

H. ACCRUED GENERAL FUND EXPENDITURES – OTPS (PRM1s \$75,000 AND OVER)

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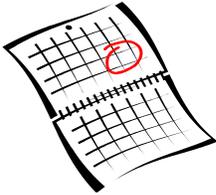
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Critical Dates



- **June 30, 2013** – Last date to receive goods and services for Fiscal Year 2013
- **July 1 – July 13, 2013** – Period to enter Fiscal Year 2013 expense Payment Requests with month 12 accounting period
- **July 15 – August 23, 2013** – Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting
- **July 16, 2013** – Start of review of Automated Accruals & Clearings
- **August 26 – September 13, 2013** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2013

All Payment Requests (i.e. PRM1's) processed after July 13, 2013 will be charged to Fiscal Year 2014. Department should make every effort to process Fiscal Year 2013 Payment Requests by July 8, 2013, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2013, which were accepted through July 13, 2013, must have Accounting Period 12 to be charged directly to Fiscal Year 2013.**

Payment Requests processed and accepted into FMS Accounting from July 15, 2013 through August 23, 2013, with service periods prior to July 1, 2013, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2013.

Departments should review the validity of the automatically generated ACCA and ACLA and should have all documentation available for review in order to transfer the charges back to Fiscal Year 2013. The review of the Automated Accruals and Clearings will begin on July 16, 2013 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 26, 2013 Manual Accruals Documents (ACC) with a prefix '**OTPSM13**' should be entered into FMS Accounting for those Fiscal Year 2013 expenditures, which have not been processed by the August 23, 2013 cutoff date. **The final date for submission of an ACC accrual document is September 13, 2013.** Departments should begin submitting clearing documents to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit on November 1, 2013.

PRM1's \$75,000 and Over

For Fiscal Year 2013, all **PRM1 Payment Requests over \$75,000** accepted in FMS Accounting from July 1, 2013 through September 27, 2013, whether for Fiscal Year 2013 or Fiscal Year 2014, will be **subject** to review by the Comptroller's Office's Bureau of Accountancy, Accrued Expenditures Unit. A statistical sample of PRM1s will be selected. The Department will be required to submit a copy of the Payment Request and all supporting documentation to the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

It is the responsibility of the Department to maintain original documentation to support all activity in FMS Accounting.

PLEASE DO NOT SEND ANY DOCUMENTATION FOR PRM1s \$75,000 OR GREATER UNLESS THE COMPTROLLER'S OFFICE HAS REQUESTED DOCUMENTATION

SAMPLE

PAYMENT REQUEST LISTING FOR ACL Documents

DEPARTMENT CODE: 015
ACC DOCUMENT #: OTPS13002
ACL DOCUMENT #: OTPS12002E
ACL TOTAL: \$7,550.00

PAYMENT REQUEST #	ACCEPTANCE DATE	Vendor Invoice #	U/A	BUDGET CODE	OBJECT CODE	PAYMENT REQUEST AMOUNT	ACLLINE #	ACL LINE AMOUNT
PRN2 015 12345678910	8/30/13	1233	002	0201	1000	\$ 1,000.00		
PRN2 015 12345678911	9/04/13	1234	002	0201	1000	900.00		
PRN2 015 12345678912	9/06/13	1235	002	0201	1000	800.00		
PRN2 015 12345678913	9/10/13	1236	002	0201	1000	700.00		
PRN2 015 12345678914	9/13/13	1237	002	0201	1000	600.00		
							1	\$ 4,000.00
PRN2 015 12345678916	9/04/13	2234	002	2001	6860	500.00		
PRN2 015 12345678917	9/10/13	2235	002	2001	6860	750.00		
PRN2 015 12345678918	9/17/13	2236	002	2001	6860	850.00		
PRN2 015 12345678919	9/20/13	2237	002	2001	6860	650.00		
PRN2 015 12345678920	9/27/13	2238	002	2001	6860	450.00		
PRN2 015 12345678931	10/25/13	2239	002	2001	6860	350.00		
							2	3,550.00
ACL DOCUMENT TOTAL:								\$ 7,550.00

This page illustrates the information required to be shown on the manual ACL clearing submission.