



The following information is intended to help departments understand some of the accounting entries they will see on their cost centers related to accruals.

General Accounting creates a journal entry in Period 998 to accrue voucher expenses in the prior year (FY2021 for example) for vouchers that paid in the New Year (FY2022 for example) between September 1 and September 15 where the Goods Receipt Date on the voucher is before September 1. The entry is then reversed in Period 1 of the New Year which offsets the voucher processed by the department. The result is that the expense is effectively recorded in the prior year. See the example below.

Fiscal Year	Period	Budget Ref	Amount	Description	Processed by
2021	998	BP2021	100.00	Accrue expense on JE	General Accounting
			<i>100.00</i>	<i>FY21 Subtotal</i>	
2022	1	BP2022	-100.00	Reverse accrual on JE	General Accounting
2022	1	BP2022	100.00	Voucher expense	Department
			<i>0.00</i>	<i>FY22 Subtotal</i>	

If you have any questions or concerns about the accrual process, please call General Accounting at ext. 2131.