

# Accessing the SCO-563 Grant and Contract Database

Updated 01.29.2021

The first screen of the SCO-563 system is a logon screen. The following is necessary to log onto the SCO-563 System:

- Agency ID (three-character agency number)
- User ID (ID that is used for WEDGE system)
- Password (Password that is used for WEDGE system)

Once the Agency ID, User ID, and Password are entered, clicking the Login button will allow entry into the database, where a list of GAAP packages for the agency will appear in the Agency Record View.

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WEDGE\_UAT

You are currently viewing the Auditor Record Type and are logged in at the IOC (Administrator) level.

| Fund Number      | Fund Name   | Edit | Add | Report | Mark Complete | Admin Add |
|------------------|---|------|-----|--------|---------------|-----------|
| 0001 (5 Records) | General Revenue Fund (OPEN)   |      | +   |        |               |           |
| 0025 (0 Records) | Group Home Loan Revolving Fund (EMPTY)                                  |      | +   |        |               |           |
| 0036 (0 Records) | Illinois Veterans Rehabilitation Fund (EMPTY)                           |      | +   |        |               |           |
| 0050 (0 Records) | Mental Health Fund (EMPTY)  |      | +   |        |               |           |
| 0073 (0 Records) | Special Olympics Illinois and Special Children's Charities Fund (EMPTY) |      | +   |        |               |           |
| 0100 (0 Records) | Assistance to the Homeless Fund (EMPTY)                                 |      | +   |        |               |           |
| 0123 (0 Records) | Hansen-Therkelsen Memorial Deaf Student College Fund (EMPTY)            |      | +   |        |               |           |
| 0128 (0 Records) | Youth Alcoholism and Substance Abuse Prevention Fund (EMPTY)            |      | +   |        |               |           |
| 0132 (0 Records) | Specialized Services for Survivors of Human Trafficking Fund (EMPTY)    |      | +   |        |               |           |
| 0148 (0 Records) | Mental Health Reporting Fund (EMPTY)                                    |      | +   |        |               |           |
| 0158 (0 Records) | Sexual Assault Services & Prevention (EMPTY)                            |      | +   |        |               |           |
| 0168 (0 Records) | CMS vs AFSCME Wages Trust Fund (EMPTY)                                  |      | +   |        |               |           |
| 0178 (0 Records) | Children's Wellness Charities Fund (EMPTY)                              |      | +   |        |               |           |
| 0181 (0 Records) | Housing for Families Fund (EMPTY)                                       |      | +   |        |               |           |
| 0198 (0 Records) | Diabetes Research Check-off Fund (EMPTY)                                |      | +   |        |               |           |
| 0228 (0 Records) | Autism Research Check-off fund (EMPTY)                                  |      | +   |        |               |           |
| 0276 (0 Records) | Drunk and Drugged Driving Prevention Fund (EMPTY)                       |      | +   |        |               |           |
| 0344 (0 Records) | Care Provider For Persons With Developmental Disabilities Fund (EMPTY)  |      | +   |        |               |           |
| 0368 (0 Records) | Drug Treatment Fund (EMPTY)   |      | +   |        |               |           |
| 0389 (0 Records) | Sexual Assault Services Fund (EMPTY)                                    |      | +   |        |               |           |

## Navigating in the SCO-563 System

The various screens in the SCO-563 System are as follows:

List of Funds Screen  
Data Entry Screen  
Detail View Screen  
Edit Screen  
Report Screen

Navigation links between these screens occurs via various links throughout the system.

### List of Funds Screen

The List of Funds Screen is a list of GAAP packages prepared by the agency.

If a grant/contract (hereafter called a 'record') from the previous year had accounts payable, receivable/payable from/to federal government, unearned revenue or unavailable revenue that did not equal zero, the record will be carried forward into the current fiscal year. The number of records currently in the SCO-563 System for a fund will appear next to the fund number on the screen.

