



## STATE CONTROLLER'S OFFICE – BULLETIN 10-30-2015

Wisconsin Department of Administration – Division of Executive Budget and Finance

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#### **October Month End Closing**

We will be performing the October month-end close after tonight's batch cycle. As part of this process, the following will occur:

1. All users will be locked out of STAR production beginning today (October 30<sup>th</sup>) at 7:00 PM and re-opening by noon on Sunday, November 1<sup>st</sup>.
2. The STAR modules listed below will be closed today.

AP	Accounts Payable
EX	Expenses
AM	Asset Management
AR	Accounts Receivable
BI	Billing
IN	Inventory

3. After we close the Account Payable module, for any open AP vouchers that are not fully processed, agencies will need to update the accounting date field before processing can continue.
4. All payments and receipts processed after today will need to be coded to the new month (November).
5. The General Ledger and Project Costing will be closed the 3<sup>rd</sup> business day of the month (November 4<sup>th</sup>).
6. Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with an October date will need to be successfully edited, budget checked, approved and posted before we close the general ledger on November 4<sup>th</sup>. Otherwise, the journal will need to be copied into the new month (November). 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.