OVERVIEW

This job aid provides details on how to perform Project Expense Accruals for Year End (JUN-17) and Month End.

PROJECT EXPENSE ACCRUALS JOURNAL ENTRIES

To process project expense accruals navigate to the Non Labor Expenditure Batch spreadsheet by selecting Projects>Costs>Create Nonlabor Expenditure Batch hyperlink.

Follow the job aid for Project to GL cost transactions with the following exceptions:

- In the header of the journal ensure that Accrual Batch = Yes (auto reverses entry). The Nonlabor Expenditure Batch spreadsheet does not have a category field, therefore, by selecting “Yes” in the Accrual Batch field, the system recognizes the journal as a cost accrual.
- Always use last day of the month as the Nonlabor Expenditure Batch Date. Use the date of 6/30/17 to process year end accruals (JUN-17).

**Tip:** In the Expenditure Batch enter in a date and your name or some other information that would help you to search for this transaction if needed in the Manage Expenditure Items.
Note: The example below, the transaction was posted and reversed (although the date reads 5/31/17 for both the accrual and reversal – the actual GL date is 6/1/17 for the reversal) visible when you click on the transaction, the open the costing tab and select the View Accounting button.

Example of Accounting Transferred to GL for the Accrual, see below:
Example of Reversal of Accrual in next open Period, see below: