



# **FY2020 YEAR-END ACCOUNTS PAYABLE**

State Controller's Office

Updated: 06/11/2020



# FY2020 Year-End Accounts Payable

## State Controller's Office

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## AGENCY TASK OVERVIEW

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- All payment requests must be approved & built into vouchers, so voucher approvals are to be completed by the AP Year End deadline.
- FY2020 vouchers should be through all approvals and posted (FY2020 transactions cannot be unposted after 07/17 without it being recorded to FY2021).
- Clean-up any open & posted vouchers that were created in error and should not be recorded in FY2020.
- Pending vouchers that will not be approved in time should be deleted (unmatched first) by the agency. NOTE: Pending vouchers linked to POs, will cause the POs not to roll automatically and will require manual clean-up after 07/17.
- Clean-up mismatched vouchers – see processes below .

*Please disregard any "H" vouchers, SCO is responsible for these and will be working to resolve.*

## DEADLINES

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AP Deadline: EOD Thursday 07/16/2020

On Friday 07/17/2020 SCO will delete any remaining FY2020 vouchers

## CLOSING PERIOD

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### What to watch for when approving Vouchers during the Close Period

(both June 2020 & July 2021 are open)

- Bud Ref date should equal (match) the FY in which the expense was incurred (the item received, or work completed) unless that fiscal year is already closed, then you should use the current FY.
- Accounting Date should equal (match) the Date/FY 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).
- Accounting Date, Budget Date, and Bud Ref should be within the same FY on a voucher (for all voucher and distribution lines) .  
\*unless using a rolled PO with a previous Bud Ref, then just Accounting Date and Budget Date would need to match.

Either ALL 06/30/2020 & earlier (for FY20) or ALL 07/01/2020 & later (for FY21).



Voucher  
Invoice Information tab

Accounting Date: 06/30/2020

Be sure to update the Bud Ref and Budget Date for ALL invoice lines & distribution lines.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 50500  
 Voucher ID 00102351  
 Voucher Style Regular Voucher  
 Invoice Date 05/14/2019  
 Invoice Received 05/14/2019

Wire Payment - US Bank  
 Supplier ID WIREUSBANK  
 ShortName WIREUSBANK-001  
 Location MAIN  
 \*Address 1

Invoice No LGIPWIR05142019  
 Accounting Date 05/14/2019  
 \*Pay Terms 00  
 Basis Date Type Invoice Rpt Date

Invoice Total  
 Line Total 42,348,817.20  
 \*Currency USD  
 Miscellaneous  
 Freight  
 Total 42,348,817.20  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Approval History  
 Supplier Hierarchy  
 Supplier 360

Save | Action | Run | Calculate | Print

Copy From Source Document

Invoice Lines 7

Line 1 Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 42,348,817.20

SpeedChart  
 Ship To 00001701  
 Description  
 Packing Slip

One Asset  
 Work Order  
 Calculate

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Altimate	Fund Attr	Openitem	Budget Date
	1	42,348,817.20		50500	FY2019	6600	10000	505B100000	25500000													05/14/2019

Bud Ref : FY2020

Budget Date: 06/30/2020

# PROCEDURES

## Task 1:

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

## Task 2:

**Resolve Unposted vouchers:** Each query returns vouchers that do not have a status of Posted. Make corrections or complete approvals as necessary to move the voucher along and into Approved status by the AP deadline. If the voucher is not to be paid or will not be completed prior to the deadline, then it should be deleted.

- Non-PO Vouchers: WI\_AP\_VCHR\_UNPOSTED\_NO\_PO
- PO Vouchers: WI\_AP\_VCHR\_UNPOSTED\_PO (These may need to be unmatched prior to deleting)
- Interunit Vouchers: WI\_AP\_VCHR\_UNPOSTED\_INTER (These should NOT be deleted – Need to be approved)

## Task 3:

**Fiscal Year Mismatches:** Take necessary steps to ensure the GL and KK match.

**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, created and generated corresponding entries in the Budget and Actuals Ledgers that are inaccurate, or incorrect.



**Key Fields for FY End with AP Vouchers:**

**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. The Accounting Date is viewable on the voucher only on the Voucher Header.

*Note – the Budget Date and Accounting Date for the transaction should be within the same Budget Fiscal Year.*

**Budget Date field** – The Budget Date field appears on the Voucher Distribution Line and is used to determine the Budget Period and Budget Year the entry will “Post” to the Budget Ledger.

**Budget Reference field** – The budget reference field indicates which budget authority is used. If a PO is carried over from a FY20 to FY21 it retains the FY20 budget authority. If a Voucher in FY20 has a Budget Reference of FY20 then the Voucher will use budget authority from any PO’s carried over from FY21 even if there is no relation between the PO and the Voucher. If there is no carryover budget authority a budget reference of FY20 on a FY21 Voucher 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.*

\* PO Vouchers – should not result in true mismatch scenarios. The voucher may reflect a mismatch, but the GL and KK will reflect a matching Accounting and Budget date. There was a configuration change put into the system that indicates the budget date should be the FY indicated on the PO.

