GL1 - RECORD STATEWIDE ASSESSMENTS

Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor

GL Journal Approver

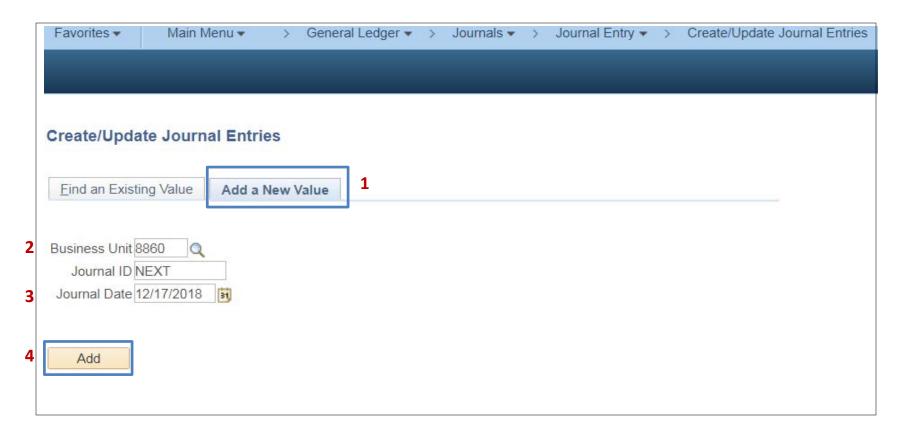
The Source Document for recording statewide assessments is the SCO Notice of Transfer, TC-36, used by SCO to move cash from applicable funds to the General Fund. Statewide assessments are charges for the following statewide activities and projects:

- **FSCU** Finance statewide accounting policies & procedures (Note: FSCU assessments after FY 2016-17, will be consolidated in Pro Rata. See Budget Letter 16-19.)
- GAAP SCO reporting for the Comprehensive Annual Financial Report
- HRMS SCO MyCalPAYS Project human resource management system data
- FI\$Cal Financial Information System for California functionality and ongoing support and operation
- **Pro Rata** Recovery of centralized administrative costs

ROUTE TO AGENCY					STATE CONTROLLER'S OFFICE				DOCUMENT NO		
STATEWIDE GEN ADMN EXPENDITURE REPORT NO: FC-145-10-D					DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA TC-36 NOTICE OF TRANSFER				RATA182001		
									DATE: 12/17/2018		
FUND	AGCY	FY	REF/ ITEM	FEDERAL CATALOG	CT PG E	EL COM T	SK TYP SOU	JRCE ACCOUNT NO	DEBITS	CREDITS	
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0002 0002	9900	2018	590				C	9010	65,782.00 65,782.00		
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0002								1140		65,782.0	
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FROM FUND PROPERTY ACQUISITION LAW MONEY										65,782.0	
						TOTAL	S		65,782.00	65,782.0	
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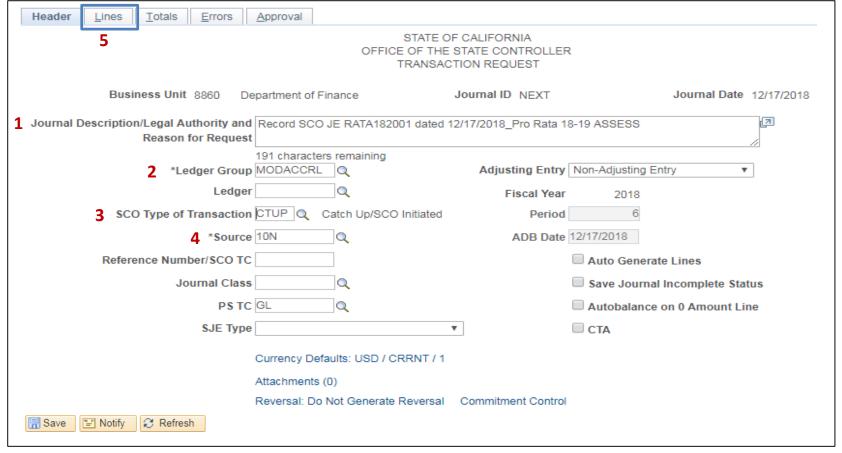
The **GL Journal Processor** will create a new GL Journal to post Statewide Assessments. Navigate to Create/Update Journal Entries (as shown below), then:

- 1 Click the Add a New Value tab
- 2 Enter your Business Unit
- 3 Enter the date of the SCO JE as the Journal Date
- 4 Click Add



