



Create Accruals Online Help Procedure

Purpose

Use this procedure to create an accrual.

Trigger

Perform this procedure when recording revenue earned in the current period not yet billed or an expenditure for goods or services acquired in the current period for which an invoice has not yet been received.

Prerequisites

- Incurred Revenue/Expense

Use the following menu path(s) to begin this transaction:

- General Ledger Management → Approval → Manage GL Adjustments & Accruals → Create Accruals

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

The **Information** icon  represents a note which provides helpful or advisory information about a field, a group of fields, or a screen.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

Please reference the GL Model Crosswalk Job Aid for additional details prior to completing the procedures outlined in this document.



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Procedure

1. Start the transaction by accessing the **General Ledger Management** tab.

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2. Click the **Approval** tab 



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Manage GL Adjustments & Accruals - FMMI Portal - System Test

The screenshot shows the FMMI Portal interface. At the top, there is a green header with the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". To the right of the header, it says "Welcome PracticeLab One" and "Help | Log Off". Below the header is a navigation bar with several tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interfac". Underneath the navigation bar, there is a sub-menu with links: "GL Master Data Maintenance", "GL Administration", "GL Process", "Investment Process", "Approval", "Financial Reports", "Evaluation", and "BI General Ledger F". The main content area is titled "Manage GL Adjustments & Accruals" and includes a "History" link, a "Back" link, and a "Forward" link. On the left side, there is a "Detailed Navigation" panel with a tree view showing "Manage GL Adjustments & Accruals" as a sub-item. Below this is a "Portal Favorites" section. The "Manage GL Adjustments & Accruals" link is highlighted in a light green box.

3. Click the **ManageGLAdjustments & Accruals** business activity link [Manage GL Adjustments & Accruals](#).



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Post G/L Account Document - FMMI Portal - System Test

The screenshot shows the FMMI Portal interface for 'Post G/L Account Document'. The top navigation bar includes 'Welcome PracticeLab One' and 'Help | Log Off'. The main menu has 'General Ledger Management' selected. The page title is 'Post Parked Document: Initial Screen'. A 'Key for Parking' section contains the following fields:

Company Code	USDA
Doc. Number	
Fiscal Year	2010

The left-hand navigation menu includes the following items:

- Manage GL Adjustments & Accruals
 - Post G/L Account Document
 - Reject Parked G/L Documents
 - Display Parked G/L Account Documents
 - Display Parked G/L Account Document Changes
 - Display G/L Account Line Items
 - Display G/L Account Balances
 - Create Accruals
 - Reverse Accruals
 - Reverse G/L Account Document

4. Click the **Create Accruals** task link [Create Accruals](#).



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Create Accruals - FMMI Portal - System Test

The screenshot shows the 'Create Accruals' form in the FMMI portal. The form is titled 'Enter Accrual/Deferral Doc.: Header Data' and includes the following fields and options:

- Document Date:** A date field with a search icon.
- Posting Date:** A date field containing '07/21/2010'.
- Document Number:** A text input field.
- Reference:** A text input field.
- Doc. Header Text:** A text input field.
- Trading Part. BA:** A text input field.
- Inv. recpt date:** A date input field.
- Type:** A checkbox that is checked.
- Company Code:** A dropdown menu showing 'USDA'.
- Currency/Rate:** A dropdown menu showing 'USD'.
- Period:** A dropdown menu showing '10'.
- Ledger Grp:** A dropdown menu.
- Translatn Date:** A date input field.
- Cross-CC no.:** A text input field.
- Inverse Posting:** A section containing:
 - Reversal Reason:** A checkbox that is checked.
 - Reversal date:** A date input field with a checkmark icon.
- First line item:** A section containing:
 - PstKy:** A checkbox.
 - Account:** A text input field.
 - SGL Ind:** A checkbox.
 - TType:** A text input field.

5. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	R	The date on which the original document was created. Example: 07/21/2010

6. Click the **Type** field to specify the accrual's Document Type.



The Document Type is the key that identifies to which group of documents a document is assigned. Documents of the same type contain common information that is relevant to posting and updating of the value fields in FMMI.

