

D. REVENUE RECOGNITION IN PROPER FISCAL YEAR DEPARTMENT CASH TRANSFER JOURNAL ENTRY (DEPOSIT J2D)

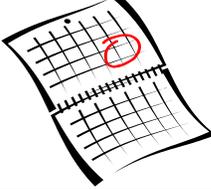
(Revenue Monitor Contact List is located on page 37)

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Critical Date

- **July 31, 2015** – Last date to enter “Cash Basis” Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2015

Funds deposited in City Treasury Bank Accounts on July 1, 2015 and thereafter will be recorded in FMS Accounting as Fiscal Year 2016 receipts. Supporting documentation deposit tickets and bank receipts must be attached to the J2D document. The Comptroller’s Office will not approve J2D documents that do not have supporting documentation attached to them.

Fiscal Year 2015 revenue flagged as “Cash Basis” in FMS Accounting and **received by June 30, 2015, but transmitted to the City Treasury July 1, 2015 or later** requires Agency Cash Transfer Journal Entry (J2D) be prepared to move cash revenue recognition from Fiscal Year 2016 to Fiscal Year 2015.

J2Ds should be entered in FMS Accounting after Fiscal Year 2015 CREs are accepted in FMS Accounting for bank deposits made between July 1 and July 31, 2015 for revenue received by June 30, 2015.

NOTES:



- A J2D should be prepared only for those FMS Accounting revenue items flagged as “Cash Basis” and received in Fiscal Year 2015 (on or before June 30, 2015), but deposited in Fiscal Year 2016 (after June 30, 2015). **All cash receipts should bear the date of the bank deposit and not the date cash was received by the Agency.**
- The J2D cash transfer document does not apply to Accrual Basis Revenues. Only General Fund Revenue Sources with Revenue Type as “001” in FMS Accounting RSRC table can be used on a J2 Document.
- Agencies without FMS Accounting access can request assistance by calling Sabrina Chow (212) 669-7440 or emailing her at revenue@comptroller.nyc.gov by July 31, 2015.