

AP FY End Process

Background

AP Voucher Out-of-Sync/Mismatch Query

The Budget Fiscal Year Out-of-Sync/Mismatch query, `WI_YEC_VCHR_FY_BY_MISMATCH1` 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 AP Voucher Fields

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.

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 (not to create an “out of Sync condition).

Budget Reference Field – The Budget Reference field identifies the Budget Fiscal Year corresponding to the transaction.

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 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

- The Accounting Date Fiscal Year is not the same as the Budget Date Fiscal Year
Example: Accounting Date = 07/01/2016, which is Accounting Period 1 of Fiscal Year 2017. Budget Date = 06/30/2016, which is Budget Period 12 of 2016. This transaction will inaccurately be reflected in the ledgers in two separate Fiscal Years
- The Budget Reference of the transaction is different than the Budget and/or Fiscal Year of the corresponding transaction.
Example: Budget Reference = FY2016, which is Budget Year of 2016. The Accounting Date and Budget Date are 07/01/2016, which is Budget Fiscal Year of 2017. The Budget Referenced is different than the Budget and Fiscal Year the transaction will be reflected in the Ledgers.

Process Actions

Out-of-Sync/Mismatch Query

- Run the Query WI_YEC_VCHR_FY_BY_MISMATCH1
- Press “Excel”



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
WI_YEC_VCHR_FY_BY_MISMATCH1	Vchr Budget Fiscal Yr Mismatch	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Enter the Criteria to be viewed. The Query can be performed for your Business Unit and Voucher (or % to view all voucher information).

WI_YEC_VCHR_FY_BY_MISMATCH1 - Vchr Budget Fiscal Yr Mismatch

AP BU:
 Voucher ID (or % For All):

- View the Results:

AP BU	Voucher ID	VCHR Line	VCHR Distrib LN	VCHR Hdr Acctg Date	VCHR Distrib Acctg Date	VCHR Acctg LN Acctg Date	VCHR Distrib Ln Budget Date	PO Distrib LN Budget Dt	VCHR Distrib Budget Reference	VCHR Acctg Ln Budget Reference	KK Budget Reference	PO Distrib LN Budget Reference	VCHR Monetary Amt	Vchr Merchandise Amt	Supplier ID	Supplier Name	VCHR Origin	VCHR Description	VCHR Post Status	VCHR Match Action	VCHR Match Status	BCM HDR Status
1	50500 00022907	1	1	06/23/2016	06/23/2016		06/23/2016		FY2017				45066.670	45066.670	SINGLEPAY	Single Payment Supplier	BCH		Unposted	No Match	Not Applicable	Not Budget Checked
2	50500 00023529	1	1	06/30/2016	06/30/2016		07/01/2016	05/11/2016	FY2016			FY2016	42583.000	42583.000	0000038968	Cesa #9	ONL	CESA #9; TEACH GRANT 2016	Unposted	Standard	Matched	Not Budget Checked
3	50500 00023530	1	1	07/01/2016	07/01/2016		07/01/2016	05/11/2016	FY2016			FY2016	33425.000	33425.000	0000014279	Cesa #4	ONL	CESA #4; TEACH GRANT 2016	Unposted	Standard	Matched	Not Budget Checked
4	50500 00023531	1	1	06/30/2016	06/30/2016		07/01/2016		FY2016		FY2016		25.000	25.000	SINGLEPAY	Single Payment Supplier	ONL	RAFFLE REFUND	Unposted	No Match	Not Applicable	Not Budget Checked
5	50500 00023532	1	1	06/30/2016	06/30/2016		07/01/2016		FY2016		FY2016		25.000	25.000	SINGLEPAY	Single Payment Supplier	ONL		Unposted	No Match	Not Applicable	Not Budget Checked
6	50500 00023533	1	1	06/30/2016	06/30/2016		07/01/2016		FY2016		FY2016		25.000	25.000	SINGLEPAY	Single Payment	ONL		Unposted	No Match	Not Applicable	Not Budget Checked

Out-of-Sync Resolutions

The following section will identify scenarios where the Budget Reference, Budget Date, Accounting Date are not within the same Budget Fiscal Year, 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 by the agencies to determine the proper Budget/Fiscal Year of the transactions.

