

Interfund Transfers - WEDGE 3.0 Training

Welcome

Welcome to the Illinois Office of the Comptroller!

Contacts

Please utilize the following contact information when you have questions and/or concerns related to the WEDGE 3.0 system.

Functional

For questions related to GAAP processes, form requirements, and accounting entries.

Katie Madonia, Director - Financial Reporting

katie.madonia@illinoiscomptroller.gov

217-782-5198

Elizabeth Johnson, Manager - Financial Reporting

elizabeth.johnson@illinoiscomptroller.gov

217-557-3368

Security

For questions regarding passwords and logging into the system.

Comptroller's Financial Reporting Staff - WEDGE Administration

Wedge@illinoiscomptroller.gov

217-782-2052

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System Access

Accessing the system

You should access the system from the Agencies link <http://illinoiscomptroller.gov/>. You should then click on the WEDGE link in the sub-menu.



Password Self-Maintenance

Users should be able to change and reset their own passwords within the system without contacting the IOC. However, if users should need assistance, they may contact the IOC's WEDGE ADMINISTRATION at 217-782-2052 or Wedge@illinoiscomptroller.gov.

Password Criteria

When entering and/or changing your password, the following password criteria should be adhered to:

- Password length should be a minimum of 8 characters.
- A password must meet 3 of the following 4 criteria:
 - At least one lower case alpha character
 - At least one upper case alpha character
 - At least one numeric character
 - At least one special character (non-alpha, non-numeric)

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Logging into the system for New Users

- 1) A new user will receive an email containing a link to “Create WEDGE Password” indicating the IOC has processed the **New User Registration Form** submitted by the agency and has added the user to the WEDGE security system. The email will include a link to **Create WEDGE Password** along with the new **USER ID** and the **Email** address associated with the account.
- 2) A new WEDGE user should click one time on the **Create WEDGE Password** hyperlink from the email and should type the new password and confirm password in the space provided and click submit.



The screenshot shows the 'WEDGE 3.0 Logon To Wedge' page. At the top left is the Seal of the State of Illinois. To its right, the text reads 'STATE OF ILLINOIS COMPTROLLER' and 'LESLIE GEISSLER MUNGER'. Below this is a dark blue header with 'WEDGE 3.0 Logon To Wedge'. The main form area contains two input fields: 'New Password' and 'Confirm Password', both with masked characters (dots). Below these fields is a 'Submit' button, which is highlighted by a red arrow pointing to it from the left.

- 3) User will be taken to the following screen. To log in, click on the Hyperlink **Click here to login**



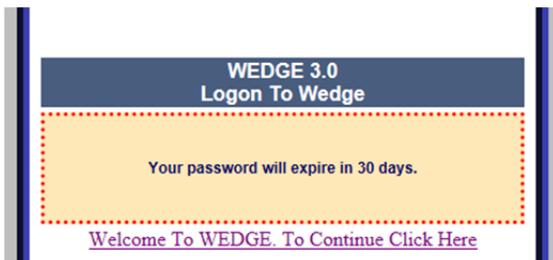
The screenshot shows the 'WEDGE 3.0 Logon To Wedge' page after a password reset. It features the same header and logo as the previous screen. Below the header, a yellow banner contains the text 'You have successfully reset your password' and a blue hyperlink that says 'Click here to login'.

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- 4) Enter user name and new password and click **Logon** to enter the WEDGE system.



- 5) The successful log in screen will be displayed.



Click one time on the **Welcome To WEDGE. To Continue Click Here** hyperlink.

[Welcome To WEDGE. To Continue Click Here](#)

Logging into the system for Returning Users

- 1) Ensure that you see the following log in screen.



