



STATE CONTROLLER'S OFFICE – BULLETIN 09-25-2015a

Wisconsin Department of Administration – Division of Executive Budget and Finance

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APPROVAL OF WISMART PR TRANSACTIONS

This is a reminder that agencies must approve all PR transactions in WiSMART by 5pm today – September 25th.

ADDITIONAL INVOICING IN WISMART

Although all WiSMART open invoices as of 9/30/2015 will be converted to STAR, they will not be available until the conversion is completed (sometime after 10/1/2015). So, it is recommended that agencies using Advanced Receivables refrain from entering any additional new invoices in WiSMART, and wait until October 1st to enter those new invoices in STAR.

WISMART CLOSE-OUT DATES NEXT WEEK

Monday, September 28th

- Last WiSMART expenditure and charge transactions imported into the Federal Cash Management System (FCM). Please note: ANY WiSMART transaction that will post to a Federal Aid Number drawn by the FCM system must be entered by this date (i.e. TLs). No expenditure or charge transactions entered on September 29 – September 30 will be downloaded for draw into FCM. The SCO will identify any of these late transactions and contact the agency to reverse them in WiSMART on or before September 30th. If they are not reversed in WiSMART the agency will need to process additional adjustments in STAR to record them to the grant for Central Federal Draw.
- Last date that WiSMART EFT's can be scheduled.

Tuesday, September 29th

- Last Federal draw request for expenditures processed in WiSMART on 9/28 or prior. Last JV's recorded from FCM.
- Last date that WiSMART checks can be scheduled.
- Last date that PV's/SB's/JV's/JR's can be accepted.

Wednesday, September 30th

- Last WiSMART revenue transactions imported into FCM.
- Last cash receipts posted to WiSMART from FCM
- Last cash receipts must be posted by 2pm for any payment received on the 30th.
- Last MW transactions.
- Last TL Transactions.