

Integrated Accruals System



Procedures Guide

August 2006

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

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

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.

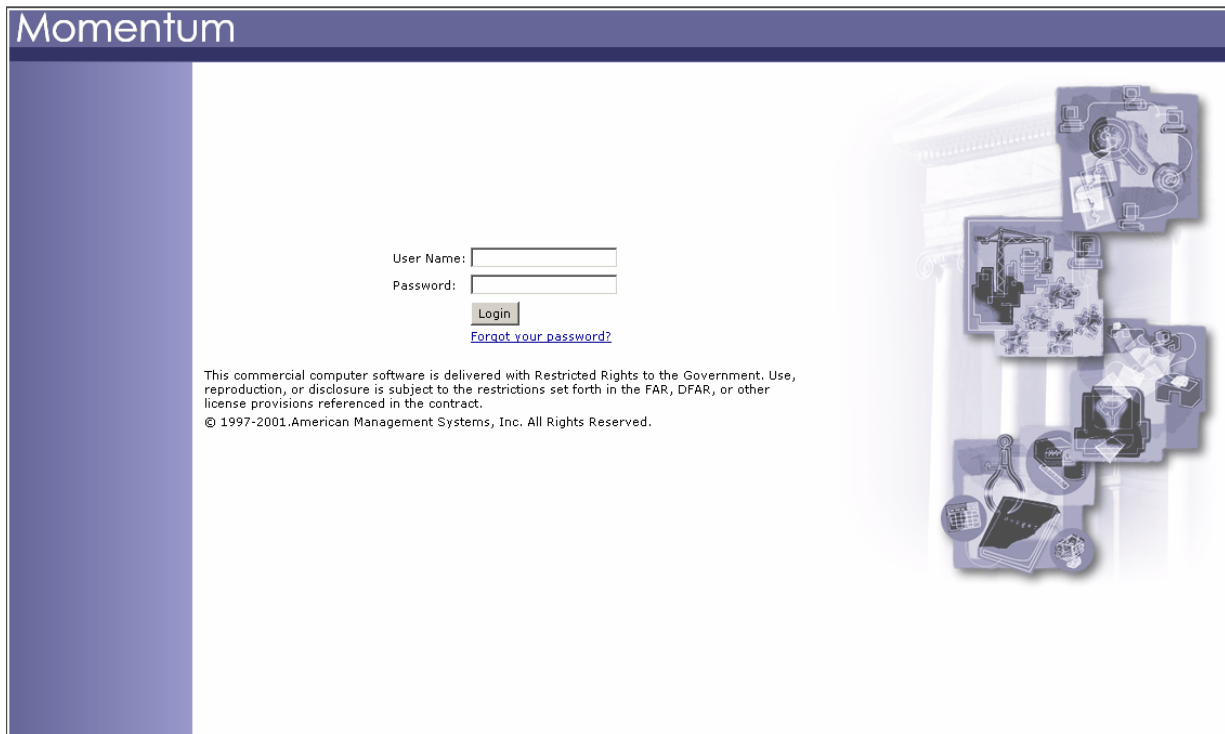
3 Accruals Query

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.