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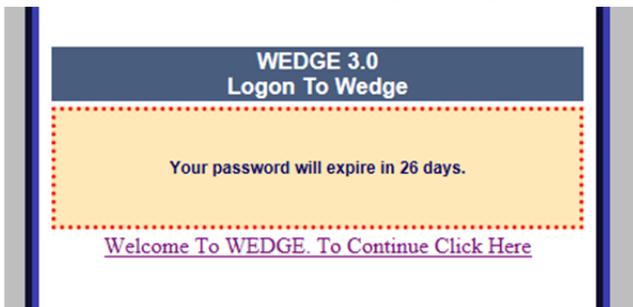
2) Type your assigned user name or email in the **User Name** field.

User Name

3) Type your designated password in the **Password** field.

Password

4) Ensure that you see the following message.



5) Click one time on the **Welcome To WEDGE. To Continue Click Here** hyperlink.

Resetting a Password

The system will allow you, the user, to reset your own password in those instances where you have forgotten your password or want to change your password for a specific reason.

1) From the logon screen click on the hyperlink **Click here to reset your password**.

[Click here to reset your password](#)

2) Enter your user email address, select the appropriate picture and click on **Submit**.



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3) A screen will be displayed informing you an email has been sent with a link to change your password.



4) The email will contain a link to **Reset WEDGE PASSWORD**. Click on the link and you will be taken to the following screen to change your password. User should type the new password and confirm in the space provided and click **submit**. The following screen will confirm the password was successfully reset.



5) User will be taken to the following screen. To log in, click on the Hyperlink **Click here to login**



6) Enter user name and new password and click **Logon** to enter the WEDGE system.

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STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

WEDGE 3.0
Logon To Wedge

User Name

Password

Logon

If you have forgotten your password,
[click here to reset password](#)

Logging Out

To log out of the system, simply close the browser window or click the **Logout** icon.

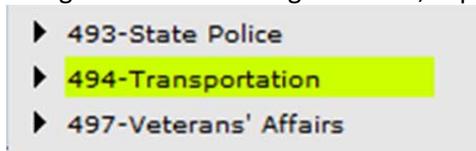
SCO-567

The SCO-567 form is utilized by the grantee agency to submit information related to interfund transactions to the grantor agency.

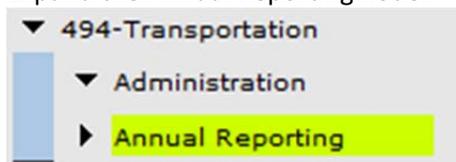
Accessing a form

Use the following procedure to access a form.

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



- 2) Expand the Annual Reporting node.



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3) Expand the appropriate fiscal year node.



4) Expand the appropriate fund package node.



5) Click one-time on the SCO-567 form node.



The SCO-567 Dashboard

The **Main** dashboard tab is a summary of the status of your SCO-567 work processes. The dashboard shows the status of all SCO-567 package forms. The dashboard will assist you in managing the workflow for the SCO-567 forms, both internally and with the Grantor agency and fund.

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Main		Agency Activity		SAMS Mandatory Transfers		Summary					
Comprehensive Annual Financial Reporting SCO567 Interfund Transfers-Grantee Agency June 30, 2016				 STATE OF ILLINOIS COMPTROLLER LESLIE GEISSLER MUNGER		Agency Number 494 Fund Number 0011 Record Type Agency					
Grantee Fund: General Revenue Fund(0001)											
There are no SCO567 Entries For Grantor Fund (0001)											
Grantee Fund: Road Fund(0011)											
Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	Grantor Reviewed	Not Agreed	Agreed
Agency	Fund	Agency	Fund								
494	0011	493	0001	1	1	0	0	0	0	0	0
494	0011	494	0012	1	1	0	0	0	0	0	0
494	0011	557	0455	1	1	0	0	0	0	0	0
494	0011	588	0710	1	1	0	0	0	0	0	0
Grantee Fund: Motor Fuel Tax Fund(0012)											
There are no SCO567 Entries For Grantor Fund (0012)											
Grantee Fund: Grade Crossing Protection Fund(0019)											
Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	Grantor Reviewed	Not Agreed	Agreed
Agency	Fund	Agency	Fund								
494	0019	494	0012	1	1	0	0	0	0	0	0

The Agency Activity Tab

The **Agency Activity** tab displays all of your agency/fund transactions with the corresponding grantor agency/fund information. These transactions have been populated with the prior year due amount and prior year accounts payable values. Additional transactions may be added to this tab for current year interfund activity.

