

## **FYE 2014 InfoPacket:** *Ensuring Accrual to Fiscal Year 2014 - Travel Reconciliation and Procurement Card*

### **What is Accrual?**

Fiscal Year (FY) 2014 ends at midnight on June 30, 2014. All FY 2014 business must be correctly recorded in the PeopleSoft Finance System by month-end close for June (in mid-July). FY 2014 expenses that have not been posted should be accrued to (expensed in) FY 2014 as they are part of FY 2014 business.

Follow the deadlines in this document to ensure that Travel Card expenses, out-of-pocket reimbursable expenses, cash advances, and Procurement Card expenses are accrued, if appropriate, to FY 2014 even though they are being posted in FY 2015.

*Note: Deadlines are for the **automated accrual** processes run by the Office of University Controller (OUC) and the Procurement Service Center (PSC). For information about the **manual accrual** process conducted by campus departments, contact your campus finance office.*

### **Travel Reconciliation (Employee Reimbursement)**

**6:00 p.m. Sun, July 6**

#### **Travel Card Expenses**

For FY 2014 Travel Card expenses that have not posted, the automated accrual process applies when the Card expense is:

- In the Concur Expense System (this typically takes several days to two weeks from the time of purchase); and,
- Dated June 30 or earlier

How the accrual works (to which SpeedTypes/Accounts) depends on the specific situation:

#### *SpeedType Accrual:*

- If assigned to an expense report and allocated to a SpeedType, accrual will be to the allocated SpeedType.
- If assigned to an expense report but not allocated to a SpeedType, accrual will be to the SpeedType on the Report Header.
- If not assigned to an expense report, accrual will be to SpeedTypes identified by the respective campus controller.

#### *Account Accrual:*

- If system-assigned or otherwise assigned to an Expense Type, accrual will be to the designated Expense Type.
- If the Expense Type is not specified, accrual will be to Account 700200 (Employee Out-of-State Travel), or, for Cash Advance Card expenses, to Account 070200 (Travel Advances).

#### **Out-of-Pocket Expenses**

The automated accrual process applies when the out-of-pocket expense is:

- Assigned to a **submitted** expense report; and,
- Dated June 30 or earlier

Accrual will be to the designated SpeedTypes/Expense Types at time of report submission.

**FYE 2014 InfoPacket:**  
*Ensuring Accrual to Fiscal Year 2014 -  
Travel Reconciliation and Procurement Card*

**Cash Advance Requests in the Concur Expense System**

The automated accrual process applies when the cash advance request is:

- Approved; and,
- The voucher to the cash advance recipient is dated June 30 or earlier

Accrual works as follows:

*SpeedType Accrual:*

- Accrual will be to SpeedTypes associated with the cash advance recipients' Orgs, as identified by the respective campus controller.

*Account Accrual:*

- Accrual will be to Account 070200 (Travel Advances)

**Procurement Card**

**6:00 p.m. Sun, July 6**

For FY 2014 Procurement Card expenses that have not posted, the automated accrual process applies when the Procurement Card expense is:

- In the Concur Expense System (this typically takes at least two days from the time of purchase); and,
- Dated June 30 or earlier

How the accrual works (to which SpeedTypes and to which Accounts) depends on the specific situation, as described below:

*SpeedType Accrual:*

- If assigned to an expense report and allocated to a SpeedType, accrual will be to the allocated SpeedType.
- If assigned to an expense report but not allocated to a SpeedType, accrual will be to the default SpeedType for the card.
- If not assigned to an expense report, accrual will be to the default SpeedType for the card.

*(Note: The default SpeedType for the card is shown in the Cardholder's Profile in Concur. Use the [Cardholder Update form](#) to change the card's default SpeedType.)*

*Account Accrual:*

- If system-assigned or otherwise assigned to an Expense Type, accrual will be to the designated Expense Type.
- If the Expense Type is Undefined, accrual will be to Account 552601 (Other Operating Supplies).

**FYE 2014 InfoPacket:**  
*Ensuring Accrual to Fiscal Year 2014 -  
Travel Reconciliation and Procurement Card*

### Accrual Journals for Travel Reconciliation and Procurement Card

Accrual journals are created to account for expenses related to FY 2014 that will be posted in FY 2015. *All automated accrual journals are dated June 30 but are run in July.*

- **ACCESE**  
Accrual – Expense System Employee (reimbursement)  
Accrual for Concur Expense System Travel Reconciliation/Employee Reimbursement  
(assigned Travel Card expenses and submitted out-of-pocket expenses)
- **ACCEST**  
Accrual – Expense System Travel (card)  
Accrual for Concur Expense System Travel Card (unassigned expenses)
- **ACCESA**  
Accrual – Expense System Advance (cash advance amount)  
Accrual for Concur Expense System Cash Advance Card (unassigned expenses) and for cash  
advance requests processed through Concur
- **ACCESP**  
Accrual – Expense System Procurement (card)  
Accrual for Concur Expense System Procurement Card (expense reports and unassigned  
expenses)

### Reverse Accrual Journals for Travel Reconciliation and Procurement Card

Accrual journals are reversed in order to offset FY 2014 expenses that get posted in FY 2015 – and prevent them from being expensed again. *All automated accruals are automatically reversed. All reversal journals are dated July 1 but are run later in July.*

- **ACXESE**  
Reverse accrual for Expense System Employee Reimbursement
- **ACXEST**  
Reverse accrual for Expense System Travel Card
- **ACXESA**  
Reverse accrual for Expense System Cash Advances
- **ACXESP**  
Reverse accrual for Expense System Procurement Card

#### Additional Information

- **Other Automated Accruals:** For paper forms, Payment Vouchers (PVs), and Purchase Orders (POs), follow the deadlines in the FYE 2014 InfoPacket guide, [Ensuring Accrual to Fiscal Year 2014: Forms, PVs, and POs](#).
- **Payment:** There are earlier processing timeframes to ensure that FY 2014 expenses are posted within FY 2014. Follow the deadlines in the FYE 2014 [Ensuring Posting and Payment in Fiscal Year 2014](#).
- **Financial Reports:** What might you see on your FYE reports? Refer to the FYE 2014 InfoPacket guides on [Accruals and m-Fin reports](#).