FBS1 Enter Accrual or Deferral Document

Purpose

Use this procedure to enter an accrual or deferral document.

Trigger

Perform this procedure at the end of an accounting period when accrual and deferral postings must be made which will later, at the beginning of the subsequent period, be reversed.

Prerequisites

All account assignments are known.

Menu Path

N/A

Transaction Code

FBS1

Helpful Hints

- Accruals are manual adjustments made to a GL account.

If you post an accrual in error, you must create an accrual that has the opposite debits and credits and the same reversal date as the original posting. The two documents offset each other in both periods. An easy way to create the correction document is to use the original document that was posted in error as a reference and select **Generate reverse posting** . The accrual screen is launched automatically. You must enter the same reversal date as you entered in the original document.

- Accruals are normally reversed after closing using reversal transactions **F.81** or **F.80** for multiple documents.

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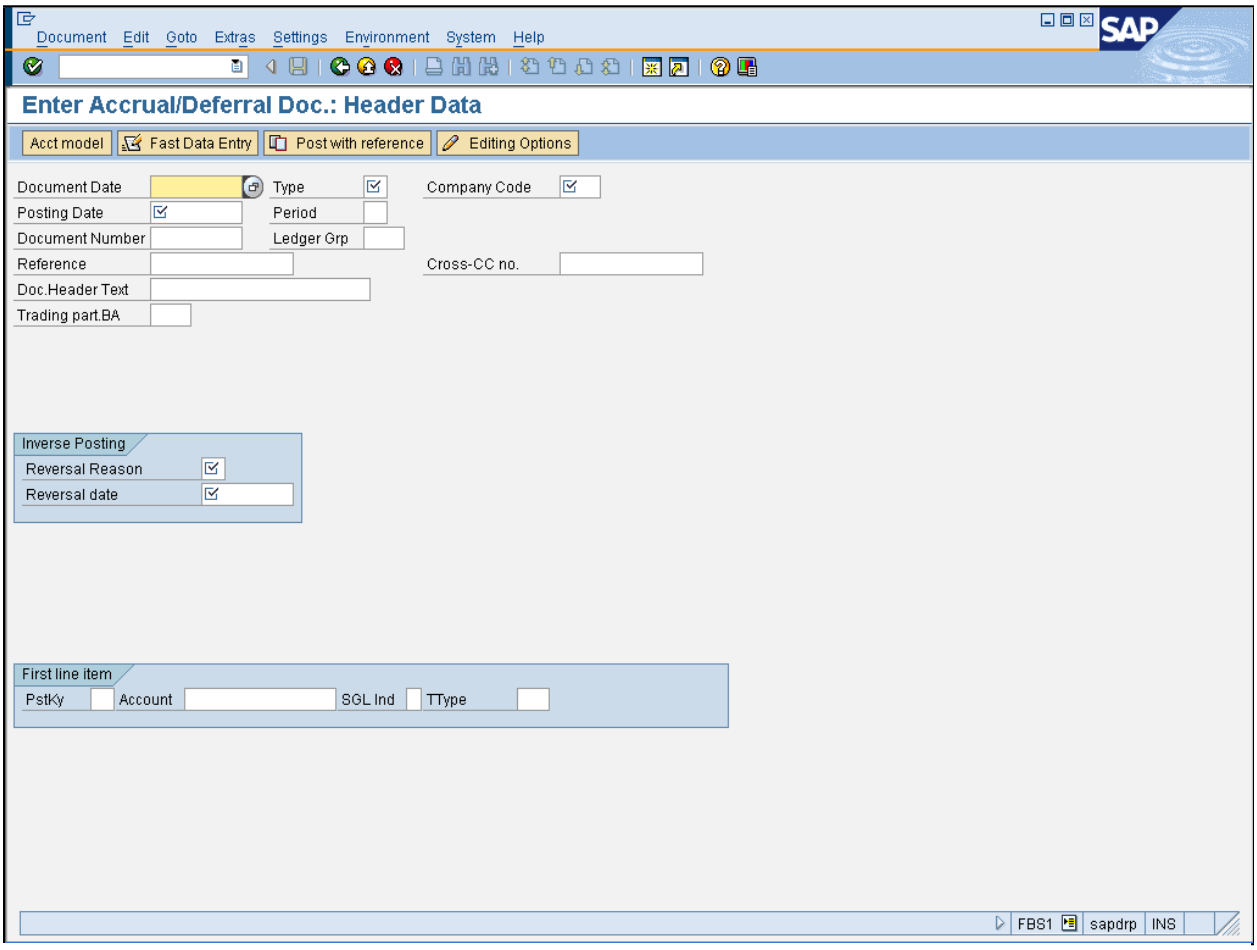
Procedure

