



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 and Feeders
From: Prakash Khanal, General Accounting
Bureau of Financial Management (BFM)
Subject: June General Services Bill (GSB) and Use Code Changes

The following deadlines have been established for year-end GSB and use code activities:

FY24 Use Code Creation-Electronic	Friday, June 28
The creation or update of FY24 use codes must be done in STAR by Friday, June 28 to be active for June GSB	
General Service Bill (GSB) Feeder Submission	Monday July 8
June GSB feeder files <i>must be uploaded to the S drive</i> by 2 p.m. on Monday July 8 th .	
General Service Bill Run Date (GSB)	Tuesday, July 9
June GSB will process Tuesday July 9, available in STAR Wednesday July 10	

Use Code File Maintenance

Find the GSB Use Code Policy located at <https://doa.wi.gov/Pages/AboutDOA/BureauofFinancialManagement.aspx> in the 'General Services Billing (GSB)' section under Additional Resources. The process for creating and modifying use codes can be found in [Confluence](#).

Questions can be directed to:
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