

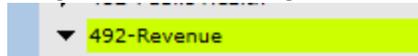
WEDGE 3.0 Training – FY16 Update

New WEDGE Form - SCO-576

The purpose of the Changes in Assets and Liabilities – Agency Funds is to summarize the gross additions and deletions to the balance sheet accounts for the year.

This form is also used to report amounts on hand due to other agency/funds at year end.

- 1) Using the left hand navigation tree, expand the appropriate agency node.



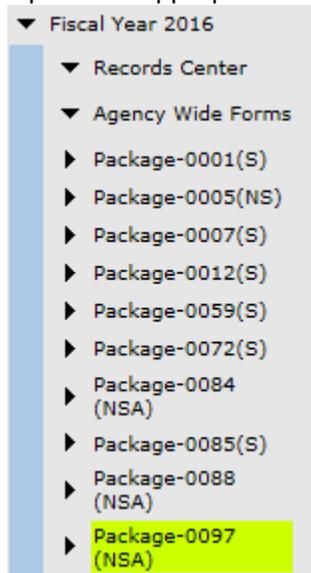
- 2) Expand the Annual Reporting node.



- 3) Expand the appropriate Fiscal Year node.



- 4) Expand the appropriate fund package node.

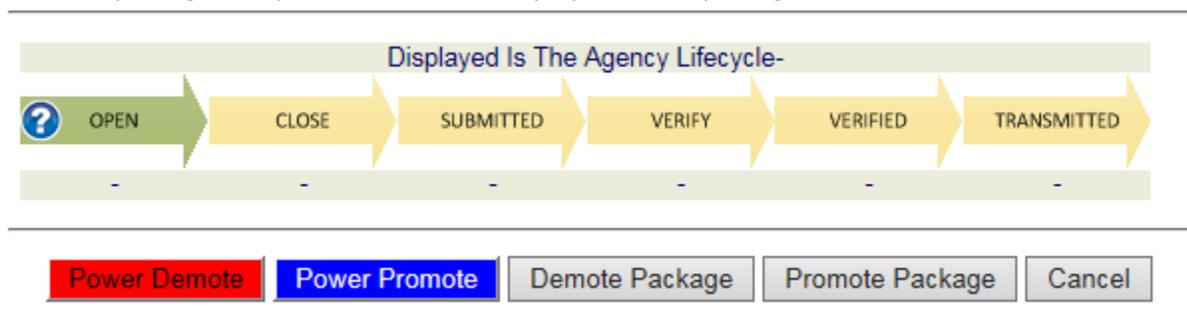


- 5) Click on the **form information** icon in the ribbon bar.

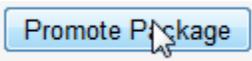
WEDGE 3.0 Training – FY16 Update



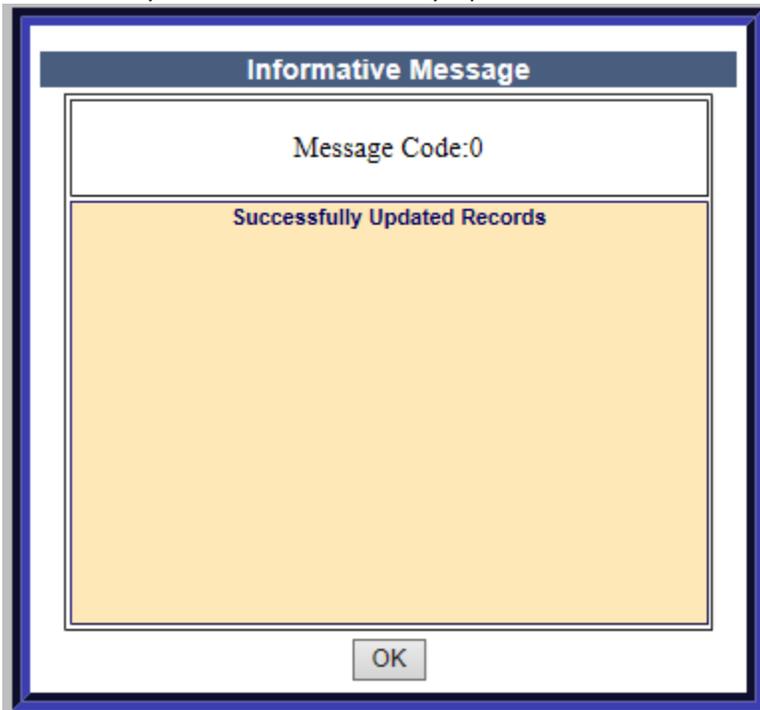
- 6) The fund package life cycle information is displayed on the package dashboard.