1. Start the transaction using the menu path or transaction code. The *Enter Accrual/Deferral Doc.: Header Data* screen displays.

Enter Accrual/Deferral Doc.: Header Data



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

Field	R/O/C	Description
Document Date	R	Appearing in the document header, it is used primarily as the document input date. **Example:** 06/30/2007

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Field	R/O/C	Description
Type	R	A general term for a category of data; a distinct record, e.g. wage type, infotype, communication type, date type. **Example:** sa
Company Code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1." **Example:** COP1
Posting Date	R	The date a transaction is posted within the system. **Example:** 06/30/2007
Reversal Reason	R	Field documenting whether the reversal takes place in the same period as the posting or in a later period. **Example:** 05

3. Click **Reversal date** field .

The accrual/deferral is posted at closing and reversed at the beginning of the new accounting period.

4. 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:** 07/01/2007

5. Click **PstKy** field .

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

Field	R/O/C	Description

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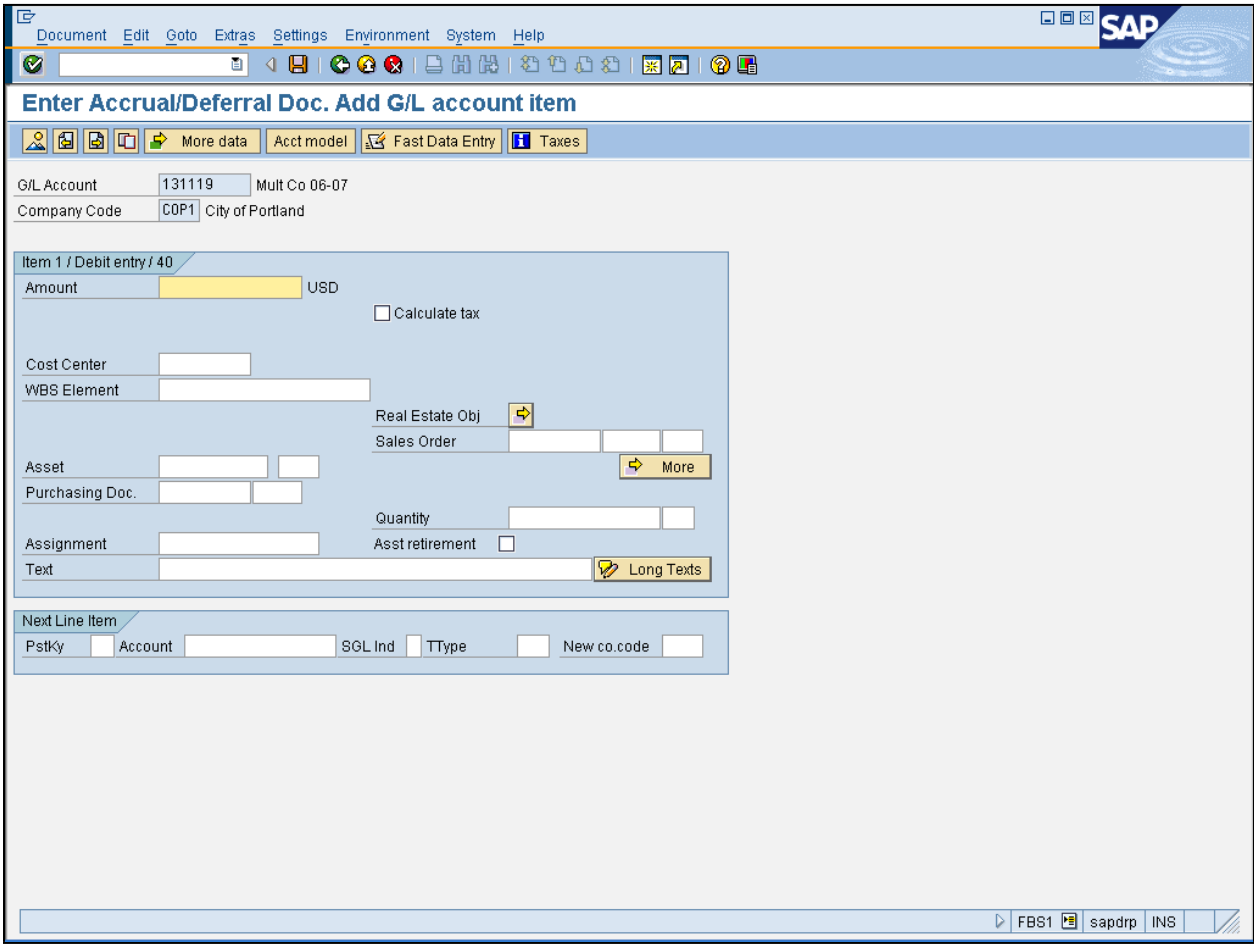
Field	R/O/C	Description
PstKy	R	Two-digit numerical key that controls how line items are posted. **Example:** 40
Account	R	Vendor number associated with a vendor. **Example:** 131119

