

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 the right of the seal, 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. At the top left is the Seal of the State of Illinois. To the right of the seal, 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 content area is a yellow banner with the text 'You have successfully reset your password' and a purple 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.

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](#)

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

WEDGE 3.0
Logon To Wedge

Your password will expire in 30 days.

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

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.

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](#)

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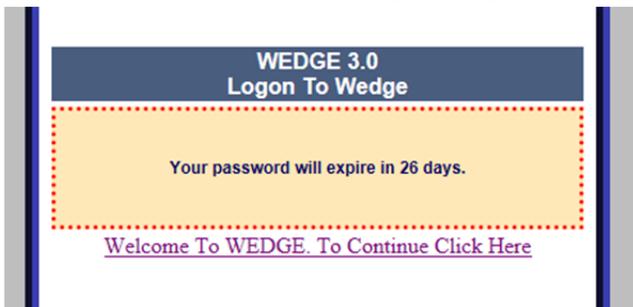
2) Type your assigned user name or email in the **User Name** field.

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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The screenshot shows the login interface for WEDGE 3.0. 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" and "Logon To Wedge". The main area contains two input fields: "User Name" and "Password", each with a light green label and a white text box. A "Logon" button is centered below the fields. At the bottom, a yellow banner contains the text: "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.

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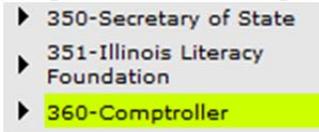
Navigation Tree

The left hand side of the screen displays the navigation tree. You can find your shared package forms via the nodes at the appropriate agency-fund combination.

Accessing a Package

Use the following procedure to access a package.

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



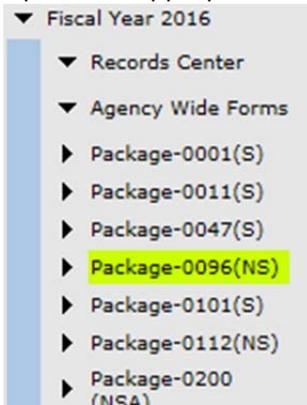
- 2) Expand the Annual Reporting node.



- 3) Expand the appropriate fiscal year node.



- 4) Expand the appropriate fund package node.



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Opening a Package

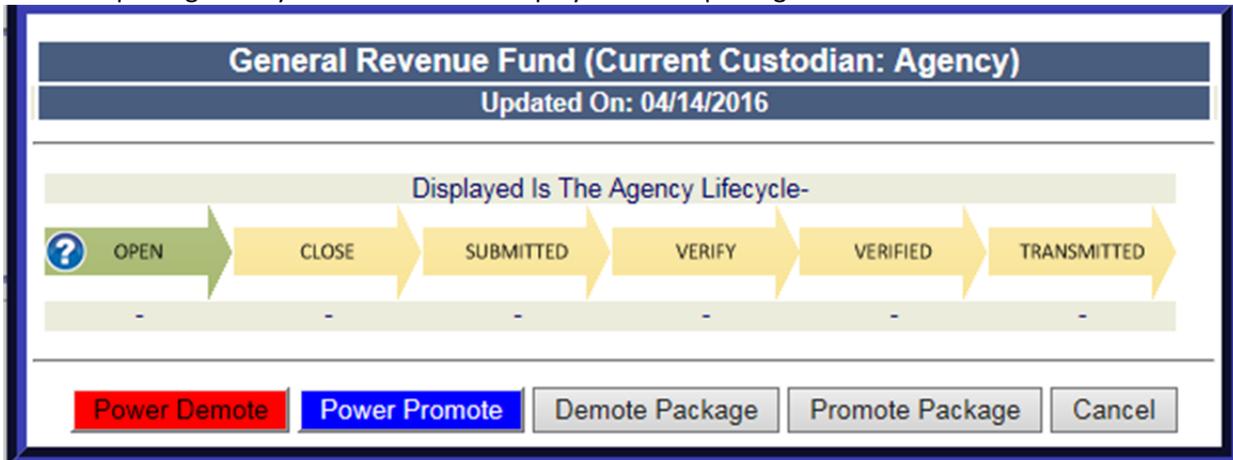
Use the following procedure to provide the opening date for a fund package.