- 7) To provide an open date for the fund package, click one time on the **Promote Package** button.
NOTE: This is required before doing any work on your fund package.



- 8) Ensure that you see the “Successfully Updated Records” Informative Message.

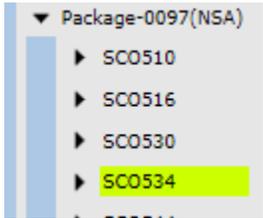


- 9) Click one time on the **OK** button.



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10) Click one time on the SCO-534 form node.



11) Review the SCO-534 form layout.

NOTE: The Main tab is displayed pre-populated with the appropriate amounts.

Number	Report Aspect	Balance Prior Year	Receipts	Disbursements	Transfers-In	Transfers-Out	Balance At June 30, Current Year
1-Fund Balance Per SAMS							
1-1	Fund Balance Per SAMS						
1.1.a	a) Fund Balance Per The Statewide Accounting Management System(SAMS) (By:Agency)	1987	9462	9115	0	187	2147
2-Adjustment To Fund Balance Per SAMS							
2-1	Held SAMS Transfers In						
2.1.a	a) Prior Year (By:Agency)	0	0	0	0	0	0
2.1.b	b) Current Year (By:Agency)	0	0	0	0	0	0
2-2	Held SAMS Transfers Out						
2.2.a	a) Prior Year (By:Agency)	0	0	0	0	0	0
2.2.b	b) Current Year (By:Agency)	0	0	0	0	0	0

12) Enter the appropriate number in the Receipts column for Cash on Hand.

3-2	Cash In Transit						
3.2.a	a) Prior Year (By:Agency)	0	0				
3.2.b	b) Current Year (By:Agency)		1000				1000

13) Click one time on the **Save Form** icon on the horizontal ribbon.



14) Click one time on the **OK** button.



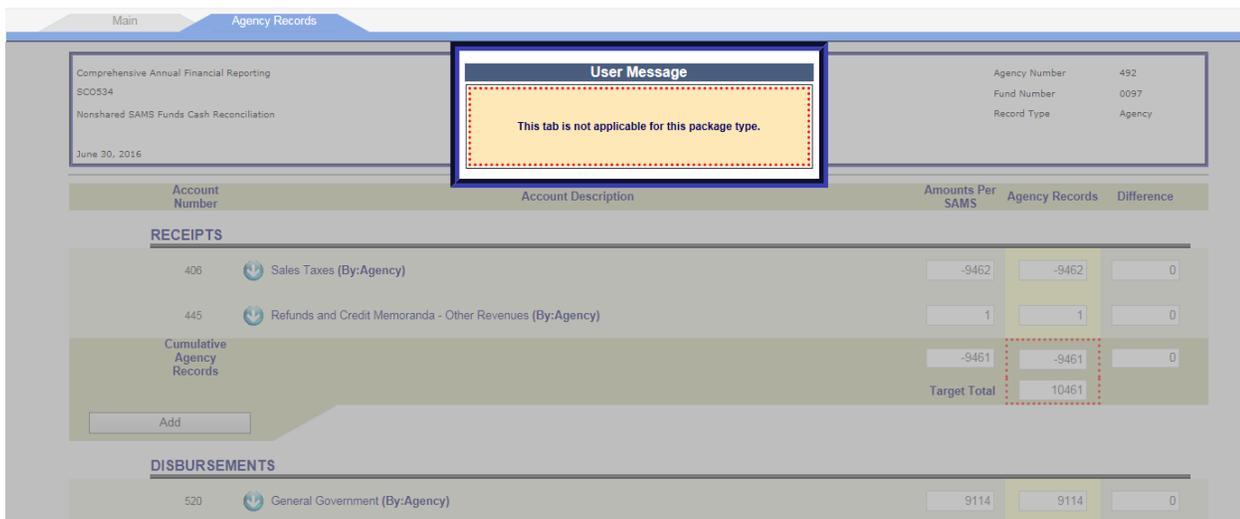
15) Review the “Cash on deposit with the State Treasurer” per Agency Records values in the **Grand Total** row.

