



STATE CONTROLLER'S OFFICE – BULLETIN 01-02-2018

Wisconsin Department of Administration – Division of Executive Budget and Finance

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December Month End Close

The AP (Accounts Payable) and EX (Expenses) submodules were not closed on December 31st. The State Controller's Office will be closing these periods after tonight's nightly process.

This should not have an impact on 1099 reporting, since the payment date is used for this reporting. However, please be aware of this for any grant reporting that may be needed as of the December 31st.

We still plan on closing GL (General Ledger) and PC (Project Costing) after the Thursday, January 4th nightly process.

Year End Payroll Off Cycles

There are two more rounds of year-end payroll offcycles that will be dated back to December. This will require that we re-open the GL submodule to post these. Central Payroll issued an email with these dates, however they are listed below also.

#1 offcycle was dated 12/22 and payroll confirmed on 12/21. The GL for this offcycle was posted to December.

#2 offcycle will be dated 12/27 and payroll will be confirmed on 1/7. The GL will need to be posted to December after it is confirmed.

#3 offcycle will be dated 12/28 and payroll will be confirmed on 1/12. The GL will need to be posted to December after it is confirmed.

If you have any questions, please contact Karolyn Cassidy at karolyn.cassidy@wisconsin.gov.