



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Jana Steinmetz, Administrator

Date: May 1, 2024
To: General Service Billing (GSB) Customers
From: Prakash Khanal, General Accounting
Bureau of Financial Management (BFM)
Subject: Concurrent Years' Use Code Updates/Files

Changes and additions to the PFR Use Code system are input directly in STAR by each agency. Any new use codes or modifications needed for the June billing can be created with an effective date no later than June 30, 2024.

At the end of the year all **active** use codes will be updated automatically to have a new effective dated row of July 1, 2024 to be used in FY25 (also referred to as 'rolled'). **Inactive** use codes will not be updated automatically. However, inactive use codes can still be used, and agencies should update the fiscal year reference for any that are still in use to avoid budget errors in FY25.

If new use codes are needed for FY25 these can be created at any time either directly in STAR or via the upload process and should be dated using the effective date of July 1, 2024 or later. If modifications are needed for the funding strings on existing use codes that are rolled, these modifications can be done after the use codes have been rolled and the effective date should be July 2, 2024 or later. The process for creating and modifying use codes can be found in [Confluence](#).

The PFR Use Code file will still be available to all agencies on the BFM internet page:

<https://doa.wi.gov/Pages/AboutDOA/BureauofFinancialManagement.aspx>

It is also available at any time via one of the two STAR queries below:

[WI_GL_USECODE_NO_PROJ](#)
[WI_GL_USECODE_W_PROJ](#)

Questions can be directed to:
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