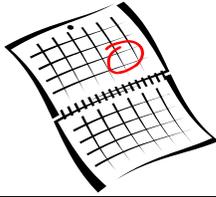


K. CAPITAL PROJECTS EXPENDITURE ACCRUALS

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Room 200 South



Critical Date

- **September 4, 2015** – Last date to submit Capital Payment Requests with period of service on or before June 30, 2015

The Capital Projects Expenditure Accruals for Fiscal Year 2015 will automatically be computed by the FMS Accounting system.

By July 10, 2015 (month 12 close), Agencies should submit all Payment Requests covering expenditures for Fiscal Year 2015, enter a June 30, 2015 date or an accounting period of 12 on the Payment Request for the expenditure to be included in month 12 of Fiscal Year 2015.

Beginning July 13 (month 13 starts), all Fiscal Year 2015 Payment Requests with a service period on or before June 30, 2015 must be submitted by September 4, 2015 in order for FMS Accounting to generate an Automated Accrual and Clearing document which will automatically record the Fiscal Year 2015 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 2015 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.