Next to the fund name will be the status of the fund. There are three status levels: Empty, Open, and Submitted. An Empty status occurs when no records were carried forward to the current fiscal year and no records have been entered for the current fiscal year. An Open status occurs when either a record(s) has been carried forward to the current fiscal year or a record(s) has been entered for the current fiscal year. A Submitted status occurs when the agency has completed data entry and marked the fund complete.

**NOTE: All funds in which a GAAP package is prepared will appear on this screen and will need to be marked complete regardless of whether grants/contracts have occurred in the past.**

There are four functions for each fund on the List of Funds Screen:

- |                |   |
|----------------|---|
| Edit:          | Edit allows the user to edit a record already in the SCO-563 System. (See Edit Screen on page 6).   |
| Add:           | Add allows the user to add a record to the SCO-563 System. Clicking Add will take the user to the Data Entry Screen (See Data Entry Screen on page 3).              |
| Report:        | Report allows the user to print an SCO-563. (See Report Screen on page 7).  |
| Mark Complete: | Mark complete allows the user to complete SCO-563 System entry for a fund. Mark complete can be done regardless of whether there is a record in the SCO-563 System. |

## Data Entry Screen

The Data Entry Screen allows data entry on a record in the SCO-5563 System.

The Data Entry Screen can be accessed by:

- clicking 'Add' on the List of Funds Screen
- clicking 'Add New' on the Detail View Screen
- clicking 'Add New' on the Edit Screen
- clicking 'Edit' on the Detail View Screen
- clicking 'Edit' on the Edit Screen.

*Note: For FY2021 a new field has been added titled "Expenditure Adjustments".*

The screenshot shows a web browser window titled "563 Detail - Google Chrome" with the URL "563-uat.illinoiscomptroller.gov/frm563\_Detail.cfm?method=new&fund\_no=0120&recordtype=A...". The page content is titled "SCO 563 Detail" and contains a form with the following fields:

|                                       |  |                                       |   |
|---------------------------------------|--|---------------------------------------|---|
| Grantor Name                          | <input type="text"/>                                     | Grant ID                              | <input type="text"/>                    |
| Program Title                         | <input type="text"/>                                     | CFDA Num                              | <input type="text"/>                    |
| Receipt Source                        | <input type="text"/>                                     | Pass thru Entity ID                   | <input type="text"/>                    |
| Pass Thru Entity Name                 | <input type="text"/>                                     | Loan/Loan Guarantee                   | <input type="checkbox"/> (check if yes) |
| Non Cash Award                        | <input type="checkbox"/> (check if yes)                  | Grant Type                            | <input type="text"/>                    |
| Reimbursable Grant                    | <input type="checkbox"/> (check if yes)                  | Expenditure Adjustments               | <input type="text"/>                    |
| SAMS Expenditures Through June 30, CY | <input type="text"/>                                     | SCO568                                | <input type="text"/>                    |
| Accounts Payable                      | <input type="text"/>                                     | Ref. Paid to Grantor                  | <input type="text"/>                    |
| June 30, CY Rec. (Lia)                | <input type="text"/>                                     | Grant Receipts                        | <input type="text"/>                    |
| Refunds CY                            | <input type="text"/>                                     | Receipts During Lapse                 | <input type="text"/>                    |
| Unearned Revenue                      | <input type="checkbox"/> (check if yes)                  | <input type="button" value="Create"/> |   |
| Amt. to Sub                           | <input type="text"/>                                     |                                       |   |
| PY_REC:                               | PY Unearned Rev: <input type="checkbox"/> (check if yes) | PY AP:                                | PY Unavail Rev:                         |
| <input type="text"/>                  | <input type="text"/>                                     | <input type="text"/>                  | <input type="text"/>                    |

Definition of Fields on the Data Entry Form:

Grantor Name: Name of Grantor

Program Title: Official Title of Program

Grant ID: Grant Identification Number

Receipt Source: Enter receipt source from drop down box.

F Receipts from the federal government  
L Receipts from local governments  
O Receipts from other governments  
P Receipts from private organizations

CFDA Num: CFDA Number associated with federal grant

Pass Thru Entity Name: Name of Pass-Through Entity, if applicable

Pass Thru Entity ID: Pass-Through Grant Identification Number, if applicable

Non Cash Award: Check if Non Cash Award. Default is No.

Loan/Loan Guarantee: Check if Loan/Loan Guarantee. Default is No.

Reimbursement Grant: Check if Grant is reimbursable. Default is No.

Grant Type: Enter type of grant from drop down box.

O Operating grant  
C Capital grant  
G General grant

SAMS Expenditures  
Through June 30, CY: Amount of cash basis expenditures during the twelve months ended June 30<sup>th</sup> for the record. Please note, this does not include amounts refunded to grantor.

**Exp Adjustment: Amount of adjustment needed (if applicable) to properly calculate the ending amount due to/from the grantor**

Accounts Payable: Amount of current year accounts payable and other related liabilities except for amounts recorded on the SCO-568.

SCO568: Amount of current year due to/from recorded on the SCO-568 for the record.

June 30, CY Rec (Lia): For a reimbursable grant, the field is calculated. For non-reimbursable grants, enter the amount due to/from the grantor.

Ref Paid to Grantor: Amount of refunds paid to the grantor relating to the prior year due to.

Refunds CY: Amount of refunds paid to the grantor relating to current year receipts.

Grants Receipts: Amount of receipts through June 30, current year, per Agency records.

Unearned Revenue: Check if June 30, CY Rec (Lia) is unearned deferred revenue. Default is No.

Receipts During Lapse: Amount of estimated receipts collected during the lapse period for amounts due from the grantor.

Amt to Sub: Amount of total reimbursable costs provided to subrecipients.

PY\_Rec: Prior year amount due to/from grantor. Data entry is not allowed.

PY Unearned Rev: Prior year due from grantor recorded as unearned revenue. Data entry is not allowed.

PY\_AP: Prior year amount of accounts payable. Data entry is not allowed.

PY Unavail Rev: Prior year amount of unavailable revenue. Data entry is not allowed.

The Data Entry Screen has multiple edits to ensure the integrity of the data in the SCO-563 System. Upon completion, clicking the “Update” button will record the record in the SCO-563 System and take the user to the Detail View Screen (see below). If a record is being edited, clicking the update button will update the record.

## Detail View Screen

The Detail View Screen will show the data for a record similar to the Data Entry Screen.

The Detail View Screen is accessed either by creating a record on the Date Entry Screen or clicking Detail on the Edit Screen.

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### Detail View

You are looking at the detail view of a particular record. To view the entire list in detail view, click [here](#). To view the entire list at the collapsed level, click [here](#). To view the summary level, click [here](#).

[+ Add New](#)  
[View Summary of All Funds](#)  
[View List of Records in 1 Fund.](#)

| SCO 563 <a href="#">Edit</a>          |   |                         |                   |
|---------------------------------------|---|-------------------------|-------------------|
| Detail                                |   |                         |                   |
| Grantor Name                          | U.S. Department of Agriculture                    |                         |                   |
| Program Title                         | State Admin Matching Grants for SNAP (SNAP Admin) | Grant ID                | 10.561            |
| Receipt Source                        | F   | CFDA Num                | 10.561            |
| Pass Thru Entity Name                 | n/a   | Pass thru Entity ID     | n/a               |
| Non Cash Award                        | No  | Loan/Loan Guarantee     | No                |
| Reimbursable Grant                    | Yes   | Grant Type              | O                 |
| SAMS Expenditures Through June 30, CY | 1,000   | Expenditure Adjustments | -125              |
| Accounts Payable                      | 30  | SC0568                  | 5                 |
| June 30, CY Rec. (I)a                 | 8,786   | Ref. Paid to Grantor    | -100              |
| CY Refunds                            | 0   | Grant Receipts          | 0                 |
| Unearned Revenue                      | No  | Receipts During Lapse   | 0                 |
| Unavail Rev                           | 8,786   | CY Revenue              | -7,876            |
| Total Reimb. Costs                    | 910   | Am. to Sub              | 0                 |
| PY_REC: 7,976                         | PY Unavail Rev: No                                | PY AP:0                 | PY Unavail Rev: 0 |

## Edit Screen

The Edit Screen allows the user to edit a record in the SCO-563 System.

The screen can be accessed by clicking 'Edit' on the List of Funds Screen or clicking 'View List of Records in [Fund Number] Fund' on the Detail View Screen. The Edit Screen allows a user to see all records entered for a fund on a screen similar to the SCO-563 Form. The default Edit Screen is summarized. Clicking 'View All Fields' will allow the user to scroll the screen to the right and look at all fields for the SCO-563 form. The Edit Screen may use abbreviations different from the Data Entry Screen and the SCO-563 Form to conserve space.

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You are currently viewing the Auditor Record Type and are logged in at the Comptroller level.

IOC :: AUD :: OPEN [+ Add New](#)

[View Summary](#)

[View All Fields](#)

| Edit/Detail                                 | Grantor                               | Title  | Grant ID | PY Rec | PY Unearned Rev | TRC | Grant Receipts | CY Rec | Unearned Revenue |
|---|---------------------------------------|--|----------|--------|-----------------|-----|----------------|--------|------------------|
| <a href="#">Edit</a> <a href="#">Detail</a> | U.S. Department of Agriculture (OPEN) | State Admin Matching Grants for SNAP (SNAP Admin)  | 10.561   | 7,976  | No              | 910 | 0              | 8,786  | No               |
| <a href="#">Edit</a> <a href="#">Detail</a> | U.S. Department of Health and (OPEN)  | Refugee & Entrant Assist - State Admin Pgms        | 93.566   | 47     | No              | 0   | 0              | 0      | No               |
| <a href="#">Edit</a> <a href="#">Detail</a> | U.S. Department of Health and (OPEN)  | Social Services Block Grant (SSBG)                 | 93.667   | 7,864  | No              | 0   | 0              | 0      | No               |
| <a href="#">Edit</a> <a href="#">Detail</a> | U.S. Department of Justice (OPEN)     | Education, Trng, and Enhanced Svcs to End Violence | 16.529   | -68    | No              | 0   | 0              | 0      | No               |
| <a href="#">Edit</a> <a href="#">Detail</a> | U.S. Department of Health and (OPEN)  | Temporary Assistance to Needy Families             | 93.558   | 2,871  | No              | 0   | 0              | 0      | No               |

# Report View

The Report View can be accessed from the List of Funds Screen by clicking 'Report'.  
 The Report View can be used to print a copy of the SCO563 form.

| GRANTOR NAME                   | GRANT ID | PROG. TITLE   | ROPE SOURCE | CFDA Num | P.T.E. Name | P.T.E. ID | New CASH Award | Loan Grant | Reason | GRANT TYPE |
|--------------------------------|----------|---|-------------|----------|-------------|-----------|----------------|------------|--------|------------|
| U.S. Department of Agriculture | 10.561   | State Admin Matching Grants for SNAP (SNAP Admin)   | F           | 10.561   | n/a         | n/a       | No             | No         | Yes    | O          |
| U.S. Department of Health and  | 93.566   | Refugee & Return Assist - State Admin Fgrm          | F           | 93.566   | N/A         | N/A       | No             | No         | Yes    | O          |
| U.S. Department of Health and  | 93.667   | Social Services Child Grant (SSSC)                  | F           | 93.667   | Various     | Various   | No             | No         | Yes    | O          |
| U.S. Department of Justice     | 16.529   | Education, Trng, and Enhanced Services End Violence | F           | 16.529   | N/A         | N/A       | No             | No         | Yes    | O          |
| U.S. Department of Health and  | 93.558   | Temporary Assistance to Needy Families              | F           | 93.558   | Various     | Various   | No             | No         | Yes    | O          |

