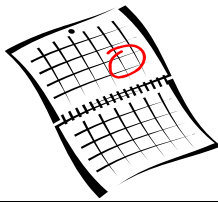


## J. CAPITAL PROJECTS EXPENDITURE ACCRUALS

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### Critical Date

- **September 2, 2016** – Last date to submit Capital Payment Requests with period of service on or before June 30, 2016

The Capital Projects Expenditure Accruals for Fiscal Year 2016 will automatically be computed by the FMS Accounting system.

By July 8, 2016 (month 12 close), Agencies should submit all Payment Requests covering expenditures for Fiscal Year 2016, enter a June 30, 2016 date or an accounting period of 12 on the Payment Request for the expenditure to be included in month 12 of Fiscal Year 2016.

Beginning July 11 (month 13 starts), all Fiscal Year 2016 Payment Requests with a service period on or before June 30, 2016 must be submitted by September 2, 2016 in order for FMS Accounting to generate an Automated Accrual and Clearing document which will automatically record the Fiscal Year 2016 capital expenditure accrual.

**All Payment Requests must contain accurate service dates. This is extremely important during month 13, so that FMS Accounting will automatically generate an accurate Fiscal Year 2016 accrual.**

Agencies must keep all back up documents and have them available for examination by internal or external auditors.



### **NOTE:**

An adjustment to a capital expenditure accrual could have an impact on the Capital Revenue.