

Instructions for Completing Form ACC1000 FY21 Year-End Close

DOWNLOAD EXCEL TEMPLATE:

<https://www.nyu.edu/content/dam/nyu/financialOperationsTreas/documents/forms/FY21-Accrual-Form.xls>

- ✓ **ADD ACCRUAL INFORMATION TO EXCEL**

COMPLETE THE GOOGLE FORM SECTIONS: <https://forms.gle/vxsyjEGgv3QbJAYDA>

- ✓ **EMAIL ADDRESS OF REQUESTER**
- ✓ **NAME OF REQUESTER**
- ✓ **SCHOOL / UNIT**
- ✓ **UPLOAD COMPLETED EXCEL FILE**
- ✓ **NAME OF APPROVER**

Invoices for goods received or services performed during FY21 may be submitted for payment to Accounts Payable / nyu.invoices@nyu.edu (AP) through 12:00pm on **Thursday, September 9, 2021** for the expense to be automatically charged to the department's 2021 budget.

All invoices mailed directly to AP with a service date prior to September 1st will automatically be charged to the department's FY21 budget.

If you do not want an invoice or a request for payment charged to FY21, indicate at the top of the form that the charge should be made to FY22.

For goods received or services performed during FY21 for which no invoice has been received, please complete Form ACC1000 and submit the form to AP no later than **12:00pm on Friday, September 17, 2021.**

Timely receipt by AP of this form will ensure that this purchase is accrued as of August 31st and charged to the department's 2021 budget. The accrual will be automatically reversed in FY22 to ensure that payments processed against this accrual will have a \$0 impact on the department's FY22 budget.

Do not use Form ACC1000 wherever purchasing guidelines apply.

If the department receives an invoice after it has submitted Form ACC1000 to AP, the department should immediately forward the invoice to AP along with a copy of the previously submitted form.

All information must be received in AP by 12:00pm on Friday, September 17, 2021.

INCOMPLETE FORMS WILL BE RETURNED TO THE ORIGINATING DEPARTMENT.