

NOvA PROJECT  
 Monthly Accruals Procedure

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Go to the Finance Section's online applications web page and run an open commitments report for the project (NOvA is project 425). <http://finance.fnal.gov/FinanceOnSite.html>

For each PO line on the Open Commitments Report, determine whether the PO line is SN, GN or GR (Service Non-receipt, Goods Non-receipt, or Goods Receipt).

For the GR lines, the Fermilab receiving department will enter a receipt into the Oracle Materials Management System (MMS) module when the item is received on site. An accrual will be done automatically at month-end by the financial system for any item that has been received but not yet invoiced.

For the SN lines, send an e-mail to the contact person at the University, other Laboratory or vendor to determine the estimated actual costs thru the end of the month. Prepare the Service Receipt Accrual spreadsheet and submit to accounting before 10AM on the month-end cut-off date.

Vendor Name	PO#	Line #	Ship #	Dist#	Current Period Receipts to be Entered (A)	Quantity Ordered (B)	Quantity Billed (C)	Prior Period Qty Delivered to Date (D)	Current Period Qty Delivered to Date (E)	PO Open Amt (F)	Last Name (G)	Description (H)	Project# (I)	Task# (J)
HARVARD UNIVERSITY	565830	6	1	1	3,200.53	48,436.00	45,237.50	45,235.47	48,436.00	-	Saxer	JANUARY	425	16.4.5
MINNESOTA UNIVERSITY OF	565879	16	1	2	12,746.84	102,049.94	37,480.13	82,103.37	94,850.01	7,199.93	Saxer	JANUARY	425	15.10.5
MINNESOTA UNIVERSITY OF	565879	17	1	2	4,282.28	54,417.33	25,107.52	50,216.05	54,417.33	-	Saxer	JANUARY	425	13.3.5
MINNESOTA UNIVERSITY OF	565879	18	1	2	9,058.06	61,465.15	23,775.45	91,407.09	61,465.15	0.00	Saxer	JANUARY	425	15.10.5
MINNESOTA UNIVERSITY OF	565879	20	1	1	2,746.83	58,400.00			2,746.83	55,653.17	Saxer	JANUARY	425	15.10.5
MINNESOTA UNIVERSITY OF	565879	21	1	1	5,236.34	583,700.00	111,562.20	111,562.20	116,259.14	466,840.86	Saxer	JANUARY	425	15.10.5
MINNESOTA UNIVERSITY OF	565879	22	1	1	8,719.21	39,000.00	25,268.07	25,268.07	33,981.28	5,018.72	Saxer	JANUARY	425	15.4.5
MINNESOTA UNIVERSITY OF	565879	23	1	1	9.52	41,000.00	314.04	314.04	323.88	40,676.34	Saxer	JANUARY	425	18.4.5
ARGONNE NAT'L LAB	563811	52	1	1	(6,291.00)	59,122.00	11,061.59	11,714.59	5,422.59	53,836.41	Saxer	JANUARY	425	14.8.5

For the GN lines, contact the requestor at the receiving institution and determine whether they have taken delivery of the item(s) on the PO. For items that have been received, send an e-mail to Fermilab's receiving department requesting that they enter a receipt into Oracle MMS. The financial system will then automatically accrue the estimated costs.