



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	18	PERIOD END	Effective Date	7/25/2016
Sub-section	03	AP/EXPENSES/PO Roll – Post Closing Process	Revision Date	7/25/2016
SAM Ref	n/a			

BACKGROUND

The AP and Expenses subsystems were closed for FY 2016 on the morning of Saturday, July 23rd, and all open Purchase Orders were rolled from FY 2016 to FY 2017. This section describes how the documents that were still pending in these subsystems will be processed.

PROCEDURES

AP (NON-INTER-UNIT)

PO Vouchers (Vouchers referencing a PO)

These will be deleted after the year-end roll.

Non-PO Vouchers

The SCO has deleted all non-PO vouchers. A listing of the deleted vouchers will be provided to the agencies. Agencies may review deleted vouchers through an inquiry in STAR. Outstanding Payroll AP Vouchers will be applied to a default coding.

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 as of the closing. 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 denied by the SCO and then deleted, so that the commitment control ledger will be properly adjusted.

POST PO-ROLL ADJUSTMENTS

Note: Agencies should email Cory Johnson 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 2016. 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 2016 to offset the amount of the purchase order that was rolled. The agency will then need to close the PO that rolled into FY 2017.



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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 2016 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 2017.