



STATE CONTROLLER'S OFFICE – BULLETIN 01-20-2017

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Monthly Pre-Closing Checklist

Since May 2016, agencies have been required to complete a monthly pre-closing checklist. The check-list confirms that agencies have reviewed their sub-system transactions and have performed the pre-closing tasks necessary to ensure that their transactions are edited, approved and processed in the current month. The checklist is an important part of the state's accounting process in that it helps identify accounting issues timely, and ensures that corrections/adjustments are made throughout the year and do not accumulate until year-end. The checklist procedures and workbook can be found in Section 18 of the Wisconsin Accounting Manual:

<http://www.doa.state.wi.us/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/Wisconsin-Accounting-Manual/>

We know that many agencies continue to perform these tasks on schedule. As we are now in the second half of the fiscal year, we must confirm their completion, so that any issues with agency accounts are identified and corrected before we begin the July closing. Therefore, once you complete each month's checklist, please forward the completed checklist in an email to: DOASCOYearEnd@wisconsin.gov. Similar to last year, the SCO will compile a monthly listing that reports on the completion of the checklists. Thank you.