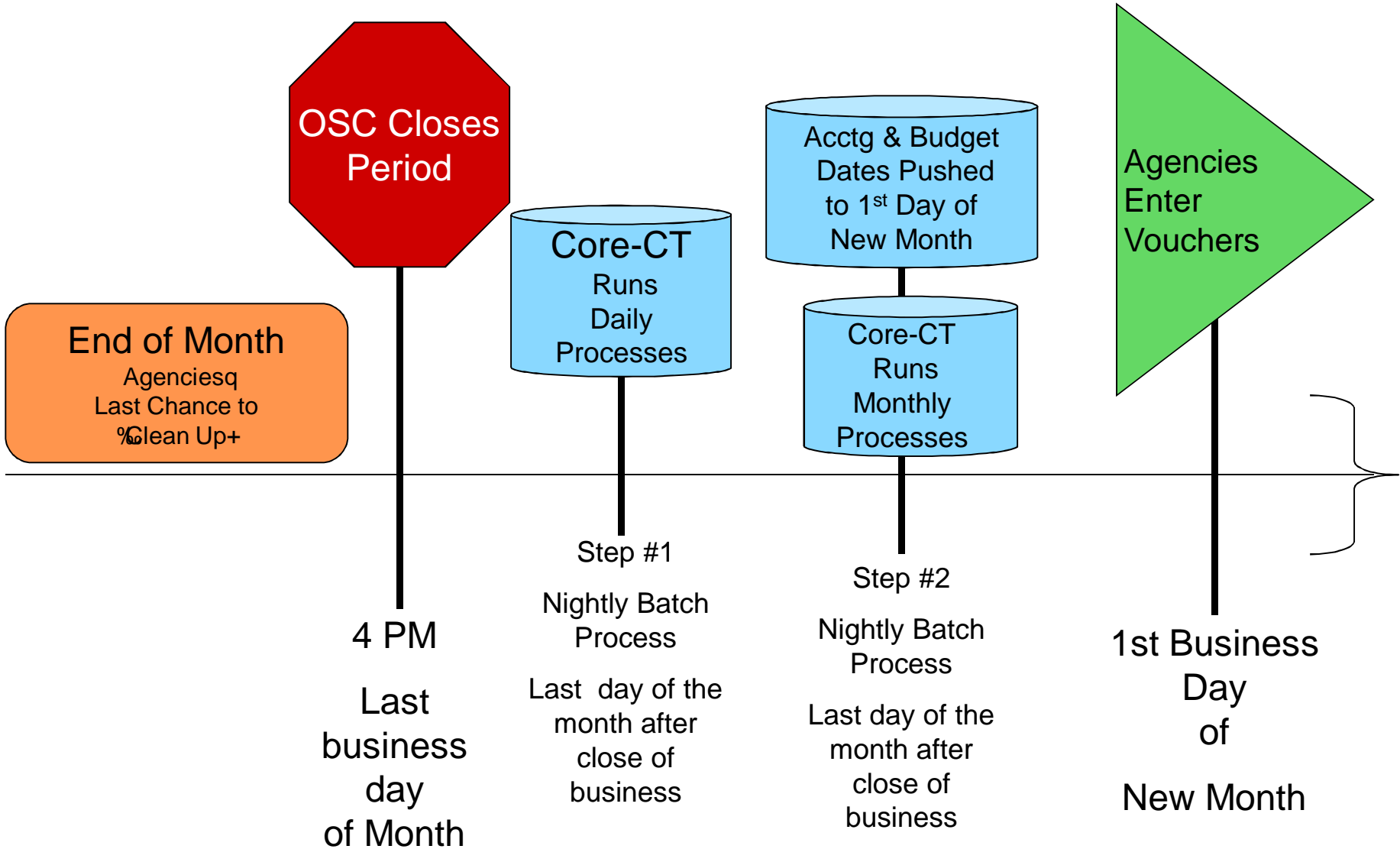# Accounts Payable
## Month End Timeline

# 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 1st 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

**OSC Closes Period**

**End of Month**
Agenciesq Last Chance to %Clean Up+

**Core-CT** Runs Daily Processes

**Acctg & Budget Dates Pushed to 1st Day of New Month**

**Core-CT** Runs Monthly Processes

**Agencies Enter Vouchers**

4 PM

Last business day of Month

Step #1

Nightly Batch Process

Last day of the month after close of business

Step #2

Nightly Batch Process

Last day of the month after close of business

1st Business Day of New Month