Scenario 1

Voucher Budget/Fiscal Year Information Out-of-Sync after being created from a Purchase Order

- Purchase Order is created
- Purchase Order is “successfully” Budget Checked with a Budget Date and Budget Reference of 2016 (Budget Date 06/30/2016 and Budget Reference of FY2016), respectively
- Purchase Order is “sourced” to a Voucher
- Voucher is created with a current Budget Fiscal Year (Accounting Date 07/01/2016 – Budget Date 07/01/2016)

Query Output - Purchase Order and corresponding Voucher Mismatch

- Review Vouchers associated to Purchase Orders (Example: 00023765)
 - The Budget Information from the Purchase Order (Encumbrance) has a Budget Date (01/07/2016) and Budget Reference (FY2016) for 2016 (In Green).
 - The Voucher has an Accounting Date (07/06/2016) and a Budget Date (07/06/2016), which is 2017 (In Blue).

Note - This information coincides with the Date the Voucher was entered not the corresponding Purchase Order information.

AP BU	Agency	Voucher ID	VCHR Line	VCHR Hdr	VCHR Hdr	VCHR Distrib	VCHR Acctg LN	VCHR Distrib Ln	VCHR Acctg LN	PO Distrib LN	VCHR Distrib Budget Reference	VCHR Acctg Ln Budget Reference	VCHR Acctg Ln Budget Reference	PO Distrib LN Budget Reference	VCHR Monetary Amt
50500	Department of Administration	00022907	1	1	6/23/2016	6/23/2016	6/23/2016	6/23/2016			FY2017				45066.670
50500	Department of Administration	00023531	1	1	7/1/2016	6/30/2016	6/30/2016	7/1/2016			FY2016		FY2016		25.000
50500	Department of Administration	00023537	1	1	7/1/2016	6/30/2016	6/30/2016	7/1/2016			FY2016		FY2016		25.000
50500	Department of Administration	00023538	1	1	7/1/2016	6/30/2016	6/30/2016	7/1/2016			FY2016		FY2016		25.000
50500	Department of Administration	00023566	1	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016			FY2016		FY2016		378.000
50500	Department of Administration	00023569	1	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016			FY2016		FY2016		318.000
50500	Department of Administration	00023572	1	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016			FY2016		FY2016		506.120
50500	Department of Administration	00023573	1	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016			FY2016		FY2016		1780.000
50500	Department of Administration	00023765	1	1	7/6/2016	7/6/2016	7/6/2016	7/6/2016		1/7/2016	FY2016			FY2016	23845.070
50500	Department of Administration	00023577	1	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016			FY2016		FY2016		75.000
50500	Department of Administration	00023610	2	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016	7/5/2016		FY2016	FY2016	FY2016		2907.720
50500	Department of Administration	00023610	2	1	7/5/2016	6/30/2016	6/30/2016	7/5/2016	7/5/2016		FY2016	FY2016	FY2016		2907.720
50500	Department of Administration	00023763	1	1	7/6/2016	7/6/2016	7/6/2016	7/6/2016	6/30/2016	6/30/2016	10/6/2015	FY2016	FY2016	FY2016	125437.810
50500	Department of Administration	00023763	1	1	7/6/2016	7/6/2016	7/6/2016	7/6/2016	6/30/2016	6/30/2016	10/6/2015	FY2016	FY2016	FY2016	125437.810

Resolution – Voucher Budget and Accounting related information (Expenses) needs to be updated to coincide with the corresponding Purchase Order (Encumbrance) Budget and Accounting Information.

(there is also a job aid that goes through updating these dates)

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

- Navigate to the Voucher (00023765). Press the Invoice Information tab and the following page will be shown:

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help | Personalize

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

Business Unit 50500 Voucher ID 00023764 Voucher Style Regular Voucher Invoice Date 07/01/2016 Invoice Received	Invoice No AD149888 6 Accounting Date 07/06/2016 <input type="text"/> *Pay Terms NET30 <input type="text"/> Net 30 Basis Date Type Inv Date	Invoice Total <table border="0" style="width: 100%;"> <tr><td>Line Total</td><td style="text-align: right;">11,801.40</td></tr> <tr><td>*Currency</td><td style="text-align: right;">USD</td></tr> <tr><td>Miscellaneous</td><td></td></tr> <tr><td>Freight</td><td></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">11,801.40</td></tr> <tr><td>Difference</td><td style="text-align: right;">0.00</td></tr> </table>	Line Total	11,801.40	*Currency	USD	Miscellaneous		Freight		<hr/>		Total	11,801.40	Difference	0.00
Line Total	11,801.40															
*Currency	USD															
Miscellaneous																
Freight																
<hr/>																
Total	11,801.40															
Difference	0.00															