7. Click **Enter** to go to the *Enter Accrual/Deferral Doc. Add G/L account item* screen.

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



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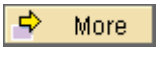
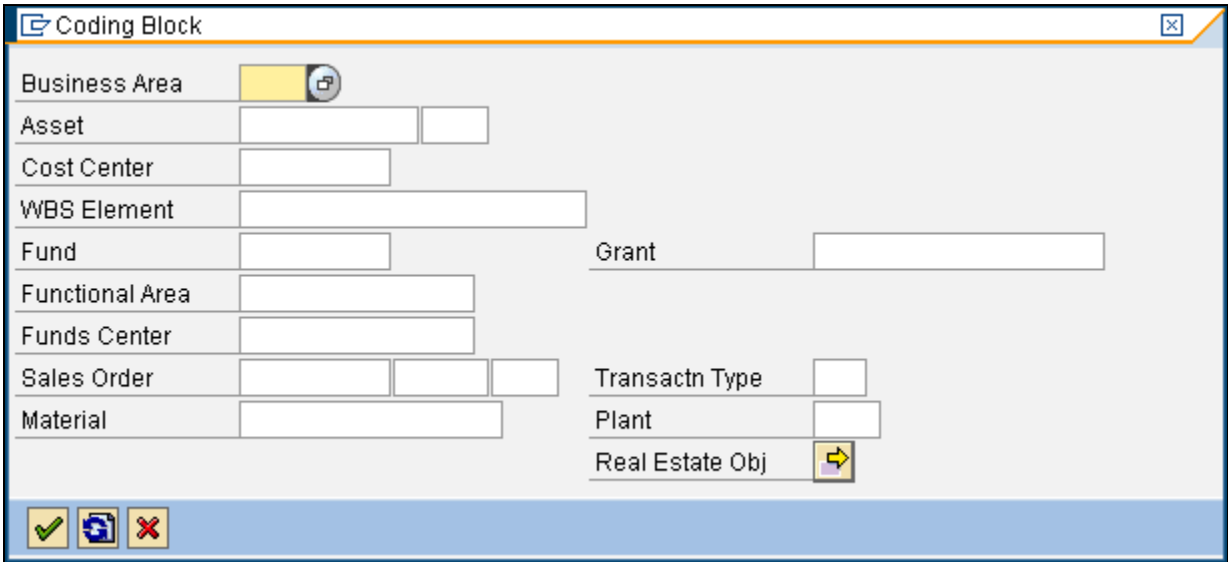
8. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	Figure within the pricing procedure that determines how the system calculates a condition value. **Example:** 1500.00

9. Click **All Acct Assignm (More)** 

. The *Coding Block* dialog box displays.

