

FYE Accruals and the m-Fin Reports – Travel Reconciliation and Procurement Card

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.

- **ACCESE:** Accrual of Concur Expense System Travel Reconciliation Reports (assigned Travel Card expenses plus submitted out-of-pocket expenses).
- **ACCEST:** Accrual of unassigned Travel Card expenses.
- **ACCESA:** Accrual of unassigned Concur Expense System Cash Advances.
- **ACCESP:** Accrual of Concur Expense System Procurement Card expense reports plus unassigned procurement card expenses.

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

- **ACXESE:** Reverse accrual of Concur Expense System Travel Reconciliation Reports (assigned Travel Card expenses plus submitted out-of-pocket expenses).
- **ACXEST:** Reverse accrual of unassigned Travel Card expenses.
- **ACXESA:** Reverse accrual of unassigned Concur Expense System Cash Advances.
- **ACXESP:** Reverse accrual of Concur Expense System Procurement Card expense reports plus unassigned procurement card expenses.

Reviewing the accruals on the M-Fin Financial Detail Report

1. **ACCESP** = Initial accrual of the procurement card transaction. Posted in period 12 of the current fiscal year, therefore, the expense (in this example, \$347.98) is reflected in the current year.

537600 -- EQUIPMENT < \$5000														
537600	JUNE 2012 EXPENSE	0.00	347.98	0.00		ACTUALS	SC3	2,353	ACCESP	Jun 30, 2012	2012	12	ANDERSON,CALVIN	206449
537600 -- EQUIPMENT < \$5000		0.00	347.98	0.00	(347.98)									

2. **ACXESP** = Reverse accrual of the procurement card transaction. Posted in period 1 of the next fiscal year. When netted with the actual procurement card expense report transaction (ESP), the net impact to the financials is \$0.

3. **ESP** = Actual procurement card expense report transaction. Posted in period 1 of the next fiscal year. When netted with the accrual reversal (ACXESP), the net impact to the financials is \$0.

537600	JUNE 2012 EXPENSE	0.00	(347.98)	0.00		ACTUALS	SC1	2,353	ACXESP	Jul 1, 2012	2013	1	DAY,RYAN EDWARD	MULTIPLE
537600	THE HOME DEPOT 1526 OFFICE EQUIPMENT EQUIPMENT < \$5000 JUNE 2012 EXPENSE 206449 TRUESDALE, KRIS D	0.00	49.00	0.00		ACTUALS	ESP	1	ESP0249588	Jul 3, 2012	2013	1	SYSTEM	206449
537600	THE HOME DEPOT 1526 OFFICE REFRIGERATOR EQUIPMENT < \$5000 JUNE 2012 EXPENSE 206449 TRUESDALE, KRIS D	0.00	298.97	0.00		ACTUALS	ESP	3	ESP0249588	Jul 3, 2012	2013	1	SYSTEM	206449
537600 -- EQUIPMENT < \$5000		0.00	347.97	0.00	(347.97)									

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