

## Year-End Session II Training

### Exercise – Report No. 2

Prepare the Report No. 2, Accrual Worksheet using the source documents and steps below.

#### Source Documents:

- Final (998) SCO/Agency Reconciliation
- Report No. 8, Post-Closing Trial Balance
- Subsidiaries on File
- A-2 – Adjust Revolving Fund Cash accrual entries

#### Steps to prepare the Report 2:

1. Use the Report No. 8 to input the account balances at the bottom of the template.
2. **Accrual amounts** for appropriations and revenue accounts are found on the Final (998) SCO/Agency Reconciliation. Use the reconciliation to input the accrual amounts onto the Report No. 2 worksheet for the appropriate SCO detail account and GL account (opposite sign).
3. For Categories 96, 97, and 98, use the Final (998) SCO/Agency Reconciliation to input the amount of the advance. For Categories 96 and 98, use same sign; for Category 97, use opposite sign.
4. For the **Miscellaneous Accounts** section, the debit and credit amounts should have a net total of zero for each account/row.
  - a. **Provisions for Deferred Receivables** – Use the Subsidiaries on File and review the information for GLAN 1600.
    - For debit amounts to GL 13XX, review the Subsidiary Account to identify the GL accounts and corresponding amounts.
    - For the credit amount to GL 1600, input the 'Total Account' balance for GLAN 1600.
  - b. **Uncleared Collections** (unremitted) – Use the Report No. 8 to identify the credit amount for GL Account 3730. Input the same amount as a debit to GL 1110.
  - c. **Prepayments to Architecture Revolving Fund (ARF)** – Use the Subsidiaries on File to identify the ARF amount under GLAN 1730 and 5330 for Subsidiary BU 7760 and Fund 0602. Input the debit amount to GL 1730, and credit amount to GL 5330.

5. For the **Revolving Fund Adjustment**, use the A-2 – Adjust Revolving Fund Cash accrual entry below to input the amounts to GLs 1130, 1190, 1710, and 3010. This row should also have a net total of zero.

<b>Legacy Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
1190	Cash on Hand	100.00	
1130	Revolving Fund Cash		100.00
1710	Expense Advance	21,887.95	
1130	Revolving Fund Cash		21,887.95
3010	Accrued Accounts Payable	9,775.95	
1130	Revolving Fund Cash		9,775.95

6. Validate the total balance for each GL Account column matches with the Report No. 8. In addition, the Net Total Accruals Per Agency should match the Report No. 8 GLAN 5570.