Coding Block



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

Field	R/O/C	Description
Business Area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. **Example:** wa00

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Field	R/O/C	Description
Fund	R	Represents a distinct and legally separate source of funding required for budgeting and monitoring. **Example:** 101000
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers. **Example:** NOT-RELEVANT

11. Click **Continue** to return to the *Enter Accrual/Deferral Doc. Correct G/L account item* screen.

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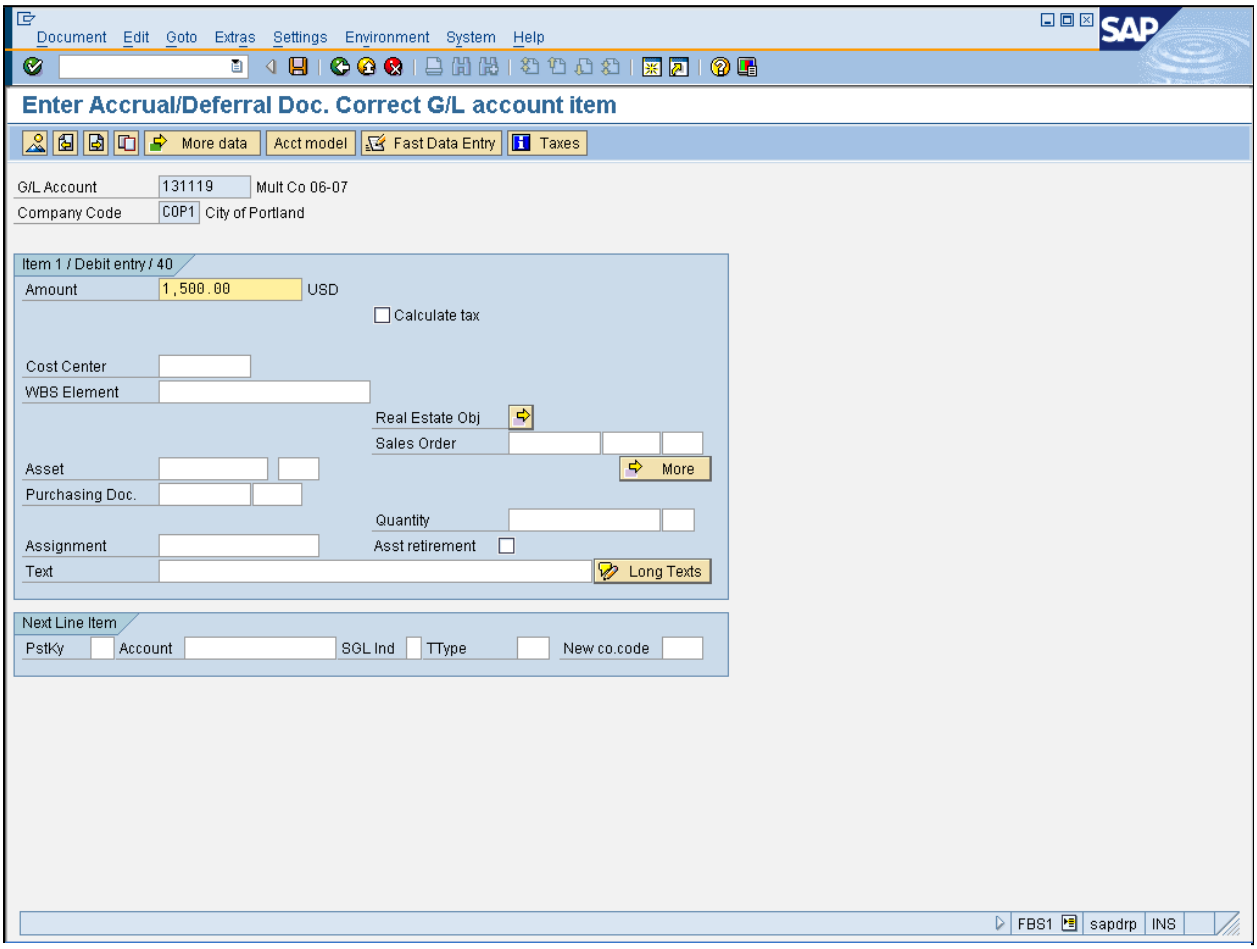
Enter Accrual/Deferral Doc. Correct G/L account item



