



MONTH END/YEAR END CLEANUP CHECKLIST

OSC and CORE Production Support periodically checks for vouchers in the following categories that are not progressing through to payment. Agencies should manage their vouchers on a monthly basis; this will prevent excessive cleanup at year-end.

To Find Vouchers...

- NOT MATCHED** → INQUIRY-Match Workbench or
REPORT-Match Exceptions
- NOT APPROVED** → INQUIRY-Voucher Inquiry or
EPM QUERY-[CT CORE FIN AP VCHRS UNAPPRVD](#)
- NOT VALID (Budget Checked)** → INQUIRY-Voucher Inquiry or
Review Voucher Exceptions (in Commitment Control)
- ON HOLD** → EPM QUERY-[CT CORE FIN AP VCHRS ON_HOLD](#)
- NOT PAID** → INQUIRY-Voucher Inquiry or
EPM QUERY-
[CT CORE FIN AP VCHBUDCKD UNPD](#)
- PAID BUT NOT POSTED** → EPM QUERY-
[CT CORE FIN AP VCHRS PD UNPST](#)
- VENDORS WITH A CREDIT BAL ON ACCT** → EPM QUERY-
[CT CORE FIN AP_VENDOR CREDIT](#)

- If you are using Control Groups, be sure they are not only paying, but posting.
- Be sure your Reversal Vouchers have reversed the vouchers they were intended to reverse.
- Review any vendor with a credit balance on account. No vendor should have a negative balance at FYE.
- Be sure credit Adjustment Vouchers were taken. Otherwise, they must be deleted and will have to be re-entered next FY.