



## STATE CONTROLLER'S OFFICE – BULLETIN 07-26-2018

Wisconsin Department of Administration – Division of Executive Budget and Finance

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#### **Printing Form 78's to a Single PDF File**

Agencies sometimes want to save all of their Form 78's to a single PDF file, so that it can be forwarded to others in the agency for review. The procedures for printing and saving up to 100 Form 78's to a single PDF file can be found on the SCO's FY 2018 closing web page:

<https://doa.wi.gov/Pages/StateFinances/FY-2018-Year-End-Closing.aspx>

#### **NSF and Surplus Property Entries**

Entries to sweep the Non-Sufficient Funds (NSF) check fee revenues from appropriation 99300 will be processed by the SCO on Friday, July 27<sup>th</sup>.

Initial entries to transfer revenues recorded to account 5950000 – Sale of Surplus Equipment will be processed by the SCO on Monday, July 30<sup>th</sup>. An additional (final) transfer will be recorded on Friday, August 3<sup>rd</sup>. As of July 26<sup>th</sup>, there are 14 appropriations statewide that have amounts recorded to this account.

#### **FY 2018 Closing Deadlines**

##### NON-PROJECT AGENCIES

Non-project agencies have until Friday, August 3<sup>rd</sup> to make any final FY 2018 entries into STAR. Fiscal Year 2018 will be closed for these agencies after Friday's batch jobs complete. Since agencies can submit entries that impact non-revenue receivables until August 3<sup>rd</sup>, the Form 78 verification deadline is extended until Tuesday, August 7<sup>th</sup> for these agencies. The SCO will make the final non-revenue receivable adjustments on Monday, August 6<sup>th</sup>, and those adjustments will be reflected on the Form 78's that are run the morning of Tuesday, August 7<sup>th</sup>.

##### PROJECT AGENCIES

Project agencies have until Friday, August 17<sup>th</sup> to complete their FY 2018 entries in STAR. Fiscal Year 2018 will be closed for project agencies once the Friday, August 17<sup>th</sup> batch jobs complete. The final Form 78 verifications (including those with final non-revenue receivable adjustments) must be completed by Tuesday, August 21<sup>st</sup>.