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

Field	R/O/C	Description
PstKy	R	Two-digit numerical key that controls how line items are posted. **Example:** 50
Account	R	Vendor number associated with a vendor. **Example:** 231400

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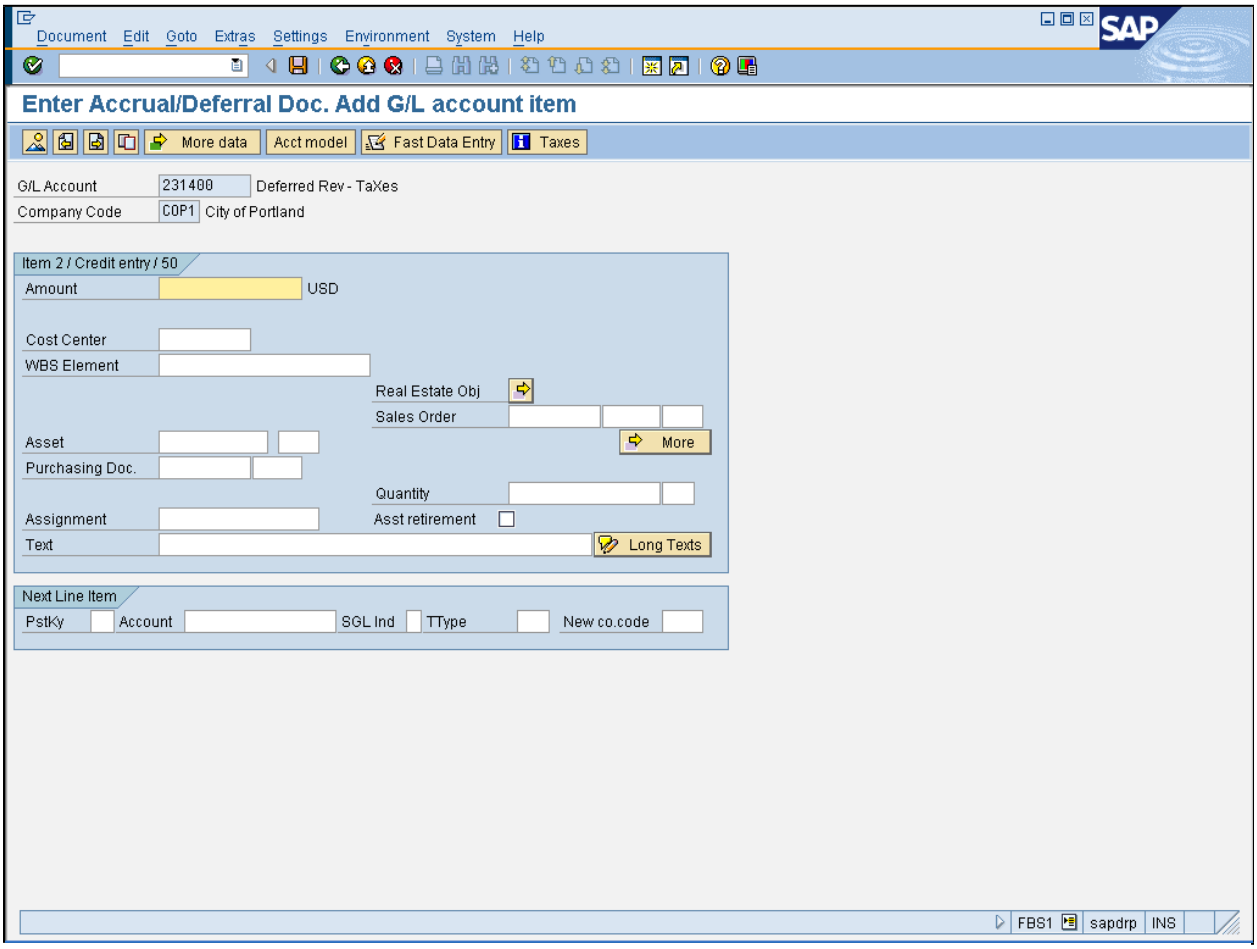
13. Click **Enter** The *Enter Accrual/Deferral Doc. Add G/L account item* screen displays.

