

The End of Financial Year Checklist

For Australian Mid-sized Finance Teams

Track A – Expense Management:

<ul style="list-style-type: none">• Chase all outstanding employee expense claims and set a hard deadline	<input type="radio"/> Completed
<ul style="list-style-type: none">• Reconcile every corporate card transaction against a receipt and category	<input type="radio"/> Completed
<ul style="list-style-type: none">• Review and clear any uncoded or "miscellaneous" transactions	<input type="radio"/> Completed
<ul style="list-style-type: none">• Confirm all reimbursements are approved and processed	<input type="radio"/> Completed
<ul style="list-style-type: none">• Pull your FBT-liable items - entertainment, car, gifts - and document them	<input type="radio"/> Completed
<ul style="list-style-type: none">• Lock expense categories and cost centre allocations before 30 June	<input type="radio"/> Completed

Note: General guidance only and not tax advice. Please check your approach with your tax adviser for your circumstances.

Track B – AP Automation:

<ul style="list-style-type: none">• Contact suppliers for any outstanding invoices not yet received	<input type="radio"/> Completed
<ul style="list-style-type: none">• Accrue for invoices you know are coming but haven't arrived	<input type="radio"/> Completed
<ul style="list-style-type: none">• Review and close or retain open purchase orders	<input type="radio"/> Completed
<ul style="list-style-type: none">• Reconcile vendor statements against your records	<input type="radio"/> Completed
<ul style="list-style-type: none">• Verify supplier bank details before any final payment runs	<input type="radio"/> Completed
<ul style="list-style-type: none">• Clear any duplicate or disputed invoices from the queue	<input type="radio"/> Completed

Unified close:

<ul style="list-style-type: none">• Lock and back up year-end reports	<input type="radio"/> Completed
<ul style="list-style-type: none">• Review approval workflows and spending limits for the new year	<input type="radio"/> Completed
<ul style="list-style-type: none">• Audit your finance tech stack - what helped, what cost you time	<input type="radio"/> Completed