The SAMS Mandatory Transfers Tab

The **SAMS Mandatory Transfers** tab displays all of your agency/fund SAMS mandatory transfer transactions with the corresponding grantor agency/fund information. These transactions have been populated with the current year receipt amount and the prior year due amount values.

Editing an existing transaction using the Edit dialog window

There are two different ways to edit an existing record. Entry can be done directly to the records on the current screen, or alternatively, by clicking on the **Edit** action button on the right side of the form. The **Edit** action button allows you to view the entry fields without having to scroll horizontally; it also allows you to select certain fields from drop-down boxes, rather than entering the data directly into the fields.

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1) The **Edit** dialog window can be used to edit information more easily for an existing entry.

Edit SCO567 Details	
Description	Reimbursement for use of AvGas by ISP
Providing Agency	493
Fund Number	0001
Transaction Type	[Dropdown]
Revenue Source	[Dropdown]
Prior Year Due Amount	20
Accounts Payables	0
Current Year Due Amount	0
Unavailable Revenue	0
Accounts Payable	0
Expenditure	0
Unearned Revenue Flag	<input type="checkbox"/>
Refunds Paid to Grantor	0
Amount Sub Recipient	0
Receipts Amount During Lapse	0
Current Year Receipts	0
[OK] [Cancel]	

2) Select the appropriate type from the **Transaction Type** drop-down box.

Transaction Type	R-Reimbursement
Revenue Source	[Dropdown]
Prior Year Due Amount	[Input]
Current Year Due Amount	[Input]
Deferred Revenue Flag	[Input]
Refunds Paid to Grantor	[Input]

3) Select the appropriate **Revenue Source** drop-down box.

Revenue Source	[Dropdown]
Prior Year Due Amount	[Input]
Current Year Due Amount	[Input]
Deferred Revenue Flag	[Input]
Refunds Paid to Grantor	[Input]

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4) Type the appropriate values in the remaining fields.

5) Click on the **OK** button when all fields are completed.



6) Click one time on the **Save Form** button on the horizontal ribbon at the top of the window.



7) The information that was typed in the **Edit** dialogue box will be displayed in the appropriate record on the SCO-567 field. Review the system-calculated value in the **Total Reimbursable Costs** field and the **Due Amount** field.

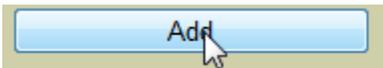
Grantee		Grantor		Current Year													
Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount	Unearned Revenue Flag
434	0011	493	0001	Reimbursement for use of AvGas b	R	441			20	0	1000	0	1000	0	5000	-3980	

Editing an existing transaction directly on the Agency Activity Tab

You can directly edit fields on the SCO-567 **Agency Activity** tab and the **SAMS Mandatory Transfers** tab. Note that drop down boxes for the **Transaction Type** field and **Revenue Source** field are not available. The calculated fields automatically update when changes are made directly on the **Agency Activity** tab and the **SAMS Mandatory Transfers** tab.

Add a new transaction

1) Click one time on the **Add** button



2) Select the appropriate agency from the **Agency** drop-down box.

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3) Select the appropriate fund from the **Fund Number** drop-down box.

4) Select the appropriate transaction type from the **Transaction Type** drop-down box.

5) Type the appropriate description in the **Transaction Description** field.

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



7) Review the new record on the Agency Activity tab.

Grantee													Grantor			Current			
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts
PG	PG	G	G	494	0011	350	0483	Library Technology Grant - Back to					0	5	0	0	0	0	0
PG	PG	G	P	494	0011	416	0312	Equipment Grant	P				0	0	0	0	0	0	0

8) Enter the appropriate revenue source.

9) CFDA Number is required for monies from federal funds. Enter the appropriate value.

