

Purpose

The Year-End Report No. 7, Pre-Closing Trial Balance, lists the general ledger account balances for real and nominal accounts, including accruals and adjustments, before nominal accounts close to fund balance.

Report No. 7 is required for each fund in the State Treasury (including the Special Deposit Fund) and trust fund accounts outside the State Treasury.

This report serves as a system input document for the State Controller's Office (SCO), and it is important that departments carefully follow the instructions. Accurate and complete reports allow SCO to process entries without the need for additional adjustments. FISCAL departments shall submit system-generated PDF Report No. 7 in the fund's year-end financial reports package submission to SCO.

Reference Documents

- SAM Section [7962](#)
- Report No. 6, Final Budget Report
- Report No. 8, Post-Closing Trial Balance
- Report No. 9, Analysis of Change in Fund Balance
- Report No. 15, Reconciliation of Agency Accounts with Transactions per State Controller
- Subsidiaries on File Report
- SCO Year-End Financial Reports Procedure Manual (Budgetary/Legal Basis)
- Year-End Financial Reports Checklist

How to Prepare

To generate the report, follow the steps in Job Aid FISCAL.228 – Year End Report 7 - Pre-Closing Trial Balance Report. Below is a summary of the criteria for running the report.

- **Navigation:** Main Menu → FISCAL Processes → FISCAL Report → GL Reports → Pre-Closing Trial Balance
- **Report Request Parameters:** Business Unit, Fund Tree, Fund Node, Ledger (BUDLEGAL), As of Date (06/30/20XX), and Include Adjustment Periods (998)
- **Process Scheduler Request:** Description (ZZ_GL_PCTB) and Format (PDF)
- Where SCO requires a consolidated Report No. 7 for funds with sub-funds, ensure **Roll Up to Parent Fund** is selected for all the sub-fund amounts to be rolled up and displayed at the parent fund level.

Samples of Report No. 7 Governmental and Non-Governmental Cost Funds (NGCF) are shown in the illustrations below:

[Illustration 1 – Governmental/General Fund](#)

[Illustration 2 – NGCF/Working Capital and Revolving Funds](#)

[Illustration 3 – NGCF/Trust and Agency Funds – Federal](#)

[Illustration 4 – NGCF/Trust and Agency Funds – Non-Federal \(Parent Fund Level\)](#)

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Year-End Report No. 7 – Pre-Closing Trial Balance

Illustration 1 - Governmental/General Fund

REPORT 7 - PRE-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0001 Fiscal Year 20XX-XX As of 06/30/20XX
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Business Unit: 1234 - Department of Training
Fund: 2 0001 - General Fund
Subfund:

Report ID:	RPTGL068
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

GLAN	ACCOUNT TITLE	DEBITS	CREDITS
1110	General Cash - CTS Accounts	638,758.45	
1130	Revolving Fund Cash	189,970.16	
1140	Cash in State Treasury	5,733,017,795.10	
1190	Cash on Hand	100.00	
1311	AR - Abatements	13,600.75	
1312	AR - Reimbursements	257,853.25	
1313	AR - Revenue	3,050.00	
1319	AR - Other	5,174.29	
1410	Due From Other Funds	4,222,339.07	
1420	Due From Approps - Same Fund	7,461,253.64	
1600	Provision For Deferred AR		10,174.29
1710	Expense Advances	4,248.54	
1730	Prepay to Other Funds/Approps	500,617.99	
3010	Accounts Payable		1,127,583.32
3114	Due to Other Funds		23,938.12
3115	Due to Other Appropriations		7,246,894.00
3730	Uncleared Collections		90.00
5330	Reserve-Prepaid Items		450,000.00
5570	Fund Balance - Clearing		3,564,208.15
8000	Revenue		5,000.17
8100	Reimbursements		8,129,163.28
9000	Appropriated Expenses	52,223,727.43	
9811	Transfers From Other Funds		5,777,979,057.82
9891	Refunds to Reverted Appropriat		2,379.52
Fund	0001	5,798,538,488.67	5,798,538,488.67

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Illustration 2 - NGCF/Working Capital and Revolving Funds

REPORT 7 - PRE-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0687 Fiscal Year 20XX-XX As of 06/30/20XX
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Business Unit: 1234 - Department of Training
Fund: 0687 - Donated Food Revolving
Subfund:

