AP-43 AP Year-End Accrual Process

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide the step-by- step process regarding NCFS Accounts Payable Year-End Accrual Process.

Introduction and Overview

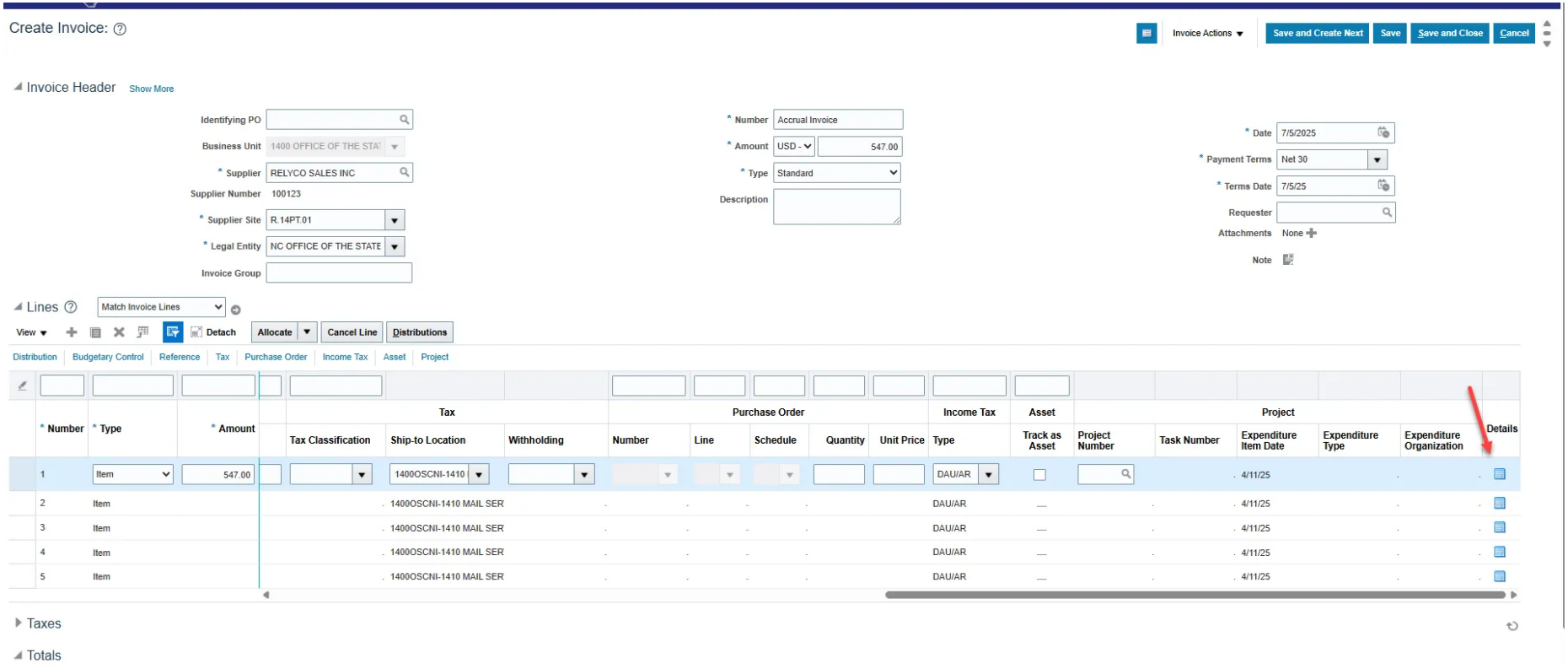
This QRG covers how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.

Creating a New Invoice

There are 6 steps to complete this process.

