

SUPPLEMENTAL ACCRUAL SUBMISSION INFORMATION

Fiscal Year 2022-23 - Accrual Submission Deadline is Wednesday, July 5, 2023.

ACCRUAL GUIDELINES: To ensure proper and accurate accruals are recorded for the 2022-23 fiscal year, the Accounts Payable department is providing the following guidelines for accruing expenses for goods received or services rendered on or before June 30, 2023 which have not been paid prior to July 1, 2023. Vendor invoices under \$500 do not require accrual unless the same vendor has multiple invoices totaling over \$500. Accruals submitted under \$500 will be accrued at the discretion of Finance. Effective June 2023, all accruals will be submitted electronically. (See steps detailed on Circular No. 60.) ***Please submit accruals as soon as possible, but no later than 5:00 p.m. on July 5, 2023.***

Goods (merchandise) ordered via the ePro requisition process and delivered to the warehouse should *not* be accrued using this method. For site deliveries on or before June 30, 2023, 'Receipt' requests should be emailed to Distribution Services immediately upon delivery at the site.

Services ordered via the ePro requisition process *must be accrued for services completed on or before June 30, 2023, but not invoiced or received in PeopleSoft prior to July 1, 2023.*

INVOICES IN HAND: All goods and services ***received at district facilities*** by June 30, 2023 will be charged to the 2022-23 fiscal year budget. Invoices in hand for these goods/services must be forwarded to Accounts Payable for payment processing by **June 12, 2023**. Please be sure to request a 'Receipt' as soon as possible from Distribution Services to supctrec@sandi.net and email invoices to apinvoices@sandi.net for payment processing. (Write the vendor name only in the email subject line.)

INVOICES IN PROCESS: For goods or services ***received but not invoiced*** by June 30, 2023, all sites and departments are required to notify Accounts Payable of these outstanding financial obligations by submitting the online ***Request to Accrue 2022-23 Expenses*** to Accounts Payable.

Invoices you receive that have been accrued must be clearly marked "**Prior Year Accrual 2022-23**" before submitting to the Accounts Payable department.

Procurement Card Purchases: **P-Card transactions posted to JPMorgan Payment Net after the June 15, 2023 statement cut-off will not be accrued (regardless of the purchase date), and will be charged to the 2023-24 budget.**

Electronic Submission Instructions:

1. Click the link to open the online accrual submission form found [here](#). Fill out all contact fields. Complete, accurate contact information is needed on the form in the event there are any questions.
2. Complete the budget string fields ensuring all components of the budget string are accurate and complete. (Make sure to include all leading 0's). Accrual lines with partial budget strings or incomplete details such as "TBD" or "Unknown" cannot be accrued.
3. If site/department has 5 accruals, please complete 5 individual accrual submissions. If site/department has more than 5 accrual items, submitter will be prompted to upload a spreadsheet with all accrual submissions. In this case, please use circular attachment 'Accrual Submission Template'. Do not change, move, or re-format the fields, or your accruals will not

Supplemental Accrual Submission Information

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upload properly. Simply populate the template with your accrual information to assure your requested accruals are recorded.

4. Back-up documentation is required. Accruals submitted without documentation of amounts to be accrued (i.e. quotes, estimates, invoice copies) will not be accepted. To avoid over-accruals, the full encumbered balance on your PO will not be accrued without documentation that the entire remaining encumbrance is due to vendors as of June 30, 2023. Vendors providing services through the end of June should submit an estimate of fees due for June services.
5. 'Date Services or Goods Received' column must be completed. June 30 is a hard deadline to qualify for accrual. All goods must be received in hand and services must be provided on or before June 30, 2023 in order to be accrued in FY22-23.
6. The deadline to submit accruals to Accounts Payable is **Wednesday, July 5, 2023. There will be no exceptions to this submission deadline.**
7. If you find an error on your submitted accrual and an adjustment is required, please reach out to Sherrie Shumaker, Accounts Payable Manager, by the **July 5, 2023** deadline. This deadline cannot be extended for modifications.
8. **When the original invoice is received**, *clearly mark "Prior Year Accrual 2022-23"* on the invoice and forward to Accounts Payable apinvoices@sandi.net for payment processing. Please note that invoices attached to the accruals spreadsheet will not be forwarded to AP staff for payment processing, as these copies are for accrual back-up purposes only. Please submit all invoices directly to the 'apinvoices' email for processing.

Please contact Sherrie Shumaker, Accounts Payable Manager, at sshumaker@sandi.net if you have any questions or need additional information regarding year-end accruals. Thank you for all of your help and cooperation during this busy time of year.