



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	12	REPORTING	Effective Date	7/1/2015
Sub-section	01	Reports	Revision Date	3/31/2015
SAM Ref	1-7			

BACKGROUND

The STAR system offers several reports that provide transaction-based information on demand. These reports can be used to facilitate the processing of encumbrances and expenditures. These reports can be run at different times throughout the purchasing cycle. Numerous financial reports are also needed for reconciliations, data aggregation and budgetary control. Most of these reports can be viewed within STAR modules, STAR Query Viewer and nVision.

Agencies should contact the State Controller’s Office to request additional reports.

POLICIES

1. Each agency should run certain reports daily, monthly, quarterly and annually and reconcile its records to these reports.

PROCEDURES

Additional procedures pending.