



STATE CONTROLLER'S OFFICE – BULLETIN 03-30a-2017

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Updated Month-End Checklist

The AP and EX tabs have been updated on the Month-End Checklist. Please see Section 18 of the Wisconsin Accounting Manual website for the revised checklist workbook:

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

March 31st Reconciliation Requirement

Agencies are required to perform a complete reconciliation as of March 31st, including reviewing their appropriations and trial balances. As part of that process, agencies must complete the Month-End checklist, **including processing or deleting all outstanding GL journal transactions by the March GL closing on April 5th**. A March 31st reconciliation checklist will be distributed shortly – agencies will be notified via an SCO Bulletin.