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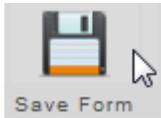
10) Type the appropriate values in the remaining fields.

Expenditure	Receipts
18	20

11) Review the system-calculated value in the **Total Reimbursable Costs** and **Due Amount** fields.

Total Reimbursable Costs	Due Amount
18	-2

12) Click one time on the **Save Form** button on the horizontal ribbon at the top of the window.



Additional note:

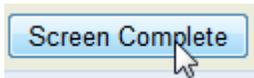
When editing transactions designated as a "P," "R," or "S," the **Current Year Due Amount** is calculated based on the receipt and expenditure information entered. When editing transactions designated as a "B," "D," "L," or "T," the **Current Year Due Amount** is not a calculated field. The **Current Year Due Amount** should be entered for these transaction types.

Marking a SCO-567 transaction as complete

1) Click one time on the down arrow button to the left of the Transaction Description field.



2) Click one time on the **Screen Complete** button.



3) At this time, the user may opt to add a comment/description in the **Comment** field. Data entry is not required in this field.

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Screen Complete	
Providing Agency Number	416
Providing Agency Fund Number	0312
Transaction Number	92553
Action	CLOSE
Comment	

Please Confirm this action. Marking a record as complete makes it available for subsequent workflow activities. Unmarking(Re-opening) the record allows you to edit its data

OK Cancel

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



- 5) Ensure that you see “Successfully Updated Records” in the Informative Message dialog box.

Informative Message

Successfully Updated Records

OK

- 6) The **Delete** and **Edit** buttons, on the right side of the form, are no longer available.



- 7) Click one time on the down arrow button to the left of the Transaction Description field.



- 8) Click one time on the **Submit To Grantor** button.



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9) At this time, the user may opt to add a comment/description in the **Comment** field. Data entry is not required in this field.

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



11) Ensure that you see “Successfully Updated Records” in the Informative Message dialog box.

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



13) Click one time on the **Main** tab.



14) Review the updated information on the **Main** dashboard tab.

Grantee Fund: Road Fund(0011)									
Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	
Agency	Fund	Agency	Fund						
494	0011	416	0312	1	0	1	1	1	

NOTE: The transaction is now marked as final, posted, and pending review (by Grantor).

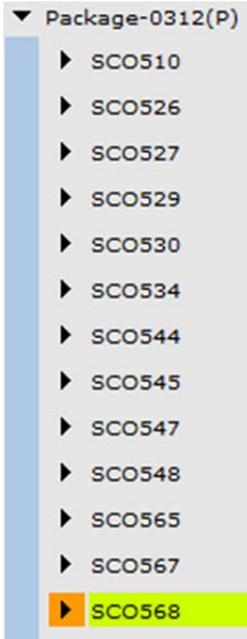
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SCO-568

The SCO-568 form is utilized by the grantor agency to accept or reject information related to interfund transactions from the grantee agency.

Opening the SCO-568 form

- 1) Click one time on the appropriate SCO-568 form node on the left hand navigation tree.



- 2) The **Main** dashboard tab is a summary of the status of your SCO-568 work processes. The dashboard shows the status of all SCO-568 package forms. The dashboard will assist you in managing the workflow for the SCO-568 forms, both internally and with the Grantee agency and fund.

Grantor Fund: Communications Revolving Fund(0312)									
Grantee		Grantor		Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	
Agency	Fund	Agency	Fund						
103	0342	416	0312	1	1	0	0	0	0
416	0317	416	0312	2	2	0	0	0	0
416	0332	416	0312	1	1	0	0	0	0
493	0906	416	0312	1	1	0	0	0	0
494	0011	416	0312	1	0	1	1	1	1
528	0001	416	0312	1	1	0	0	0	0
636	1501	416	0312	1	1	0	0	0	0

- 3) Click on the **Agency Activity** tab. Review the information on the appropriate transaction record.