7. Click the **Search** button



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Create Accruals - FMMI Portal - System Test

The screenshot shows the 'Create Accruals' interface in the FMMI Portal. The page title is 'Enter Accrual/Deferral Doc.: Header Data'. A search window is open, showing a list of document types. The '3P GovTrip Pay IBA' option is highlighted. The search window also shows '114 Entries found'.

8. Click the **Scroll** button .
9. Select the appropriate option **SA G/L Account Document**.



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10. Click the **Enter** button

11. As required, complete/review the following fields:

Field	R/O/C	Description
Reference	O	<p>Allows for further clarification of an entry by reference to other sources of information, either internal or external to FMMI. Any FMMI-posted document number can be used as a "reference" when entering a new document.</p> <p>Example:</p> <p>Invoice for 3000001</p>



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Field	R/O/C	Description
Doc.Header Text	O	Explanations or notes which apply to the document as a whole. It is an open text entry field that can be used to enter additional information such as additional detail on the type of information being entered or the reason for entering it. Example: Invoice #1800000903
Trading Part.BA	O	This field contains the business area of the trading partner. Example: FX00
Ledger Grp	O	Uniquely identifies a Ledger Group, which is a combination of ledgers for the purpose of applying the functions and processes of general ledger accounting to the group as a whole. Example: Z1
Company Code	R	In FMMI, the Company Code is always USDA. Example: USDA
Currency	R	Monetary unit. The currency of the entity processing transactions. Example: USD



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Field	R/O/C	Description
Rate	<input type="radio"/>	Exchange rate used for the translation between foreign currency and local currency. Since FMFI has a single currency (USD), the Rate field is not used. Example: N/A
Translatn Date	<input type="radio"/>	The date on which an amount is translated into another currency. Since FMFI has a single currency (USD), the Translation Date is not used. Example: N/A
Cross-CC no.	<input type="radio"/>	The number of Cross-Company Code posting transaction. Since FMFI has a single Company Code value (USDA), the Cross-CC Number field is not used. Example: N/A
Inv. recpt date	<input type="radio"/>	Date the invoice was received by the agency. Example: 10/28/2010

12. Click the **ReversalReason** field to specify the reason for reversing the document.
13. Click the **Search** button
14. Select the appropriate option **06** **Accrual/ Deferral Postings**



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15. Click the **Enter** button

16. As required, complete/review the following fields:

Field	R/O/C	Description
Reversal date	R	Date on which the reverse posting is to be made. Example: 10/01/2011



You will not use the fields located in the "First line item" section to complete this transaction. Instead, use the G/L Transaction Model to derive the appropriate Posting Key and G/L Account.

17. Click the **Acctmodel** button Acct model.



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Press F7 to automatically display the Account assignment template selection window.

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18. Click the **Enter** button



The Transaction model radio button should always be selected. This option is automatically defaulted. Currently, the Account Assignment functionality is not used in FMMI.



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Create Accruals - FMMI Portal - System Test

The screenshot shows the 'Create Accruals' interface in the FMMI portal. The main window is titled 'EnjoyFMMI - Enter Transaction'. A search window titled 'GL Transaction Model (1)' is open, displaying a list of transaction types. The 'YE' entry, 'Year End JV - YE', is selected and highlighted in orange. The background shows a table with columns 'BC', 'Cost Cnt', and 'WBS Element'.

22. Click the **Enter** button .

23. Click the **TVar** field .



The selected Transaction / Var value determines the transaction variants (TVar) available.



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27. As required, complete/review the following fields:

Field	R/O/C	Description
BusA	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within USDA. Example: CF00



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Field	R/O/C	Description
Amount	R	A figure in the pricing procedure that determines how the system calculates a condition value. The value of a posting. Example: 200
Fund	R	A Funds Management Master Data element within FMMI for recognition of obligation (budget) authority. A fund is referenced whenever spending occurs. It will have a 10-digit alphanumeric naming structure that will consist of an agency identifier (digits 1-2) and an agency-defined naming structure (digits 3-10). Example: CF0000014D

 Refer to the GL Model Crosswalk Job Aid to determine the appropriate Fund Type for each applicable accrual.

28. As required, complete/review the following fields:

Field	R/O/C	Description
Budget Period	R	A 4-digit code that indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with ending budget fiscal year. Each budget fiscal year begins October 1st and ends September 30th. Budget periods can be annual, multi year or no year. Example: 1010
Cost Cnt	R	An organizational unit of responsibility where costs can accumulate and be reported. Example: CF00000000

 A free text field, the Item Text field, is available at the end of the line item to input comments or notes. Click the Scroll Right button  in the bottom right corner to view the additional fields, including the Item Text field.

 For YE_DE and YE_DN - Receiver/Expense Accrual transactions, you also have to enter 2190 in the TVar field and the amount in the Amount field on a second line item.



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GL Master Data Maintenance | GL Administration | GL Process | Investment Process | **Approval** | Financial Reports | Evaluation | BI General Ledger F

Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc. Display Overview

Menu Post Back Exit Cancel System Choose Display Currency Acct model Fast Data Entry Taxes

Document Date 07/21/2010 Type SA Company Code USDA
 Posting Date 07/21/2010 Period 10 Currency USD
 Document Number INTERNAL Fiscal Year 2010 Translatn Date 07/21/2010
 Ledger Grp ReversalRsn 06 Reversal Date 10/01/2011
 Reference Cross-CC no.
 Doc.Header Text Trading Part.BA

Items in document currency

PK	BusA Acct	USD	Amount	Tax amnt
001 40	CF00 6730000000 Imputed Costs		200.00	
002 50	CF00 5780000000 ImputedFinSources		200.00-	

D 200.00 C 200.00 0.00 * 2 Line items

Other line item

PstKy count SQL Ind TType New co. code

30. To enter the Trading Partner for the line item, double-click the appropriate line item **001 40 CF00 6730000000 Imputed Costs 200.00**.



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31. Click the **Moredata** button More data.
32. As required, complete/review the following fields:

Field	R/O/C	Description
Trading Partner	C	Agencies and staff offices. Example: 2001

33. Click the **Back** button Back.



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Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc. Display Overview

Menu Post Back Exit Cancel System Choose Display Currency Acct model Fast Data Entry Taxes

Document Date 07/21/2010 Type SA Company Code USDA
Posting Date 07/21/2010 Period 10 Currency USD
Document Number INTERNAL Fiscal Year 2010 Translatn Date 07/21/2010
Ledger Grp ReversalRsn 06 Reversal Date 10/01/2011
Reference Cross-CC no.
Doc.Header Text Trading Part.BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	40	CF00 6730000000	Imputed Costs		200.00	
002	50	CF00 5780000000	ImputedFinSources		200.00-	

D 200.00 C 200.00 0.00 * 2 Line items

Other line item

PstKy count SQL Ind TType New co. code

34. To enter the Trading Partner for the second line item, double-click the appropriate line item **002 50 CF00 5780000000 ImputedFinSources 200.00-**.



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Create Accruals | History Back Forward

Enter Accrual/Deferral Doc. Correct G/L account item

Menu Post Back Exit Cancel item System Display Document Overview Previous item Next item Copy item **More data** Acct model More...

G/L Account 5780000000 Imputed Financing Sources
Company Code USDA US Dept of Agriculture

Item 2 / Credit entry / 50

Amount 200.00 USD
Cost Center CF00000000
Fund CF0000014D BP 1010
Functional Area AGDEFAULT
Funds Center CF00000000 Commitment Item NA
Earmarked Funds Done More
Purchasing Doc.
Assignment
Text Long Texts

Next Line Item
PstKy Account SGL Ind TType New co.code

35. Click the **Moredata** button **More data**.



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Create Accruals - FMMI Portal - System Test

The screenshot shows the 'Create Accruals' interface in the FMMI portal. The breadcrumb trail includes: Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, **General Ledger Management**, and Interfac. The main navigation bar includes: GL Master Data Maintenance, GL Administration, GL Process, Investment Process, **Approval**, Financial Reports, Evaluation, and BI General Ledger. The page title is 'Enter Accrual/Deferral Doc. Correct G/L account item'. The form contains the following fields:

- G/L account: 5780000000 Imputed Financing Sources
- Company code: USDA US Dept of Agriculture
- Item 2 / Credit entry / 50 / Addit.Details:
 - Amount: 200.00 USD
 - Amount in LC: 200.00 USD
 - Trading Partner: [Dropdown menu]
- Next line item:
 - PstKy:
 - Account:
 - SGL Ind:
 - TType:
 - New co.code:

36. As required, complete/review the following fields:

Field	R/O/C	Description
Trading Partner	R	Agencies and staff offices. Example: 2001



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Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc. Correct G/L account item

Menu | Post | **Back** | Exit | Cancel item | System | Display Document Overview | Previous item | Next item | Copy item | More data | Acct model | More...

G/L account Imputed Financing Sources
Company code US Dept of Agriculture

Item 2 / Credit entry / 50 / Addit.Details

Amount	<input type="text" value="200.00"/>	USD	Amount in LC	<input type="text" value="200.00"/>	USD
			Trading Partner	<input type="text" value="2001"/>	

Next line item

PstKy Account SGL Ind TType New co.code

37. Click the **Back** button **Back**.



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Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc. Display Overview

Menu Post Back Exit Cancel System Choose Display Currency Acct model Fast Data Entry Taxes

Document Date 07/21/2010 Type SA Company Code USDA
Posting Date 07/21/2010 Period 10 Currency USD
Document Number INTERNAL Fiscal Year 2010 Translatn Date 07/21/2010
Ledger Grp ReversalRsn 06 Reversal Date 10/01/2011
Reference Cross-CC no.
Doc.Header Text Trading Part.BA

Items in document currency

PK	BusA Acct	USD	Amount	Tax amnt
001 40	CF00 6730000000	Imputed Costs	200.00	
002 50	CF00 5780000000	ImputedFinSources	200.00-	

D 200.00 C 200.00 0.00 * 2 Line items

Other line item

PstKy count SQL Ind TType New co. code

38. Click the **Post** button



Controller Operations Division (COD) runs a daily batch job to reverse all accruals based on the Reversal Date entered on the Document Overview screen.



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Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc. Display Overview

Menu Post Back Exit Cancel System Choose Display Currency Acct model Fast Data Entry Taxes

Document Date 07/21/2010 Type SA Company Code USDA
Posting Date 07/21/2010 Period 10 Currency USD
Document Number INTERNAL Fiscal Year 2010 Translatn Date 07/21/2010
Ledger Grp ReversalRsn 06 Reversal Date 01/01/2011
Reference Cross-CC no.
Doc.Header Text Trading Part.BA

Items in document currency

PK	BusA Acct	USD	Amount	Tax amnt
001 40	CF00 6730000000	Imputed Costs	200.00	
002 50	CF00 5780000000	ImputedFinSources	200.00-	

D 200.00 C 200.00 0.00 * 2 Line items

Other line item
PstKy PstKey amount SGL Ind TType New co.code

Financial transaction other than 30 for Delivered/Paid posting

39. Press the "Enter" key to override the warning message.



When entering Judgment Revenue/ Pension Expense Accruals (YE-JP), FMMI displays the following warning message, "Financial Transaction other than 30 for delivered/paid posting." This warning message displays because this transaction will not have a budgetary impact.



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Create Accruals | History | Back Forward

Enter Accrual/Deferral Doc.: Header Data

Menu | Back | Exit | Cancel | System | Acct model | Fast Data Entry | Post with reference | Editing Options

Document Date Type Company Code
Posting Date Period Currency/Rate
Document Number Ledger Grp Translatn Date
Reference Cross-CC no.
Doc.Header Text
Trading Part.BA
Inv. recpt date

Inverse Posting

Reversal Reason
Reversal date

First line item

PstKy Account SGL Ind TType

Document 100001376 was posted in company code USDA

40. The transaction has been completed successfully. End of procedure.



View the confirmation message at the bottom of the screen, "Document 1XXXXXXXX was posted in company code USDA."



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Comments

Refer to the following additional materials.

Job Aids:

- GL Model Crosswalk Job Aid

To display the listed job aid, please do the following:

- Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer
- Login to FMMI using a valid Level 2 eAuth ID and password
- Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help
- Click on the **FMMI Process Areas** link
- Click the **General Ledger** link
- Click the **Job Aids** link
- Select the appropriate job aid

Simulations and OLHPs:

- Reverse Accruals

To display the listed simulations and OLHPs, please do the following:

- Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer
- Login to FMMI using a valid Level 2 eAuth ID and password
- Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help
- Click on the **FMMI Process Areas** link
- Click the **General Ledger** link
- Click the **Simulations and Online Help Procedures** link
- Select the appropriate simulation or OLHP