Boys & Girls Club Greater Milw
Supplier ID 0000013020
ShortName BOYS & GIR-002
Location SUFFIX-A
***Address** 4

- Updated the Accounting Date from a Fiscal Year of 2017 (07/06/2016) to Fiscal Year 2016 Date (06/30/2016)

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites

New Window | Help | Personalize

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

Voucher ID 00023764 Voucher Style Regular Voucher Invoice Date 07/01/2016 Invoice Received	Accounting Date 06/30/2016 <input type="text"/> *Pay Terms NET30 <input type="text"/> Net 30 Basis Date Type Inv Date	Invoice Total <table border="0" style="width: 100%;"> <tr><td>Line Total</td><td style="text-align: right;">11,801.40</td></tr> <tr><td>*Currency</td><td style="text-align: right;">USD</td></tr> <tr><td>Miscellaneous</td><td></td></tr> <tr><td>Freight</td><td></td></tr> <tr><td colspan="2"><hr/></td></tr> <tr><td>Total</td><td style="text-align: right;">11,801.40</td></tr> <tr><td>Difference</td><td style="text-align: right;">0.00</td></tr> </table>	Line Total	11,801.40	*Currency	USD	Miscellaneous		Freight		<hr/>		Total	11,801.40	Difference	0.00
Line Total	11,801.40															
*Currency	USD															
Miscellaneous																
Freight																
<hr/>																
Total	11,801.40															
Difference	0.00															

Boys & Girls Club Greater Milw
Supplier ID 0000013020
ShortName BOYS & GIR-002
Location SUFFIX-A
***Address** 4

- Update the Budget Date from Budget Date of 2017 (07/06/2016) to Budget Date in Fiscal Year 2016 (06/30/2016).

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized
		50500	505NCSBCO	AIDS							07/06/2016	<input type="checkbox"/>	N

- Updated to Budget Fiscal Year 2016 (06/30/2016)

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

set + -

Account	Program	Oper Unit	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	OpenItem	Budget Date
800000				50500	505NCSBCOJ	AIDS							06/30/2016

- **Press Save.**

Note – if the Invoice Date occurs after the Accounting Date, an “Error Message” will be shown.

- **Verify the Voucher has “passed” Budget Check, after batch processes runs at 12PM, 3PM and 7PM**

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Personalize Page |

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 50500 Voucher ID 00023764 Voucher Style Regular Supplier Name Boys & Girls Club Greater Milw Mardak Center Administration 1558 North 6th Street Milwaukee, WI 53212-3845	Invoice Date 07/01/2016 Invoice No AD149888 6 Invoice Total 11,801.40 USD Pay Terms Net 30 Voucher Source Online
Entry Status Postable Match Status Matched Preview Approval Approval Status Pending Post Status Unposted	Origin ONL Created On 07/06/2016 3:35PM Created By YULESWYKY Last Update 07/18/2016 9:27AM Modified By LOWEBXNFS ERS Type Not Applicable Close Status Open

Budget Status Valid
Budget Misc Status Valid
 Payment Inquiry [Go](#)

[Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

- **Approve the Voucher**

Scenario 2

Non Purchase Order Voucher (Direct Voucher) with Budget/Fiscal Year Information Out-of-Sync

- Voucher is created with a current Accounting Date (Accounting Date (07/01/2016))
- The Budget Date is the same as the Accounting Date (07/01/2016)
- Agency decides Voucher should be a prior period transaction and updates the Accounting Date to prior Fiscal Year (06/30/2016)
- 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 Budget Information doesn't match the Accounting Date and eventually the Budget to Actuals Ledger Information will be Out-of-Sync.

Query Output - Voucher Budget Fiscal Year Mismatch

- Review the report to identify Voucher(s) not created from a Purchase Order (Example - Vouchers '00023531', '000 23532', and '00023533')
- The Voucher has an Accounting Date (06/30/2016) Fiscal Year of 2016 and a Budget Date (07/01/2016), which is 2017 Budget Fiscal Year (In Blue).