- 1) Ensure you are on the fund package node in the left hand navigation tree.



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

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



- 4) 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.



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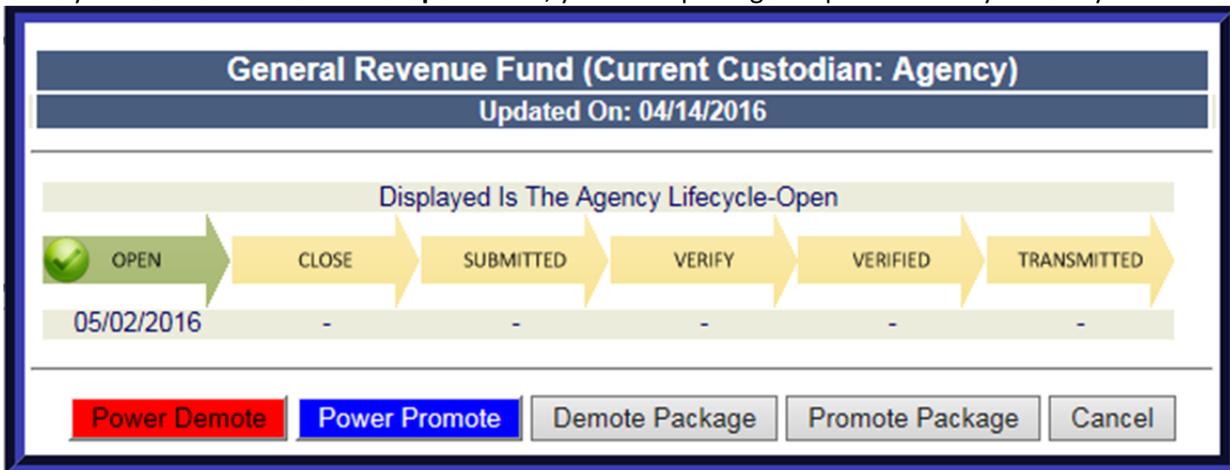
- 5) Ensure that you see the “Successfully Updated Records” Informative Message.



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



- 7) Once you see the date below the **Open** arrow, your fund package is open and ready for entry.



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Shared Fund Package Forms

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-511

The purpose of the Shared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity is to record agency adjustments necessary to convert a shared fund to the GAAP basis.

- Form is read-only

SCO-512

The purpose of the Shared SAMS Funds Trial Balance for Revenues and Expenditures is to record agency adjustments necessary to convert to the GAAP basis.

- Form is read-only

SCO-530

The purpose of the Account Summary Analysis Form is to summarize adjustments and/or reclassifications by account number. This summary allows for a smoother transition when posting adjustments and/or reclassifications to the trial balance.

- Form is read-only

SCO-531

The purpose of the Shared SAMS Funds Cash Reconciliation Form is to account for cash in transit to the Comptroller's Office at June 30. The totals will be used to adjust SAMS cash and related revenue accounts to reflect the agency's balance at year-end.

- This form allows you to automatically post a journal entry
- The automatic entry will carry forward directly to the SCO-548

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying and adjusting journal entries that **are not** made by other forms.

- Form is used to post reclassifying and adjusting journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547 and SCO-548
- Should only be used when there is no way to use an automated journal entry from another package form

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

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SCO-548

The purpose of the Adjusting Journal Entries is to provide a form to accumulate all adjusting journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-549

The purpose of the Summary of Liabilities Form is to assist agencies in determining and documenting a fund's liabilities and related accrued expenditures for GAAP reporting.

