



## STATE CONTROLLER'S OFFICE – BULLETIN 04-06-2016

Wisconsin Department of Administration – Division of Executive Budget and Finance

---

### BULLETIN 04-06-2016

---

#### **March Month End Closing**

We performed the March month-end close on March 31<sup>st</sup> for the following modules.

| <b><u>Module</u></b>   | <b><u>Open Periods</u></b>        |
|------------------------|-----------------------------------|
| AM Asset Management    | Period 10 (Apr) – Period 11 (May) |
| AP Accounts Payable    | Period 10 (Apr) – Period 11 (May) |
| AR Accounts Receivable | Period 9 (Mar) – Period 11 (May)  |
| BI Billing             | Period 9 (Mar) – Period 11 (May)  |
| EX Expenses            | Period 4 (Oct) – Period 11 (May)  |
| IN Inventory           | Period 10 (Apr) – Period 11 (May) |

As part of this process, a mass update process was run to update the accounting date field to 04/01/2016 for any open AP vouchers with an accounting date prior to 04/01/2016 that were not fully processed. Any vouchers that were in Recycled or Denied status were not updated and therefore the accounting date will still need to be updated before processing can continue.

**The General Ledger and Project Costing modules were closed on April 5th. Below are the listing of the STAR modules and their open periods.**

| <b><u>Module</u></b> | <b><u>Open Periods</u></b>        |
|----------------------|-----------------------------------|
| GL General Ledger    | Period 10 (Apr) – Period 11 (May) |
| PC Project Costing   | Period 10 (Apr) – Period 11 (May) |

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a March date will need to have been successfully edited, budget checked, approved and posted before we closed the general ledger. Otherwise, the journal will need to be copied into the new month (April). Users will be unable to change the date on the journal. Agencies can run the below queries to monitor the journal entries requiring posting.

WI\_GL\_JOURNAL\_ACT\_NOT\_POSTED – Journals that have not been posted showing line detail including Project chartfields.

WI\_GL\_JRNL\_NOT\_POSTED – This will be useful for agencies to monitor what is required to be posted.