



## EX DEADLINES

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- 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.

## EX PROCEDURES

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### 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 Expenses WorkCenter](#)

### Task 2:

**Run Query WI\_EX\_BU\_STATUS\_BUD\_REF\_DTL**

GL Unit: your agency

BUD Ref: FY2023

This query will list the number of ER transactions for each status that have not posted to the General Ledger. This query should be used to 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. Agencies should also run this query for past FY's and FY2024 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 Expense Reimbursement that needs to be processed:

- Status **On Hold**
  - Verify accounting date is 06/30/2023 for FY2023 transactions (07/01/2023 for FY2024)
  - 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.
- Status **Submitted**
  - Verify accounting date is 06/30/2023 for FY2023 transactions (07/01/2023 for FY2024)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to "Approved for Payment" status by deadline.
- Status **Approvals in Process**
  - Verify accounting date is 06/30/2023 for FY2023 transactions (07/01/2023 for FY2024)
  - Verify Bud Ref matches the Accounting date FY.
  - Approvals completed to "Approved for Payment" status by deadline.
- Status **Submitted Pending**
  - Submit expense report.



## FY2023 Expense Reporting Mismatch

State Controller's Office

- Verify accounting date is 06/30/2023 for FY2023 transactions (07/01/2023 for FY2024)
- Verify Bud Ref matches the Accounting date FY.
- Approvals completed to "Approved for Payment" status by deadline.

Non-Legitimate Expense Reimbursement that needs to be deleted:

- Status **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.
- Status **Submitted**
  - Approver to Deny the Expense Report
  - Employee/Designated user for employee will need to Withdraw and Delete the expense report.
- Status **Approvals in Process**
  - Approver to Deny the Expense Report
- Status **Pending**
  - Employee/Designated user for employee will need Delete the expense report.

**Expense Reports, not approved, with FY2023 accounting date remaining in workflow on Friday 07/14/2023 will be Sent Back by SCO .** The employee will need to resubmit after 07/17/2023 for FY2024.

### Task 3:

#### Travel Authorization Process Actions

- Legitimate Travel Authorizations should be in Approved status.
- Non-legitimate Travel Authorizations should be Deleted.
- 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

\*Remember: TA's no longer encumber funds. (as of 10/25/2019, so there is no KK associated with TA's)

**Travel Authorizations, not approved, with a FY2023 date remaining in workflow will be Sent Back by SCO on 07/14/2023 to the employee.**

### Task 4:

#### Cash Advance Process Actions

- Legitimate Cash Advances should be in Approved for Payment status
- Non-legitimate Cash Advances should be Deleted.
- Cash Advances from FY2023 need to be reconciled.

NOTE: Accounting date is Submission date.

CA's use funds based on Employee Profile default, including Bud Ref.

**SCO will monitor Cash Advance Recon and Approvals to be sure these have been completed or deleted by the 07/14/2023 closing.**



## APPENDIX

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Useful Links:

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

[STAR FIN PRD](#)

[WAM](#): Section 18 SCO Monthly Checklist

[FY2023 Close Prep Guide](#)