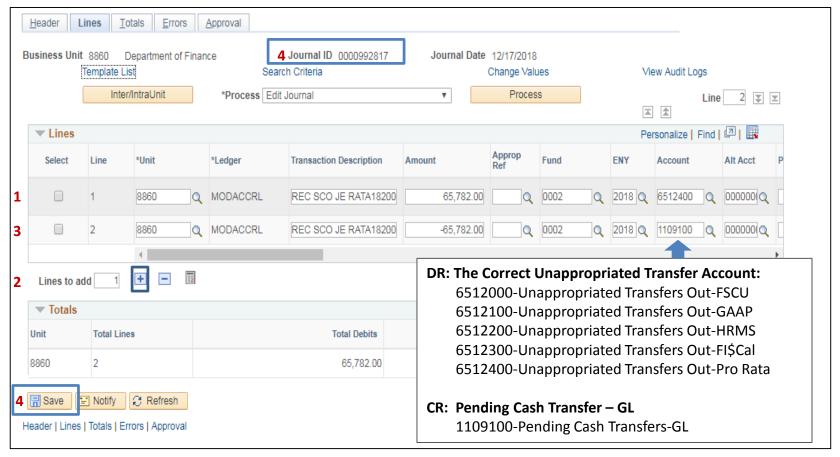
The **GL Journal Processor** will create the **Journal Header**. Steps are:

- 1 Enter a Long Description with the SCO Journal No., Date, Type and FY of Assessment
- 2 Ledger Group: MODACCRL
- 3 Select the appropriate SCO Type of Transaction
- 4 The source will auto populate depending on SCO Type of Transaction.
- **5** Click the **Lines** tab to enter journal lines.



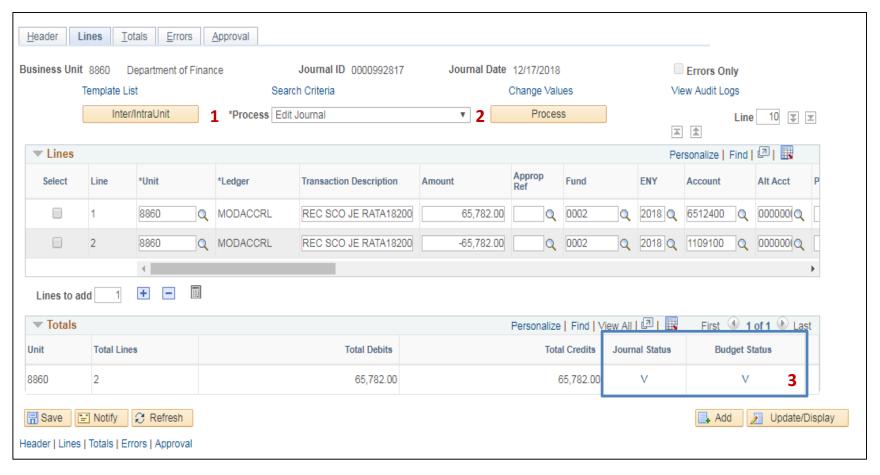
The **GL Journal Processor** will create the Journal **Lines.** Steps are:

- **1** Enter DR Line to record: Transaction Description, Amount, Fund, ENY, the **Correct** Unappropriated Transfers Out 6512xxx account;
- 2 Click on + to insert a line
- 3 Enter CR Line: Fund, ENY, Pending Cash Transfers-GL;
- 4 Click **Save**. The system will assign a Journal ID. Note the Journal ID on your source document for reference.



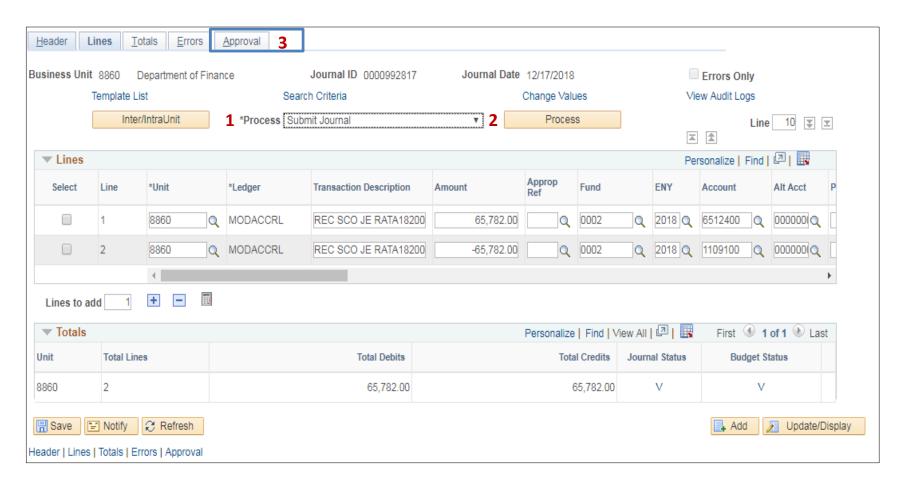
The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 Select Edit Journal
- 2 Click Process
- 3 Check that Journal Status and Budget Status show V for Valid.



The **GL Journal Processor** will Submit the Journal. Steps are:

- **1** In the Journal Lines tab, select **Submit Journal**
- 2 Click **Process**. The GL Journal Approver will receive an automatic notification of the journal
- 3 Click the Approval tab to view the journal workflow. Your journal will show as Pending



The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Additional Resources:

Finance Budget Letter 16-19, issued July 27, 2016 2017-18 General Administrative Costs and 2017-18 Statewide Cost Allocation Plan