

Year-End Session II Training

Exercise – Report No. 1

Prepare the Report 1, Report of Accruals to Controller's Accounts using the source documents and steps below.

Source Documents:

- Report No. 2, Accrual Worksheet
- Subsidiaries on File
- Final (998) SCO/Agency Reconciliation
- Report No. 6, Final Budget Report

Steps to prepare Report No. 1, Form 571 A:

Account and Amount columns:

1. Use Report No. 2's Total Balance to enter accrual amounts for asset and liability accounts for the appropriate GL accounts (same sign). Enter a 'D' for debit amounts, and 'C' for credit amounts.
2. Use the Subsidiaries on File to enter the amounts and Fund Number or Business Number involved in the inter-fund transaction (same sign).
 - For Due From/To Other Funds, use the Subsidiary Fund information.
 - For Due From/To Other Approp., use the Subsidiary Business Unit information.
 - For Provisions for Deferred AR, use the Subsidiary Account information.

Encumbrances column:

3. Use the Final (998) SCO/Agency Reconciliation's AP Input Table, 'Encumbrance Accruals' section to enter the encumbrance accruals (opposite sign).
 - Enter the total of Accounts Payables (GL 3010, COA 2000000 + 2000100) accruals.
 - Use the supplemental information below to determine the GL 3114 encumbrances:

Account	Description	BU Affiliate	Fund Affiliate	Amount
3114	Due to Other Funds	7760	0666	596.67
3114	Due to Other Funds	1234	0942	151.20

Steps to prepare Report No. 1, Form 571 D:

Amount column:

4. Use Report No. 2's 'Net Total Accruals per Agency' column to enter amounts for the appropriate Appropriation and Revenue accounts (opposite sign).

Encumbrances column:

5. Use Report No. 6's 'Encumbrance/Allocated Encumbrance' column to enter the encumbrance accruals for each appropriation (same sign).