- Form summarizes liabilities
- Form allows an agency to post an automatic journal entry for liabilities

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

SCO-553

The purpose of the Government-Wide Adjustments and Fund Balance to Net Position Reconciliation is to provide a form to accumulate all adjustments which need to be made to governmental funds to convert from modified accrual accounting to full accrual accounting (entries are not made to the trial balance of the GAAP package) and to assist the IOC in converting fund balances in governmental funds to net position for full accrual accounting.

- Adjustments are generally limited to 2 types of entries:
 - Reversal of unavailable revenue
 - Recording of prepaid expenses
- Net position must be properly classified (restricted/unrestricted) for reporting in the Government-Wide Statements

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

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SCO-577

The purpose of the Inventory analysis form is to determine the value of the fund's total inventory at fiscal year-end.

- This form allows you to automatically post journal entries to record inventory on the trial balance and reclassify the portion of fund balance associated with inventory
- The automatic entries will carry forward directly to the SCO-547 and SCO-548
- Form is only used when inventory values are in excess of \$150 thousand. Funds with inventory below this threshold are not required to record entries or complete this form

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

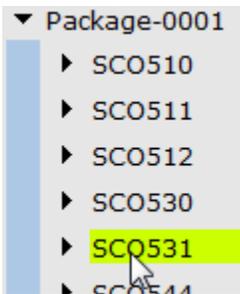
- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- The automatic entries will carry forward directly to the SCO-547 and SCO-548
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

Entering Information in Shared Fund Package Forms

SCO-531

Initial Entry

1) Click one-time on the SCO-531 form node.



2) Review the SCO-531 form layout.

NOTE: *The form will be pre-populated with the appropriate accounts.*

Account Number	Account Description	Cash on Hand	Cash in Transit	Total
401	Income Taxes (By:Agency)	0	0	0
406	Sales Taxes (By:Agency)	0	0	0
411	Public Utility Taxes (By:Agency)	0	0	0

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- 3) Enter the appropriate number in the Cash on Hand column.

431	Licenses and Fees (By:Agency)	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="15"/>
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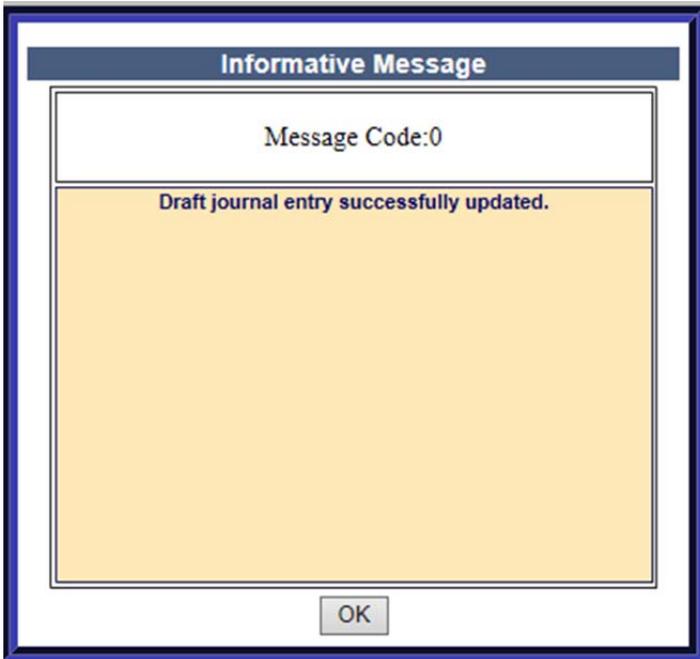
- 4) Enter the appropriate number in the Cash in Transit column.

441	Other Revenues (By:Agency)	<input type="text" value="0"/>	<input type="text" value="37"/>	<input type="text" value="37"/>
-----	----------------------------	--------------------------------	---------------------------------	---------------------------------

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



- 6) Ensure that you see the “Successfully Refreshed Draft Journal Entries” Informative Message.



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



- 8) Click one time on the Manage Journal Entry (calculator) icon on the horizontal ribbon.



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9) On the main tab, the summary display indicates that there is one pending draft journal entry.

