

State of Wisconsin  
 FY 2018 Year-End Closing and Reconciliation Task List

Last Updated 05/23/2018

| No. | Entity | Task  | Task Details   | Due         |
|-----|--------|---|--|-------------|
| 1   | SCO    | Life insurance expenditures reclassified to prepaids for pay period 12A.  | SCO processes reclassification entries for life insurance only, as these amounts are not paid until July.  | 6/13        |
| 2   | SCO    | Life insurance expenditures reclassified to prepaids for pay period 13B.  | SCO processes reclassification entries for life insurance only, as these amounts are not paid until July.  | 6/27        |
| 3   | SCO    | Continuing KK to GL reconciliation of expenditures, adjusting entries made.   | This is an ongoing task. Any differences as of 6/30 will be adjusted by the SCO by 7/13. The SCO will then run weekly reconciliations as of each Friday (7/13, 7/20, 7/27, 8/3, 8/10, 8/17) making the adjusting entries by the following Wednesday (three days later). Agencies will be notified of all adjusting entries as they are made. NOTE: FY 2018 will be closed for Non-Project agencies on Friday, 8/3. So, the Friday, 7/27 KK to GL reconciliation should be the final substantive reconciliation before closing. The SCO will make a final check of all Non-Project agencies on Friday 8/3 to ensure that no additional issues were introduced that week. For Project Agencies, the final reconciliation will be 8/10, with a final check on 8/17. |             |
| 4   | SCO    | Pay Plan Supplement Budget Journals Entered into STAR.  |  | 7/3         |
| 5   | Agency | Process all open vouchers, journals, interunit transactions as June 30th (see monthly SCO checklist).   | <a href="#">See Section 18-01 of the Wisconsin Accounting Manual</a>   | 7/6         |
| 6   | Agency | Review trial balance and flag accounts that appear incorrect. Created inventory of all clearing appropriations that need adjusting/correcting entries.  | <a href="#">Reconciliation - Approach to Trial Balance Validation</a>  | 7/6         |
| 7   | SCO    | Life AND Health expenditures moved from FY 2018 to FY 2019 for pay period 14A.  | SCO processes entries to move life AND health expenditures from FY 2018 to FY 2019 as this pay period is paid in July.   | 7/11        |
| 8   | SCO    | Final Pension Obligation Bond charges recorded for FY 2018.   |  | 7/13        |
| 9   | SCO    | ERA and HSA Administrative Fees Allocated by the SCO to appropriation 971   |  | 7/13        |
| 10  | Agency | Process outstanding FY 2018 June and prior Interunit billing transactions (see inter-unit billing job aid)  | <a href="#">See Popular Job Aids</a>   | 7/13        |
| 11  | Agency | Procurement YEC Pre-Roll Tasks Completed  | See Procurement YEC Work Center in STAR  | 7/19        |
| 12  | Agency | Complete year-end Travel Expense Tasks  | <a href="#">See FY 2018 Travel Expense Closing Instructions</a>  | 7/19        |
| 13  | Agency | Complete year-end Accounts Payable Tasks  | <a href="#">See FY 2018 Accounts Payable Closing Instructions</a>  | 7/19        |
| 14  | SCO    | AP Closed for FY 2018   |  | 7/20 (noon) |
| 15  | DOA    | FY 2018 Purchase Order Roll   |  | 7/21-7/22   |
| 16  | SCO    | Completes final reconciliation of the AP Control Account (2000000).   |  | 7/27        |
| 17  | SCO    | Completes final reconciliation of the AR Control Account (1351000).   |  | 7/27        |
| 18  | SCO    | Completes final reconciliation of HR Accounting Line table in HCM with GL Payroll Journals. Differences are verified to pay period corrections, and detailed worksheet sent to those agencies with differences. |  | 7/27        |
| 19  | Agency | Complete final reconciliation of expenses.  | <a href="#">See Checklist in Section 18-01 WI Acctg Manual</a>   | 7/27        |
| 20  | Agency | Complete final reconciliation of Benefits.  | <a href="#">See Wisconsin Reconciliation Manual</a>  | 7/27        |
| 21  | Agency | Process any remaining FY 2018 Interunit Transactions.   | <a href="#">See Popular Job Aids</a>   | 7/27        |

State of Wisconsin  
 FY 2018 Year-End Closing and Reconciliation Task List

**Last Updated 05/23/2018**

| No. | Entity | Task   | Task Details  | Due  |
|-----|--------|--|---|------|
| 22  | Agency | Post all GL Journals that have been budget checked.  | Query: WI_GL_JRNL_NOT_POSTED  | 7/27 |
| 23  | Agency | Complete NSF Fee Revenue entries to 99300 appropriation.   | Update pending to the Wisconsin Accounting Manual (see WiSMART Accounting Manual Section VI-7 for basic entries). | 7/27 |
| 24  | Agency | PO increase justification worksheets due to the SCO (templates to be distributed by 7/13).                                   |   | 7/27 |
| 25  | SCO    | Processes entry to sweep the 99300 appropriations and move NSF revenues to DOA GPR-Earned appropriation.                     | Update pending to the Wisconsin Accounting Manual.  | 7/27 |
| 26  | Agency | Completes correcting/adjusting entries to all clearing appropriations - all balances cleared.                                | <a href="#">Job Aid: Enter and Process Journals</a>   | 7/27 |
| 27  | Agency | Any Non-Projects agency that anticipates a delay in closing must submit a request to extend closing to the State Controller. | Format for this request to be released in June 2018.  | 7/27 |
| 28  | SCO    | SCO processes surplus property entries to transfer revenues from account 5950000 to the Budget Stabilization Fund            |   | 8/3  |
| 29  | SCO    | FY 2018 Closed for all Non-Project Agencies  |   | 8/3  |
| 30  | Agency | Final Form 78 Certifications for Non-Project Agencies  | Updated Form 78 User Guide Coming Soon  | 8/6  |
| 31  | Agency | Any Projects agency that anticipates a delay in closing must submit a request to extend closing to the State Controller.     | Format for this request to be released in June 2018.  | 8/10 |
| 32  | Agency | Complete final reconciliation of Project Costing.  | <a href="#">See Checklist in Section 18-01 WI Acctg Manual</a>  | 8/15 |
| 33  | SCO    | Project Costing closed for Project Agencies  |   | 8/15 |
| 34  | SCO    | AR and BI closed for Project Agencies  |   | 8/17 |
| 35  | SCO    | FY 2018 Closed for all agencies except for DOR.  |   | 8/17 |
| 36  | Agency | Final Form 78 Certifications for Project Agencies  |   | 8/20 |