



STATE CONTROLLER'S OFFICE – BULLETIN 08-17-2017

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Form 78 Adjustment Status

The Form 78 adjustment status worksheet has been updated on the FY 2017 Year-End website:

<http://doa.wi.gov/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/FY-2017-Closing/>

By Friday morning 8/18, the Form 78 adjustments will be completed for about 40 of the 60 agencies.

Non-project agencies must have their certifications completed by 7pm on Friday, August 18th.

Project agencies are expected to have as many of their appropriations certified as possible by that time. Only the appropriations impacted by final KK to GL, encumbrance and collected revenue adjustments should remain uncertified as of 7pm on Friday. Project Costing remains open so that final entries can continue to be made as soon as possible. Appropriations that did not have any activity hitting the Activity Log in the Budgets Overview are not currently loaded into STAR. The SCO will be processing \$0-dollar budget journals to trigger the Activity Log for these appropriations, so they will appear on the Form 78's. These appropriations should appear for certification on Monday, August 21st.

Form 78 Encumbrance Adjustments

All encumbrance adjustments should be reflected on the Form 78's except for DHS, DOA, DOC, and DOT. The SCO is working to get the adjustments entered for these agencies as soon as possible.

Collected Revenue Calculations

An updated version was saved to the Year-End website today. Some of the amounts in this worksheet will not be loaded into the Form 78s until the morning of Friday, August 18th.

KK to GL Reconciliation

The reconciliation has been completed and entries made for approximately 40 agencies (see status). The SCO continues to work on the remaining agencies, and the status will be updated as they are completed. Agencies may check the daily KK to GL comparison files so they can still move forward with near-final adjustments – even though the final KK to GL budget journals have not yet been entered by the SCO: <http://doa.wi.gov/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/FY-2017-Closing/KK-to-GL-Expense-Comparison/>

Form 78 Certification Language

The Form 78 certification language will be revised by Friday morning (8/18). It will include both the FY 2017 revised language, and the FY 2016 previous language (that section of the form is hardcoded). After closing, STAR will make the language dynamic so that only the language relating to the fiscal year of the appropriation data will be displayed.