

FY2026



EXPENSE REPORTING (EX) YEAR-END CLOSE CHECKLIST

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](#), [FY2026 Closing](#), [STAR Confluence](#),
[WAM-18 AP Monthly Checklist](#)

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

- Beginning 07/01/2026 the Bud Refs will be blanked out, unless otherwise requested
- It will be updated to FY2027 beginning Friday 07/17/2026
- Please send an email to SCO distribution list DOA DEBF SCO Accounting Services with any request to **NOT** blank out the Bud Ref or to update the Bud Ref on a date earlier than Thursday 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 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 for GL BU and FY2026
- 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 FY2026 need to be reconciled. NOTE: Accounting date is Submission date.