



**WISCONSIN ACCOUNTING MANUAL**  
 Department of Administration – State Controller’s Office

<b>Section</b>	<b>18</b>	<b>PERIOD-END</b>	<b>Effective Date</b>	<b>06/15/2016</b>
<b>Sub-section</b>	<b>02</b>	<b>FY 2016 Periods 12 and 996 in STAR</b>	<b>Revision Date</b>	<b>08/31/2016</b>
<b>SAM Ref</b>	<b>n/a</b>			

**BACKGROUND**

This section describes how periods 12, 993 and 996 will be utilized within STAR.

**POLICIES**

- **FY 2016 Period 12 AP and Expenses:** Closed at 7pm on Friday, July 22, 2016
- **FY 2016 Period 12 All other Subsystems and GL:** Final close at 6pm on Friday, September 2, 2016

FY 2016 Period 12 will be used to record FY 2016 transactions (**including adjustments**) during the month of June AND during the statutory “throw-back period”. Section 29.902(5), Wisconsin Statutes requires that on a date within 7 days of July 31<sup>st</sup>, outstanding encumbrances against an appropriation in the previous fiscal year (FY 2016 in this case) shall be transferred as encumbrances against the appropriation for the current fiscal year (FY 2017 in this case). This year, the outstanding FY 2016 encumbrances were rolled to FY 2017 on Sunday, July 24<sup>th</sup>. All FY 2016 encumbrances that were not to be carried forward had to be closed no later than Friday, July 22<sup>nd</sup>. Agencies should enter all adjusting GL journal and other transactions into Period 12 as soon as they are known.

- **FY 2016 Period 996:** Only opened on an emergency basis for agencies that did not complete their FY 2016 Period 12 entries by September 2nd. Period 996 may only be used for GL journal transactions, and entries do not integrate with the STAR Subsystems in FY 2016.
- **FY 2016 Period 993:** Only used by STAR for the Commitment Control adjusting entries.
- **FY 2017 Period 1:** Open July 1, 2016 – September 9, 2016 (all subsystems and the GL)
- **FY 2017 Period 2:** Open August 1, 2016 – September 9, 2016 (all subsystems and the GL)

The following table summarizes the FINAL year-end periods within STAR:

Dates	Closing Event
6/30/2016	FY 2016 Period 12 SOFT CLOSE 6/30/2016 Trial Balances Run by DOA and Posted to SharePoint on July 1st
6/1 – 7/22/2016	FY 2016 Period 12 Open for AP and Expenses
7/22/2016	FY 2016 Period 12 Closes for AP and Expenses at 7pm
7/23-7/24/2016	FY 2016 Open Purchase Orders Rolled to FY 2017
8/5 – 9/2/2016	The following reports can be run daily for FY 2016 reconciliation purposes: Annual Appropriation Certification (fka “Form-78”) Trial Balance (summary level) GL Activity (detail level)



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	<i>Note: All three reports must be run on the days that the agency wants to perform a pre-closing reconciliation, so that all data is in sync.</i>
9/2/2016	FY 2016 Period 12 HARD CLOSE at 6pm (all subsystems and GL)
As required	FY 2016 Period 996 Open on an Emergency Basis.
9/6/2016	Form 78 validations due.

**PROCEDURES**

The following screen images show how to select the June 30<sup>th</sup> Accounting date within the STAR Subsystems.

**ACCOUNTS RECEIVABLE**

1. The Accounting Date must be manually changed to 6/30 on the Totals Page:

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Page Title: Finance User Acceptance Test

Unit: 50500 | Deposit ID: NEXT | Delete Deposit

\*Accounting Date: 06/30/2016

\*Bank Code: [ ] | \*Bank Account: [ ] | \*Deposit Type: [ ]

Control Currency: [ ] | Format Currency: USD | Rate Type: [ ] | Exchange Rate: [ ]

Control Totals		
Control Total Amount	0.00	*Count 0
Entered Total Amount	0.00	Count 1
Difference Amount	0.00	Count -1
Posted Total Amount	0.00	Count 0
Journalled Total Amount	0.00	Count 0

Control Data	
*Received	06/15/2016
*Entered	06/15/2016
Posted	
Assigned	MILLESXOQC
User	MILLESXOQC

Buttons: Save, Notify, Refresh, Add, Update/Display



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2. The Accounting Date must be manually changed to 06/30 in the Payments Page:

The screenshot shows the 'Payments' page for Unit 50500, Deposit ID NEXT, and Date 07/20/2016. The 'Payment Information' section includes fields for Payment Seq, Amount (0.000), Rate Type, Payment Method, \*Payment ID, Currency, Exchange Rate, and Attachments (0). The '\*Accounting Date' field is highlighted with a red box and contains the value '06/30/2016'. Below this is the 'Customer Information' section with fields for Customer ID, Business Unit, Remit From Name, Corporate SubCust1, MICR ID, Remit SetID, Corporate SetID, SubCust2, and Link MICR.

3. The Bud Ref must be set to the old fiscal year on the Accounting Entries Page:

The screenshot shows the 'Accounting Entries' page for Unit 50500, Deposit ID 2586, and Payment YEAR END EXMPLE. The 'Budget Status' section includes a 'Distribution Lines' table. The table has columns for Distribution Sequence, \*GL Unit, SpeedType Key, Line Amount, Currency, Bud Ref, Fund, Appropriation, and Dept. The 'Bud Ref' field for the first line is highlighted with a red box and contains the value 'FY2016'. Below the table is a 'Total' section with columns for Lines, Total Debits, Currency, Total Credits, Currency, Net, and 0.000.

**ACCOUNTS PAYABLE**

1. Accounting date must to be manually changed to 6/30/2016:



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Accounting Date: 06/17/2016

Line	Merchandise Amt	Quantity	GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
1	23,580.00		50500								

2. Bud Ref must be FY2016, and the Budget Date must be changed to 6/30/2016:

Accounting Date: 06/30/2016

Line	Merchandise Amt	Quantity	Category	Subcategory	Affiliate	Fund Affil	Openitem	Budget Date
1	100.00							06/30/2016

## ASSETS MANAGEMENT



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Basic Add - For FY 2016 entries the Accounting Date must be 6/30/2016:

Asset Management – Cost Adj - For FY 2016 entries the Accounting Date must be 6/30/2016: