

## Accruals posted by the DFA Office of Financial Reporting (OFR)

OFR has posted accrual entries (Y1 document type) for revenue and expenditures posted to fiscal year 2021, budget period 2020 to 2020-A2. Revenues and expenditures entered and posted on or before July 31, 2020 have been included in these entries. All agencies are required to run the detail report of accruals posted by OFR and confirm that they have reviewed and take responsibility for the accruals. You will need to initial on the sign-off form that you have reviewed these entries. If you have questions about any items included or excluded from the accruals, please contact OFR.

## Webgui Instructions for running detailed report of revenue and expenditures included in OFR accruals.

### Enter T-code FAGLL03

FAGLL03 - G/L Account Line Items FAGLL03

Enter

### Select the variant for revenue

Be sure the "created by" field is blank, and enter the variant for revenue – OFRACCRUALR.

The screenshot shows the 'G/L Account Line Item Display G/L View' interface. The 'Find Variant' dialog box is open, displaying the variant 'OFRACCRUALR'. The 'Created by' field is blank. A blue arrow points to the 'Get Variant...' button in the top menu bar.

Execute

The variant has populated the relevant revenue codes (excluding federal revenue which will be accrued from the grant schedule) and layout (/OFRACCRUAL).

### Enter the dynamic selection criteria

Choose dynamic selections.

The screenshot shows the 'G/L Account Line Item Display G/L View' interface. The 'G/L account selection' section shows 'G/L account' set to '40000000' and 'Company code' set to 'SOMS'. The '8 Active' button in the top menu bar is highlighted with a blue arrow.

Complete the Business Area field. The report can be generated for the business area, or it can be run for a particular fund. (If the report is run for the entire business area, it can then be sorted and/or filtered in Excel for a particular fund.)

**Free Selection**

Menu | [ ] | Save Back Exit Cancel System | Single Values Only New Field Selection

**Dynamic selections**

**G/L Account Line Items**

Fiscal Year 2021 to [ ] [ ]

Document Type [X] ZQ to [ ] [ ]

Posting Period 1 to [ ] [ ]

**General Ledger Line Items**

Fiscal Year 2021 to [ ] [ ]

Posting period 1 to [ ] [ ]

Business Area [X] \* to [ ] [ ]

Fund [X] \* to [ ] [ ]

Budget Period 2020 to 2020-A2 [ ] [ ]

Logic for the selection criteria:

- Fiscal Year – new fiscal year that began July 1
- Posting Period – 1 July
- Budget Period – old budget year (only accrue transactions related to the year ended June 30)
- Document Type – exclude ZQ transactions (cash moves between budget years during lapse)

Save the dynamic selections.

**Free Selection**

Menu | [ ] | Save Back Exit Cancel System | Single Values Only New Field Selection

**Dynamic selections**

**G/L Account Line Items**

Fiscal Year 2021 to [ ] [ ]

Document Type [X] ZQ to [ ] [ ]

Posting Period 1 to [ ] [ ]

**General Ledger Line Items**

Fiscal Year 2021 to [ ] [ ]

Posting period 1 to [ ] [ ]

Business Area [X] \* to [ ] [ ]

Fund [X] \* to [ ] [ ]

Budget Period 2020 to 2020-A2 [ ] [ ]

**Execute the report**

**G/L Account Line Item Display G/L View**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

**G/L account selection**

G/L account: 40000000 to 42099999  
 Company code: SOMS to

Selection using search help

The report can be exported to Excel for review.

**Enter T-code FAGLL03**

FAGLL03 - G/L Account Line Items FAGLL03

Enter

**Select the variant for expenditure**

Be sure the "created by" field is blank, and enter the variant for revenue – OFRACCRUALE.

**G/L Account Line Item Display G/L View**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation | Custom Selections | Choose Ledger | Entry View | Data Sources

G/L account selection  
 G/L account: [ ] to [ ]  
 Company code: SOMS to [ ]

Selection using search help  
 Search help ID: [ ]  
 Search string: [ ]

Line Item Selection  
 Status: Open Items  
 Open at Key Date: 08/17/2017

Find Variant dialog box:  
 Variant: ofraccruale  
 Environment: [ ]  
 Created by: [ ]  
 Changed by: [ ]  
 Original language: [ ]

Execute

The variant has populated the expenditure codes and layout (/OFRACCRUAL).

**Enter the dynamic selection criteria**

Choose dynamic selections.

**G/L Account Line Item Display G/L View**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation | 8 Active

**G/L account selection**

G/L account: 60000000 to 79999999  
 Company code: SOMS to

Complete the Business Area and/or Fund field.

**Free Selection**

Menu | [ ] | Save | Back | Exit | Cancel | System | Single Values Only | New Field Selection

**Dynamic selections**

**G/L Account Line Items**

Fiscal Year: 2021 to [ ]

Document Type:  WE to [ ]

Posting Period: 1 to [ ]

**General Ledger Line Items**

Fiscal Year: 2021 to [ ]

Posting period: 1 to [ ]

Business Area:  \* to [ ]

Fund:  \* to [ ]

Budget Period: 2020 to 2020-A2

Logic for the selection criteria:

- Fiscal Year – new fiscal year that began July 1
- Posting Period – 1 for July
- Budget Period – old budget year (only accrue transactions related to the year ended June 30)
- Document Type – exclude WE transactions (goods receipts – goods received during the lapse period are encumbrances and should not be accrued on the financial statements)

Save the dynamic selections.

**Free Selection**

Menu | [ ] | Save | Back | Exit | Cancel | System | Single Values Only | New Field Selection

**Dynamic selections**

**G/L Account Line Items**

Fiscal Year: 2021 to [ ]

Document Type:  WE to [ ]

Posting Period: 1 to [ ]

**General Ledger Line Items**

Fiscal Year: 2021 to [ ]

Posting period: 1 to [ ]

Business Area:  \* to [ ]

Fund:  \* to [ ]

Budget Period: 2020 to 2020-A2

**Execute the report**

### G/L Account Line Item Display G/L View

Menu ▾ | ▶ Save as Variant... Back Exit Cancel System ▾ | Execute Get Variant...

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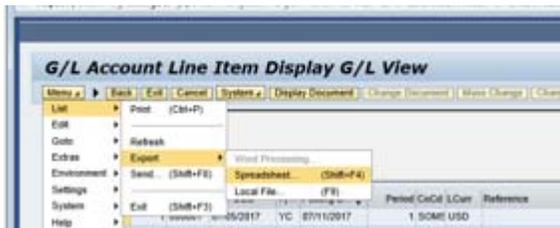
#### G/L account selection

G/L account	60000000	to	79999999
Company code	SOMS 🔍	to	

**Selection using search help**

The report can be exported to Excel for review.

**Exporting the reports to Excel**



You will be prompted to choose a location and file name to save the file. From Excel you can sort, filter, total, or print the report to assist in your review of the data.