

State of Wisconsin  
Year-End Closing and Reconciliation Task List  
Updated 8/4/2016

No.	Task	Task Details	Due Date	Compl Date
1	Process all open vouchers, journals, interunit transactions as necessary (see pre-closing checklist).	<a href="#">Section 18-01 WI Acctg Manual</a>	6/30/2016	
2	Review trial balance and flag accounts that appear incorrect.	<a href="#">Reconciliation - Approach to Trial Balance Validation</a>	7/11/2016	
3	Process outstanding FY 2016 June and prior Interunit transactions	<a href="#">See Interunit Job Aids</a>	7/15/2016	
4	Review open PO's and close those that do not need to be carried into FY 2017.	Query: WI_PO_ENC_ALL_OPEN_PO	7/15/2016	
5	Create inventory of clearing appropriations that need adjusting/correcting entries.	Review trial balance for 9**** appns	7/15/2016	
6	Perform initial reconciliation of Commitment Control to the Actuals Ledger - submit adjustments to DOA.	<a href="#">Reconciliation Manual - Commitment Control</a>	7/22/2016	
7	Perform initial reconciliation of the AP Control Account (2000000) - submit adjustments to DOA.	<a href="#">Reconciliation Manual - AP Control Account</a>	7/22/2016	
8	Perform initial reconciliation of the AR Control Account (1351000) - submit adjustments to DOA.	<a href="#">Reconciliation Manual - AR Control Account</a>	7/22/2016	
9	Perform initial reconciliation of expenses.	<a href="#">See Checklist in Section 18-01 WI Acctg Manual</a>	7/22/2016	
10	Perform initial reconciliation of Project Costing.	<a href="#">Reconciliation Manual - Project Costing</a>	7/22/2016	
11	Perform initial reconciliation of HCM accounting.	<a href="#">Reconciliation Manual - HCM Accounting</a>	7/22/2016	
12	Perform initial reconciliation of Benefits.	<a href="#">Reconciliation Manual - Benefits</a>	7/22/2016	
13	Complete final AP and Expense processing for FY 2016.	<a href="#">See AP and Expense Job Aids</a>	7/22/2016	
14	Submit Reconciliation Status Report to the SCO.	Email: <a href="mailto:DOASCOYearEnd@wi.gov">DOASCOYearEnd@wi.gov</a>	7/25/2016	
15	Process any remaining FY 2016 Interunit Transactions.	<a href="#">See Interunit Job Aids</a>	7/27/2016	
16	Post all GL Journals that have been budget checked.	Query: WI_GL_JRNL_NOT_POSTED	7/27/2016	
17	Perform final reconciliation of Commitment Control to the Actuals Ledger - submit adjustments to DOA	<a href="#">Reconciliation Manual - Commitment Control</a>	8/5/2016	
18	Perform final reconciliation of the AP Control Account (2000000) - submit adjustments to DOA.	<a href="#">Reconciliation Manual - AP Control Account</a>	8/5/2016	
19	Perform final reconciliation of the AR Control Account (1351000) - submit adjustments to DOA.	<a href="#">Reconciliation Manual - AR Control Account</a>	8/5/2016	
20	Perform final reconciliation of expenses.	<a href="#">See Checklist in Section 18-01 WI Acctg Manual</a>	8/5/2016	
21	Perform final reconciliation of Project Costing.	<a href="#">Reconciliation Manual - Project Costing</a>	8/5/2016	
22	Perform final reconciliation of HCM accounting.	<a href="#">Reconciliation Manual - HCM Accounting</a>	8/5/2016	
23	Perform final reconciliation of Benefits.	<a href="#">Reconciliation Manual - Benefits</a>	8/5/2016	
24	Complete correcting/adjusting entries to all clearing appropriations - all balances cleared.	<a href="#">Job Aid: Enter and Process Journals</a>	8/5/2016	
25	Form 78's Released	Form 78 Job Aid Pending	8/8/2016	
26	Final correcting/adjusting entries made to FY 2016 Period 12 in STAR.	<a href="#">Job Aid: Enter and Process Journals</a>	8/12/2016	
27	Form 78 Certifications Due.	Form 78 Job Aid Pending	8/19/2016	