The What, Why, When, and How of Accruals
What is an accrual?

A charge incurred in one fiscal year that has not been paid by the end of that fiscal year.
How do I find expenses to accrue?

- BRIO AP Open Advance Report
- Travel advances
- Moving expenses
Why do we need to accrue?

The funds for the expense are in your fiscal year 11 budget but the invoice either has not been received or processed and the fiscal year is ending.
When

9/1/11

All invoices mailed directly to Accounts Payable with a service date prior to September 1st will automatically be charged to the department’s FY11 budget.
When

9/8/11

Invoices for goods received or services performed during FY11 may be submitted for payment to Accounts Payable through noon of Thursday, September 8, 2011 for the expense to be automatically charged to the department’s 2011 budget.
When

9/21/11

For goods received or services performed during FY11 for which no invoice has been received, please complete Form ACC1000 and submit the form to Accounts Payable by noon of Wednesday, September 21, 2011.
How

before 9/1/11
Mail invoices directly to Accounts Payable.
How

By noon of Thursday, 9/8/11
Submit invoices to Accounts Payable for goods received or services performed during FY11 for the expense to be automatically charged to the FY11 budget.
How

By noon of Wednesday, 9/21/11
Complete and submit Form ACC1000 to Accounts Payable for expenses for which you have not received invoices.
Where’s the form?

- [http://www.nyu.edu/financial.services/cdv/pdf/acc1000.pdf](http://www.nyu.edu/financial.services/cdv/pdf/acc1000.pdf)
- Controller’s Division website under Forms
- Fiscal Year-End Expense Accrual Form (ACC1000)
- For new vendors, please include a Vendor Identification and Certification Form with the ACC1000
Questions?
Thank you!