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



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

Field	R/O/C	Description
Amount	R	Figure within the pricing procedure that determines how the system calculates a condition value. **Example:** 1500.00

15. Click **All Acct Assignm (More)** More . The *Coding Block* dialog box displays.

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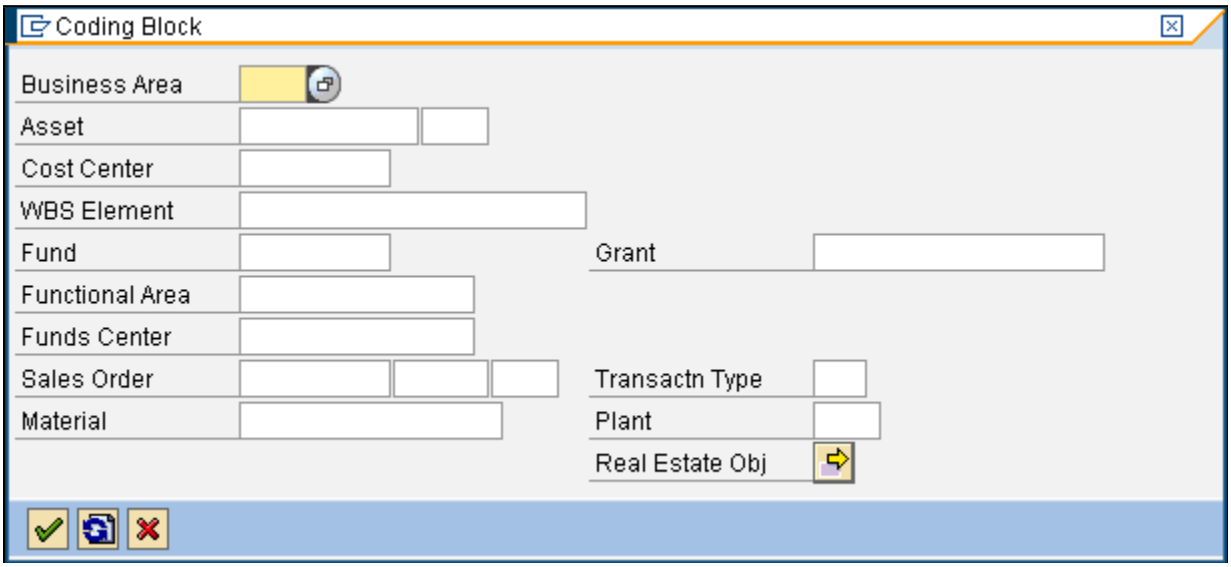
Coding Block



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

Field	R/O/C	Description
Business Area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. **Example:** wa00
Fund	R	Represents a distinct and legally separate source of funding required for budgeting and monitoring. **Example:** 101000
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers. **Example:** NOT-RELEVANT