Grand Total	1987	10461	9114	0	187	3147
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16) If you click on the **Agency Records** tab, you will receive an error message.

NOTE: The Agency Records tab is not applicable for agency fund packages.

WEDGE 3.0 Training – FY16 Update



- 17) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will post your changes to the SCO-516 Trial Balance form.

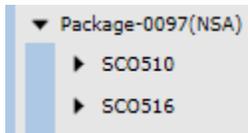


- 18) Click one time on the **OK** button.



Review Posted SCO-534 Values on SCO-516

- 1) Click one time on the SCO-516 node.



- 2) Click one time on the **Recalculate Trial Balances** icon on the horizontal ribbon. This will update the amounts on the SCO-516 Trial Balance form.



- 3) Click one time on the **OK** button.



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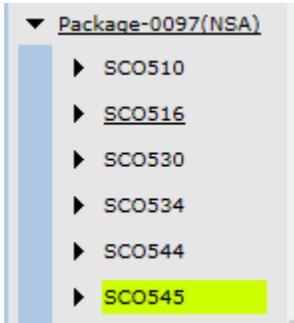
4) The cash balance per the SCO-534 has been posted to the Agency Records column on the SCO-516.

NOTE: After you review this, you will need to balance the Agency Records column, using the SCO-545 form.

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105\101-Cash on Deposit with State Treasurer (including intransit items)	3147	0	0	0	3147	1947
1-180\105-Cash and Cash Equivalents	3147	0	0	0	3147	1947

Balance Agency Records using the SCO-545

1) Click one time on the SCO-545 node.



2) Review the layout of the SCO-545 form.

Comprehensive Annual Financial Reporting
SCO545
Proprietary and Locally Held Fund Trial Balance Entry
June 30, 2016

STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

Agency Number 492
Fund Number 0097
Record Type Agency

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference
Asset				
	Cumulative Agency Records	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Add"/>			
Liability				
	Cumulative Agency Records	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Add"/>			

3) Add the appropriate asset and liability account(s), using the applicable agency record amount(s) from the SCO-534.

NOTE: This should offset the cash balance posted from your SCO-534.

IMPORTANT: All credit amounts must have negative signage.

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference
Asset				
117	Taxes Receivable (By:Agency)	<input type="text" value="0"/>	<input type="text" value="900"/>	<input type="text" value="900"/> <input type="button" value="Delete"/>
	Cumulative Agency Records	<input type="text" value="0"/>	<input type="text" value="900"/>	<input type="text" value="900"/>
	<input type="button" value="Add"/>			
Liability				
209	Due To Other Governments-Local (By:Agency)	<input type="text" value="0"/>	<input type="text" value="-3987"/>	<input type="text" value="-3987"/> <input type="button" value="Delete"/>
215	Due To Other Funds (By:Agency)	<input type="text" value="0"/>	<input type="text" value="-60"/>	<input type="text" value="-60"/> <input type="button" value="Delete"/>
	Cumulative Agency Records	<input type="text" value="0"/>	<input type="text" value="-4047"/>	<input type="text" value="-4047"/>
	<input type="button" value="Add"/>			

WEDGE 3.0 Training – FY16 Update

- 4) Click one time on the **Save Form** icon on the horizontal ribbon.



