FY2023 MODULE CLOSE PREP GUIDE (OUT-OF-SYNC/MISMATCHES)

State Controller's Office

Updated: 05/15/2023

Contents

AGENCY TASK OVERVIEW

STAR transactions Out-of-Sync/Mismatched

Transactions where the Budgetary and Fiscal Year information entered has created and generated corresponding entries in the Budget and Actuals Ledgers that are not in sync with each other, inaccurate, or incorrect.

 Key fields for FY End Discrepancies

Budget Date Field

Voucher - 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.

Expense Report - you are not able to see or edit this date, it will be the same as the Accounting Date.

Accounting Date Field

Voucher - 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.

Expense Report - The Accounting date on an expense report is viewable as the submitted date.

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

Voucher - The budget reference field indicates which budget authority is used. If a PO is carried over from a FY2023 to FY2024 it retains the FY2023 budget authority. If a Voucher in FY2024 has a Budget Reference of FY2023 then the Voucher will use budget authority from any PO's carried over from FY2023 even if there is no relation between the PO and the Voucher. If there is no carryover budget authority a budget reference of FY2023 on a FY2024 Voucher transaction will result in an error message and the transaction cannot be processed until the error is corrected.

The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction. The budget reference field indicates which budget authority is used.

Expense Report (ER) – The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction. The budget reference field indicates which budget authority is used.

If a Bud Ref on an Expense Report is not updated it may cause issues with budget reserved for a PO/Voucher. A PO that is carried over from FY2023 to FY2024 will retain the FY2023 budget authority. If an ER transaction in FY2024 has a Budget Reference of FY2023 then the ER will use budget authority from any PO's carried over from FY2023 even if there is no relation between the PO and the ER. If there is no carryover budget authority a budget reference of FY2023 on a FY2024 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.

Please see WAM 18-02 for additional information regarding these fields and STAR Screenshots.

These inaccuracies will cause Out-of-Sync & Mismatch entries in the ledgers that will need to be reconciled. 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.

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

Agency AP Deadline: EOD Thursday 07/13/2023

On Thursday 06/29/2023 SCO will approve all Interunit Vouchers with dates prior to 06/23/2023

On Friday 07/14/2023 SCO will approve remaining FY2023 Interunit Vouchers

On Friday 07/14/2023 SCO will delete any other remaining FY2023 Vouchers.

Agency EX Deadline: EOD Thursday 07/13/2023

On Friday 07/14/2023 SCO will send back any remaining FY2023 expense reports to employees to make updates on their Expense Report to FY2024.

Interunit Billing Deadline: EOD 07/10/2023

Other Agency Subsystems – EOD 08/04/2023 (non-project) EOD 08/11/2023 project

For more information about closing deadlines please refer to the closing calendar.   FY2023 Closing
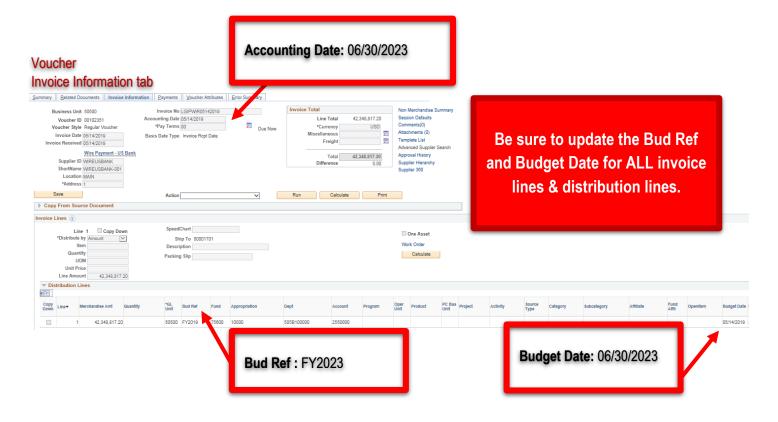
CLOSING PERIOD

What to watch for when approving Vouchers during the Close Period*
*both June 2023 (FY2023) & July 2023 (FY2024) 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 Actuals GL   (i.e. 06/30/2023 for FY2023 or 07/01/2023 & later for FY2024).

- Accounting Date, Budget Date, and Bud Ref should be within the same FY on a voucher (for all voucher lines 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 06/30/2023 & earlier (for FY2023) or ALL 07/01/2023 & later (for FY2024).

Accounting Date: 06/30/2023

Voucher
Invoice Information tab

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

Bud Ref : FY2023

Budget Date: 06/30/2023

What to watch for when approving Expense Reports during the Close Period
*both June 2023 (FY2023) & July 2023 (FY2024) 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. 06/30/2023 for FY2023 or 07/01/2023 & later for FY2024)

- The Expense Submission Date, Accounting Date and Approved for Payment status Date should all be within the same FY. Either ALL 06/30/2023 & earlier or ALL 07/01/2023 & later.

What to watch for when creating Online Payments (AR) during the Close Period
*both June 2023 (FY2023) & July 2023 (FY2024) are open.

- Bud Ref date = must be set to the old fiscal year on the Accounting Entries Tab to record for FY2023
- Accounting Date = must be manually changed to 06/30 on the Totals and Payments Tab to record FY2023

Please see section 18-02 of the WAM for screen shots.

PROCEDURES

Task 1:
Complete the EX Monthly Checklist Workbook items: Monthly Items 1-3 and Quarterly Items 2-3.
Wisconsin Accounting Manual Monthly Checklist or via the **STAR AP WorkCenter**

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

After completing/resolving items on the Monthly Checklist please move on to the module specific Year End Guides located on the FY2023 Closing page

FY2023 Accounts Payable Mismatch
FY2023 Expense Reporting Mismatch

Please also see WAM - Between Year Expenditure and Revenue Adjustments

APPENDIX

Useful Links:

STAR Job Aids (STAR Connection)

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