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 = 07/01/2020, which is Accounting Period 1 of Fiscal Year 2021.  
Budget Date = 06/30/2020, which is Budget Period 12 of Fiscal Year 2020.  
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 = FY2020, which is Budget Year of 2020.  
The Accounting Date and Budget Date are 07/01/2020, which is Budget Fiscal Year of 2021.



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

**Resolution(s)** – One of the above three fields may need to be changed 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.

<http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/fiscalyrendvoucher.pdf>

**RUN**

Out-of-Sync/Mismatch Query

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

\*Search By  begins with

**Search Results**

\*Folder View

\*Action

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
WI_AP_VCHR_BUDREF_MISMTCH_DIR	Direct Vchr w/Bud Ref Mismtch	Public	SSO	Edit	HTML	Excel	XML	Schedule

While in June run with an accounting date of 6/1 - 6/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:

**Mismatch Vouchers in Paid status**

Paid Vouchers SCO Assistance Needed – Agency verification will be requested

Use column AJ – to pull/remove all lines with the status of PAID



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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 Monday 07/13 afternoon 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 07/16/20)

*\* 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 07/18/20)

#### Unposting a Voucher Job Aid:

<http://starconnection.wi.gov/Documents/JobAids/FinProc/VoucherProcessing/postunpostvoucher.pdf>

### 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

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 (07/01/2020 or later)
- The Budget Date is the same as the Accounting Date (07/01/2020 or later)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2020)
- 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 2020 (06/30/2020 or earlier) and the Budget Date is for Fiscal Year 2021 (07/01/2020 or later)
- The Accounting Date is for Fiscal Year 2021 (07/01/2020 or later) and the Budget Date is for Fiscal Year 2020 (06/30/2020 or earlier)
- Bud Ref is FY2020 or FY2021 and doesn't 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.*





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- Accounting Date

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 50500 Invoice No 01093542  
 Voucher ID 00102370 **Accounting Date 05/14/2019**  
 Voucher Style Regular Voucher Pay Terms 00 Due Now  
 Invoice Date 04/03/2019 Basis Date Type Invoice Rcpt Date  
 Invoice Received 04/04/2019

Paragon Development Systems  
 Supplier ID 0000017975  
 ShortName PARAGON DE-001  
 Location MAIN  
 \*Address 2

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

Invoice Lines ? Find | View All

Line 1  Copy Down  
 \*Distribute by Quantity  
 Item  
 Quantity 1.0000  
 UOM EA  
 Unit Price 146.00000  
 Line Amount 146.00

SpeedChart  
 Ship To 00001708  
 Description PDS; MFG# D9Y32AA#ABA; PDS# 3E  
 Packing Slip  
 Contract Info 505ENT-M17-WICOMPUTER-04110J02389

**Purchase Order**  
 50500|0000007146|3|1  
 Associate Receiver(s)  
 Force Price

**Distribution Lines** Personalize | Find | View All | [Print] [Refresh]

GL Chart	Exchange Rate	Statistics	Assets								
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept
	<input type="checkbox"/>	1			146.00	1.0000	50500	FY2019	16700	15000	505P1AC

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

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1  Copy Down  
 \*Distribute by Quantity  
 Item  
 Quantity 1.0000  
 UOM EA  
 Unit Price 146.00000  
 Line Amount 146.00

SpeedChart  
 Ship To 00001708  
 Description PDS; MFG# D9Y32AA#ABA; PDS# 3E  
 Packing Slip  
 Contract Info 505ENT-M17-WICOMPUTER-04110J02389

**Purchase Order**  
 50500|0000007146|3|1  
 Associate Receiver(s)  
 Force Price  
 One Asset  
 Work Order  
 Calculate

**Distribution Lines** Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets									Budget Date
	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Category	Subcategory	Affiliate	Fund Affil	OpenItem	
	<input type="checkbox"/>	1			146.00	1.0000						05/14/2019

- 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.



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Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

**Business Unit** 50500 **Invoice Date** 04/03/2019  
**Voucher ID** 00102370 **Invoice No** 01093542  
**Voucher Style** Regular **Invoice Total** 219.00 USD  
**Supplier Name** Paragon Development Systems  
13400 Bishops Lane Ste 190  
Brookfield, WI 53005-6237  
**Entry Status** Postable **Pay Terms** Due Now  
**Match Status** Matched [Approval History](#) **Voucher Source** Online  
**Approval Status** Pending **Origin** ONL  
**Post Status** Unposted **Created On** 05/14/2019 2:56PM

**Created By** KOHJXFNU  
**Last Update** 05/14/2019 3:20PM  
**Modified By** WI\_BATCH\_FN  
**ERS Type** Not Applicable  
**Close Status** Open

**Budget Status** Valid

**Budget Misc Status** Valid  
\*View Related  Go

- Approve the Voucher



## APPENDIX

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Useful Links:

[Agency AP Contact List](#)

[STAR Job Aids](#) (STAR Connection)

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