

# Accounts Payable

## Month End Timeline

# Introduction

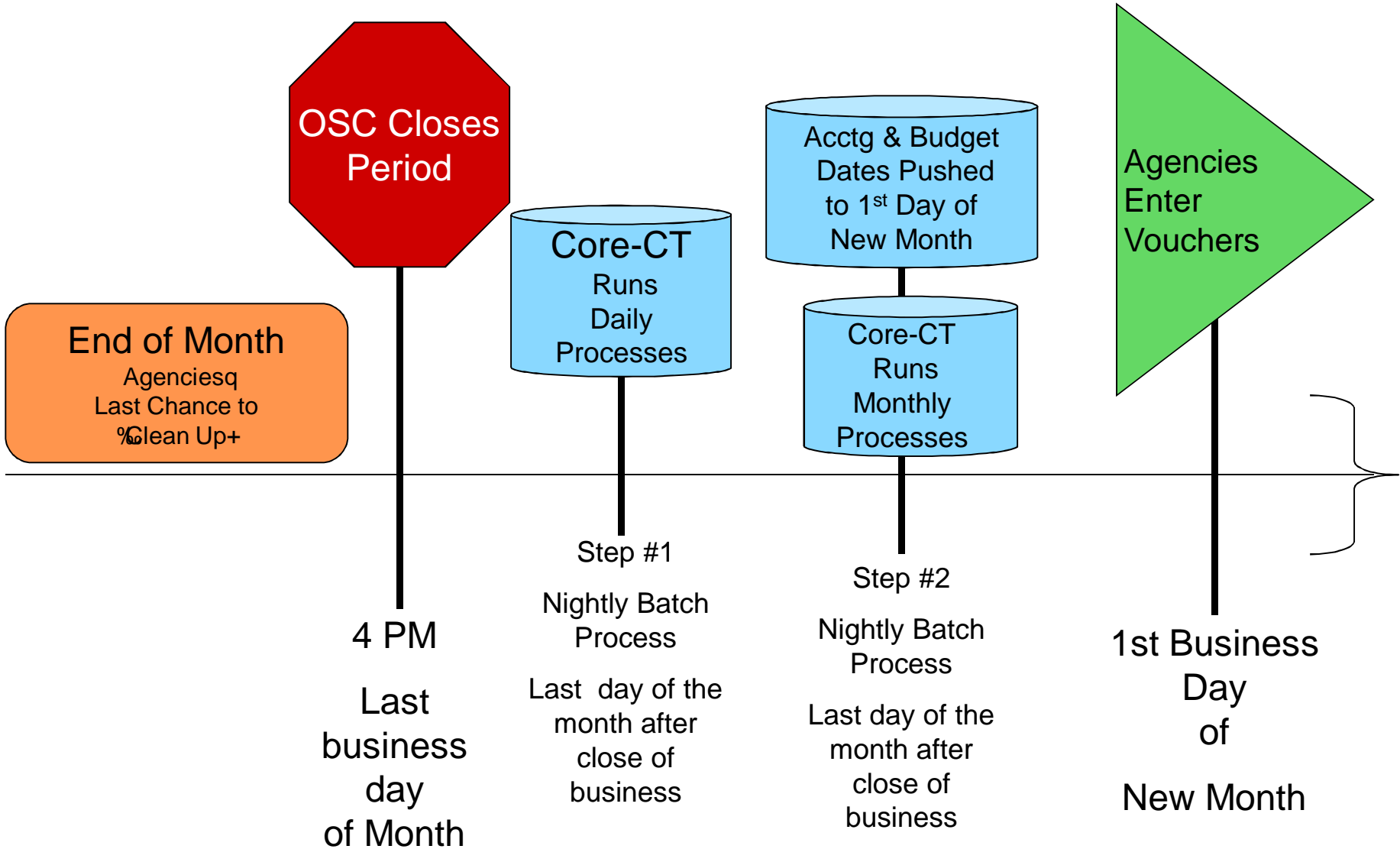
The Accounts Payable module performs AP close at the end of every month in order for all expenditures to budget check and post to the general ledger to reconcile transactions.

Vouchers that are not posted and not budget checked will be pushed to the 1<sup>st</sup> of the new month after month end close.

The Accounting Date & Budget Date on the vouchers will be changed by the process called, -Update Voucher Accounting Date with the first date of the next period.



# Month End Timeline



# Accounts Payable Impacts

4PM Last Business Day of Month:



## AP CAN STILL

Match Vouchers

Approve Vouchers

Budget Check Vouchers

Run Reports & Inquiries



## AP CANNOT

Enter New Vouchers

# Inquiries/Reports

“ Voucher Inquiry ó is a popular inquiry to view vouchers and their statuses.



ORACLE

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

### Voucher Inquiry [Previous](#)

**Search Criteria**

Search Name: MONTH\_END

Business Unit: **From** OSCM1 **To** OSCM1

Voucher ID: [ ]

Accounting Dt: [ ]

Post Status: Unposted

Approval Status: Approved

Voucher Balance: Balance Remains

GL Business Unit: [ ]

Match Status: [ ]