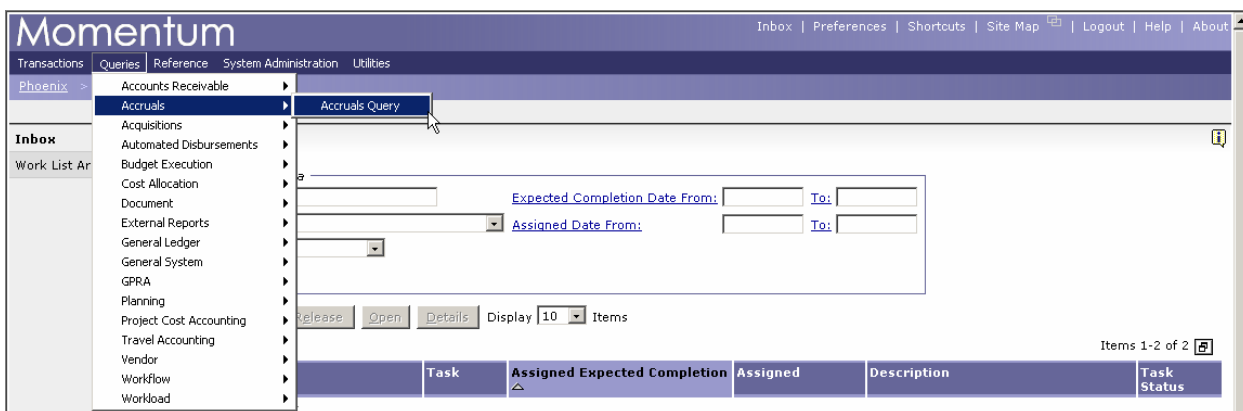
Exhibit 3.1 Phoenix Login Screen



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 to 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

Accruals Search

Search Criteria

Parent Bureau:

CTO Office:

S.O.:

Distribution:

Activity:

CTO:

Contract Number:

Obligation #:

Vendor Name:

Status:

Reviewed:

Closeout / Deob:

Aid/W Only:

Display Items [View as CSV](#)

Parent Bureau	CTO Office	CTO	Contract Number	Obligation #	Vendor Name	Reviewed	Closeout / Deob	Summed Obligated Amount	Summed Vouchered Amount	Summed Unliquidated Amount	Summed Estimated Accrual Amount	Summed Modified Accrual Amount
---------------	------------	-----	-----------------	--------------	-------------	----------	-----------------	-------------------------	-------------------------	----------------------------	---------------------------------	--------------------------------

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

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Search

Accruals Search

Search Criteria

Parent Bureau:

CTO Office:

S.O.:

Distribution:

Activity:

CTO:

Contract Number:

Obligation #:

Vendor Name:

Status:

Reviewed:

Closeout / Deob:

Aid/W Only:

Display Items [View as CSV](#)

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Items 1-10 of 427

	Parent Bureau	CTO Office	CTO	Contract Number	Obligation #	Vendor Name	Reviewed	Closeout / Deob	Summed Obligated Amount	Summed Vouchered Amount	Summed Unliquidated Amount	Summed Estimated Accrual Amount	Summed Modified Accrual Amount
<input type="button" value="Open"/>	AFR	REDSOE			623ILNO9	COMESA	Reviewed	No	\$82,953.00	\$0.00	\$79,155.00	\$0.00	\$0.00
<input type="button" value="Open"/>	AFR	REDSOE			623ILNO10	COMESA	Reviewed	No	\$138,244.00	\$0.00	\$65,371.00	\$0.00	\$0.00
<input type="button" value="Open"/>	AFR	REDSOE			623ILNO11	COMESA	Reviewed	No	\$17,176.00	\$0.00	\$17,176.00	\$0.00	\$0.00
<input type="button" value="Open"/>	AFR	REDSOE			623ILNO12	COMESA	Reviewed	No	\$50,000.00	\$0.00	\$34,160.00	\$0.00	\$0.00

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

Exhibit 3.5 Header Tab

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

Award Header

General

CTO Office:

CTO:

Contract Number:

Obligation #:

Vendor Name:

Document Type:

Award Estimated Accrual Amount:

Modifiable Fields

Modified Accrual Amount:

Reviewed: Justification:

Closeout / Deob:

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

Momentum Inbox | Preferences | Shortcuts | Site Map ¹²³ | Logout | Help | About

Transactions Queries Reference System Administration Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

Save

Award Header | Award Line

General

CTO Office: REDSOE

CTO:

Contract Number:

Obligation #: 623ILN09

Vendor Name: COMESA

Document Type: SO

Award Estimated Accrual Amount: \$0.00

Modifiable Fields

Modified Accrual Amount: \$5,000.00 Per CTO Request

Reviewed: Reviewed Justification:

Closeout / Deob: No

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.