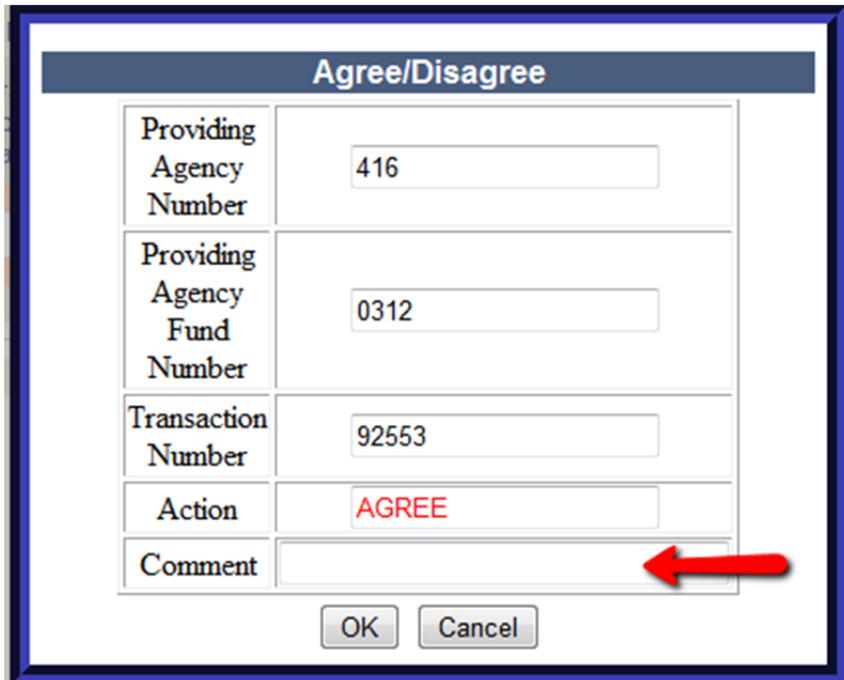
Grantee		Grantor		Prior Year								Current Year				
Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Grantee Accounts Payables	Grantee Expenditure	Grantee Accounts Payable	Total Activity	Refund To Grantor	Grantor Expenditure	Due From/To
494	0011	416	0312	Equipment Grant	P	426	16.579		0	0	18	0	18	0	20	2

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- 4) Scroll to the right end of the screen. Click one time on the **Agree** button.



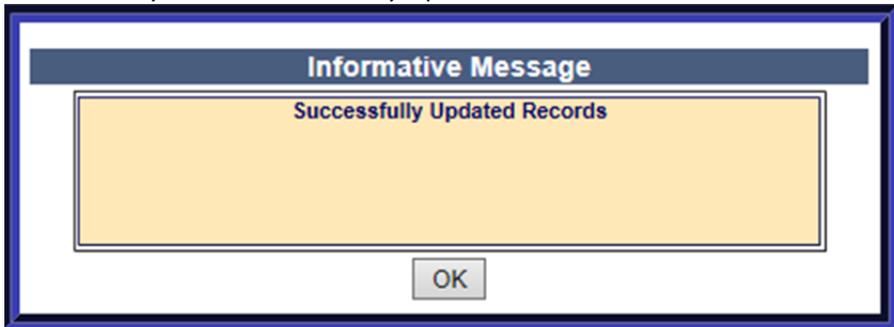
- 5) At this time, the user **may** opt to add a comment/description in the **Comment** field. Data entry is **not required** in this field.



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



- 7) Ensure that you see "Successfully Updated Records" in the Informative Message dialog box.



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



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9) Click one time on the **Main** tab.



