Travel & Expense Month End/ Year End Closing Walk Through for College Staff

All items on this list, except for rolling over Travel Authorizations can be performed monthly. Rolling over TA encumbrances from one FY to the next is only necessary at YE.

1. Check here for Year-end calendar and updates:
    a. https://www.sbctc.edu/colleges-staff/programs-services/accounting-business/
2. Process Work-in-Process Expense transactions through 'Post Liabilities' and 'Post Payments'.
    a. Refer to QRG "Performing T&E Expense Processing".
        i. T&E items are not picked up by Journal Generator process, unless the Expense Processes are run.
        ii. Make sure there are NO transactions stuck, everything needs to be fully approved and posted.
        iii. Make sure Expense Processes are run one at a time, until they are all '0', except for: "Stage Payments", and "Unstage Payments".
        iv. Sometimes when running processes, one count will clear, and it will appear under another count – this depends on the document being processed and what stage it is at. For instance, if there are a/p check payments that are part of the 'post liabilities' process, once that process runs to success, the count will move to 'post payments'.
3. Identify the status of Travel Authorizations, Cash Advances, and Expense Reports.
    a. Run the following queries:
        i. Outstanding TA query - QFS_EX_TRAVEL_AUTH_NOT_CLOSED
        ii. Outstanding CA query - QFS_EX_CA_NOT_CLOSED
        iii. Outstanding ER query - QFS_EX_ER_NOT_CLOSED
4. Cancel any unnecessary Travel Authorizations that have been approved, but will not be used.
    a. Refer to QRG "Canceling Travel Authorizations".
    b. If the Travel Authorization has been budget checked, the system will liquidate the encumbrances.
    c. After you Cancel a Travel Authorization, you can Delete it.
5. Delete unnecessary Travel Authorizations that are not submitted, are denied or have been canceled.
    a. Refer to QRG "Deleting Travel Authorizations".
        i. This needs to be done by the employee, or an Authorized Expense User for that employee.
6. Rollover Travel Authorizations that are encumbered in current year, but Travel and expenditures will occur in next fiscal year.
    a. Refer to QRG "Rolling Over Travel Authorizations".
7. Close out unnecessary Expense Reports.
    a. Refer to QRG "Closing Expense Reports".
    b. ER's can be 'Closed', if they are 'Approved for Payment', but not yet 'Staged' or 'Paid'.
8. Delete unnecessary Expense Reports that have not submitted or are denied.
    a. Refer to QRG "Deleting Expense Reports".
        i. This needs to be done by the employee, or an Authorized Expense User for that employee.
9. Reconcile Cash Advances.
    a. Refer to QRG "Manually Reconcile Cash Advances", to reconcile Cash Advances not used, or if they have any unused balance.
    b. If a Cash Advance is fully applied to an Expense Report, then it is automatically reconciled when the Expense Report is posted.
10. Close out unnecessary Cash Advances.
    a. Refer to QRG "Closing Cash Advances".
    b. CA's can be 'Closed', if they are 'Approved for Payment', but not yet 'Staged' or 'Paid'.
11. Delete unnecessary Cash Advances that are not submitted or are denied.
    a. Refer to QRG "Deleting Cash Advances".
        i. This needs to be done by the employee, or an Authorized Expense User for that employee.
12. Process pending Expense payments staged in AP.
    a. Refer to QRG "Processing an EX Pay Cycle".
13. Run Expense Processing again. (see step 2)
14. Identify the status of Travel Authorizations, Cash Advances, and Expense Reports one more time.

a. Run the following queries:
   i. Outstanding TA query - QFS_EX_TRAVEL_AUTH_NOT_CLOSED
   ii. Outstanding CA query - *QFS_EX_CA_NOT_CLOSED*
   iii. *Outstanding ER query - QFS_EX_ER_NOT_CLOSED*

15. Process, Reconcile, Close, Cancel, or Delete any Expense Documents not already processed.
16. Run Expense Processing again. (see step 2) if you processed anything in step 14.
17. Generate Sub-system Journals (Submit Service Ticket to ERP if needed to run during the day) or run automatically via overnight process.
18. Run a query QFS_GL_EX_ACCTG_LINE to verify that all of the subsystem journals have been posted.