# 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.
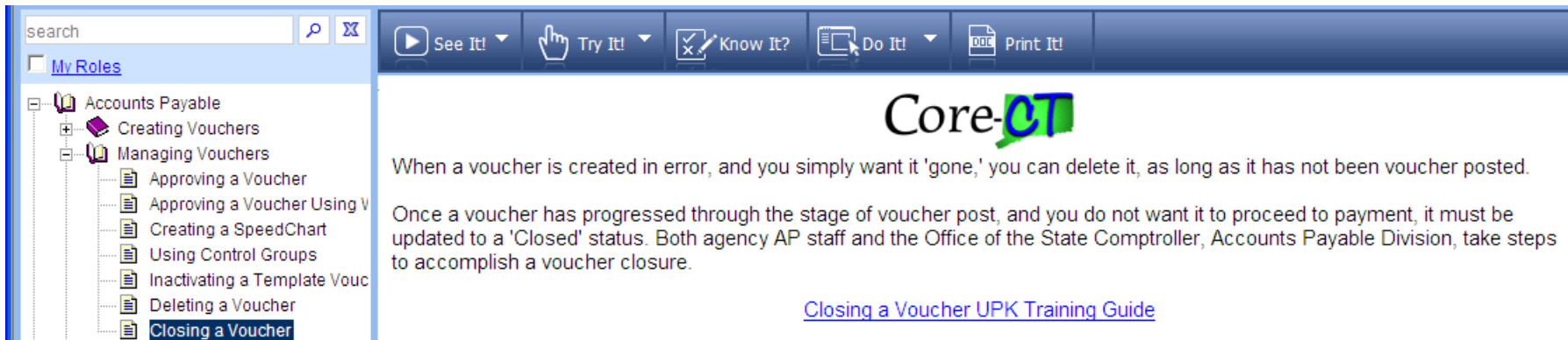
# Things to Remember

- 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.

Microsoft Internet Explorer

The Transaction Date, 2004-08-26, is not open. The open period for AESM1 is from 2004-09-01 to 2005-05-31. (9000,301)

Open Period can be maintained in Open Period Update page.

OK
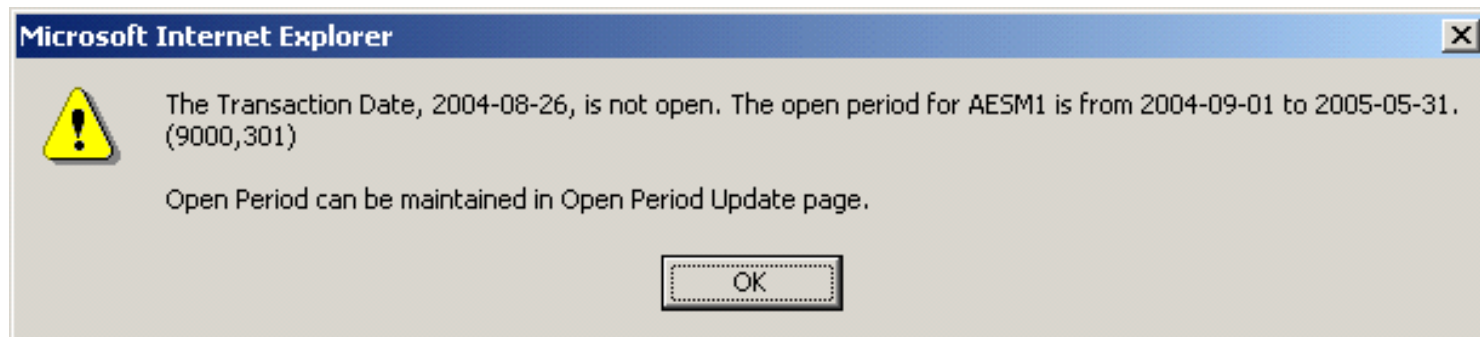
# UPK – Closing a Voucher

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

# Closing

- For more information or help on Accounts Payable Month End process please contact the Core-CT Help Desk.

  - Email: core.support@ct.gov
  - Telephone: 860-622-2300