WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller's Office

Section	08	GENERAL LEDGER, ADJUSTMENTS AND CLOSING	Effective Date	10/1/2015
Sub-section	02	Journal Entries	Revision Date	6/14/2016
SAM Ref	3-1			

Journal entries are the source of financial data in the General Ledger. Journal Entries are used to reclassify ledger entries in STAR. Recurring journal entries are used to record monthly or annual entries. These entries are automatically recorded in its entirety according to a fixed schedule. These entries contain the same ChartField values and amounts. Allocations create journal entries, which can be used to distribute amounts across multiple accounting lines.

Speedtypes help speed up the process of journal transaction entry. Financial transactions throughout the system become journals. Combination edits defines rules about which ChartField values are required in combination for journal entries and helps to maintain data integrity across all modules. The budget check process validates journals against the remaining spending authority within Commitment Control.

There are four ways to create journal entries:

Journal Entry	Journal Entry Description
Sub-Module Journal Entry	System transactions are sent to the General Ledger and the transactions become journal entries. The journal entry is then posted to the ledger allowing for reporting.
External System Journal Entry	Financial transactions from outside systems are sent to the General Ledger and posted to the ledger.
Manual Journal Entry	These journal entries are prepared online. The entries are created to make adjustments to ledgers.
Spreadsheet Journal Entry	Similar to a manual journal entry, the entries are created to make adjustments to ledgers. A spreadsheet journal entry is created in a Microsoft Excel template and imported into the General Ledger.

1. Agencies must not process journal entries to cash.
2. Journal entries must not be used to adjust accounts that are managed within a STAR module, as that type of transaction will cause the module to be out of sync with the General Ledger.
3. Journal entries posted to non-budgetary accounts will need State Controller's Office approval.
4. Agencies must not change the default in the ADB date chart field without State Controller's Office authorization.

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Most journal entries will be posting to all ledger groups. However, for certain circumstances at year-end some journal entries will require that the specific ledger group be selected. By selecting the ledger, only that ledger will be updated.

Journal Entries entered directly in the STAR system should have a Source of ONL. Journal Entries loaded from other modules will indicate the module in the source chartfield. Journal Entries posted through the journal upload spreadsheet will have a source of UPL .

Indicate whether this is an Adjusting Entry by the adjusting entry drop down box. If you leave this option as Non-Adjusting, the journal date determines the accounting period to which the entry will post. Adjusting Entries will post to adjustment periods (996, 997 or 998). The table includes the periods and their descriptions.

Periods	Period Description
0	Beginning balances are rolled forward.
1-12	Monthly
994	Govt-wide Adjustments (CAFR)
995	Fund-level Reversing (CAFR)
996	13th Month Adjustment
997	Reporting Adjustments (e.g. CAFR, AFR, Stand-alone)
998	Govt-Wide Reversing (CAFR)
999	Year-End Close

A Journal Entry is used to record monthly or annual transactions that should be reversed automatically the next period. The journal entry reversal page provides the following options:

Journal Entry Reversal Options
Beginning of Next Period
End of Next Period
Next Day
Adjustment Period
On Date Specified by User
Do Not Generate Reversal

On the journal entry header, the ADB date (average daily balance date) is available. This date is used for calculating average daily balances. Normally, the ADB date is the same as the journal date.

A standard journal entry is a recurring journal entry that is repeated at specified intervals throughout the year. When creating a recurring journal entry (standard journal entry) a Model Journal ID is needed on which the recurring journal will be based.   Other types of standard journal entries include template (data

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entry model), spread (amount is proportionately spread across all periods) and spread-day (amount is spread across the months in proportion to the number of days in each month).

Additional procedures pending.