



## STATE CONTROLLER'S OFFICE – BULLETIN 08-31-2016

Wisconsin Department of Administration – Division of Executive Budget and Finance

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#### **FY 2016 Period 12 Closes on Friday, September 2<sup>nd</sup>**

Period 12 will close for all agencies on Friday, September 2<sup>nd</sup>. It will only be reopened in extreme situations where a large number of correcting transactions must be processed through a subsystem in FY 2016, (i.e. Funds Distribution). STAR and the SCO are making every effort to complete all remaining closing work, and respond to all open tickets prior to the Friday cut-off. Any remaining adjustments for FY 2016 will need to be made in FY 2016 Period 996, with SCO approval.

Agencies must make their final Form 78 verifications no later than Tuesday, September 6<sup>th</sup> (after Friday's transactions have been incorporated). On Wednesday, September 7<sup>th</sup>, agencies will be provided with an inventory of their appropriations, and will need to indicate the issue/JIRA ticket that is preventing them from verifying any of their appropriations.

Period 993 will continue to be used for Commitment Control adjustments as required.

The revised year-end schedule has been posted to Wisconsin Accounting Manual Section 18-02, which is available on the SCO website:

<http://www.doa.state.wi.us/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/Wisconsin-Accounting-Manual/>

#### **FY 2017 Period 1 AND FY 2017 Period 2 Close on Friday, September 9<sup>th</sup>**

Periods 1 and 2 of FY 2017 are set to close on Friday, September 9<sup>th</sup>. Please continue to focus on FY 2016 closing issues. If you have completed that process, please complete the month-end checklists for these periods by Friday, September 9<sup>th</sup>.