



STATE CONTROLLER'S OFFICE – BULLETIN 12-07-2015

Wisconsin Department of Administration – Division of Executive Budget and Finance

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November Month End Closing

We will be performing the November month-end close on **December 10th**. This will allow additional time for transactions started in November to be completed before the month is closed. As part of this process, the following will occur:

1. The STAR modules listed below will be closed on December 10th.

AP	Accounts Payable
EX	Expenses
AR	Accounts Receivable
BI	Billing
GL	General Ledger
PC	Project Costing

2. After we close the Account Payable module, for any open AP vouchers that are not fully processed, the accounting date field will need to be updated before processing can continue. The State Controller's Office is looking into a mass update process which would replace the accounting date on past vouchers. Additional information will be distributed on this prior to closing the AP module.
3. All payments and receipts processed after December 10th will need to be coded to the new month (December).
4. Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a November date will need to be successfully edited, budget checked, approved and posted before we close the general ledger on December 10th. Otherwise, the journal will need to be copied into the new month (December). 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.

5. The Asset Management (AM) and Inventory (IN) modules were closed on December 2nd.