

FYE Accruals and the m-Fin Reports – Paper Forms, Payment Vouchers, and Purchase Orders

Initial Accrual Journals are created to account for expenses related to FY 2014 that will be posted in FY 2015. The Journals are dated 6/30/14, but are run in July.

- **ACCAP:** Initial accrual of paper forms (Payment Authorizations, Study Subject Payments, and Non-Employee Reimbursements).
- **ACCAPMKT:** Initial accrual of supplier invoices, including PO/SPO invoices and payment vouchers in the Marketplace.
- **ACCRECEIPT:** Initial accrual of online receiving for POs in the Marketplace.

In FY 2015, when the expense related to FY 2014 is posted, the initial accrual must be reversed.

- **ACXAP:** Reverse accrual of paper forms (Payment Authorizations, Study Subject Payments, and Non-Employee Reimbursements).
- **ACXAPMKT:** Reverse accrual of supplier invoices, including PO/SPO invoices and payment vouchers in the Marketplace.
- **ACXRECEIPT:** Reverse accrual of online receiving for POs in the Marketplace.

Reviewing the accruals on the M-Fin Financial Detail Report

1. **ACCAPMKT** = Initial accrual of the supplier invoice. Posted in period 12 of the current fiscal year, therefore, the expense (in this example, \$5,006.60) is reflected in the current fiscal year.

500800	DELL		5,006.60	ACTUALS	SC3	467	ACCAP21MKT	Jun 30, 2012	2012	12	ANDERSON,CALVIN	S0137630
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2. **ACXAPMKT** = Reverse accrual of the supplier invoice. Posted in period 1 of the next fiscal year. When netted with the actual payment (AP), the net expense to the financials is \$0.

3. **AP** = Actual payment of the supplier invoice. Posted in period 1 of the next fiscal year. When netted with the accrual reversal (AXCAPMKT), the net expense to the financials is \$0.

500800	DELL	(5,006.60)	ACTUALS	SC1	467	ACXAP21MKT	Jul 1, 2012	2013	1	DAY,RYAN EDWARD	MULTIPLE			
500800	LATITUDE E6520; LATITUDE E6520;LATITUDE E6520	5,006.60	ACTUALS	AP	654	AP00894474	Jul 25, 2012	2013	1	SYSTEM	S0137630	1000090522	XFT4MRRT4	DELL MARKETING LP

Note: Accrual and reversal journals that are correcting journal entries made by the controllers' offices will be denoted with "FIX", such as ACCAPFIX. No action by the department is necessary.