10) Click on the **Form Specific Adjusting Journal Entries** tab



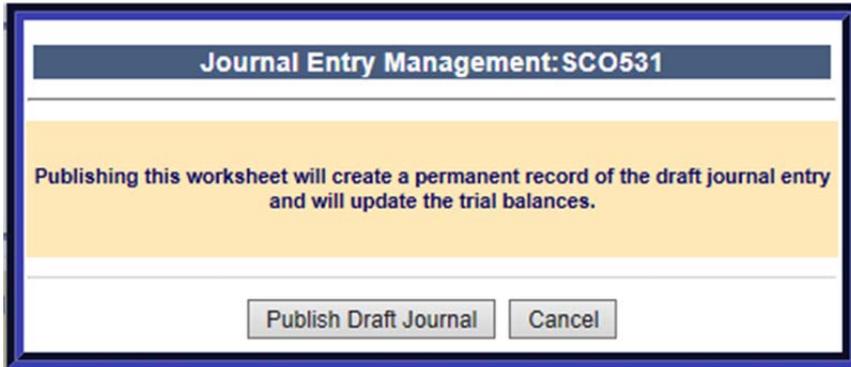
11) The Journal Entry Management SCO-531 form will display the entry. Note the **red** message indicating the worksheet has not yet been published.

Account Number	Account Description	Debit	Credit
101	Cash on Deposit with State Treasurer (including intransit items)	52	
431	Licenses and Fees		(15)
441	Other Revenues		(37)
		52	(52)

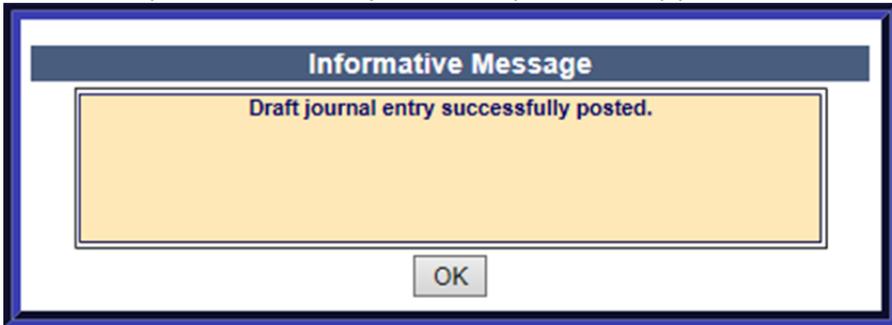
12) Click one time on the **Cog Wheel** Icon to publish the entry.

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13) Click Publish Draft Journal



14) Ensure that you see the "Draft journal entry successfully posted" Informative Message.



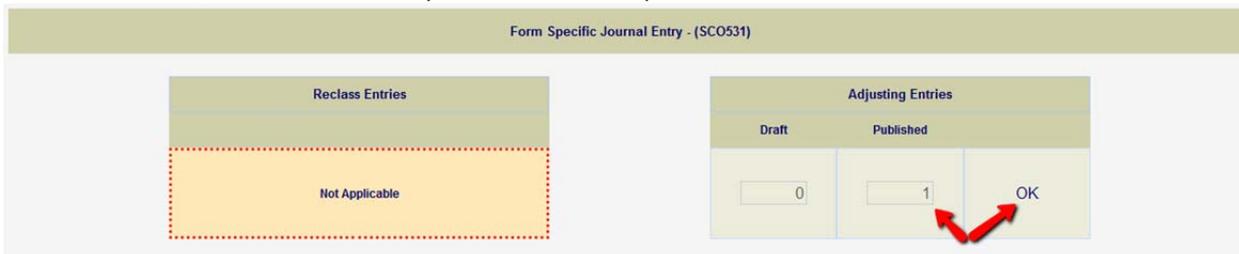
15) Click one time on the **OK** button.



16) Note that the entry is now displayed as published.