Exhibit 3.7 Line Tab

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line Save

Award Header **Award Line**

Display 10 Items [View as CSV](#) 5

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
1	DV	REDSOE	623-006	623-M	6231006.01	RED/E	623		\$82,953.00	\$0.00	\$79,155.00	\$0.00	Active	\$0.00

Modifiable Fields

Modified Accrual Amount:

Justification:

Accounting

BBFY: Distribution:

EBFY: Activity:

Fund: Team/Div:

Op Unit: BGA:

S.O.: OpUnitDef:

General Information

Contract #: Obligated Amount:

Obligation #: Vouchered Amount:

Line #: Unliquidated Amount:

CTO Office: Est. Accrual Amount:

CTO: Reviewed:

Vendor Name: Closeout:

Start Date: End Date:

Status:

Payment Information

Last Payment Number:

Last Payment Date:

Last Payment Amount:

Last Payment Description:

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

The screenshot shows the Momentum software interface. At the top, there is a navigation menu with 'Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line'. A 'Save' button is highlighted with a red box in the top right corner. Below the navigation, there are tabs for 'Award Header' and 'Award Line'. The main area displays a table with columns: Line #, Fund, Op Unit, S.O., Distribution, Activity, Team/Div, BGA, OpUnitDef, Obligated Amount, Vouchered Amount, Unliquidated Amount, Estimated Accrual Amount, Status, and Modified Accrual Amount. A single row is visible with values: 1, DV, REDSOE, 623-006, 623-M, 6231006.01, RED/E, 623, \$82,953.00, \$0.00, \$79,155.00, \$0.00, Active, \$5,000.00. Below the table, there are several form sections: 'Modifiable Fields' (with 'Modified Accrual Amount' set to \$5,000.00 and 'Justification' set to 'Per CTO Request'), 'Accounting' (with fields for BBFY, EBFY, Fund, Op Unit, S.O., Distribution, Activity, Team/Div, BGA, OpUnitDef), 'General Information' (with fields for Contract #, Obligation #, Line #, CTO Office, CTO, Vendor Name, Start Date, End Date, Status), and 'Payment Information' (with fields for Last Payment Number, Last Payment Date, Last Payment Amount, Last Payment Description).

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

The screenshot shows the Momentum software interface. At the top, there is a navigation menu with 'Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line'. The 'Accruals Query' breadcrumb is highlighted with a red box. A 'Save' button is visible in the top right corner. Below the navigation, there are tabs for 'Award Header' and 'Award Line'. The main area displays a table with columns: Line #, Fund, Op Unit, S.O., Distribution, Activity, Team/Div, BGA, OpUnitDef, Obligated Amount, Vouchered Amount, Unliquidated Amount, Estimated Accrual Amount, Status, and Modified Accrual Amount. A single row is visible with values: 1, DV, REDSOE, 623-006, 623-M, 6231006.01, RED/E, 623, \$82,953.00, \$0.00, \$79,155.00, \$0.00, Active, \$5,000.00. Below the table, there are several form sections: 'Modifiable Fields' (with 'Modified Accrual Amount' set to \$5,000.00 and 'Justification' set to 'Per CTO Request'), 'Accounting' (with fields for BBFY, EBFY, Fund, Op Unit, S.O., Distribution, Activity, Team/Div, BGA, OpUnitDef), 'General Information' (with fields for Contract #, Obligation #, Line #, CTO Office, CTO, Vendor Name, Start Date, End Date, Status), and 'Payment Information' (with fields for Last Payment Number, Last Payment Date, Last Payment Amount, Last Payment Description).

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 can not 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

Momentum

Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

Save

Award Header | Award Line

General

CTO Office: M/FM/Unknown

CTO:

Contract Number:

Obligation #: 620-MOD-620-06-010

Vendor Name: VARIOUS LOCAL VENDORS-NIGE

Document Type: LO

Award Estimated Accrual Amount: \$17,988.00

Modifiable Fields

Modified Accrual Amount: \$17,988.00

Reviewed: Not Reviewed

Closeout / Deob: No

Justification:

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

Momentum
Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities
Phoenix > Queries > Accruals > Accruals Query > Award Header

Action was successful.