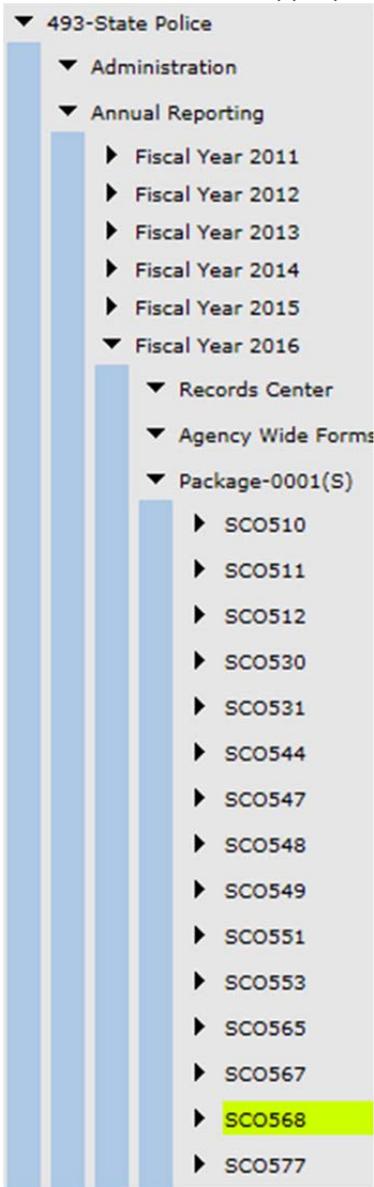
10) Review the updated information on the Main dashboard tab.

Grantor Fund: Communications Revolving Fund(0312)												
Grantee		Grantor		Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	Grantor Reviewed	Disagreed	Agreed	
Agency	Fund	Agency	Fund									
103	0342	416	0312	1	1	0	0	0	0	0	0	
416	0317	416	0312	2	2	0	0	0	0	0	0	
416	0332	416	0312	1	1	0	0	0	0	0	0	
493	0906	416	0312	1	1	0	0	0	0	0	0	
494	0011	416	0312	1	0	1	1	0	1	0	1	
528	0001	416	0312	1	1	0	0	0	0	0	0	
636	1501	416	0312	1	1	0	0	0	0	0	0	

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Rejecting an interfund transaction from a grantee agency

1) Click one time on the appropriate SCO-568 form node on the left hand navigation tree.



2) Click one time on the **Agency Activity** tab.

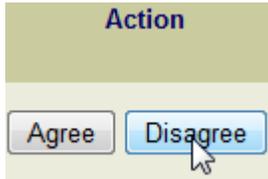


3) Review the information in the submitted transaction.

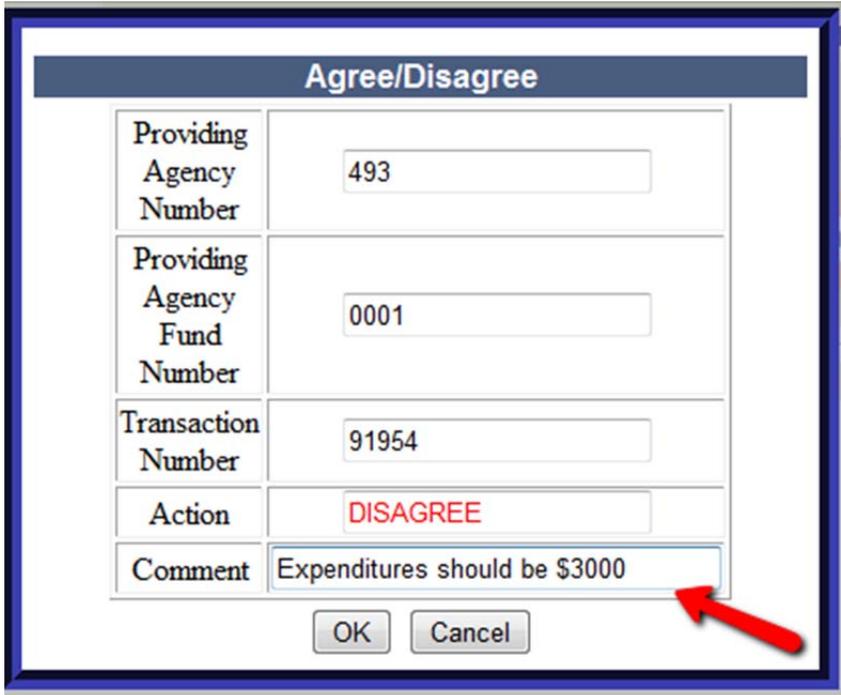
Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Grantee Accounts Payables	Grantee Expenditure	Grantee Accounts Payable	Total Activity	Refund To Grantor	Grantor Expenditure	Due From/To	U R
494	0011	493	0001	Reimbursement for use of AvGas b	R				-20	0	1000	0	1000	0	5000	3980	

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- 4) Click one time on the **Disagree** button.