| GRANTOR NAME                   | GRANT ID | Est   | Adm  | A/P | 668 | FY Rec | CY Rec | Revs | UR | ER | 5m | FY Rec | PT Ea | FY UR | FY A/P | YRC | CY Rec | CY Ea | CY UR | Uncom Rev | FY Uncom Rev | CY Rev |
|--------------------------------|----------|-------|------|-----|-----|--------|--------|------|----|----|----|--------|-------|-------|--------|-----|--------|-------|-------|-----------|--------------|--------|
| U.S. Department of Agriculture | 10.561   | 1,000 | -123 | 30  | 3   | 100    | 0      | 0    | 0  | 0  | 0  | 10,790 | -60   | 0     | 4,221  | 930 | 9,766  | 0     | 0     | 9,766     | 67           | -7,876 |
| U.S. Department of Health and  | 93.566   | 0     | 0    | 0   | 0   | 0      | 0      | 0    | 0  | 0  | 0  | 67     | 0     | 0     | 31     | 0   | 0      | 0     | 0     | 0         | 67           | 0      |
| U.S. Department of Health and  | 93.667   | 0     | 0    | 0   | 0   | 0      | 0      | 0    | 0  | 0  | 0  | 1,044  | 0     | 0     | 1,214  | 0   | 0      | 0     | 0     | 0         | 0            | 0      |
| U.S. Department of Justice     | 16.529   | 0     | 0    | 0   | 0   | 0      | 0      | 0    | 0  | 0  | 0  | 0      | -60   | 0     | 0      | 0   | 0      | 0     | 0     | 0         | 0            | 0      |
| U.S. Department of Health and  | 93.558   | 0     | 0    | 0   | 0   | 0      | 0      | 0    | 0  | 0  | 0  | 2,871  | 0     | 0     | 2,871  | 0   | 0      | 0     | 0     | 0         | 0            | 0      |

| GRANTOR NAME  | GRANT ID | Est          | Adm         | A/P       | 668      | FY Rec     | CY Rec   | Revs     | UR       | ER       | 5m       | FY Rec        | PT Ea      | FY UR    | FY A/P       | YRC        | CY Rec       | CY Ea    | CY UR    | Uncom Rev    | FY Uncom Rev | CY Rev        |
|---|----------|--------------|-------------|-----------|----------|------------|----------|----------|----------|----------|----------|---------------|------------|----------|--------------|------------|--------------|----------|----------|--------------|--------------|---------------|
| Financial Commitment Obligations Grants                           |          |              |             |           |          |            |          |          |          |          |          |               |            |          |              |            |              |          |          |              |              |               |
| Financial Commitment Cash Grants                                  |          | 1,000        | -123        | 30        | 3        | 100        | 0        | 0        | 0        | 0        | 0        | 10,790        | -60        | 0        | 4,221        | 930        | 9,766        | 0        | 0        | 9,766        | 67           | -7,876        |
| Financial Commitment General Grants                               |          | 0            | 0           | 0         | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0             | 0          | 0        | 0            | 0          | 0            | 0        | 0        | 0            | 0            | 0             |
| Operational Commitment or Financial Obligation Obligations Grants |          |              |             |           |          |            |          |          |          |          |          |               |            |          |              |            |              |          |          |              |              |               |
| Operational Commitment or Financial Obligation Cash Grants        |          | 0            | 0           | 0         | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0             | 0          | 0        | 0            | 0          | 0            | 0        | 0        | 0            | 0            | 0             |
| Operational Commitment or Financial Obligation General Grants     |          | 0            | 0           | 0         | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0             | 0          | 0        | 0            | 0          | 0            | 0        | 0        | 0            | 0            | 0             |
| <b>TOTAL</b>  |          | <b>1,000</b> | <b>-123</b> | <b>30</b> | <b>3</b> | <b>100</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>10,790</b> | <b>-60</b> | <b>0</b> | <b>4,221</b> | <b>930</b> | <b>9,766</b> | <b>0</b> | <b>0</b> | <b>9,766</b> | <b>67</b>    | <b>-7,876</b> |

# Record Views

The SCO-563 System, similar to the WEDGE system, has the following 3 record types:

- Agency view
- IOC view
- Auditor view

The system allows the Office of the Comptroller to make changes to the data in the system during both the review process and the audit process. Viewing these changes can be done by changing the Record View on the List of Funds Screen at the bottom of the Screen. The default Record View upon entering the SCO-563 System is the Agency Record View.