but should not have been. The SCO will process an encumbrance journal in FY 2017 to establish the amount of the PO that should not have been closed. The agency will then need to re-establish the PO in FY 2018.