Save

Award Header | Award Line

General

CTO Office: MCC/CP-IT
CTO:
Contract Number:
Obligation #: 00006MO000606
Vendor Name: NFATC
Document Type: MO
Award Estimated Accrual Amount: \$0.00

Modifiable Fields

Modified Accrual Amount: \$0.00
Reviewed: Reviewed
Closeout / Deob: No

Justification: Per CTO Request

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

Momentum
Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities
Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Save

Award Header | Award Line

Display 10 Items [View as CSV](#)

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
1	CP-X6	MCC/CP-IT				PPC/RA	000		\$500,000.00	\$0.00	\$346,840.00	\$0.00	Active	\$0.00

Modifiable Fields

Modified Accrual Amount: \$0.00

Justification: Per CTO Request

Accounting

BBFY: 2006
EBFY:
Fund: CP-X6
Op Unit: MCC/CP-IT
S.O.:
Distribution:
Activity:
Team/Div: PPC/RA
BGA: 000
OpUnitDef:
OnUnitDef:

The following is an error the user will see if the award was saved without a justification.

Exhibit 4.4 Missing Justification Error

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

USAID Accrual Award BJ0419E A justification must be entered on either the award or on every line when marking the award as Reviewed.

USAID Accrual Award/USAID Accrual Line BJ0419E A Justification must be entered when a Modified Accrual Amount is entered.

Save

Award Header | Award Line

General

CTO Office: DCHA/FFP
 CTO: Pete Mohan
 Contract Number: FFP-A-00-06-00047
 Obligation #: Summarized
 Vendor Name: CARE INC
 Document Type: GO
 Award Estimated Accrual Amount: \$1,082,284.00

Modifiable Fields

Modified Accrual Amount: \$1,082,284.00
 Reviewed: Reviewed
 Closeout / Deob: No
 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

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Action was successful.

Save

Award Header | **Award Line**

Display 10 Items [View as CSV](#)

Items 1-4 of 4

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
1	DP-X	GH/PRH	936-001	936-3056		GH/PRH/SDI 997			\$2,400,000.00	\$2,400,000.00	\$0.00	\$0.00	Closed	\$0.00
2	DP-X	GH/PRH	936-001	936-3056		GH/PRH/SDI 997			\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	Closed	\$0.00
3	DP-X	GH/PRH	936-001	936-3056		GH/PRH/SDI 997			\$2,000,000.00	\$2,000,000.00	\$0.00	\$0.00	Closed	\$0.00
4	DP-X	GH/PRH	936-001	936-3056		GH/PRH/SDI 997			\$3,100,000.00	\$2,460,333.00	\$639,667.00	\$0.00	Expired	\$0.00

Modifiable Fields

Modified Accrual Amount: \$0.00
 Closeout
 Justification:

Accounting

BBFY: 1993
 Distribution: 936-3056
 EBFY:
 Activity:
 Fund: DP-X
 Team/Div: GH/PRH/SDI
 Op Unit: GH/PRH
 BGA: 997
 OnUnitDef:

Exhibit 4.6 Award Header when Justification entered on Award Lines

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

Save

Award Header | Award Line

General

CTO Office:
 CTO:
 Contract Number:
 Obligation #:
 Vendor Name:
 Document Type:
 Award Estimated Accrual Amount:

Modifiable Fields

Modified Accrual Amount:
 Reviewed: Justification:
 Closeout / Deob:

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

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Save

Award Header | **Award Line**

Display Items [View as CSV](#) Items 1-3 of 3

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
	LA-AE	M/FM				M/FM/LM	997		\$339,762.00	\$339,762.00	\$0.00	\$0.00	Closed	\$0.00
	LA-AE	M/FM				M/FM/LM	997		\$259,325.00	\$259,325.00	\$0.00	\$0.00	Closed	\$0.00
	LA-AE	M/FM				M/FM/LM	997		\$528,926.00	\$528,926.00	\$0.00	\$0.00	Closed	\$0.00

Modifiable Fields

Modified Accrual Amount:
 Justification:

Accounting

BBFY: Distribution:
 EBFY: Activity:
 Fund: Team/Div:
 Op Unit: BGA:
 S.O.: OpUnitDef:

USAID Accrual Award B30419E A justification must be entered on either the award or on every line when marking the award as Reviewed.

Save

Award Header | **Award Line**

Display 10 Items [View as CSV](#)

Items 1-3 of 3

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
1	LA-AE	M/FM				M/FM/LM	997		\$339,762.00	\$339,762.00	\$0.00	\$0.00	Closed	\$0.00
2	LA-AE	M/FM				M/FM/LM	997		\$259,325.00	\$259,325.00	\$0.00	\$0.00	Closed	\$0.00
3	LA-AE	M/FM				M/FM/LM	997		\$528,926.00	\$528,926.00	\$0.00	\$0.00	Closed	\$0.00

Modifiable Fields

Modified Accrual Amount: \$0.00

Justification:

Accounting

BBFY: 2002 Distribution:

EBFY: 2007 Activity:

Fund: LA-AE Team/Div: M/FM/LM

Op Unit: M/FM BGA: 997

4.3 Helpful Tips

If adjusting the accrual amounts on the Award Line level and the award has dozen 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

Momentum

Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Save

Award Header | **Award Line**

Display All Items [View as CSV](#)

Items 1-6 of 8

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
1	DV	DCHA/FFP	962-002	BHR035	BHR007		997		\$74,475.00	\$74,475.00	\$0.00	\$0.00	Closed	\$0.00
2	CD	DCHA/FFP	962-002	BHR035	BHR007		997		\$33,100.00	\$33,100.00	\$0.00	\$0.00	Closed	\$0.00
3	CC-X	DCHA/FFP	962-002	BHR027	BHR005		997		\$140,680.00	\$140,680.00	\$0.00	\$0.00	Closed	\$0.00
4	CC-X	DCHA/FFP	962-002	BHR027	BHR005		997		\$138,685.00	\$138,685.00	\$0.00	\$0.00	Closed	\$0.00
5	DV	DCHA/FFP	962-001	BHR034	BHR003		997		\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
6	DV	DCHA/FFP	962-002	BHR035	BHR007		997		\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
7	DV	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS		997		\$180,000.00	\$0.00	\$180,000.00	\$59,509.00	Active	\$59,509.00
8	CC-X	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS		997		\$150,370.00	\$0.00	\$150,370.00	\$49,713.00	Active	\$49,713.00

Modifiable Fields

Modified Accrual Amount: \$0.00

Justification:

Accounting

BBFY: 2003 Distribution: BHR035

EBFY: 2004 Activity: BHR007

Fund: DV Team/Div:

Op Unit: DCHA/FFP BGA: 997

S.O.: 962-002 OpUnitDef:

Exhibit 4.8 Enter Justification at Award Header

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header

Action was successful.

Save

Award Header | Award Line

General

CTO Office: DCHA/FFP
 CTO: Lisa Witte
 Contract Number: AFP-A-00-03-00009
 Obligation #: Summarized
 Vendor Name: ACCI/VOCA
 Document Type: GO
 Award Estimated Accrual Amount: \$109,222.00

Modifiable Fields

Modified Accrual Amount: \$109,222.00
 Reviewed: Reviewed
 Closeout / Deob: No
 Justification: Per CTO Request

Exhibit 4.9 Justification is populated on Award Lines

Momentum Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Save

Award Header | **Award Line**

Display All Items [View as CSV](#)

