EXPENSE REPORTING (EX) YEAR-END CLOSE CHECKLIST

FY2025

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

QUICK LINKS: STAR Finance Workcenter, STAR EX Workcenter, FY2025 Closing, STAR Confluence, WAM-18 AP Monthly Checklist

1. EMAIL STAR/SCO ACCOUNTING SERVICES REGARDING EX DEFAULT BUD REF

- ☐ Beginning 07/01/2025 the Bud Refs will be blanked out, unless otherwise requested
- ☐ It will be updated to FY2026 on 07/17/2025
- ☐ Please send an email to SCO distribution list DOA DEBF SCO Accounting Services with any request to <u>NOT</u> blank out the Bud Ref or to update the Bud Ref on a date earlier than 7/17/2025. Also, please cc Stacey Beattie (STAR) and Todd Clausen (STAR) on these emails.
- ☐ The dates above are also relevant to TA's for agencies 14500, 39500 and 43500

2. COMPLETE EX MONTHLY CHECKLIST ITEMS

- ☐ Review expense reports and travel authorizations with budget errors. Query: WI_EX_BUDGET_ERRORS
- ☐ Review expense reports still pending in the workflow. Query: WI_EX_PENDING_EXPENSES_W_EMAIL
- ☐ Review expense reports with Commitment Control vs. General Ledger discrepancies.   Query: WI_EX_PEND_RPTS_WBUDGET
- ☐ Review travel authorizations.   Query: WI_EX_TRAVELAUTH
- ☐ Review cash advances. Query: WI_EX_CASH_ADVANCES

3. APPROVE OR DELETE EXPENSE REPORTS

- ☐ Run Query WI_EX_BU_STATUS_BUD_REF_DTL   GL BU and FY2025
- ☐ Legitimate Expense Reimbursement that needs to be processed, should follow steps needed to get the voucher to Approved for Payment status
- ☐ Non-Legitimate Expense Reimbursement that needs to be deleted should follow steps needed to Delete the ER.

4. TRAVEL AUTHORIZATION PROCESS ACTIONS

- ☐ Legitimate Travel Authorizations should be in Approved status.
- ☐ Non-legitimate Travel Authorizations should be Deleted
- ☐ Travel Authorizations that will never be used on an expense report should be closed.
  (example: ER was created without linking to the TA, as it should have) WI_EX_TRAVEL_AUTHORIZATION

5. CASH ADVANCE PROCESS ACTIONS

- ☐ Legitimate Cash Advances should be in Approved for Payment status
- ☐ Non-legitimate Cash Advances should be Deleted
- ☐ Cash Advances from FY2025 need to be reconciled. NOTE: Accounting date is Submission date.