Max Rows: 300

**Sort Criteria**

\*Sort By: Voucher ID

\*Sort Asc/Desc: Ascending

Display Currency Criteria

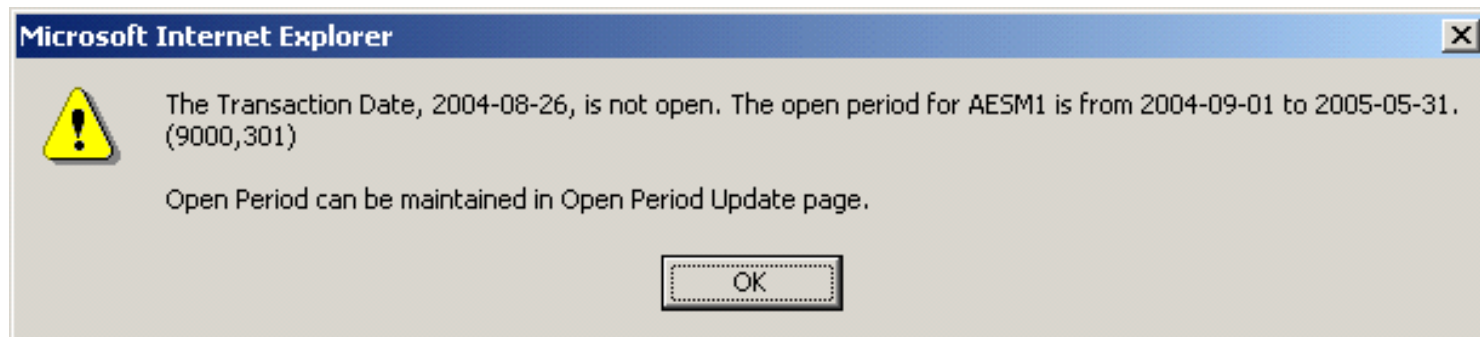
Late Interest Analysis

**Voucher Inquiry Results** [Personalize](#) [Find](#) [View All](#) [First](#) [1-3 of 3](#) [Last](#)

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Scheduled Payments	Short Vendor Name
OSCM1	00042249	CALL 860-702-3411 VERIFY RECPT	05/09/2013	0000152464	Postable		Not Applicable		331205737F-001
OSCM1	00042251	CALL 860-702-3411 VERIFY RECPT	05/09/2013	0000152463	Postable		Not Applicable		274568177F-001
OSCM1	00042271	CALL 860-702-3411 VERIFY RECPT	05/09/2013	0000016144	Postable		Not Applicable		049685138S-001

## Things to Remember

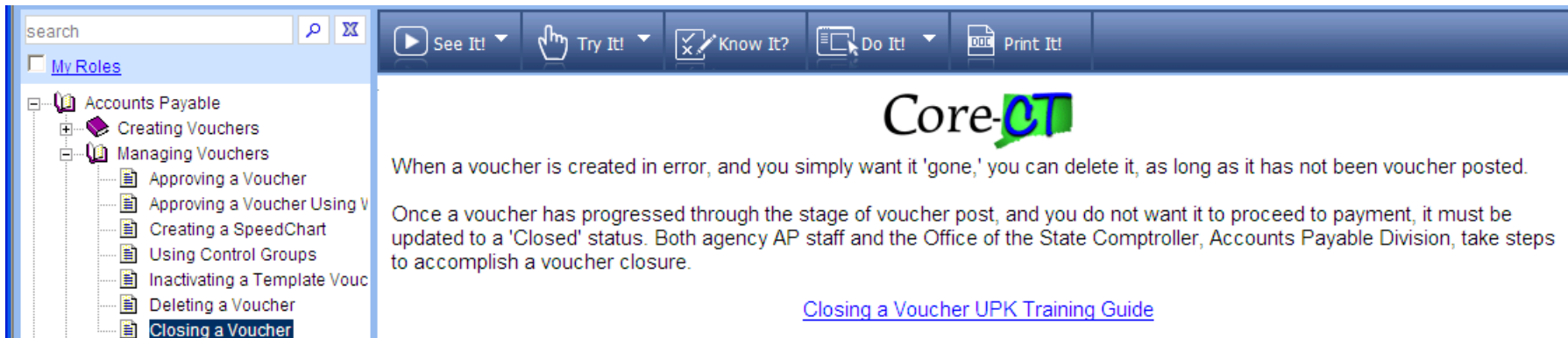
- Agencies cannot enter vouchers online after 4:00pm on the last business day of the month. An error message will appear if this is attempted.
- All vouchers budget checked in that month must also be voucher posted in that month.
- All vouchers not posted and not budget checked will be pushed into the new period by the :Update Voucher Accounting Dateø batch process.



# UPK – Closing a Voucher

If a voucher is posted, but it should not pay, it needs to be closed. Follow the link below to correctly mark the voucher for closure.

[https://corect.ct.gov:11000/ps\\_peprd\\_UPK\\_pub\\_docs/Publishing%20Content/PlayerPackage/toc0.html](https://corect.ct.gov:11000/ps_peprd_UPK_pub_docs/Publishing%20Content/PlayerPackage/toc0.html)



The screenshot displays the Core-CT training interface. On the left is a navigation tree under 'My Roles' with 'Accounts Payable' expanded to show 'Managing Vouchers', where 'Closing a Voucher' is selected. The main content area features a toolbar with 'See It!', 'Try It!', 'Know It?', 'Do It!', and 'Print It!' buttons. Below the toolbar is the Core-CT logo and a text-based training guide.

When a voucher is created in error, and you simply want it 'gone,' you can delete it, as long as it has not been voucher posted.

Once a voucher has progressed through the stage of voucher post, and you do not want it to proceed to payment, it must be updated to a 'Closed' status. Both agency AP staff and the Office of the State Comptroller, Accounts Payable Division, take steps to accomplish a voucher closure.

[Closing a Voucher UPK Training Guide](#)

## Closing

- For more information or help on Accounts Payable Month End process please contact the Core-CT Help Desk.
  - ó Email: [core.support@ct.gov](mailto:core.support@ct.gov)
  - ó Telephone: 860-622-2300

