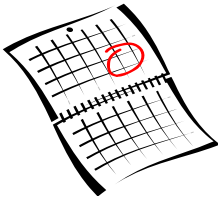


**F. ACCRUED GENERAL FUND EXPENDITURES – OTPSM  
(PRM1s – Miscellaneous Payment Requests)**

I Yan Fung, Unit Chief - Accrued Expenditures

Email: [AccruedExpenditures@comptroller.nyc.gov](mailto:AccruedExpenditures@comptroller.nyc.gov)



**Critical Dates**

- **June 30, 2025** – Last date to receive goods and services for Fiscal Year 2025
- **July 11, 2025** – Last date to enter Fiscal Year 2025 expenditure Payment Requests with Period 12
- **July 11, 2025** – Last date to submit Accrual Clearings (ACL) for payments process in Fiscal Year 2025
- **July 14, 2025**– Start of review of Automated Accruals & Clearings
- **August 8, 2025** – End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting
- **August 11 – August 22, 2025** – Setup Period of Manual Accrual document (ACC) in FMS Accounting and review of Manual Accruals for Fiscal Year 2025

All Payment Requests (i.e. PRM1's) processed after July 11, 2025 will be charged to Fiscal Year 2026. Agencies should make every effort to process Fiscal Year 2025 Payment Requests by July 1, 2025, to provide sufficient time to correct errors. **Payment Requests representing valid charges against Fiscal Year 2025, which were accepted through July 11, 2025, must have Period 12 to be charged directly to Fiscal Year 2025.**

Payment Requests processed and accepted into FMS Accounting from July 14, 2025 through August 8, 2025, with service periods between July 1, 2024 and June 30, 2025, will have an ACCA and ACLA automatically generated by FMS Accounting to transfer these charges back to Fiscal Year 2025.

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 2025. The review of the Automated Accruals and Clearings will begin on July 14, 2025 by the Comptroller's Office, Bureau of Accountancy, Accrued Expenditures Unit.

Beginning August 11, 2025 Manual Accruals Documents (ACC) with a prefix '**OTPSM25**' should be entered into FMS Accounting for those Fiscal Year 2025 expenditures, which have not been processed by the August 8, 2025 cutoff date. **The final date for submission of an ACC accrual document is August 22, 2025.** Agencies should begin submitting the payment request listing for accrual clearing (ACL) in Excel format to the Accrued Expenditures Unit via email to the [AccruedExpenditures@comptroller.nyc.gov](mailto:AccruedExpenditures@comptroller.nyc.gov) mailbox once information is available. The Accrued Expenditures Unit will begin approving ACL documents for PR Listings received, **November 3, 2025.**

**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 #:	OTPS25002	PREPARED BY: _____
ACL DOCUMENT #:	OTPS25002Q	PHONE #: _____
ACL TOTAL:	\$5,950.00	

Payment Processed Period      8/17/2025-10/31/2025

Supporting Documents attached to PR in FMS: Yes or No

PAYMENT REQUEST #	ACCEPTANCE DATE	Vendor Invoice #	U/A	BUDGET CODE	OBJECT CODE	PAYMENT REQUEST AMOUNT	ACL LINE #	ACL LINE AMOUNT
PRN2 015 12345678910	8/29/25	1233	002	0201	1000	\$ 1,000.00		\$ 600
PRN2 015 12345678911	9/05/25	1234	002	0201	1000	900.00		900
PRN2 015 12345678912	9/05/25	1235	002	0201	1000	800.00		500
PRN2 015 12345678913	9/10/25	1236	002	0201	1000	700.00		700
PRN2 015 12345678914	9/12/25	1237	002	0201	1000	600.00		400
<b>Total ACL Line no. 1:</b>							1	<b>\$ 3,100.00</b>
PRN2 015 12345678916	9/05/25	2234	002	2001	6860	500.00		300
PRN2 015 12345678917	9/10/25	2235	002	2001	6860	750.00		500
PRN2 015 12345678918	9/17/25	2236	002	2001	6860	850.00		850
PRN2 015 12345678919	9/19/25	2237	002	2001	6860	650.00		650
PRN2 015 12345678920	9/26/25	2238	002	2001	6860	450.00		200
PRN2 015 12345678931	10/24/25	2239	002	2001	6860	350.00		350
<b>Total ACL Line no. 2:</b>							2	<b>\$ 2,850.00</b>
<b>ACL DOCUMENT TOTAL:</b>								<b>\$ 5,950.00</b>