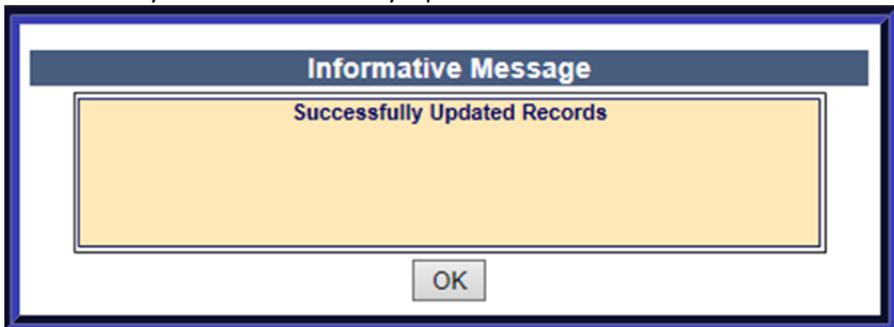
- 5) Enter an appropriate comment in the Comment field. A comment **is required** for any transaction that is disagreed.

A screenshot of a dialog box titled "Agree/Disagree". It contains several input fields: "Providing Agency Number" (493), "Providing Agency Fund Number" (0001), "Transaction Number" (91954), "Action" (DISAGREE), and "Comment" (Expenditures should be \$3000). There are "OK" and "Cancel" buttons at the bottom. A red arrow points to the "Comment" field.

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



- 7) Ensure that you see "Successfully Updated Records" in the Informative Message dialog box.

A screenshot of a dialog box titled "Informative Message". It contains a large yellow box with the text "Successfully Updated Records" and an "OK" button at the bottom.

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



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9) Click one time on the **Main** tab.



10) The **Main** tab will show the disagreed transaction.

Grantor Fund: General Revenue Fund(0001)											
Grantee				Grantor							
Agency	Fund	Agency	Fund	Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	Grantor Reviewed	Disagreed	Agreed
494	0011	493	0001	1	1	0	0	0	0	1	0

11) **NOTE ONLY:** This is what the grantee agency will see when they look at the transaction on the Agency Activity tab. The red "X" indicates a rejected transaction. A green "check" indicates an agreed transaction.

GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor
PG	PG	G	P	494	0011	416	0312	Equipment Grant	P	426	16.579		0	0	18	0	18	0
X	PG	G	G	494	0011	493	0001	Reimbursement for use of AvGas b	R				20	0	1000	0	1000	0

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12) The grantee agency will now have edit capabilities to revise the rejected transaction. Once they have properly revised the transaction, they may resubmit the transaction to the grantor agency.

SCO567 Form(Agency Activity)

Grantee				Grantor													
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs
PG	PG	G	P	494	0011	416	0312	Equipment Grant	P	426	16.579		0	0	18	0	18
PG	PG	G	G	494	0011	493	0001	Reimbursement for use of AvGas b	R				20	0	3000	0	3000

13) Once resubmitted by the grantee, the grantor will have the ability to review again. Once the transaction is marked agreed, the form indication will change.

SCO567 Form(Agency Activity)

Grantee				Grantor													
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs
PG	PG	G	P	494	0011	416	0312	Equipment Grant	P	426	16.579		0	0	18	0	18
PG	PG	G	G	494	0011	493	0001	Reimbursement for use of AvGas b	R				20	0	3000	0	3000