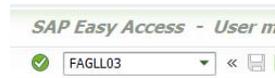


Accruals posted by the DFA Office of Financial Reporting (OFR)

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.

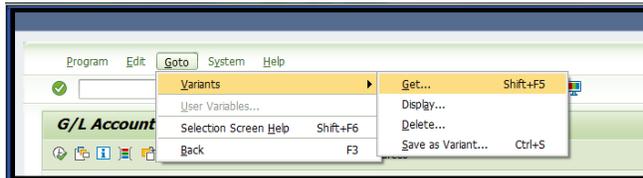
Sapgui Instructions for running detailed report of revenue and expenditures included in OFR accruals.

Enter T-code FAGLL03



Enter

Select the variant for revenue



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



 Execute.

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

G/L Account Line Item Display G/L View

G/L account selection
 G/L account: 40000000 to 49999999
 Company code: S0MS to

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

Line Item Selection
 Status:
 Open Items
 Open at Key Date: 06/21/2017
 Cleared Items
 Clearing Date: to
 Open at Key Date: to
 All Items
 Posting Date: to

Type
 Ledger: 01

List Output
 Layout: /OPFRACRIMAL
 Maximum Number of Items:

Enter the dynamic selection criteria

Choose dynamic selections.

G/L Account Line Item Display G/L View

G/L account selection
 G/L account: 40000000 to 49999999
 Company code: S0MS to

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

Single Values Only New Field Selection

Dynamic selections

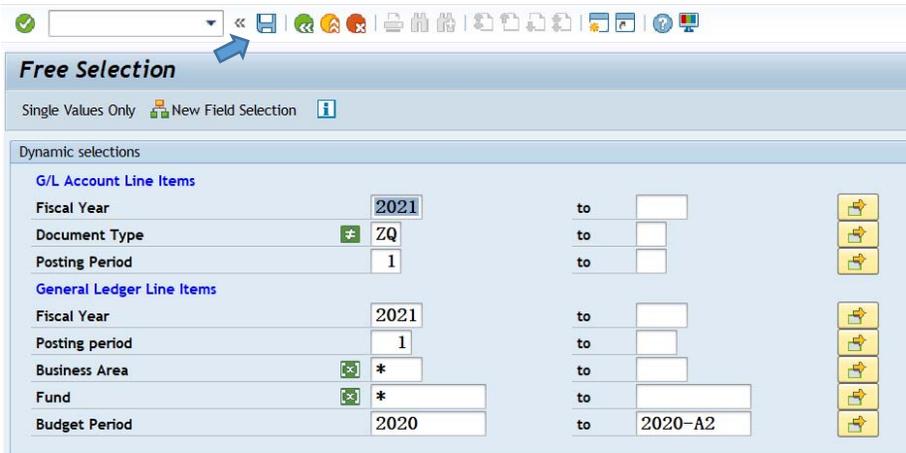
G/L Account Line Items
 Fiscal Year: 2021 to
 Document Type: ZQ to
 Posting Period: 1 to

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 ZQ transactions (cash moves between budget years during lapse)

Save the dynamic selections.

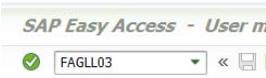


Execute the report



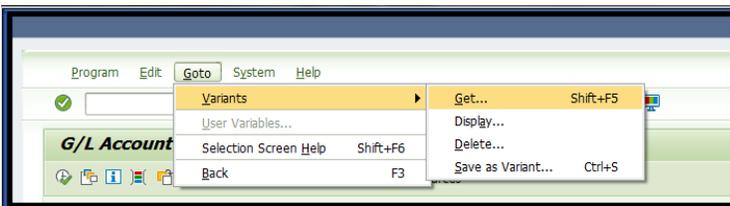
The report can be exported to Excel for review.

Enter T-code FAGLL03



Enter

Select the variant for expenditure



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



Execute

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

Enter the dynamic selection criteria

Choose dynamic selections.

Complete the Business Area field.

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
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

Choose Ledger Entry View Data Source

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

List Edit Goto Extras Environment Settings System Help

- Print Ctrl+P
- Refresh
- Export
 - Word Processing... Shift+F5
 - Spreadsheet... Shift+F4
 - Local File... F9
- Send... Shift+F8
- Exit Shift+F3

G/L Account *
Company Code SOMS
Ledger 0L

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.