Report ID:	RPTGL068
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

GLAN	ACCOUNT TITLE	DEBITS	CREDITS
1140	Cash in State Treasury		347.14
1210	SMIF Deposits	6,066,000.00	
1313	AR - Revenue	14,677.50	
1319	AR - Other	121,350.22	
1410	Due From Other Funds	2,911,984.60	
1540	Due From School Districts	104,884.10	
1590	Due From Other Govt Entities	6,717.90	
1600	Provision For Deferred AR		126,363.57
2341	Equipment	2,931,626.73	
2349	Accum Depr - Equipment		1,725,975.86
2416	Rights Leased Buildgs-Amortiz	21,702,691.39	
2496	Acc Amortiz-Rights Leased Bldg		2,183,141.03
3010	Accounts Payable		1,505,550.55
3114	Due to Other Funds		33,449.98
3220	Due to Local Government		19,099.23
3290	Due to Other Govt Entities		22,458.27
4700	Other Noncurrent Liabilities		19,441,435.54
5540	Retained Earnings		9,869,770.29
65	Unapp InterUnit Transfers	571.57	
8000	Revenue		1,885,658.78
9000	Appropriated Expenses	2,922,746.23	
9998	Supplementary Pension	30,000.00	
Fund	0687	36,813,250.24	36,813,250.24

(1) GL 65 (Unapp InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury). The sum of GL 65 and GL 1140 is a normal debit balance of \$224.43.

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Illustration 3 - NGCF/Trust and Agency Funds – Federal

<p>REPORT 7 - PRE-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0890 Fiscal Year 20XX-XX As of 06/30/20XX</p>

Business Unit: 1234 - Department of Training
Fund: 2 0890 - Federal Trust Fund
Subfund:

Report ID:	RPTGL068
Run Date:	8/15/20XX
Run Time:	13:19:36
Adjustment Period:	998
Ledger:	BUDLEGAL

4	GLAN	ACCOUNT TITLE	DEBITS	CREDITS
	1140	5 Cash in State Treasury	2,181,203.51	
	1319	AR - Other	21,544,450.97	
	1380	Contingent Receivables	3,097,260.41	
	1510	7 Due From Federal Government	12,371,246,651.26	
	1600	6 Provision For Deferred AR		24,641,711.38
	1750	Prepay to Nongovt Entities	112,952.35	
	3010	Accounts Payable		222,760,949.00
	3114	6 Due to Other Funds		133,521,772.08
	3210	Due to Federal Government		547,932.40
	3220	Due to Local Government		12,009,785,788.30
	3290	Due to Other Govt Entities		11,020,684.50
	5330	Reserve - Prepaid Items		112,952.35
	65	5 Unapp InterUnit Transfers	4,209,271.51	
11	8000	Revenue		7,160,037,594.89
	9000	Appropriated Expenses	7,160,037,594.89	
	Fund	0890	19,562,429,384.90	19,562,429,384.90

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Illustration 4 - NGCF/Trust and Agency Funds – Non-Federal (Parent Fund Level)

<p>REPORT 7 - PRE-CLOSING TRIAL BALANCE Department of Training - 1234 Fund 0942 Fiscal Year 20XX-XX As of 06/30/20XX</p>

Business Unit: 1234 - Department of Training
Fund: 2 0942 - Special Deposit Fund
Subfund:

Report ID: RPTGL068
Run Date: 8/15/20XX
Run Time: 3 13:19:36
Adjustment Period: 998
Ledger: BUDLEGAL

4	GLAN	ACCOUNT TITLE	DEBITS	CREDITS
5	1140	Cash in State Treasury	73,421.42	
	1210	SMIF Deposits	5,118,000.00	
	1319	AR - Other	1,040.00	
6	1410	Due From Other Funds	270,768.19	
	1600	Provision For Deferred AR		1,040.00
	2720	Secu & Oth Prope Held in Trust	15,263.00	
	3010	Accounts Payable		216,523.58
	3114	6 Due to Other Funds		27,655.17
	3220	Due to Local Government		7,499.00
	3290	Due to Other Govt Entities		3,303.48
	3510	8 Deposits - General		15,263.00
	5530	9 Fund Balance - Unappropriated		6,401,180.67
	65	5 Unapp InterUnit Transfers	1,831,043.95	
	8000	Revenue		948,740.89
	9000	Appropriated Expenses	311,669.23	
	Fund	0942	7,621,205.79	7,621,205.79

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How to Validate

The references below correspond to the numbered fields on Illustrations 1 to 4.

