

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

MAIL CODE 8860				STATE CONTROLLER'S OFFICE										DOCUMENT NO	
ROUTE TO AGENCY				DIVISION OF ACCOUNTING										RATA182001	
STATEWIDE GEN ADMN EXPENDITURE				SACRAMENTO, CALIFORNIA											
REPORT NO: FC-145-10-D				NOTICE OF TRANSFER										DATE: 12/17/2018	
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS	
-----DESCRIPTION-----															
0001												1140	65,782.00		
0002												9010	65,782.00		
0002	9900	2018	590							C		000	65,782.00		
0002	9900	2018	590			10				C		000	65,782.00		
0002	9900	2018	590			10				D		000	65,782.00		
									PRO RATA	18-19	ASSESS 2				
0001												9010		65,782.00	
0001	9900	2018	590							C		000	65,782.00		
0001	9900	2018	590			10				C		000	65,782.00		
0001	9900	2018	590			10				D		000	65,782.00		
									PRO RATA	18-19	ASSESS 2				
0002												1140		65,782.00	
TO FUND	GENERAL FUND													65,782.00	
FROM FUND	PROPERTY ACQUISITION LAW MONEY														65,782.00
TOTALS													65,782.00	65,782.00	
REASON FOR ABOVE ACTION															
6H TO TRANSFER ADMINISTRATIVE COST (PRO-RATA) DUE AND															
PAYABLE FROM EACH STATE FUND IN ACCORDANCE WITH															
GC SECTIONS 11270-11275, 13332.02, 13332.03, AND 22883.															

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**

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

1

2 Business Unit

Journal ID

3 Journal Date

4

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.

Header
Lines
Totals
Errors
Approval

5

STATE OF CALIFORNIA
OFFICE OF THE STATE CONTROLLER
TRANSACTION REQUEST

Business Unit 8860 Department of Finance
Journal ID NEXT
Journal Date 12/17/2018

1 Journal Description/Legal Authority and Reason for Request

191 characters remaining

2 *Ledger Group

Ledger

3 SCO Type of Transaction Catch Up/SCO Initiated

4 *Source

Reference Number/SCO TC

Journal Class

PS TC

SJE Type

Adjusting Entry ▼

Fiscal Year 2018

Period

ADB Date

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

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 screenshot shows the GL Journal Processor interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. The interface displays the following information:

- Business Unit: 8860, Department of Finance
- Journal ID: 0000992817 (highlighted with a blue box and labeled '4')
- Journal Date: 12/17/2018
- Search Criteria: [Empty]
- Change Values: [Link]
- View Audit Logs: [Link]
- Inter/IntraUnit: [Button]
- *Process: Edit Journal (dropdown)
- Process: [Button]
- Line: 2 (dropdown)

The 'Lines' section contains a table with the following data:

Select	Line	*Unit	*Ledger	Transaction Description	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	P
1	1	8860	MODACCRL	REC SCO JE RATA18200	65,782.00		0002	2018	6512400	000000	
3	2	8860	MODACCRL	REC SCO JE RATA18200	-65,782.00		0002	2018	1109100	000000	

Below the table, there are controls for 'Lines to add' (1) and a '+' button (labeled '2'). The 'Totals' section shows:

Unit	Total Lines	Total Debits
8860	2	65,782.00

At the bottom, there are buttons for 'Save' (labeled '4'), 'Notify', and 'Refresh'. The footer shows 'Header | Lines | Totals | Errors | Approval'.

DR: The Correct Unappropriated Transfer Account:
 6512000-Unappropriated Transfers Out-FSCU
 6512100-Unappropriated Transfers Out-GAAP
 6512200-Unappropriated Transfers Out-HRMS
 6512300-Unappropriated Transfers Out-FI\$Cal
 6512400-Unappropriated Transfers Out-Pro Rata

CR: Pending Cash Transfer – GL
 1109100-Pending Cash Transfers-GL

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.

Header
Lines
Totals
Errors
Approval

Business Unit 8860 Department of Finance
Journal ID 0000992817
Journal Date 12/17/2018
 Errors Only

Template List
Search Criteria
Change Values
View Audit Logs

Inter/IntraUnit
1 *Process Edit Journal
2 Process
Line 10

▼ Lines
Personalize | Find | [?] | [grid]

Select	Line	*Unit	*Ledger	Transaction Description	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	P
<input type="checkbox"/>	1	8860	MODACCRL	REC SCO JE RATA18200	65,782.00		0002	2018	6512400	000000	
<input type="checkbox"/>	2	8860	MODACCRL	REC SCO JE RATA18200	-65,782.00		0002	2018	1109100	000000	

Lines to add + - [grid]

▼ Totals
Personalize | Find | View All | [?] | [grid]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	65,782.00	65,782.00	V	V 3

Save
Notify
Refresh
Add
Update/Display

Header | Lines | Totals | Errors | Approval

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

Header
Lines
Totals
Errors
Approval **3**

Business Unit 8860 Department of Finance Journal ID 0000992817 Journal Date 12/17/2018 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit
1 *Process
Submit Journal
2
Process
Line

▼ Lines Personalize | Find |

Select	Line	*Unit	*Ledger	Transaction Description	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	P
<input type="checkbox"/>	1	<input style="width: 40px;" type="text" value="8860"/>	MODACCRL	REC SCO JE RATA18200	65,782.00	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text" value="0002"/>	<input style="width: 40px;" type="text" value="2018"/>	<input style="width: 40px;" type="text" value="6512400"/>	<input style="width: 40px;" type="text" value="000000"/>	
<input type="checkbox"/>	2	<input style="width: 40px;" type="text" value="8860"/>	MODACCRL	REC SCO JE RATA18200	-65,782.00	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text" value="0002"/>	<input style="width: 40px;" type="text" value="2018"/>	<input style="width: 40px;" type="text" value="1109100"/>	<input style="width: 40px;" type="text" value="000000"/>	

Lines to add

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	65,782.00	65,782.00	V	V

Save
 Notify
 Refresh
 Add
 Update/Display

Header | Lines | Totals | Errors | Approval

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