Section	18	PERIOD END	Effective Date	05/09/2016
Sub-section	01	Monthly Pre-Closing Check-List	Revision Date	12/16/2016
SAM Ref	n/a			

BACKGROUND

Agencies must ensure that transactions are fully processed to the General Ledger each month. To do this, agencies must complete a series of pre-closing check-list items each month.

PROCEDURES

The SCO will maintain a monthly pre-closing check-list workbook on the Wisconsin Accounting Manual website. The pre-closing items must be completed according to the following schedule:

Month	Dates checklist should be performed	Monthly Closing of Modules	Monthly Closing of General Journal Entry
May 2016	5/23/16-5/31/16	5/31/16	6/3/16
June 2016	6/24/16-6/30/16	tbd	tbd
13th Month (FY 2016)	7/1/16-8/10/16	8/10/16	8/10/16
July 2016 (FY 2017)	7/25/16-7/29/16	7/31/16	8/3/16
August 2016	8/25/16-8/31/16	8/31/16	9/6/16
September 2016	9/26/2016-9/30/19	9/30/16	10/5/16
October 2016	10/24/2016-10/31/16	10/31/16	11/3/16
November 2016	11/22/2016-11/30/16	11/30/16	11/5/16
December 2016	12/3/2016-12/31/16	12/30/16	1/5/17
January 2017	1/23/2017-1/31/17	1/31/17	2/3/17
February 2017	2/22/2017-2/28/17	2/28/17	3/3/17
March 2017	3/27/2017-3/31/17	3/31/17	4/5/17
April 2017	4/24/2017-4/30/17	4/30/17	5/3/17
May 2017	5/25/17-5/31/17	5/31/2017	6/5/2017

If agency staff have questions on any of the checklist items, they should contact the SCO Subject Matter Experts below.

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