- 5) Click one time on the **OK** button.



- 6) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will post your changes to the SCO-516 Trial Balance form.



- 7) Click one time on the **OK** button.



Review Posted SCO-545 Values on SCO-516

- 1) Click one time on the SCO-516 node.



- 2) Click one time on the **Recalculate Trial Balances** icon on the horizontal ribbon. This will update the amounts on the SCO-516 Trial Balance form.



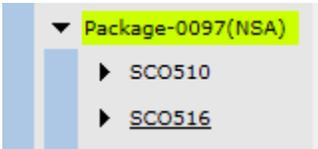
- 3) The total assets and liabilities in the **Agency Records** column will now display the proper balance.

NOTE: ALL other adjustments can now be made as reclassifying entries on the SCO-544 form.

WEDGE 3.0 Training – FY16 Update

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105\101-Cash on Deposit with State Treasurer (including intransit items)						
	3147	0	0	0	3147	1947
1-180\105-Cash and Cash Equivalents						
	3147	0	0	0	3147	1947
0-125\117-Taxes Receivable						
	900	0	0	0	900	1076
0-125\118-Allowance for Uncollectible Taxes						
	0	0	0	0	0	(191)
1-180\125-Taxes Receivable, Net						
	900	0	0	0	900	885
2-195\180-Total Assets						
	4047	0	0	0	4047	2832
3-0\195-Total Assets and Deferred Outflows of Resources						
	4047	0	0	0	4047	2832
0-210\209-Due To Other Governments-Local						
	(4047)	0	0	0	(4047)	(2832)
1-290\210-Intergovernmental Payables						
	(4047)	0	0	0	(4047)	(2832)
0-290\215-Due to Other Funds						
	0	0	0	0	0	0
2-295\290-Total Liabilities						
	(4047)	0	0	0	(4047)	(2832)

4) Click one time on the Fund Package node.



5) The screen will display summary totals, and indicate if your GAAP package is in balance. If the GAAP package is not in balance, you will need to ensure that the assets and liabilities on the SCO-516 **Agency Records** column are equal.

Comprehensive Annual Financial Reporting		 STATE OF ILLINOIS COMPTROLLER LESLIE GEISSLER MUNGER	Agency Number	492				
Agency Fund Dashboard			Fund Number	0097				
Package Dashboard			Record Type	Agency				
June 30, 2016								
Home Rule Municipal Soft Drink Retailers' Occupation Tax Fund(0097)								
Current Custodian Entity: Agency-Open								
Viewed Statistics Record Type Is (Agency)								
Account Type	Agency Records/SAMS Balances	Prior Year GAAP Adjust	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis	
1 Asset			0	0	0	4047	2832	
2 Liability			0	0	0	-4047	-2832	
3 Fund Equity			0	0	0	0	0	
		Sum Assets	Sum Liabilities	Sum Fund Equity				
		4047	-4047	0				
		Fund Is Balanced						

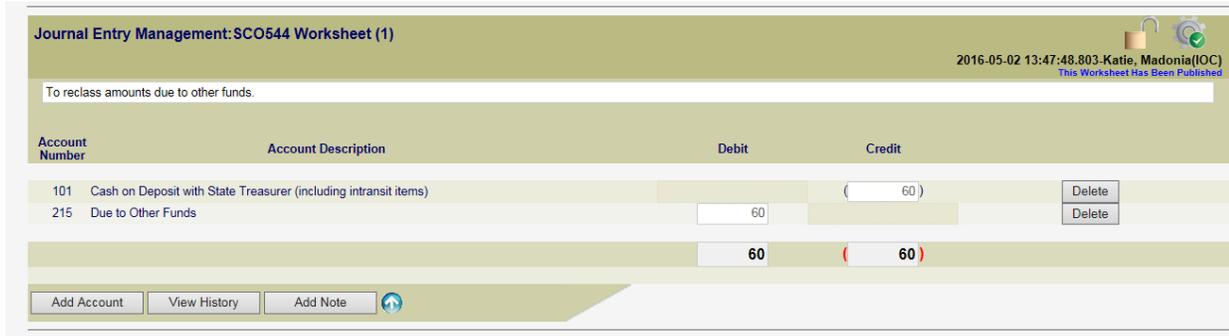
WEDGE 3.0 Training – FY16 Update

Post Entry to Reclass Amounts Due to Other Funds Against Cash

- 1) Click one time on the SCO-544 node.