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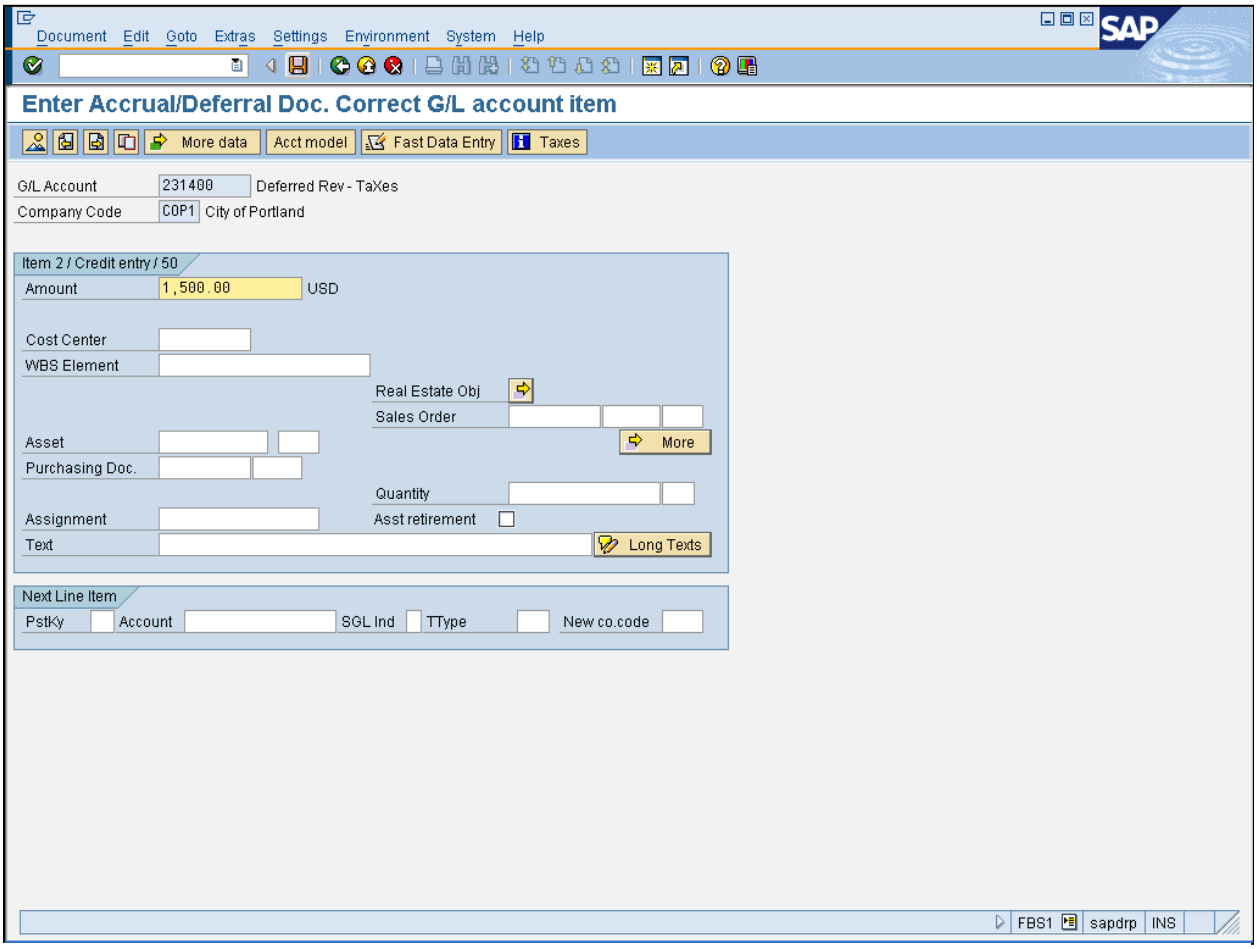
17. Click **Continue** .

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



18. Click **Post** .

The system displays the message, *"Document XXXX was posted in company code COP1".*

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Result

You have entered an accrual or deferral document.