



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary  
Jana Steinmetz, Administrator

Date: May 1, 2023  
To: General Service Billing (GSB) Customers and Feeders  
From: Rebecca Mergen, General Accounting Supervisor  
Bureau of Financial Management (BFM)  
Subject: June General Services Bill (GSB) and Use Code Changes

The following deadlines have been established for year-end GSB and use code activities:

<b>FY23 Use Code Creation-Electronic</b>	<b>Friday, June 30</b>
The creation or update of FY23 use codes must be done in STAR by Thursday, June 30 to be active for June GSB	
<b>General Service Bill (GSB) Feeder Submission</b>	<b>Wednesday July 5</b>
June GSB feeder files <i>must be uploaded to the S drive</i> by 2 p.m. on Wednesday July 5 <sup>th</sup> .	
<b>General Service Bill Run Date (GSB)</b>	<b>Monday, July 10</b>
June GSB will process Monday July 10, available in STAR Tuesday July 11.	

**Use Code File Maintenance**

Find the GSB Use Code Policy located at <https://doa.wi.gov/Pages/AboutDOA/BureauofFinancialManagement.aspx> in the 'General Services Billing (GSB)' section under Additional Resources. The process for creating and modifying use codes can be found in [Confluence](#).

Questions can be directed to:  
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