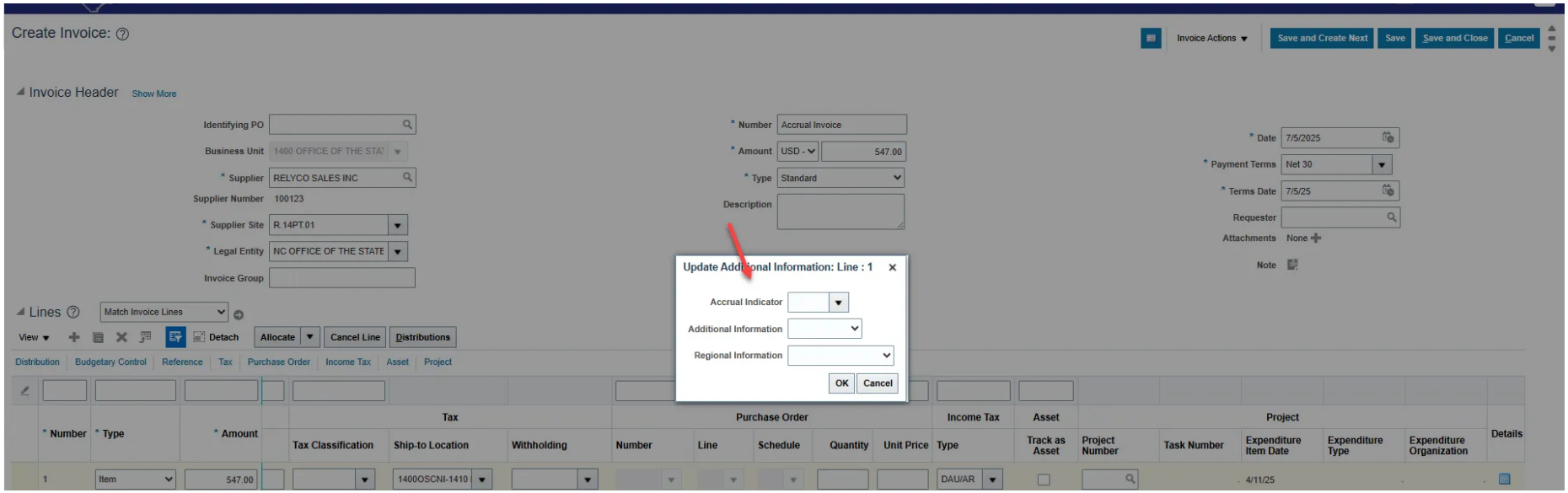
Step 1. When creating an invoice, scroll to the end of the invoice line and click on the **Details** button.

Image



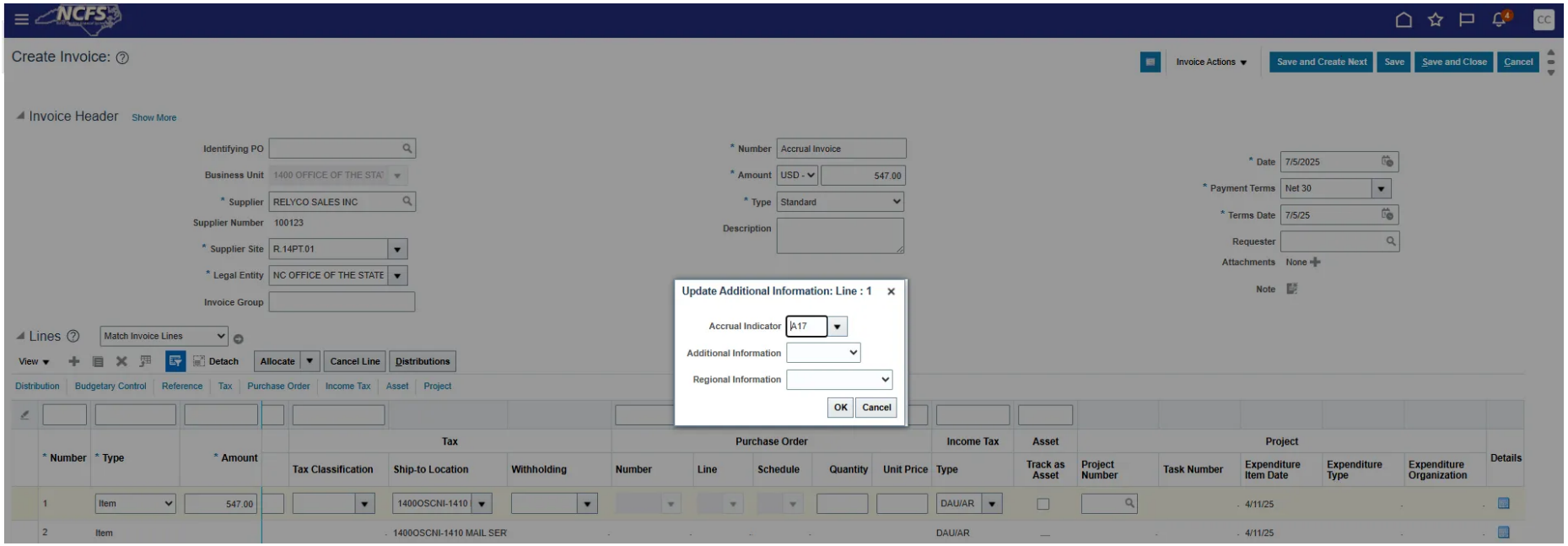
Step 2. Click on the **Accrual Indicator** drop box.

