



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller's Office

Section	01	INTRODUCTION	Effective Date	10/1/2015
Sub-section	05	STAR Daily Processing Schedule	Revision Date	09/15/2015
SAM Ref	n/a			

BACKGROUND

This section outlines the STAR system daily processing schedule as it pertains to agency transactions and interfaces.

PROCEDURES

STAR Daily Processing Schedule

Time	System task
6:30 am	A/P Pay cycles Run (Checks, LGIP, ACH)
11:00 am	On-Demand (aka Express) Pay cycle Run (fka "I Series")
12:00 pm	Central Federal Draw Billing Worksheets Run by the SCO
2:00 pm	Checks returned to SCO available for pick-up at SCO
2:00 pm	All cash receipts (regular deposit and A/R deposit entries) must be entered in STAR
3:00 pm	Interface files due
4:00 pm	WiSMART Cutoff for DOT
7:00 pm	Daily Batch Jobs Run

Other STAR Daily Processes:

G/L Journal Batch Create: 10am, 3pm, 7pm

Batch Budget Checking: 10am, 3pm, 7pm

Batch Matching: 10am, 3pm, 7pm

Other STAR Processing Schedules

G/L Monthly Close: 3rd Business Day of the Month

Travel and Expense: Tuesday, 7pm – week before payday

P-Card: All must be approved – every other Tuesday