



<b>Section</b>	<b>15</b>	<b>FISCAL YEAR SUPPLEMENTS</b>	<b>Effective Date</b>	<b>05/09/2017</b>
<b>Sub-section</b>	<b>11</b>	<b>FY 2017 - New Fiscal Year Chartfield Requests</b>	<b>Revision Date</b>	<b>05/09/2017</b>
<b>SAM Ref</b>	<b>n/a</b>			

**BACKGROUND**

This section describes the year-end cutoff periods for submitting chartfield requests to the State Controller’s Office.

**POLICIES**

- Agencies shall submit request for new department id chartfields applicable to the new fiscal year no later than May 31<sup>st</sup>.
- Agencies shall submit requests for new or modified department id chartfields applicable to the current fiscal year by May 20<sup>th</sup>.

**PROCEDURES**

**Department ID’s Needed by July 1<sup>st</sup> Must be Submitted by May 31<sup>st</sup>**

To ensure new chartfields applicable to the new fiscal year beginning July 1<sup>st</sup> are available for use by that date, agencies should submit requests to the State Controller’s Office by Wednesday, May 31<sup>st</sup>. This is most critical for new department id values which require additional resources to implement.

The department tree used in the current year will be copied over for use in the new year. To prevent unnecessary work and increased risk of errors associated with maintaining two department trees prior to the close out of the fiscal year, a cutoff date has been established. Agencies should submit requests for additions or modifications to their department id values that pertain to the current fiscal year by May 20<sup>th</sup>.

After the last current year requests have been approved, the new fiscal year department tree will be created by copying the current year tree. The new year department tree will then be available for agencies to use for completing the tree section of department id requests needed for use July 1<sup>st</sup>. If numerous department id values are needed, agencies may start creating those requests and save them in STAR prior to submitting them to the Controller’s Office.

Note that agencies will still be able to make requests for department ids for the new fiscal year any time prior to or during the new year. However, if agencies need to have department ids ready for use on July 1<sup>st</sup>, requests must be made in advance so the appropriate review, approval and maintenance may be completed.

All new department id requests submitted should have an effective date as of the first day of the fiscal year in which they were established. For example, department ids first used in FY 2018 should have effective



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

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dates of 07/01/2017. Additional information and step by step procedures for creating chartfield requests in STAR is available in [WAM Section 02-06 Chartfield Maintenance](#).

### **Other Chartfield Requests Needed by July 1st**

Agencies may also need other new chartfields for use on July 1<sup>st</sup>. If that is the case, agencies should make every effort to also submit those requests by May 31<sup>st</sup>. This is particularly true if they have numerous values to request.

Note that agencies will still be able to make requests for chartfields at any time prior to or during the new fiscal year. However, if agencies need to have specific chartfields ready for use on July 1<sup>st</sup>, requests must be made in advance so the appropriate review, approval and maintenance may be completed.

The effective date for all chartfields is 01/01/1901 except for department ids discussed above. To facilitate efficient processing, agencies should use 01/01/1901 for the effective date. This is true regardless of when the chartfield is first needed or placed into service. The effective date will automatically populate with the current date in the request screen. Therefore, agencies should take steps to change it to 01/01/1901 prior to submitting the request.

Date	Item
05/20	Last day for current year department id requests to be submitted to SCO
05/31	Last day for new year department id requests needed for use by July 1 <sup>st</sup> to be submitted to SCO
05/31	Suggested date for other chartfield requests to be submitted to SCO for use by July 1st