**AP.13 – Payables Period Close**

1. **Period ends**
   - Process Journals (GL.02)
   - Complete all expense reports (process expense reimbursements)
   - Complete all invoices, credits and prepayments
   - Import payables invoices (all interface records)

2. **Exceptions?**
   - Yes
     - Correct errors and resubmit import
   - No
     - Validate Invoice for Payment (AP.09)

3. **Prepare and Record Payments (AP.10)**
   - Review period close dashboard and exceptions report
   - Resolve issues if possible and/or necessary within the period

4. **Correct errors?**
   - Yes
     - Review payables balances
   - Run journal entries report
   - Run AP posted payment register report
   - Run AP posted invoice register report
   - Run AP trial balance report
   - Run AP to GL reconciliation report
   - Run the custom invoices to accrue report
   - Process Journals (GL.02)

5. **Exceptions?**
   - Yes
     - Correct errors and resubmit import
   - No
     - Submit mass additions transfer to fixed assets
     - Prepare AP to GL reconciliation process

6. **Optional:**
   - Run invoice and payment register reports
   - Create Receipt Accruals (AP.12)
   - Submit mass additions transfer to fixed assets
   - Prepare AP to GL reconciliation process

7. **Review AP invoices aging report**
   - Provides details about invoices and payments
   - Reversing spreadsheet journal to create accruals

8. **Review period close dashboard and exceptions report**

9. **Close payables period**
   - Open next payables period
   - Notify PPM