**Recommended departmental actions before FYE 2022:**

IPPS will accrue for expenses dated on or before June 30 including:

- **Other Considerations:**
  - IPPS will accrue AP expenses that are entered into Oracle and Concur up to the AP June ledger due to validation or approval routing.
  - As long as the invoice can be found in Oracle, IPPS will process the expense accrual if the invoice has not been posted to the assigned invoices. This does not include invoices that are validated but pending approval (not accounted to GL/PPM). This does not include invoices entered in Payment Compass that are not yet keyed into Oracle.

**Reason for the Change:**

- Last FY IPPS accrued AP expenses up to department ledger cutoff of 7/16/21
- Last FY postings to the GL did not include project numbers
- Change from FYE 2021 ledger cutoff date of 7/8/22.
- IPPS received campus feedback to see expense accrual at the project level in order to report their financial statements

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- Change from FYE 2021 ledger cutoff date of 7/8/22.
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**What You Need To Know**

- **IPPS AP Expense Accrual FYE 2022**
  - IPPS AP Expense Accrual
  - For Travel and Entertainment (Events) expenses, they must be reconciled within 45 days of the business travel end date or the event date
  - For P-card expenses, one must reconcile them within 30 days
  - Make sure that no OP values are selected for chart strings
  - Move Transactions from Available Expenses to applicable or new Expense Reports and complete the Report Header fields
  - If a transaction has no end date, set the end date or the event date

**Upcoming Deadlines**

- Last day for departments to provide complete funding information to capital planning
- Last day to post AR charges for June STUDENT Billing Statements
- Last day to submit the following for June posting:
  - End of Quarter Financial Statements
  - Local Accruals
  - Financial Information for A-133
  - Cost Reconciliation Statements
  - Cost Reconciliation Adjustments
  - Cost Reconciliation Change Requests
  - Multi-Year Financial Statement
  - 45 Day Report
  - Non-Travel Wire Requests

**Non-Travel Wire Requests Blink Page**

- Be sure to include the required documentation and final departmental approval.

**Fiscal Year End Support**

- **Make sure that no OP values are selected for chart strings**
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**Parents/Students**

- Minimize outstanding transactions within Concur by adding charges to Expense Report(s), coding, and obtaining final approval no less than on a monthly basis.
- Minimize outstanding invoices within Oracle by having Requesters and Financial Unit Approvers review/approve assigned invoices/transactions as soon as possible; work with the AP team to resolve any invoice hold issues.
- Concur cash advances that are assigned to travelers with trips that have not been completed or reconciled should be returned.
- Oracle AP invoices:
  - IPPS will accrue for expenses dated on or before June 30 including:
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