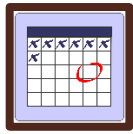


FY2025



ACCOUNTS PAYABLE (AP) YEAR-END CLOSE CHECKLIST

This checklist provides a list of activities, in recommended order to assist in a successful AP Fiscal Year close. These activities will aid in the success of the PO Rollover as well as the GL and Final agency close.

QUICK LINKS: [STAR Finance Workcenter](#), [STAR AP Workcenter](#), [FY2025 Closing](#), [STAR Confluence](#),
WAM-18 [AP Monthly Checklist](#)

1. EMAIL STAR/SCO ACCOUNTING SERVICES REGARDING AP ACCOUNTING DATE DEFAULT

- ☐ Beginning 07/01/2025 the accounting date for all Bus will be set to default to 06/30/2025
- ☐ It will be set to switch back to the original setting of current date on 07/18/2025
- ☐ Agencies may choose to have it switch back to the current date earlier than 07/18/2025 by submitting a STAR Support ticket with the request, please include the effective date to change it back to the original setting of current date. (this date can be no later than 07/18/2025)
- ☐ Email DOA STAR Support and Cc Stacey Beattie, Todd Clausen & DOA DEBF SCO Accounting Services. Use subject line: "Agency(BU #) – AP Voucher Accounting Date – SSC-185809"

2. APPROVE INTERUNIT VOUCHERS

- ☐ WI_AP_VCHR_INTERUNITBIL
- ☐ Approval deadline Friday 06/27/2025 at 5pm
- ☐ Interunit vouchers with creation dates 07/01/2024 – 06/19/2025

3. COMPLETE AP MONTHLY CHECKLIST ITEMS

- ☐ Review unprocessed payment request items - Finance Monitoring WorkCenter & AP WorkCenter
- ☐ Review vouchers with build errors – Finance Monitoring WorkCenter
- ☐ Review vouchers in recycled status - Finance Monitoring WorkCenter & AP WorkCenter
- ☐ Review vouchers with match exceptions - Finance Monitoring WorkCenter & AP WorkCenter
- ☐ Review vouchers that are in budget error status - Finance Monitoring WorkCenter & AP WorkCenter
- ☐ Review stale vouchers in pending approval status - AP WorkCenter
- ☐ Review vouchers in unposted status - Finance Monitoring WorkCenter

4. REVIEW VOUCHERS ON HOLD AND ALL BU CREDIT VOUCHERS

- ☐ Email will be sent by SCO Accounting Services with a listing of credit vouchers for the Business Unit.
- ☐ Use the data to clean up credit vouchers – request a check payment from the supplier if the credit is not expected to be offset within the next 3 months. Then close the voucher
- ☐ If the credit will be offset in the near future, make a note in the comment section of the voucher
- ☐ Email will be sent by SCO Accounting Services with a list of vouchers on hold for the Business Unit
- ☐ Follow up on status of the vouchers, remove from hold for payment to process

- ☐ Follow up on the status of the vouchers, delete/close the voucher if no longer deemed necessary for payment
- ☐ Follow up on status of the vouchers, make a note in the comment section of the voucher if it will likely process in the near future. Verify accounting information is valid and will be valid in the next fiscal year.

5. APPROVE OR DELETE/CLOSE FY2025 VOUCHERS

- ☐ Approve Interunit vouchers with a creation date of 06/21/2025 or later by EOD 07/17 - WI_AP_VCHR_INTERUNITBIL
- ☐ Identify vouchers in pending status in need of approval for FY2025 – approvals should be completed by EOD 07/17
- ☐ Identify vouchers in pending status that are not needed or will not be approved prior to EOD 07/17 and close/deleted.
- ☐ Agency staff should not be touching FY2025 vouchers in STAR Finance PRD Friday 07/19, unless directed by SCO staff. This includes vouchers using FY2025 POs.

6. IDENTIFY AP MISMATCHES

- ☐ The AP accounting date and budget date are not in the same FY
- ☐ Complete task (journal entry) needed to resolve
- ☐ Notify SCO Accounting Services of any mismatches needing assistance to resolve

REMINDERS:

- Do not delete Pcard Vouchers
- Do not delete Interunit vouchers
- Budget is still open after the AP Close, so mismatch errors can still occur. Watch until the business units GL has been closed.
- Voucher Build for last billing cycle in FY2025 for Pcard transaction is 06/26/2025
- DO NOT unpost a FY2025 voucher after July 1st. If you feel a voucher requires unposting after July 1st, please contact SCO Accounting Services for guidance.
- All payment requests must be approved so they can be built into vouchers, so they are able to be Approved and posted by July 17th.