FY2020 YEAR-END EXPENSE REPORTING

State Controller's Office

Updated: 05/18/2020

Contents

AGENCY TASK OVERVIEW

Expenses Out-of-Sync/Mismatch Queries
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 (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.
A PO that is carried over from FY20 to FY21 will retain the FY20 budget authority. If an ER transaction in FY21 has a Budget Reference of FY20 then the ER will use budget authority from any PO's carried over from FY20 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY20 on a FY21 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 & 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

EX Deadline: EOD Thursday 07/16/2020

On Friday 07/17/2020 SCO will send back any remaining FY2020 expense reports

CLOSING PERIOD

What to watch for when approving during the Close Period

(both June 2020 & July 2021 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 date in which the agency would like the expense to hit the GL .
  (i.e. 06/30/2020 for FY2020 or 07/01/2020 & later for FY2021)

- Submission Date, Accounting dates, and Approved for Payment status date should be within the same FY.
  Either ALL 06/30/2020 & earlier or ALL 07/01/2020 & later.

PROCEDURES

Task 1:
Complete the EX Monthly Checklist: Items 1-6 https://doa.wi.gov/budget/SCO%20Monthly%20Checklist.xlsx

Task 2:
Run Query WI_EX_BU_STATUS_BUD_REF_DTL
>   GL Unit:
>   BUD Ref: FY2020

This query will list the number of ER transactions, by BU, coded to FY20 for each status that have not posted to the General Ledger. An agency should 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. 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. (Agencies should also run this query for FY2019, FY2018, FY2017, FY2016, FY2015 and FY2021 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:

Legitimate Reimbursement that needs to be processed:
- **On Hold**
    - Verify accounting date is 06/30/2020 for FY20 transactions (07/01/2020 for FY21)
    - 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
- **Submitted**
  - Verify accounting date is 06/30/2020 for FY20 transactions (07/01/2020 for FY21)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status by deadline
- **Approvals in Process**
  - Verify accounting date is 06/30/2020 for FY20 transactions (07/01/2020 for FY21)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status by deadline
- **Pending**
  - Submit expense report
  - Verify accounting date is 06/30/2020 for FY20 transactions (07/01/2020 for FY21)
  - Verify Bud Ref matches the Accounting date FY
  - Approvals completed to "Approved for Payment" status by deadline

Non-Legitimate Reimbursements to be deleted:
- **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
- **Submitted**
  - Approver to Deny the Expense Report
  - Employee/Designated user for employee will need to Withdraw and Delete the expense report
- **Approvals in Process**
  - Approver to Deny the Expense Report
- **Pending**
  - Employee/Designated user for employee will need to Delete the expense report

Any Expense Reports with FY20 accounting date remaining in workflow on 07/17 will be Sent Back by SCO.

Task 3:
Travel Authorization Process Actions
- Legitimate Travel Authorizations should be in Approved status or deleted if non-legitimate

- 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, there will be a STAR Bud Ref update process (TDB by STAR).

Travel Authorizations, not approved, with a FY20 or earlier date will be Sent Back by SCO on 07/17/2020.

Task 4:

Cash Advance Process Actions

- Legitimate Cash Advances need to be in Approved for Payment status or deleted if non-legitimate.
  - ➢ CA's use funds based on Employee Profile default, including Bud Ref
  - ➢ Accounting date is Submission date.

- Cash Advances from FY2020 need to be reconciled
http://starconnection.wi.gov/Documents/JobAids/FinProc/ExpenseReporting/reconcashadvance.pdf

SCO will be monitoring Cash Advance Recon and approvals to be sure these have been completed.

APPENDIX

Useful Links:

STAR Job Aids (STAR Connection)

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