Report of Accruals
Report No. 1
Exercise

Prepare Report No. 1, Report of Accruals using the following source documents;

- Accrual Worksheet, Report No. 2
- Subsidiaries On File, Report No. 7
- Final Budget Report, Report No. 6

<u>Steps:</u>

A. Enter the following information in Report 571A:

   1. Use the Accrual Worksheet, Report 2 to post accrual amounts for asset and liability accounts to the appropriate GL accounts.

   2. Use the Subsidiaries On File to enter the Fund Number or Business Number involved in the inter-fund transaction (blue shaded cells).

B. Enter the following information in Report 571D:

   1. Use the Accrual Worksheet, Report 2 to post accrual amounts for Disbursements, Reimbursements to the appropriate GL accounts (yellow shaded cells only)

   2. Use the Final Budget Report, Report 6 to enter the encumbrance accruals.