TABLE OF CONTENTS

1 Overview ............................................................................................................................ 4
2 Security Roles ................................................................................................................... 4  
   2.1 ACCRREAD ................................................................................................................ 4  
   2.2 ACCRUPDATE ........................................................................................................... 4  
   2.3 ACCRADMIN .............................................................................................................. 4  
3 Accruals Query .................................................................................................................. 4  
   3.1 Logging into Phoenix .............................................................................................. 4  
   3.2 Using the Accruals Query ....................................................................................... 5  
4 New Functionality ........................................................................................................... 11  
   4.1 Estimated and Modified Accrual Amount .............................................................. 11  
   4.2 Justification ............................................................................................................ 11  
   4.3 Helpful Tips ............................................................................................................ 15
**LIST OF EXHIBITS**

| Exhibit 3.1 | Phoenix Login Screen ................................................................. 5 |
| Exhibit 3.2 | Queries Menu .............................................................................. 5 |
| Exhibit 3.3 | Accruals Query ............................................................................ 6 |
| Exhibit 3.4 | Selecting an Award ........................................................................ 7 |
| Exhibit 3.5 | Header Tab ..................................................................................... 7 |
| Exhibit 3.6 | Saving Header Level Updates .......................................................... 8 |
| Exhibit 3.7 | Line Tab .......................................................................................... 9 |
| Exhibit 3.8 | Saving Line Level Updates ................................................................ 10 |
| Exhibit 3.9 | Returning to Accruals Query Results ................................................ 10 |
| Exhibit 4.1 | Viewing Estimated and Modified Accrual Amount Fields ...................... 11 |
| Exhibit 4.2 | Award Header Justification .............................................................. 12 |
| Exhibit 4.3 | Award Line Justification ................................................................. 12 |
| Exhibit 4.4 | Missing Justification Error .............................................................. 13 |
| Exhibit 4.5 | Award Line Justifications .................................................................. 13 |
| Exhibit 4.6 | Award Header when Justification entered on Award Lines .................... 14 |
| Exhibit 4.7 | Missing Justification on Award Lines Error ........................................ 14 |
| Exhibit 4.8 | Multiple Award Lines ...................................................................... 15 |
| Exhibit 4.9 | Enter Justification at Award Header ............................................... 16 |
| Exhibit 4.10 | Justification is populated on Award Lines ......................................... 16 |
| Exhibit 4.11 | Amounts adjusted on Award Lines .................................................... 17 |

Integrated Accruals 3       Procedures Guide  
December 2006
1 Overview

USAID will no longer use the Accruals Reporting System (ARS), a web-based tool that allows USAID to record quarterly accrual information. Users will go directly into Phoenix to enter their accrual data via the Accruals Query. The integration of accruals into Phoenix will make the system more stable.

The integration of the accruals system into Phoenix should not change any business processes that were typically done outside of ARS. This change only affects the way the Agency enters their accrual figures. CTOs should use their existing methods to calculate accrual amounts. All the accruals related reports will continue working the way they previously did.

This document details the accruals related security settings and how to modify and view accruals data in Phoenix.

2 Security Roles

ARS users will be able to view or update accruals data in Phoenix. As in ARS, the access to accruals data will be limited to users who have certain roles. This section details the three existing accrual roles, and the access they allow to users. Users without any accrual roles will not be able to use the Accruals Query.

2.1 ACCRREAD

The ACCRREAD role allows users to view results from the Accruals Query and see details at the award’s header and line level. They cannot update any of the fields on either the header or line level.

2.2 ACCRUPDATE

The ACCRUPDATE role allows users to view results from the Accruals Query and see details at the award’s header and line level. During the quarterly three-week accruals period, users with this role will be able to update fields on the header and line pages.

2.3 ACCRADMIN

The ACCRADMIN role is no longer used for the integrated Accruals Query. Every existing user in the system with the ACCRADMIN role also has either ACCRREAD or ACCRUPDATE. New users added to Phoenix will not be given this role. If they require an accruals role, they will be given either ACCRREAD or ACCRUPDATE.

3 Accruals Query

This section is to serve as a how-to guide for the Accruals Query. The functionality of the Accruals Query in Phoenix is similar to that in ARS. The same business rules that were followed in ARS must also be followed in Phoenix.

3.1 Logging into Phoenix

To use the Accruals Query, a user must login with a valid Phoenix ID.
3.2 Using the Accruals Query

Once the user has logged into Phoenix, they can navigate to the Accruals Query through the Queries menu. The screenshot below displays how to open the Accruals Query page.

