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.**