1	Review the report header information. The 'As of Date' must be June 30, 20XX.
2	Validate the business unit, department name, fund number, and fund title.
3	Report ID (RPTGL068), Adjustment Period (998), and Ledger (BUDLEGAL).
4	'GLAN' is at the lowest level of the Uniform Codes Manual, Legacy General Ledger Account Codes .
5	<p>Cash in State Treasury (GL 1140) and Unappropriated InterUnit Cash Transfers (GL 65) will appear on Reports No. 7 for non-shared funds. The GL 65 balance represents cash carry-forward from Fiscal Year 2019-20. The combined balance amounts of GL 1140 and GL 65 should have a debit balance and agree with the ending balance of GL 1140 displayed on the SCO Fund Reconciliation.</p> <p>For the Federal Trust Fund, the combined balance amounts of GL 1140 and GL 65 must equal the total appropriation control 'C' accounts and grant (1944) 'C' accounts from the SCO/Agency Reconciliation.</p> <p>Deposits in Surplus Money Investment Fund (GL 1210) should have a debit balance and agree with the ending balance of GL 1210 displayed on the SCO Fund Reconciliation.</p>
6	<p>Subsidiary GL account amounts will match the corresponding subsidiary account amounts on the Subsidiaries on File.</p> <p>Prepayments to the Architecture Revolving Fund (GL 1730) correspond with Reserve for Prepaid Items (GL 5330). The difference between GL 1730 and 5330 consists of State Compensation Insurance Fund Deposit (Category 96 account) and Advance to Service Revolving Fund – Other Service (Category 98 account).</p> <p>See SAM Section 7605 for a list of GL accounts that require subsidiary information.</p>
7	The Due From Federal Government (GL 1510) account shows the amount due from the Federal Government. See SAM Section 10415 .
8	The Liabilities for Deposit (GL 3510/3520) accounts have a credit or zero balance.
9	<p>The beginning Fund Balance for the current year, Report No. 7, equals the ending Fund Balance, as reported in the prior year, Report No. 8.</p> <p>There should only be one of the following Fund Balance accounts on the report:</p> <ul style="list-style-type: none"> • GL 5530 - Fund Balance-Unappropriated (non-shared fund). <ul style="list-style-type: none"> ○ The normal fund balance should be zero or credit. ○ For the Federal Trust Fund, the fund balance must be zero. • GL 5540 - Retained Earnings (non-shared Proprietary Fund) • GL 5570 - Fund Balance-Clearing (shared fund) <p>Note: Contact FI\$Cal Service Center (FSC) for correction when more than one Fund Balance account is posted.</p>
10	The Revenue (GL 8000), Reimbursements (GL 8100), Appropriated Expenses (GL 9000), Transfer In (GL 9811), Transfer Out (GL 9812), and Refunds to Reverted Appropriations (GL 9891) account balances must agree with the balances on Report No. 15 – Reconciliation of Agency Accounts with Transactions per State Controller, 'Transactions per Agency Accounts' columns.

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How to Validate (continue)

11	Inflows must equal outflows when accounting for the Federal Trust Fund. Fund Balance within the Federal Trust Fund shall have a zero balance. If revenues or transfers in (inflows) are accrued, then the corresponding expenditures or transfers out (outflows) shall be accrued. The net total amounts of all nominal accounts (e.g., GL 8000, 9000, 9811, 9812, etc.) for the Federal Trust Fund must be zero on Report No. 7.
12	Total debits equal total credits.

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Abnormal Balance(s) Explanation Required:

Explain any abnormal GL account balance with an asterisk (*) generated on Report No. 7 for all fund types as a footnote on the report or on a separate sheet of paper as an attachment.

The following are examples of abnormal balances:

- Asset accounts with credit balances.
- Contra asset accounts with debit balances.
- Liability accounts with debit balances.
- Reserves for asset accounts with debit balances.
- Revenue and Transfer In accounts with debit balances.
- Expenditure and Transfer Out accounts with credit balances.

Important Notes/Tips

- Bond Funds with multiple sub-funds require a consolidated and separate Report No. 7 for each sub-fund. Special Deposit Funds require only consolidated Report No. 7 for all sub-funds. Refer to the SCO YE Financial Reports Procedure Manual for sample Certification Letters.
- If Report No. 7 generates blank rows for the account and description, the Chart of Accounts (COA) may not be defined in the ACCT_REPORTING tree. Submit a ticket to the FISCAL Service Center for resolution.
- If Report No. 7 shows COA values, the department's actions are required to fix the problem before submitting the report to SCO.
- Revenue (GL 8000) on Report No. 7 agrees with Report No. 15, Transactions per Agency Accounts, GL 8000 column.
- Excluding the Federal Trust Fund, Reimbursements (GL 8100) on Report No. 7 agree with Report No. 6's sum 'Total for Scheduled Reimbursements, Budgetary Expenditures' amount.
- Appropriated Expenses (GL 9000) on Report No. 7 agree with Report No. 6's sum 'Total for Regular Appropriations, Budgetary Expenditures' amount. The difference between the two reports could be the Statewide Assessment (Pro-Rata) and Federal Refunds to Reverted Appropriations (COA 5902000 crosswalks to GL 9000).
- Pro Rata assessments (GL 9000) and SB 84 Supplementary Pension assessments (GL 9998) will be reported by the administering agency or fund administrator on Report No. 9 and Report No. 15, 'Transactions per Agency Accounts, Statewide Assessments' column.
- Departments are no longer required to post SB 84 Supplemental Pension Loan balances (GL2170/4050, Interfund Loans Receivable/Interfund Loans Payable and GL 5370/2500, Reserve for Interfund Receivables/Provision for Interfund Loan Payables) on Report No. 7.
- A footnote is required for interest or loan repayments due within the year. The footnote must disclose the fund's liabilities and include the loan terms (such as date of issuance, repayment terms, and interest rate), current loan balance, and interest earned or owed.