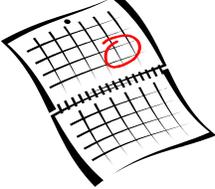


**F. ACCRUED GENERAL FUND EXPENDITURES – OTPSM
(PRM1s – Miscellaneous Payment Requests)**

I Yan Fung, Unit Chief - Accrued Expenditures

Email: AccruedExpenditures@comptroller.nyc.gov



Critical Dates

- **June 30, 2020** – Last date to receive goods and services for Fiscal Year 2020
- **July 10, 2020** – Last date to enter Fiscal Year 2020 expense Payment Requests with Period 12
- **July 13, 2020** – Start of review of Automated Accruals & Clearings
- **July 17, 2020** – Last date to submit Accrual Clearings (ACL) for payments process in Fiscal Year 2020
- **August 14, 2020** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 17 – August 28, 2020** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2020

All Payment Requests (i.e. PRM1's) processed after July 3, 2020 will be charged to Fiscal Year 2021. Agencies should make every effort to process Fiscal Year 2020 Payment Requests by July 1, 2020, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2020, which were accepted through July 10, 2020, must have Period 12 to be charged directly to Fiscal Year 2020.**

Payment Requests processed and accepted into FMS Accounting from July 13, 2020 through August 14, 2020, with service periods between July 1, 2019 and June 30, 2020, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2020.

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 2020. The review of the Automated Accruals and Clearings will begin on July 13, 2020 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 17, 2020 Manual Accruals Documents (ACC) with a prefix '**OTPSM20**' should be entered into FMS Accounting for those Fiscal Year 2020 expenditures, which have not been processed by the August 14, 2020 cutoff date. **The final date for submission of an ACC accrual document is August 28, 2020.** Agencies should begin submitting the payment request listing for accrual clearing (ACL) to the Accrued Expenditures Unit in Excel format via email to the AccruedExpenditures@comptroller.nyc.gov mailbox on November 1, 2020

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: | 015 | SUBMISSION DATE: | _____ |
| ACC DOCUMENT #: | OTPS20002 | PREPARED BY: | _____ |
| ACL DOCUMENT #: | OTPS20002L | PHONE #: | _____ |
| ACL TOTAL: | \$5,950.00 | | |

Payment Processed Period 8/17/2020-10/31/2020

| PAYMENT REQUEST # | ACCEPTANCE DATE | Vendor Invoice # | U/A | BUDGET CODE | OBJECT CODE | PAYMENT REQUEST AMOUNT | ACL LINE # | ACL LINE AMOUNT |
|------------------------------|-----------------|------------------|-----|-------------|-------------|------------------------|------------|--------------------|
| PRN2 015 12345678910 | 8/29/20 | 1233 | 002 | 0201 | 1000 | \$ 1,000.00 | | \$ 600 |
| PRN2 015 12345678911 | 9/05/20 | 1234 | 002 | 0201 | 1000 | 900.00 | | 900 |
| PRN2 015 12345678912 | 9/05/20 | 1235 | 002 | 0201 | 1000 | 800.00 | | 500 |
| PRN2 015 12345678913 | 9/10/20 | 1236 | 002 | 0201 | 1000 | 700.00 | | 700 |
| PRN2 015 12345678914 | 9/12/20 | 1237 | 002 | 0201 | 1000 | 600.00 | | 400 |
| Total ACL Line no. 1: | | | | | | | 1 | \$ 3,100.00 |
| PRN2 015 12345678916 | 9/05/19 | 2234 | 002 | 2001 | 6860 | 500.00 | | 300 |
| PRN2 015 12345678917 | 9/10/19 | 2235 | 002 | 2001 | 6860 | 750.00 | | 500 |
| PRN2 015 12345678918 | 9/17/19 | 2236 | 002 | 2001 | 6860 | 850.00 | | 850 |
| PRN2 015 12345678919 | 9/19/19 | 2237 | 002 | 2001 | 6860 | 650.00 | | 650 |
| PRN2 015 12345678920 | 9/26/19 | 2238 | 002 | 2001 | 6860 | 450.00 | | 200 |
| PRN2 015 12345678931 | 10/24/19 | 2239 | 002 | 2001 | 6860 | 350.00 | | 350 |
| Total ACL Line no. 2: | | | | | | | 2 | \$ 2,850.00 |
| ACL DOCUMENT TOTAL: | | | | | | | | \$ 5,950.00 |