Image



Step 3. Select the appropriate **Accrual Indicator** for the invoice line.

Image



Step 4. Click **OK**.

Step 5. Click **Save**.

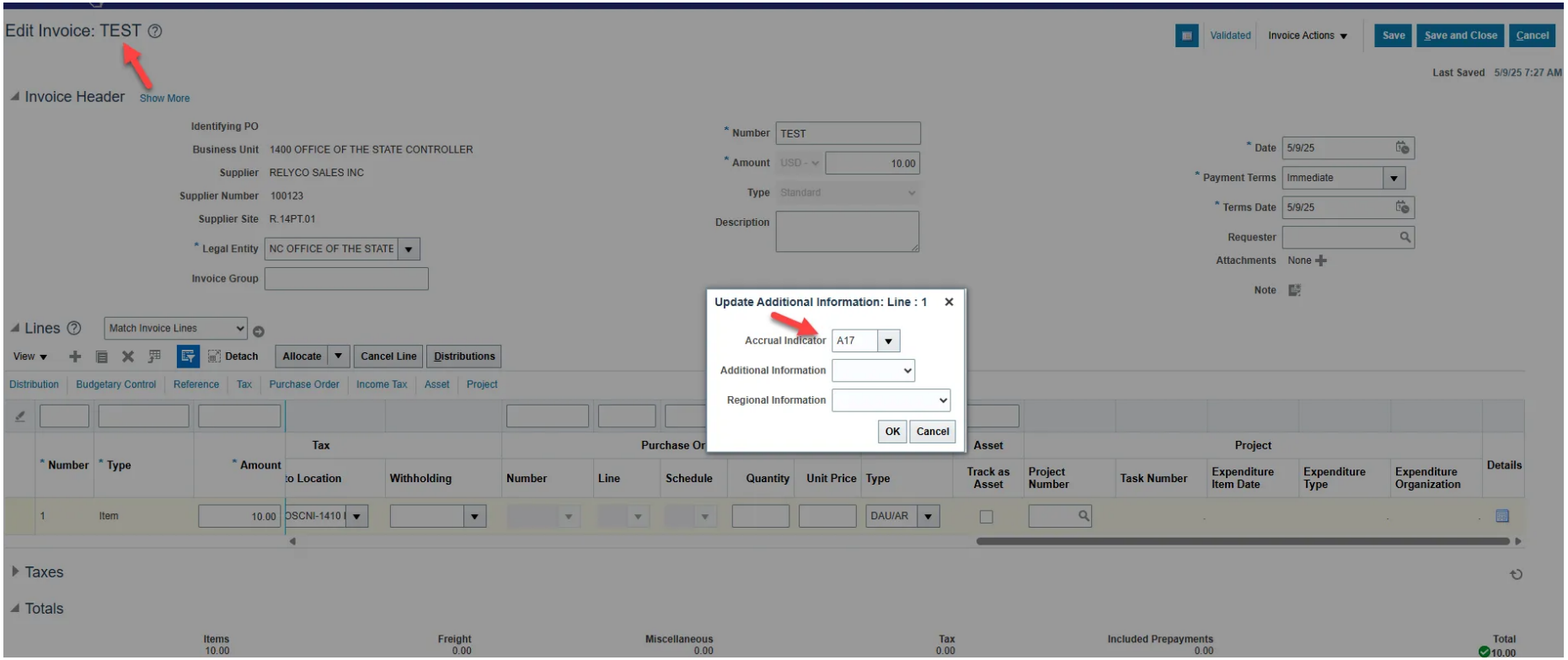
Step 6. Continue to process the invoice to add more lines or to validate and approve.

