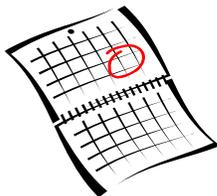


**G. ACCRUED GENERAL FUND EXPENDITURES – OTPS
(PRM1s – Miscellaneous Payment Requests)**

I Yan Fung-Unit Chief Accrued Expenditures
Email: AccruedExpenditures@comptroller.nyc.gov

Phone: 212/669-8020
Room 200 South

Critical Dates



- **June 30, 2016** – Last date to receive goods and services for Fiscal Year 2016
- **July 1 – July 8, 2016** – Period to enter Fiscal Year 2016 expense Payment Requests with month 12 accounting period
- **July 11 – August 19, 2016** – Automated Accruals & Clearings (ACCA/ACLA) are generated in FMS Accounting
- **July 11, 2016** – Start of review of Automated Accruals & Clearings
- **August 22 – September 2, 2016** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2016

All Payment Requests (i.e. PRM1's) processed after July 8, 2016 will be charged to Fiscal Year 2017. Agencies should make every effort to process Fiscal Year 2016 Payment Requests by July 6, 2016, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2016, which were accepted through July 8, 2016, must have Accounting Period 12 to be charged directly to Fiscal Year 2016.**

Payment Requests processed and accepted into FMS Accounting from July 9, 2016 through August 19, 2016, with service periods between July 1, 2015 and June 30, 2016, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2016.

Agencies 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 2016. The review of the Automated Accruals and Clearings will begin on July 11, 2016 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 22, 2016 Manual Accruals Documents (ACC) with a prefix '**OTPSM16**' should be entered into FMS Accounting for those Fiscal Year 2016 expenditures, which have not been processed by the August 19, 2016 cutoff date. **The final date for submission of an ACC accrual document is September 2, 2016.** Agencies should begin submitting the payment request listing to the Accrued Expenditures Unit in Excel format via email to the AccruedExpenditures@comptroller.nyc.gov mailbox on November 1, 2016.

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

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

SAMPLE

PAYMENT REQUEST LISTING FOR ACL Documents

AGENCY CODE:	<u>015</u>	SUBMISSION DATE:	_____
ACC DOCUMENT #:	<u>OTPS16002</u>	PREPARED BY:	_____
ACL DOCUMENT #:	<u>OTPS16002G</u>	PHONE #:	_____
ACL TOTAL:	<u>\$5,950.00</u>		

Payment Period

Aug.-Oct.

PAYMENT REQUEST #	ACCEPTANCE DATE	Vendor Invoice #	U/A	BUDGET CODE	OBJECT CODE	PAYMENT REQUEST AMOUNT	ACL LINE #	ACL LINE AMOUNT
PRN2 015 12345678910	8/29/16	1233	002	0201	1000	\$ 1,000.00		\$ 600
PRN2 015 12345678911	9/05/16	1234	002	0201	1000	900.00		900
PRN2 015 12345678912	9/05/16	1235	002	0201	1000	800.00		500
PRN2 015 12345678913	9/10/16	1236	002	0201	1000	700.00		700
PRN2 015 12345678914	9/12/16	1237	002	0201	1000	600.00		400
Total ACL Line no. 1:							1	\$ 3,100.00
PRN2 015 12345678916	9/05/16	2234	002	2001	6860	500.00		300
PRN2 015 12345678917	9/10/16	2235	002	2001	6860	750.00		500
PRN2 015 12345678918	9/17/16	2236	002	2001	6860	850.00		850
PRN2 015 12345678919	9/19/16	2237	002	2001	6860	650.00		650
PRN2 015 12345678920	9/26/16	2238	002	2001	6860	450.00		200
PRN2 015 12345678931	10/24/16	2239	002	2001	6860	350.00		350
Total ACL Line no. 2:							2	\$ 2,850.00
ACL DOCUMENT TOTAL:								\$ 5,950.00