

Closing the Month in Accounts Payable

Closing the Month


Closing the month changes your default posting month. If you have unposted invoices, you can still close the current month and post these invoices in the correct month at a later time.

Note



We recommend [making a backup](#) before closing the month.



To close the month

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **Accounts Payable Invoices**, then click **Go** .
3. Click **Close Current Month**.
4. If you have unposted invoices for the month, a message displays. Click **Yes** to continue with closing the month.
5. If you do not have unposted invoices, the following message displays: "You are about to close the current month! Ok to set posting period to Month/Year?" Click **Yes** to close the month.

Closing Batches

If you use batches to post transactions in the General Ledger module, you must close the current batch in Accounts Payable. Closing the current batch is important for recordkeeping and providing an accurate audit trail.

To close the current Accounts Payable batch

1. Under **Manage Records**, click the **Transactions** tab.
2. Select **General Ledger Transactions** in the drop-down list and click **Go** .
3. Click **Posting Journal**.
4. In the **Module** field, click the **Down Arrow**  to select **Accounts Payable** in the drop-down list.
5. Click **Close Batch**.