

Department of Administration – State Controller's Office

Section	Subsystem Reconciliations
Subsection	Accounts Payable Control Account
Accounts	2000000 - Accounts Payable Control
Effective Date	07/01/2016
Revision Date	07/01/2016

The following procedure will allow agencies to determine if the AP control account – 2000000 agrees with the AP Subsystem at the **Agency Level**.

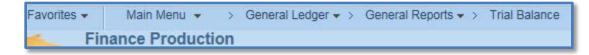
Please note that the SCO will periodically run this comparison for the entire state, and will post it to the STAR SharePoint website (exact location will be distributed). Also, the SCO is working to develop an Appropriation Level reconciliation, and additional guidance on what to do to correct any discrepancies at that level.

Please see the report run by SCO for this data: <u>http://www.doa.state.wi.us/Divisions/Budget-and-</u> <u>Finance/DEBF-Information-for-State-Agencies/FY-2016-YearEnd/</u>

The reconciliation for this account will compare the balance in the General Ledger (trial balance) to the subsystem at the reconciliation point.

TRIAL BALANCE

In order to determine the trial balance amount as of a certain period, run the Trial Balance report in STAR:



Select the Ledger, Fiscal Year and Accounting Period. You must also select the chartfields Fund, Account (2000000) and Appropriation at a minimum:



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Favorites Main Menu General Ledg	er 🔻 > Gene	ral Reports 🗸	 Trial Balance 	Q						
Finance Production										
Trial Balance Report										
Run Control ID JA	Trial_Bal		R	eport Manager	Process	Monitor	Run			
Language Eng	llish 🗸									
Report Request Parameters										
Unit 50500 Q		*Ledge	r ACTUALS	Q Inclu	ıde Adjustn	nent Periods				
Fiscal Year 2016		Period 9 Adjustment Period								
Currency Option Base	~	Currency	/	۹ ا		~	+ -			
🗌 Display Full N	umeric Field	Date Code			Refresh					
ChartField Selection				Personalize F	ind 🖾 📑	First 🕚	1-14 of 14			
Sequence ChartField Name	Include CF	Descr	Subtotal	Value		To Value				
1 Fund Code	✓	✓			Q		Q			
2 Account	\checkmark	\checkmark		2000000	Q	2000000	Q			
3 Appropriation	✓				Q		٩			

You can run the report into Excel, and it will return the balance in account 2000000 (debit and credits) as of the period end:



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	А	В	С	D	E	F	G	
1		PeopleSo	ft GL					
2	Report ID:	GLS7012	TRIAL BAL	Page No.	1			
3	Bus. Unit:	50500		Departme	Run Date	5/22/2016		
4	Ledger:	ACTUALS		Actuals Le	Run Time	13:30:27		
5	As of Year	2016	and Perio	9				
6	Base Curre	USD	Date Code	0				
7	Fund	Account			Cur	Transaction Debit	Transaction Credit	
8	8 Appropriation							
9	10000	General 2000000		Accounts I	Payable - C			
10	100GE	GPR Earne	d		USD	0	0	
11	10100	General p	rogram ope	erations	USD	0	45,774.92	
12	10400	Special co	unsel		USD	0	0	
13	10600	Relocation assistance			USD	0	892.26	
14	11900	Processing Services			USD	0	678.08	
15	12000	Services to nonstate governme			USD	0	1,136.66	

SUBSYSTEM

To determine the detailed accounts payable that comprise the balance in the 2000000 account at the end of the period, run the AP/GL Open Liabilities Reconciliation Report:

Favorites 👻	Main Menu 👻	>	Accounts Payable ->	Reports ->	Voucher Reconciliation ->	Open Liability Reconciliation
Fir	nance Productio	n				

Enter the As of Date for the end of the journal period (i.e. 03/31/2016):

Report Request Parameters						
*Request ID JA_0522201						
*As of Date 03/31/2016						

The report will return the individual open liabilities by Supplier and Voucher ID:



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Revision Date	07/01/2016

				People	eSoft Accounts	Payable				
	Report ID:	APX1405						Page No.	* 1	
DRACLE			DETAI	L AP/GL OPEN	N LIABILITY AC	COUNT RECONCIL	IATION REPORT	Run Date	5/22/2016	
					31.Ma	r.2016		Run Time	14:02:40 P	м
Currency	US	D	US Dollar							
GL Business Uni	it " 505	00	Department of Adr	ministration						
Ledger Group	AC	TUALS								
Ledger	AC	TUALS								
Account	200	0000								
Supplier: S	SHARE 1	000002071	AT&T							
<u>Business Unit</u>	Voucher	ID Invoice Date	Journal Template	<u>Unpost Seq</u>	Payment Cnt	Accounting Date	Journal ID Journal Date	Journal	Line Mo	onetary Amoun
50500	0001389	07 09.Mar.2016	ACCRUAL			10.Mar.2016	AP00089840 10.Mar.2016	-	1	656.25
			ACCRUAL			10.Mar.2016	AP00089840 10.Mar.2016		2	1,218.75
								Voucher		1,875.0
										1,01010
			Total for Su	upplier AT	T&T					1,875.00

Compare the balance of account 2000000 in the trial balance (trial balance report) with that in the subsystem (AP/GL Open Liability Account Reconciliation Report) per the reconciliation worksheet. Determine any reconciling differences and research to determine what needs to be done to eliminate the differences.

Note: The SCO will run this reconciliation centrally, and post the results to