

Accrual / Deferral

How to fill-out the form

Accrual / Deferral form

UCOP BRC website

<https://www.ucop.edu/business-resource-center/forms-templates/index.html>

Form is in Excel and has two tabs:

- FY 19-20 Accrual
- FY 19-20 Deferral

LOC	ACCOUNT	CC	FUND	PROJECT	FIN. SUB	CLASS OBJECT	SOURCE	DESCRIPTION	REFERENCE NUMBER	DEBIT	CREDIT
M	115530							Dept Code & Name	8052PTS567		63,388.50
M	627647		37658	17D011	03	3455	ACCRUL	UASPIRE INV 287	8052PTS567	63,388.50	
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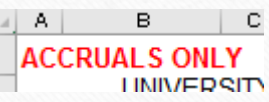
DESCRIPTION:
 ACCRUAL - Please enter your information--reason for accrual, Invoice #, PO # if available. Preparer, phone number, and Approver.

PREPARED BY Name / Telephone Number	DATE
APPROVED BY Name / Telephone Number	DATE

NOTES/REMINDERS:

FY 19-20 Accrual | FY 19-20 Deferral (+)

How to know if you're using the accrual or deferral form?



Let's fill-out the form

ACCRUALS ONLY			
UNIVERSITY OF CALIFORNIA - LOS ANGELES FINANCIAL JOURNAL	PAGE <u>1</u> OF <u>1</u>	DOC DATE 6/30/20	TYPE ENTRY 53
			TRANS NO. ACCRUAL

Make sure you're on the right form.

DOC DATE: use 6/30/2020 for both
Accruals and Deferrals.

DO NOT TOUCH!

Type Entry
Trans No.

L O C (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	115530							Dept Code & Name	8052PTS567		63,388.50
M	627647		37658	17D011	03	3455	ACCRUL	UASPIRE INV 287	8052PTS567	63,388.50	

At the bottom of the form

NOTES/REMINDERS:

- Data provided above in red is for example only; please overwrite with your own data.
- BRC General Accounting will format the credit account information, the account is the same for every invoice.
- Please enter your department code in the reference on the first row.

Accruals are requested for services goods and services received in the current fiscal year but will not be invoiced or paid until the following fiscal year, but must be paid on off the current fiscal year budget allocation. Accruals should be requested for invoice amounts of \$25,000 and more per invoice. If you are expecting multiple invoices from the same vendor, and together they are \$25,000 or more, those should also be accrued.

Deferrals may be requested for goods and services which will be received in the next fiscal year, but are billed in the current fiscal year. An example of a deferral would be a subscription or membership which is typically prepaid before the term of the service begins. Deferrals should also be requested for amounts of \$25,000 and more per invoice.

Focus on the first row

Accruals

LOC (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	115530							Dept Code & Name	8052PTS567		63,388.50
M	627647		37658	17D011	03	3455	ACCRUL	UASPIRE INV 287	8052PTS567	63,388.50	

Deferrals

LOC (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	114300							Dept Code & Name	8052PTS567	63,388.50	
M	627647		37658	17D011	03	3455	DEFERL	UASPIRE IN 287	8052PTS567		63,388.50

**DEFAULT.
DO NOT
TOUCH!**

Description (20
character limit)
Dept code and name

Reference number:
PO number or
invoice # *if there is
no PO*

Amount being
accrued or
deferred

Focus on the second row

Accruals

L O C (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	115530							8052-Diversity & Eng	8052PTS567		63,388.50
M	627647		37658	17D011	03	3455	ACCRUL	UASPIRE IN 287	8052PTS567	63,388.50	

Deferrals

L O C (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	114300							8052-Diversity & Eng	8052PTS567	63,388.50	
M	627647		37658	17D011	03	3455	DEFERL	UASPIRE IN 287	8052PTS567		63,388.50

Important: Use the FAU where invoice was paid from or will be paid from.

Source code: Use if dept did not provide source code. ACCRUL or DEFERL can be moved to project code if source code already on PO. If proj and source code already on PO, use what's on the PO.

Description (20 limit)
Vendor name and Invoice number

Reference:
PO number

Amount being accrued or deferred

L O C (1)	ACCOUNT (6)	CC (2)	FUND	PROJECT (6)	FIN. SUB (2)	CLASS OBJECT (4)	SOURCE (6)	DESCRIPTION (20)	REFERENCE NUMBER (10)	DEBIT	CREDIT
M	114300							Dept Code & Name	8052PTS567	63,388.50	
M	627647		37658	17D011	03	3455	DEFERL	UASPIRE IN 287	8052PTS567		63,388.50
										63,388.50	63,388.50

Make sure the totals match at the bottom



Which accruals or deferral can be combined

- One form for accruals and one form for deferrals – DO NOT combine accruals and deferrals on one form
- If from the same department with multiple FAUs and vendors - okay to combine

DESCRIPTION:

ACCRUAL - Please enter your information--reason for accrual, Invoice #, PO # if available. Preparer, phone number, and Approver.

PREPARED BY

DATE

Name / Telephone Number

APPROVED BY

DATE

Name / Telephone Number



400 character limit. Make sure include the following in the description:

- *vendor name and service period
- *invoice number and date
- *preparer's name
- * approver's name

Note: If there are multiple invoices, it's okay to not include the invoice numbers and dates here.

PREPARED BY: Person filling-out the form
Date: date the form was filled-out

APPROVED BY: If request is from department, the department must approve the form. If it is filled-out at BRC, it will be approved by Brad Niess.
Date: date the form was approved

Back-up

Accruals – copy of the invoice

Deferrals – copy of invoice and general ledger

Submit through ServiceNow

Submit under **Compliance, Accounting, Audit and Policy (CAAP)** then **Cost Transfer Upload:**

- Signed accrual/deferral form (if dept requested; if prepared by BRC, Brad's signature is not required)
- Invoice (for accrual) or general ledger (for deferral)
- Excel spreadsheet. Why? So, it will be easy for CAAP to copy paste information.
- At the bottom of the form, choose either accrual or deferral

Is this an accrual or deferral for fiscal close?

-- None --

Questions? Ask us!
BRC-CAAP@ucop.edu