Exhibit 3.2 Queries Menu

The Accruals Query works like other queries within Phoenix. The user has the option of entering a value in the following fields:

- Parent Bureau
- CTO Office
- Strategic Objective
- Distribution
- Activity
- CTO
- Contract Number
- Obligation Number
- Vendor Name

Data entered in the fields above can include a wildcard asterisk (*). Additional filters can be used to limit the results produced by the query:
- Status
- Reviewed
- Closeout/Deob
- Aid/W Only

**Exhibit 3.3  Accruals Query**

After performing a search, the user selects the award they wish to view or update by selecting the radio button and clicking the 'Open' button (screenshot below).
Exhibit 3.4  Selecting an Award

After opening the selected award, the user will be shown the Header details for that award (screenshot below).

Exhibit 3.5  Header Tab

After opening the selected award, the user will be shown the Header details for that award (screenshot below).
During the quarterly three-week accruals period users with the ACCRUPDATE role will be able to enter and save values in the ‘Modifiable Fields’ section. The screenshot below illustrates where a user would enter data and then press the ‘Save’ button.

**Exhibit 3.6  Saving Header Level Updates**

Unlike ARS, in Phoenix you can switch between an award’s header and line information without having to save. For every award, there is a header and line tab. Accrual amounts can be entered either on the header or line level. The following screenshot show more detailed information is available at the line level.
During the quarterly three-week accruals period users with the ACCRUPDATE role will be able to enter and save values in the 'Modifiable Fields' section. Unlike the header level, a user is not able to mark an award for 'Closeout/Deob' or as 'Reviewed' from the line level. The screenshot below illustrates where a user would enter data and then press the 'Save' button.
Exhibit 3.8  Saving Line Level Updates

After viewing or updating an award, the user can go back to the Accruals Query results by using the breadcrumbs.

Exhibit 3.9  Returning to Accruals Query Results

Once the user returns to the results page, they can select another award to either view or update.
4 New Functionality

Improvements have been made to the Accruals Query to allow for a more user friendly and comprehensive system. This section outlines these new functions as well as provides useful tips to help while using the Accruals Query.

4.1 Estimated and Modified Accrual Amount

Two new fields are seen when viewing the award header details tab, the Award Estimated Accrual Amount and the Modified Accrual Amount. The Award Estimated Accrual Amount is a system calculated value that cannot be adjusted. The Modified Accrual Amount is automatically populated with the same value as the Award Estimated Accrual Amount, however this value can be adjusted. The screenshot below shows an example of these new fields.

Exhibit 4.1 Viewing Estimated and Modified Accrual Amount Fields

4.2 Justification

Anytime a user reviews or adjusts an award, a justification must be entered. If an adjustment is made on the award header, the justification entered on the header tab will also be distributed on the award lines. The screenshot below shows a justification entered at the award header.
**Exhibit 4.2  Award Header Justification**

Anytime is a screenshot showing the justification entered at the award header is automatically populated on the award lines after saving successfully.

**Exhibit 4.3  Award Line Justification**

The following is an error the user will see if the award was saved without a justification.
Adjustments can also be made at the award line level. Justifications are required for every award line if adjusting at the line level. The Award Header justification will be automatically populated with a message directing the user to the line level for justifications.

**Exhibit 4.5  Award Line Justifications**
Exhibit 4.6  Award Header when Justification entered on Award Lines

If there are multiple award lines then a justification must be entered for every line. The following is the error that the user will receive if a justification is not entered on every line.

Exhibit 4.7  Missing Justification on Award Lines Error

If there are multiple award lines then a justification must be entered for every line. The following is the error that the user will receive if a justification is not entered on every line.
4.3 **Helpful Tips**

If adjusting the accrual amounts on the Award Line level and the award has dozens of lines, instead of entering a justification for every line the user can enter a justification on the Award Header. Once the justification is entered on the award header, it will be populated throughout the award lines. Then if the user would like, they could adjust the amounts and justification of award lines. The award header would indicate a justification being entered on the award lines. The following are screenshots of this process.

**Exhibit 4.8  Multiple Award Lines**
Exhibit 4.8  Enter Justification at Award Header

Exhibit 4.9  Justification is populated on Award Lines
The user can adjust any of the line amounts and justifications they choose without having to enter a justification for every line since it has already been populated. After saving at the Award Lines, the Award Header now has a justification shown below.

**Exhibit 4.11 Amounts adjusted on Award Lines**