Managing Invoice to Add Accrual Indicator

There are 4 steps to complete this process.

Step 1. Under Edit Invoice, click the **Details** button to add the Accrual Indicator.

Image



Step 2. Click **OK**.

Step 3. Click **Save**.

Step 4. Continue to process the invoice to add more lines or validate and approve.

Accrual Indicators

Accounts Payable Accrual Indicators

A10 21110000 Accounts Payable

A11 21111000 Due to Employees

A12 21121000 Accrued Salaries and Wages

A13 21122000 Withholdings and Employer Matching Payable

A15 21132500 Intergov Pay - Other States

A16 21131000 Local Government Payable

A17 21132000 Federal Agency Payable

A18 21191000 Obligation for Workers Compensation

A19 21192000 Accrued Vacation

A21 21194000 Accrued Sales Tax Payable

A22 21195000 1099 Withholding

A23 21196000 Escheats Payable

A25 21231000 Inter-Gov't Payable - Due to General Fund

A26 21231100 Inter-Gov't Payable - Due to Special Revenue Fund

A28 21231300 Inter-Gov't Payable - Due to Capital Improvement Fund

A29 21231400 Inter-Gov't Payable - Due to Enterprise Fund

A30 21231500 Inter-Gov't Payable - Due to Internal Service Fund

A33 21231800 Inter-Gov't Payable - Due to Pension Trust Fund

A34 21231900 Inter-Gov't Payable - Due to Agency Fund

A35 21241000 Inter-Gov't Payable - Due to General Fund

A36 21241100 Inter-Gov't Payable - Due to Special Revenue Fund

A38 21241300 Inter-Gov't Payable - Due to Capital Improvement Fund

A39 21241400 Inter-Gov't Payable - Due to Enterprise Fund

A40 21241500 Inter-Gov't Payable - Due to Internal Service Fund

A43 21241800 Inter-Gov't Payable - Due to Pension Trust Fund

A44 21241900 Inter-Gov't Payable - Due to Agency Fund

A45 21250000 Due to Primary Government Agencies

A46 21260000 Due to Component Units

A47 21622000 Accrued Interest Payable

A48 21711000 Deposits Payable - Contract Retainage

A49 21712000 Deposits Payable - Federal Government

A50 21713000 Deposits Payable - NC Funds and Government Units

A51 21714000 Deposits Payable - Patient Deposits

A52 21715000 Deposits Payable - Student Deposits

A53 21716000 Deposits Payable - Tenants Deposits

A54 21717000 Deposits Payable - Due to Deferred Compensation Plan Participants

A55 21719000 Deposits Payable - Funds Held for Others

A56 21232000 Intra-Gov't Payable - Due to Permanent Fund

A57 21232100 Intra-Gov't Payable - Due to Private Purpose Trust

A58 21242000 Intra-Gov't Payable - Due to Permanent Fund

A59 21242100 Intra-Gov't Payable - Due to Private Purpose Trust

A60 21521000 Medical Claims Payable

A70 21241500 Inter-Gov't Payable - Due to DOA Motor Fleet Mgmt

A71 21241500 Inter-Gov't Payable - Due to DOA Temp Solutions

A72 21241500 Inter-Gov't Payable - Due to DIT Telecommunications

A73 21241500 Inter-Gov't Payable - Due to DIT Computer Services

A74 21241100 Inter-Gov't Payable - Due to Correction Enterprise

A75 21241000 Inter-Gov't Payable - Due to OSC Workers' Comp

Reports

- **RPT-RTR-172 - NC AP Accrual Reclass Report**
  - Used to review AP invoices keyed through June to verify accruals.
- **RPT-RTR-177 - NC AP Accrual Injections Report**
  - Used in July to review invoices and it contains two tabs:
    - Tab 1 – Displays detailed invoice information for all invoices entered in July.
    - Tab 2 – Summarizes accrual invoices by account combination and liability account to use for Journal upload.

Wrap-Up

Provides answers regarding how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.

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