GL-4 RECORD SCO TRANSFER JOURNAL ENTRY FOR CANCELED WARRANT
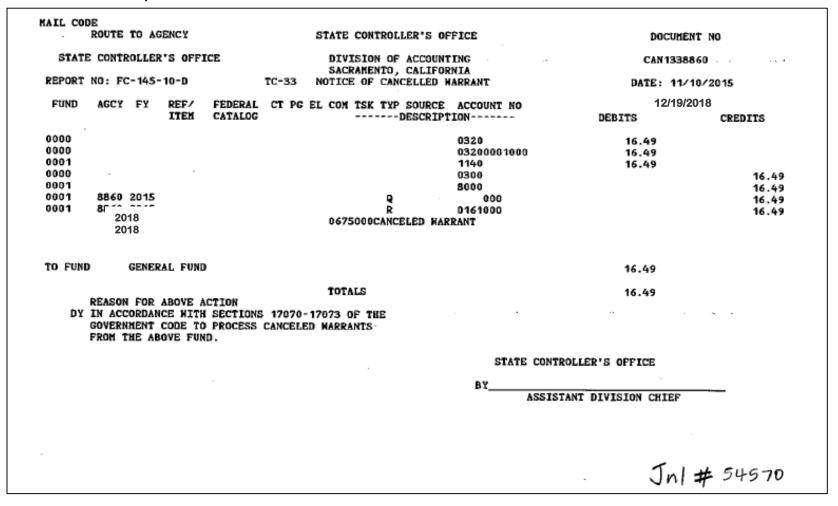
Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor
        GL Journal Approver

The Source Document for recording a canceled warrant is the SCO's Notice of Canceled Warrant, TC-33, a posting document prepared by the SCO to cancel an outstanding warrant in accordance with provisions of law covering such cancellations.   Note: warrants issued from January 1, 1998 are valid for one year and are canceled thereafter.

```
MAIL CODE
    .     ROUTE TO AGENCY                    STATE CONTROLLER'S OFFICE                         DOCUMENT NO

    STATE CONTROLLER'S OFFICE               DIVISION OF ACCOUNTING                          CAN 1338860        . . .
                                            SACRAMENTO, CALIFORNIA
    REPORT NO: FC-145-10-D         TC-33    NOTICE OF CANCELLED WARRANT                    DATE: 11/10/2015

    FUND   AGCY  FY   REF/   FEDERAL  CT PG EL COM TSK TYP SOURCE  ACCOUNT NO                    12/19/2018
                      ITEM   CATALOG           -------DESCRIPTION-------        DEBITS              CREDITS

    0000                                                    0320              16.49
    0000                                                    03200001000       16.49
    0001                                                    1140              16.49
    0000                                                    0300                                   16.49
    0001                                                    8000                                   16.49
    0001   8860 2015                            Q              000                                 16.49
    0001   8[    ]                               R           0161000                               16.49
             2018                              0675000CANCELED WARRANT
             2018


    TO FUND     GENERAL FUND                                                  16.49

                                TOTALS                                       16.49
          REASON FOR ABOVE ACTION
    DY IN ACCORDANCE WITH SECTIONS 17070-17073 OF THE
       GOVERNMENT CODE TO PROCESS CANCELED WARRANTS
       FROM THE ABOVE FUND.

                                                        STATE CONTROLLER'S OFFICE

                                                   BY_____
                                                        ASSISTANT DIVISION CHIEF



                                                                   Jnl # 54570
```
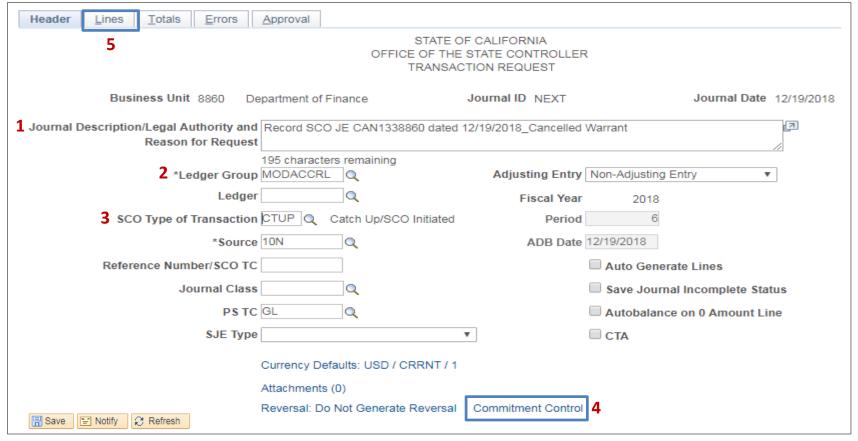
The **GL Journal Processor** will review the SCO JE and supporting documents for proper coding and reporting. The Journal Processor will create a new GL Journal to post the charge . Steps are:

1 - Navigate to General Ledger>Journals>Journal Entry>Create/Update Journal Entries
2 - Enter your Business Unit in the **Add a New Value** tab
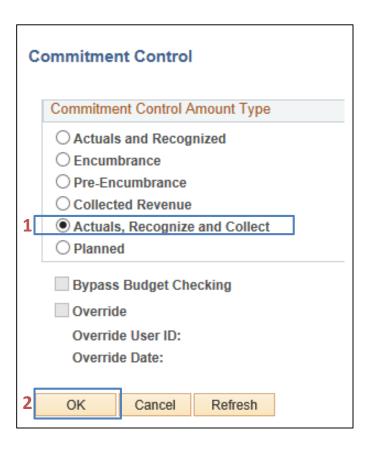**3** - Enter the date of the SCO JE as the Journal Date
4 - Click Add

1

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

Create/Update Journal Entries

| Find an Existing Value | Add a New Value |

2   Business Unit 8860 🔍
          Journal ID NEXT
3   Journal Date 12/19/2018 📅

4   Add

Find an Existing Value | Add a New Value

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

1 - Enter a Long Description with the SCO Journal No., Date, Type and other necessary information

2 - Ledger Group: MODACCRL

3 - Enter the appropriate SCO Type of Transaction. The source will auto populate depending on type of SCO Transaction Type.

4 - Click on Commitment Control and select **Actuals, Recognize and Collect.** See next page for screen

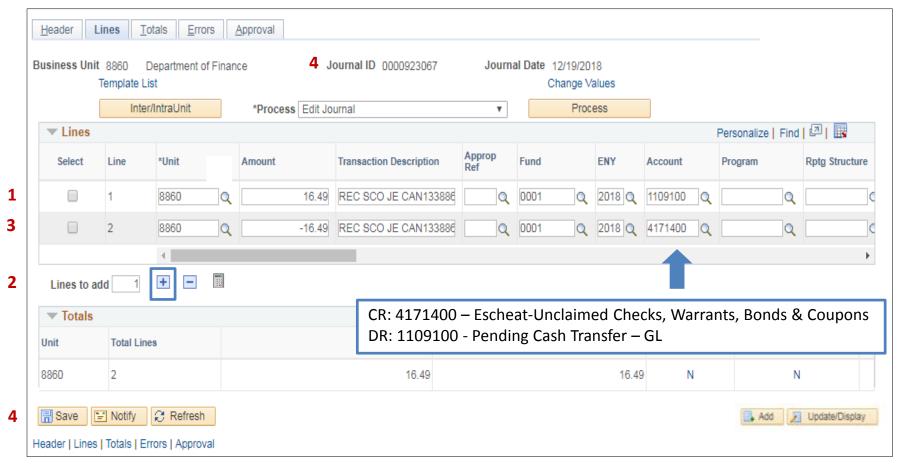**5** - Click on the **Lines** tab to enter Journal Lines.

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** 12/19/2018

1 Journal Description/Legal Authority and   Record SCO JE CAN1338860 dated 12/19/2018_Cancelled Warrant
Reason for Request

195 characters remaining

2 *Ledger Group MODACCRL   🔍   **Adjusting Entry** Non-Adjusting Entry ▼

Ledger   🔍   **Fiscal Year**   2018

3 SCO Type of Transaction CTUP 🔍 Catch Up/SCO Initiated   **Period**   6

*Source 10N   🔍   **ADB Date** 12/19/2018

Reference Number/SCO TC   ☐ Auto Generate Lines

Journal Class   🔍   ☐ Save Journal Incomplete Status

PS TC GL   🔍   ☐ Autobalance on 0 Amount Line

SJE Type ▼   ☐ CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal   Commitment Control **4**

Save   Notify   Refresh

When the **GL Journal Processor** clicks on the Commitment Control link, the following screen will appear.

