



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

<b>Section</b>	<b>18</b>	<b>PERIOD END</b>	<b>Effective Date</b>	<b>05/09/2016</b>
<b>Sub-section</b>	<b>01</b>	<b>SCO Monthly Checklist</b>	<b>Revision Date</b>	<b>10/28/2020</b>

### BACKGROUND:

In order to facilitate a more efficient fiscal year-end close, identify and correct any system processing errors, and provide additional assurance of statutory compliance, the State Controller’s Office (SCO) has developed a workbook of tasks for agency staff to complete on a monthly basis. While referred to as the “SCO Monthly Checklist” this workbook contains tasks to be performed monthly and quarterly by each agency. This workbook provides review tasks and related procedures for various modules and accounting cycles within STAR.

Completion of the SCO Monthly Checklist (“the workbook”) by all agencies is an important detective control with tasks related to several different modules of the STAR system.

### POLICIES AND PROCEDURES:

Agency staff are responsible for reviewing, completing, and submitting the workbook to the SCO in accordance with the policies and procedures outlined below:

1. The completed workbook is due by the end of the day on the 15<sup>th</sup> of each month, for the prior month (e.g., the completed workbook for the month of April is due May 15<sup>th</sup>). If the 15<sup>th</sup> falls on a non-business day, the completed workbook is due on the next business day.
  - a. For the month of June, the last month in the fiscal year, the workbook is due on the date each agency closes for the fiscal year (typically the beginning of August).
2. Each month, agencies should complete and submit the workbook in accordance with the specific policies and procedures outlined on the “Instructions” sheet of the workbook.
3. The most recent version of the workbook will be saved as an attachment to this section of the WAM.
  - a. Each time the workbook is updated, the changes will be outlined in the “Changelog” section of the “Instructions” sheet of the workbook, and a communication will be sent to agencies.