- 2) Post reclass entry to eliminate amounts due to other funds



- 3) Click one time on the SCO-516 node.



- 4) Click one time on the **Recalculate Trial Balances** icon on the horizontal ribbon. This will update the amounts on the SCO-516 Trial Balance form.



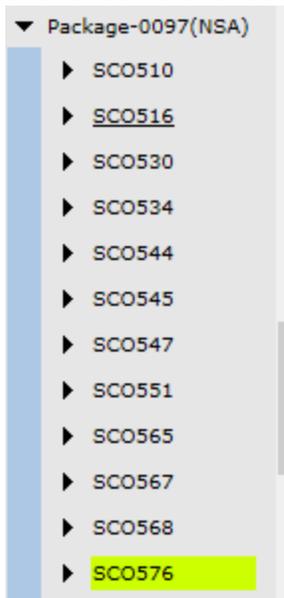
WEDGE 3.0 Training – FY16 Update

5) Verify revised balances on the SCO-516

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105/101-Cash on Deposit with State Treasurer (including intransit items)	3147	(60)	0	0	3087	1947
1-180/105-Cash and Cash Equivalents	3147	(60)	0	0	3087	1947
0-125/117-Taxes Receivable	900	0	0	0	900	1076
0-125/118-Allowance for Uncollectible Taxes	0	0	0	0	0	(191)
1-180/125-Taxes Receivable, Net	900	0	0	0	900	885
2-195/180-Total Assets	4047	(60)	0	0	3987	2832
3-0/195-Total Assets and Deferred Outflows of Resources	4047	(60)	0	0	3987	2832
0-210/209-Due To Other Governments-Local	(3987)	0	0	0	(3987)	(2832)
1-290/210-Intergovernmental Payables	(3987)	0	0	0	(3987)	(2832)
0-290/215-Due to Other Funds	(60)	60	0	0	0	0
2-295/290-Total Liabilities	(4047)	60	0	0	(3987)	(2832)

SCO-576

1) Click one time on the SCO-576 node.



2) Note the error messages at the top of the form. These messages will appear until the form is completed and the ending balances on the form agree to the balances on the trial balance.

WEDGE 3.0 Training – FY16 Update

Comprehensive Annual Financial Reporting SC0576 Changes in Assets and Liabilities Agency Funds June 30, 2016		 STATE OF ILLINOIS COMPTROLLER LESLIE GEISSLER MUNGER	Agency Number Fund Number Record Type	492 0097 Agency
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Account Number	Account Description	Balance At June 30, Prior Year	Additions	Deletions	Balance At June 30, Current Year
Error: The ending balance for a/c's 101, 125, 210 does not agree to the trial balance.					
The ending balance for total assets does not agree to a/c 195 on the trial balance.					
The ending balance for total liabilities does not agree to a/c 295 on the trial balance.					

- 3) Enter the additions and deletions to cash for a/c 101. The amounts should be reconciled to the SC0534 receipts and disbursements.

Assets					
101	 Cash on Deposit with State Treasurer (including intransit items)	\$1,947	\$10,271	\$9,131	\$3,087

- 4) Click one time on the **Save Form** icon on the horizontal ribbon.



- 5) Click one time on the **OK** button.



- 6) Note that the error message no longer includes a/c 101

Error: The ending balance for a/c's 125, 210 does not agree to the trial balance.

WEDGE 3.0 Training – FY16 Update

7) Enter the appropriate additions and deletions for the remaining accounts.

