



STATE CONTROLLER'S OFFICE – BULLETIN 02-12-2016a

Wisconsin Department of Administration – Division of Executive Budget and Finance

BULLETIN 02-12-2016a

January Month End Closing

We performed the January month-end close on January 29th for the following modules.

<u>Module</u>	<u>Open Periods</u>
AM Asset Management	Period 8 (Feb) – Period 9 (Mar)
AP Accounts Payable	Period 8 (Feb) – Period 9 (Mar)
AR Accounts Receivable	Period 7 (Jan) – Period 9 (Mar)
BI Billing	Period 7 (Jan) – Period 9 (Mar)
EX Expenses	Period 4 (Oct) – Period 9 (Mar)
IN Inventory	Period 8 (Feb) – Period 9 (Mar)

As part of this process, a mass update process was run to update the accounting date field to 02/01/2016 for any open AP vouchers with an accounting date prior to 02/01/2016 that were not fully processed. Any vouchers that were in Recycled or Denied status were not updated and therefore the accounting date will still need to be updated before processing can continue.

The General Ledger and Project Costing modules will be closed tonight. We were able to process pay period 02 GL entries in January before the close. After the batch cycle tonight, below is the listing of the STAR modules and their open periods.

<u>Module</u>	<u>Open Periods</u>
GL General Ledger	Period 8 (Feb) – Period 9 (Mar)
PC Project Costing	Period 8 (Feb) – Period 9 (Mar)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a January date will need to be successfully edited, budget checked, approved and posted before we close the general ledger. Otherwise, the journal will need to be copied into the new month (January). Users will be unable to change the date on the journal. Agencies can run the below queries to monitor the journal entries requiring posting.

WI_GL_JOURNAL_ACT_NOT_POSTED – Journals that have not been posted showing line detail including Project chartfields.

WI_GL_JRNL_NOT_POSTED – This will be useful for agencies to monitor what is required to be posted.