



**WISCONSIN YEAR-END RECONCILIATION MANUAL**  
 Department of Administration – State Controller’s Office

<b>Section</b>	<b>Subsystem Reconciliations</b>
<b>Subsection</b>	<b>Accounts Payable Control Account</b>
<b>Accounts</b>	<b>2000000 - Accounts Payable Control</b>
<b>Effective Date</b>	<b>07/01/2016</b>
<b>Revision Date</b>	<b>07/01/2016</b>

The following procedure will allow agencies to determine if the AP control account – 2000000 agrees with the AP Subsystem at the **Agency Level**.

Please note that the SCO will periodically run this comparison for the entire state, and will post it to the STAR SharePoint website (exact location will be distributed). Also, the SCO is working to develop an Appropriation Level reconciliation, and additional guidance on what to do to correct any discrepancies at that level.

Please see the report run by SCO for this data: <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/FY-2016-YearEnd/>

The reconciliation for this account will compare the balance in the General Ledger (trial balance) to the subsystem at the reconciliation point.

**TRIAL BALANCE**

In order to determine the trial balance amount as of a certain period, run the Trial Balance report in STAR:



Select the Ledger, Fiscal Year and Accounting Period. You must also select the chartfields Fund, Account (2000000) and Appropriation at a minimum:



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Report Request Parameters

Unit: 50500 | \*Ledger: ACTUALS | Include Adjustment Periods: 1

Fiscal Year: 2016 | Period: 9

Currency Option: Base | Currency: | Date Code: All

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2000000	2000000
3	Appropriation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

You can run the report into Excel, and it will return the balance in account 2000000 (debit and credits) as of the period end:



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	A	B	C	D	E	F	G
1		PeopleSoft GL					
2	Report ID:	GLS7012	TRIAL BAL	Page No.	1		
3	Bus. Unit:	50500	--	Departme	Run Date	5/22/2016	
4	Ledger:	ACTUALS	--	Actuals Le	Run Time	13:30:27	
5	As of Year	2016	and Perio	9			
6	Base Curre	USD	Date Code	0			
7	Fund		Account		Cur	Transaction Debit	Transaction Credit
8	Appropriation						
9	10000	General	2000000	Accounts Payable - Control			
10	100GE	GPR Earned			USD	0	0
11	10100	General program operations			USD	0	45,774.92
12	10400	Special counsel			USD	0	0
13	10600	Relocation assistance			USD	0	892.26
14	11900	Processing Services			USD	0	678.08
15	12000	Services to nonstate governme			USD	0	1,136.66

**SUBSYSTEM**

To determine the detailed accounts payable that comprise the balance in the 2000000 account at the end of the period, run the AP/GL Open Liabilities Reconciliation Report:



Enter the As of Date for the end of the journal period (i.e. 03/31/2016):

**Report Request Parameters**

\*Request ID

\*As of Date

The report will return the individual open liabilities by Supplier and Voucher ID:



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PeopleSoft Accounts Payable										
Report ID: APX1405		DETAIL AP/GL OPEN LIABILITY ACCOUNT RECONCILIATION REPORT					Page No. 1			
						Run Date 5/22/2016				
						Run Time 14:02:40 PM				
31.Mar.2016										
Currency	USD	US Dollar								
GL Business Unit	50500	Department of Administration								
Ledger Group	ACTUALS									
Ledger	ACTUALS									
Account	2000000									
Supplier:	SHARE 0000002071	AT&T								
<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Date</u>	<u>Journal Template</u>	<u>Unpost Seq</u>	<u>Payment Cnt</u>	<u>Accounting Date</u>	<u>Journal ID</u>	<u>Journal Date</u>	<u>Journal Line</u>	<u>Monetary Amount</u>
50500	00013897	09.Mar.2016	ACCRUAL			10.Mar.2016	AP00089840	10.Mar.2016	1	656.25
			ACCRUAL			10.Mar.2016	AP00089840	10.Mar.2016	2	1,218.75
									Voucher Total	1,875.00
		Total for Supplier		AT&T						1,875.00

Compare the balance of account 2000000 in the trial balance (trial balance report) with that in the subsystem (AP/GL Open Liability Account Reconciliation Report) per the reconciliation worksheet. Determine any reconciling differences and research to determine what needs to be done to eliminate the differences.

Note: The SCO will run this reconciliation centrally, and post the results to