



## STATE CONTROLLER'S OFFICE – BULLETIN 06-08-2016

Wisconsin Department of Administration – Division of Executive Budget and Finance

### BULLETIN 06-08-2016

#### **May Month End Closing**

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

<b><u>Module</u></b>	<b><u>Open Periods</u></b>
AM Asset Management	Period 12 (Jun) – Period 12 (Jun)
AP Accounts Payable	Period 12 (Jun) – Period 12 (Jun)
AR Accounts Receivable	Period 11 (May) – Period 12 (Jun)
BI Billing	Period 11 (May) – Period 12 (Jun)
EX Expenses	Period 4 (Oct) – Period 12 (Jun)
IN Inventory	Period 12 (Jun) – Period 12 (Jun)

As part of this process, a mass update process was run to update the accounting date field to 06/01/2016 for any open AP vouchers with an accounting date prior to 06/01/2016 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 June 3<sup>rd</sup>. 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 12 (Jun) – Period 12 (Jun)
PC Project Costing	Period 12 (Jun) – Period 12 (Jun)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a May date should 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 (June). 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.



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In addition to the queries, agencies can use the online screen General Ledger > Journals > Journal Entry > Create/Update Journal Entries to search for journals requiring posting. Click on the Find an Existing Value tab. Enter your Business Unit and Journal Header status of "not =" "Posted to Ledger". Click on Search.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)


**Finance Production**
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## Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Search Criteria

Business Unit:	=	<input type="text" value="43700"/>	<input type="button" value=""/>
Journal ID:	begins with	<input type="text"/>	
Journal Date:	=	<input type="text"/>	<input type="button" value="31"/>
Document Sequence Number:	begins with	<input type="text"/>	
Line Business Unit:	=	<input type="text"/>	<input type="button" value=""/>
Journal Header Status:	not =	<input type="text" value="Posted to Ledger(s)"/>	<input type="button" value=""/>
Budget Checking Header Status:	=	<input type="text"/>	<input type="button" value=""/>
Source:	=	<input type="text"/>	<input type="button" value=""/>
Entered By:	begins with	<input type="text"/>	<input type="button" value=""/>
Attachment Exist:	=	<input type="text"/>	<input type="button" value=""/>

Case Sensitive

[Basic Search](#)

### Search Results

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