



AGENCY AP TASKS & DEADLINES

Task 1:

Complete the AP Monthly Checklist Workbook items: Monthly Items 1-7

Wisconsin Accounting Manual Monthly Checklist WAM: Section 18 SCO Monthly Checklist

By completing the items on the monthly checklist, you should have minimal actions to take during year end close
(07/01/2025 – 07/17/2025)

Agency AP Deadlines:

- Agency 1st Interunit Voucher Approval deadline: 06/27/2025
Approve all FY2025 Interunit Bill vouchers submitted prior to 06/20/2025
([WI_AP_VCHR_INTERUNITBIL](#))

At 5PM on 06/27/2025 SCO will approval all Interunit vouchers created prior to 06/20 on behalf of your agency.

- Agency 2nd Interunit Voucher Approval deadline: 07/17/2025
Approve all remaining FY2025 Interunit Bill vouchers
([WI_AP_VCHR_INTERUNITBIL](#))

On 07/18/2025 SCO will approval all remaining Interunit vouchers on behalf of your agency.

- Agency AP Deadline: Thursday 07/17/2025
Approve/Close/Delete remaining FY2025 vouchers.

On Friday 07/18/2025 SCO will delete any other remaining FY2025 Vouchers.

!Agency staff should not be touching FY2025 vouchers in STAR Finance PRD Friday 07/18, unless directed by SCO to do so!

After completing/resolving items on the Monthly Checklist please move on to the module specific Year End Guide located on the [FY2025 Closing](#) page

FY2025 Accounts Payable Mismatch

Please also see [WAM 15-03 for Between Year Expenditure and Revenue Adjustments](#)

For additional information about closing deadlines please refer to the closing calendar. [FY2025 Closing](#)



APPENDIX

Useful Links:

[STAR Job Aids](#) (STAR Connection)

Please email SCO Accounting Services doadebfscoaccountingservices@wisconsin.gov for assistance or questions regarding the above tasks and scenarios.