Account Number	Account Description	Balance At June 30, Prior Year	Additions	Deletions	Balance At June 30, Current Year
Assets					
101	Cash on Deposit with State Treasurer (including intransit items)	\$1,947	\$10,271	\$9,131	\$3,087
102	Locally-held Cash and Cash Equivalents	\$0	\$0	\$0	\$0
103	Petty Cash	\$0	\$0	\$0	\$0
107	Securities Lending Collateral Equity with State Treasurer	\$0	\$0	\$0	\$0
116	Investments, Total	\$0	\$0	\$0	\$0
125	Taxes Receivable, Net	\$885	\$10,286	\$10,271	\$900
130	Intergovernmental Receivables, Net	\$0	\$0	\$0	\$0
140	Other Receivables, Net	\$0	\$0	\$0	\$0
141	Due From Other Funds	\$0	\$0	\$0	\$0
144	Due From Component Units	\$0	\$0	\$0	\$0
158	Loans and Notes Receivable, Total	\$0	\$0	\$0	\$0
177	Other Assets, Total	\$0	\$0	\$0	\$0
Total Assets		\$2,832	\$20,557	\$19,402	\$3,987
Liabilities					
205	Account Payable and Accrued Liabilities	\$0	\$0	\$0	\$0
210	Intergovernmental Payables	\$2,832	\$10,286	\$9,131	\$3,987
216	Due to Component Units	\$0	\$0	\$0	\$0
224	Obligations Under Securities Lending of State Treasurer	\$0	\$0	\$0	\$0
278	Other Obligations, Current	\$0	\$0	\$0	\$0
Total Liabilities		\$2,832	\$10,286	\$9,131	\$3,987

8) Click one time on the **Save Form** icon on the horizontal ribbon.



9) Click one time on the **OK** button.

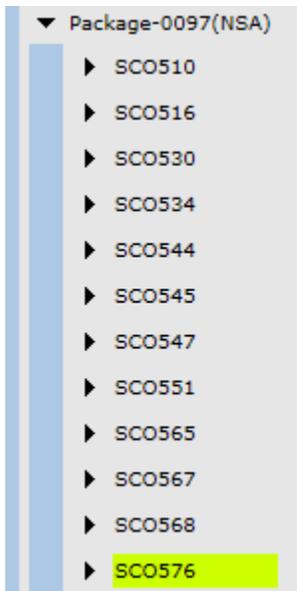


WEDGE 3.0 Training – FY16 Update

Reporting Assets related to amounts on hand and due to other funds

1)

Click one time on the SCO-576 node.



2) Scroll to the bottom of the form, and click on the “Add” button.

Assets related to amounts on hand due to other funds at June 30, 2016:

In the space provided below, please provide details regarding the amounts on hand at year end (cash, investments, receivables, etc.) that are due to other State funds, as these assets should be reported in the applicable State funds.

Agency	Fund	Account Number	Account Description	Balance At June 30, Current Year
<input type="button" value="Add"/>				

3) Select the Agency/Fund Combination of entity that is owed at year end. Select the appropriate asset account that will be liquidated.

Select Agency Fund Combination

Agency	492-Revenue	492
Fund Number	0001	0001
Account Number	101-Cash on Deposit with State Treasurer (including intransit items)(Asset)	101

Add a new SCO576 Cash on Hand Entry

WEDGE 3.0 Training – FY16 Update

- 4) Enter the amount owed at year end.

Assets related to amounts on hand due to other funds at June 30, 2016:

In the space provided below, please provide details regarding the amounts on hand at year end (cash, investments, receivables, etc.) that are due to other State funds, as these assets should be reported in the applicable State funds.

Agency	Fund	Account Number	Account Description	Balance At June 30, Current Year
492	0001	101	Cash on Deposit with State Treasurer (including intransit items)	\$60

Add

- 5) Click one time on the **Save Form** icon on the horizontal ribbon.



- 6) Click one time on the **OK** button.