Items 1-8 of 8

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
DV	DCHA/FFP	962-002	BHR035	BHR007		997			\$74,475.00	\$74,475.00	\$0.00	\$0.00	Closed	\$0.00
CD	DCHA/FFP	962-002	BHR035	BHR007		997			\$33,100.00	\$33,100.00	\$0.00	\$0.00	Closed	\$0.00
CC-X	DCHA/FFP	962-002	BHR027	BHR005		997			\$140,680.00	\$140,680.00	\$0.00	\$0.00	Closed	\$0.00
CC-X	DCHA/FFP	962-002	BHR027	BHR005		997			\$138,685.00	\$138,685.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-001	BHR034	BHR003		997			\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-002	BHR035	BHR007		997			\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS		997			\$180,000.00	\$0.00	\$180,000.00	\$59,509.00	Active	\$59,509.00
CC-X	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS		997			\$150,370.00	\$0.00	\$150,370.00	\$49,713.00	Active	\$49,713.00

Modifiable Fields

Modified Accrual Amount: \$0.00
 Justification: Per CTO Request

Accounting

BBFY: 2003 Distribution: BHR035
 EBFY: 2004 Activity: BHR007
 Fund: DV Team/Div:
 Op Unit: DCHA/FFP BGA: 997
 S.O.: 962-002 OpUnitDef:

Exhibit 4.10 Amounts adjusted on Award Lines

Momentum
 Transactions | Queries | Reference | System Administration | Utilities
 Phoenix > Queries > Accruals > Accruals Query > Award Header > Award Line

Action was successful.

Save

Award Header | Award Line

Display All Items View as CSV

Items 1-8 of 8

Line #	Fund	Op Unit	S.O.	Distribution	Activity	Team/Div	BGA	OpUnitDef	Obligated Amount	Vouchered Amount	Unliquidated Amount	Estimated Accrual Amount	Status	Modified Accrual Amount
DV	DCHA/FFP	962-002	BHR035	BHR007			997		\$74,475.00	\$74,475.00	\$0.00	\$0.00	Closed	\$0.00
CD	DCHA/FFP	962-002	BHR035	BHR007			997		\$33,100.00	\$33,100.00	\$0.00	\$0.00	Closed	\$0.00
CC-X	DCHA/FFP	962-002	BHR027	BHR005			997		\$140,680.00	\$140,680.00	\$0.00	\$0.00	Closed	\$0.00
CC-X	DCHA/FFP	962-002	BHR027	BHR005			997		\$138,685.00	\$138,685.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-001	BHR034	BHR003			997		\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-002	BHR035	BHR007			997		\$50,000.00	\$50,000.00	\$0.00	\$0.00	Closed	\$0.00
DV	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS			997		\$180,000.00	\$0.00	\$180,000.00	\$59,509.00	Active	\$0.00
CC-X	DCHA/FFP	962-004	DCHA-FFP-ICB	T2PS			997		\$150,370.00	\$0.00	\$150,370.00	\$49,713.00	Active	\$49,713.00

Modifiable Fields
 Modified Accrual Amount: \$0.00
 Justification: Changed at Award Line Level

Accounting
 BBFY: 2005
 EBFY: 2006
 Fund: DV
 Op Unit: DCHA/FFP
 Distribution: DCHA-FFP-ICB
 Activity: T2PS
 Team/Div:
 BGA: 997

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

Momentum
 Transactions | Queries | Reference | System Administration | Utilities
 Phoenix > Queries > Accruals > Accruals Query > Award Header

Save

Award Header | Award Line

General
 CTO Office: DCHA/FFP
 CTO: Lisa Witte
 Contract Number: AFP-A-00-03-00009
 Obligation #: Summarized
 Vendor Name: ACDI/VOCA
 Document Type: GO
 Award Estimated Accrual Amount: \$109,222.00

Modifiable Fields
 Modified Accrual Amount: \$49,713.00
 Reviewed: Reviewed
 Closeout / Deob: No
 Justification: Justification entered at line level.

631sac_060407_w073007_cd48