1 - Click on Actuals, Recognize and Collect to record **both** the revenue recognized and revenue collected
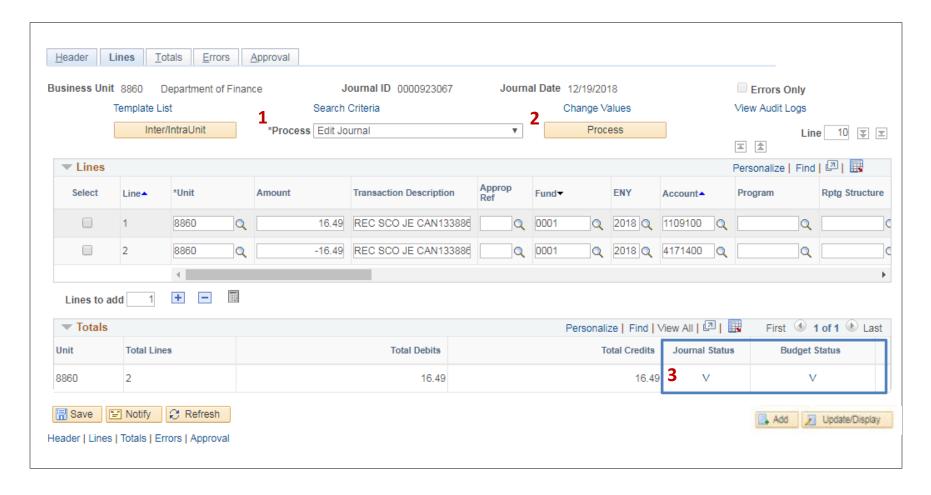**2** - Click OK

Commitment Control

Commitment Control Amount Type

○ Actuals and Recognized
○ Encumbrance
○ Pre-Encumbrance
○ Collected Revenue
1 ● Actuals, Recognize and Collect
○ Planned

☐ Bypass Budget Checking

☐ Override

Override User ID:

Override Date:

2 [OK]   [Cancel]   [Refresh]

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

1 - Enter DR Line to record Pending Cash: Fund, ENY, Account, Amount

2 - Click on + to insert a line

3 - Enter CR Line : Amount, Transaction Description, Fund, ENY and Revenue Account (Note: Reporting Structure maybe required for internal tracking/reporting purposes)

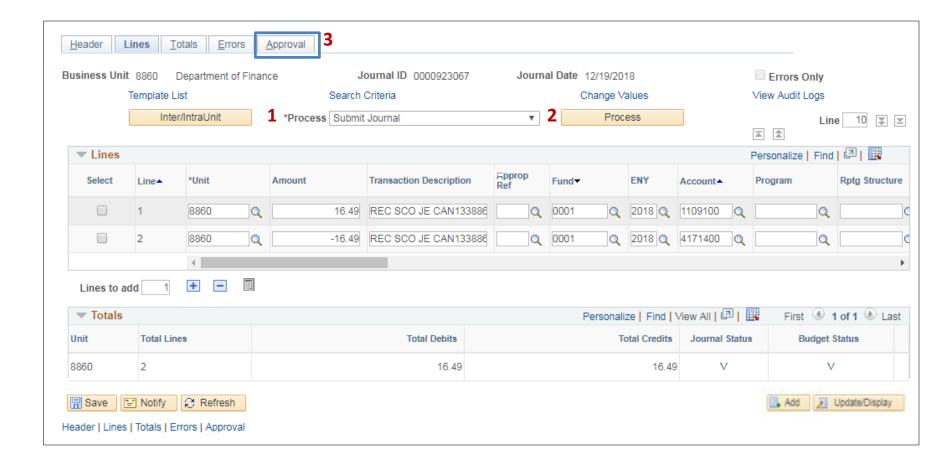**4** - Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference

CR: 4171400 – Escheat-Unclaimed Checks, Warrants, Bonds & Coupons
DR: 1109100 - Pending Cash Transfer – 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.

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 for approval

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.