Resolution – Voucher 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 ('00023531'). Press the Invoice Information Icon and the following page will be shown:

The screenshot displays the 'Invoice Information' page in the Finance Production system. The page is titled 'Finance Production' and includes a navigation menu with options like 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', 'Single Payment Supplier', and 'Error Summary'. The 'Invoice Information' section shows the following details:

- Business Unit: 50500
- Voucher ID: 00023531
- Voucher Style: Single Payment Voucher
- Invoice Date: 06/30/2016
- Invoice Received: 06/30/2016
- Supplier ID: SINGLEPAY
- ShortName: SINGLEPAY-001
- Location: 1
- *Address: 1
- Invoice No: RAFFLE REFUND-CONGREGATION
- Accounting Date: 06/30/2016
- *Pay Terms: 23D
- Basis Date Type: Inv Date

The 'Invoice Total' section shows:

Line Total	25.00
*Currency	USD
Miscellaneous	
Freight	
Total	25.00
Difference	0.00

Buttons for 'Save', 'Calculate', and 'Print' are visible at the bottom of the page.

Note – the Accounting Date and Invoice Date are set to 06/30/2016 (Fiscal Year 2016)

- View the Distribution Line Information. The Budget Reference is FY2016 (Shown below)

The screenshot shows the 'Regular Entry' interface. The 'Invoice Lines' section includes fields for 'Distribute by' (Amount), 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount' (25.00). The 'Distribution Lines' table below has the following data:

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
				<input type="checkbox"/>	1	25.00		50500	FY2016	10000	83500	505G200000	4800000	00042		

A red arrow points to the 'Bud Ref' field 'FY2016' in the table.

- The Budget Date is 07/01/2016, which is Fiscal Year 2017 (shown below)

The screenshot shows the 'Regular Entry' interface. The 'Invoice Lines' section is identical to the previous screenshot. The 'Distribution Lines' table has a different column set and data:

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Openitem	Budget Date
				<input type="checkbox"/>	1	25.00								07/01/2016

A red arrow points to the 'Budget Date' field '07/01/2016' in the table.

- Update the Budget Date to 06/30/2016. This is the last day of the prior Fiscal Year and would match the Accounting Date and Budget Reference Fiscal Year.

The screenshot shows the 'Regular Entry' form with the following details:

- Invoice Lines:** Line 1, Copy Down, Distribute by Amount, Item, Quantity, UOM, Unit Price, Line Amount 25.00. Description: RAFFLE REFUND.
- Distribution Lines Table:**

Copy Down	Line	Merchandise Amt	Quantity	Source Type	Category	Subcategory	Affiliate	Fund Affil	OpenItem	Budget Date
<input type="checkbox"/>	1	25.00								06/30/2016

- 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 12PM, 3PM & 7PM

The screenshot shows the 'Voucher Attributes' page with the following details:

- Business Unit:** 50500
- Voucher ID:** 00023764
- Supplier Name:** Boys & Girls Club Greater Milw
- Invoice Date:** 07/01/2016
- Invoice No:** AD149888 6
- Invoice Total:** 11,801.40 USD
- Pay Terms:** Net 30
- Created On:** 07/06/2016 3:35PM
- Created By:** YULESWYKY
- Last Update:** 07/18/2016 9:27AM
- Modified By:** LOWEDXNFS
- ERS Type:** Not Applicable
- Close Status:** Open
- Budget Status:** Valid
- Budget Misc. Status:** Valid

- Approve the Voucher

Optional Verification of Scenarios:

- Navigate to the Voucher and verify the Voucher has successfully “Posted” and the Accounting Entries are correct:

The screenshot shows the 'Voucher Accounting Entries' page with the following details:

- Business Unit:** 50500
- Voucher ID:** 00023764
- Invoice Number:** AD149888 6
- Accounting Line View Option:** Standard
- Supplier ID:** 0000013020
- Supplier Name:** Boys & Girls Club Greater Milw
- Invoice Date:** 07/01/2016
- Posting Process:** AP Accrual
- GL Dist Status:** None
- Posting Date:** 07/18/2016

Accounting Information Table:

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-11,801.40	USD	ACTUALS	50500	06/30/2016
2015-2016 AmeriCorps Competit	11,801.40	USD	ACTUALS	50500	06/30/2016