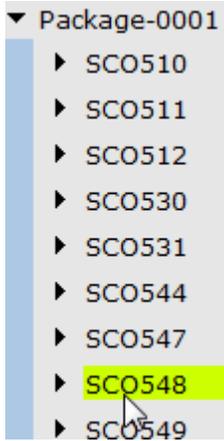
17) On the main tab, note that the entry is now shown as published.



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SCO-548

1) Click one time on the SCO-548 node.



2) The main tab summarizes the number of draft entries and published entries.

Source Form	Count Draft Worksheets	Count Published Worksheets	Instructions
SCO531	0	1	OK
SCO541	0	0	OK
SCO542	0	0	OK
SCO544	0	0	OK
SCO549	0	0	OK
SCO563	0	0	OK
SCO565	0	0	OK
SCO567	0	0	OK
SCO568	0	0	OK
SCO577	0	0	OK
SCO578	0	0	OK

3) The SCO-548 is summarized with tabs denoting the origination form for all journal entries. Click one time on the SCO-531 tab.



Review the information in the automatically posted journal entry from the SCO-531.

Journal Entry Management:SCO531 Worksheet (1)

SCO531 Default Journal Entry

2013-06-17 15:30:44.863-Elizabeth, Johnson(IOC)

Account Number	Account Description	Debit	Credit
101	Cash on Deposit with State Treasurer (including intransit items)	52	
431	Licenses and Fees		(15)
441	Other Revenues		(37)
		52	(52)

View History Add Note

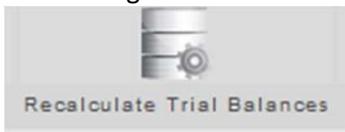
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SCO-530

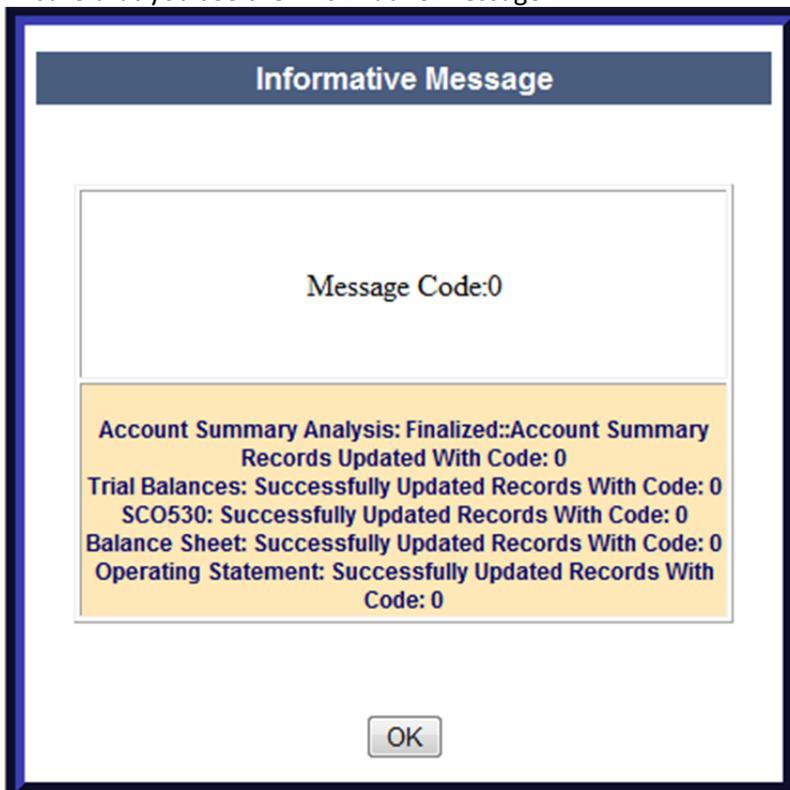
- 1) Click one time on the SCO-530 node.



- 2) Click one time on the **Recalculate Trial Balances** button. This button updates the trial balances forms, as well as the SCO-530 account summary analysis. The user can be on any of these nodes (i.e. SCO-511, SCO-512 or SCO-530) when using the **Recalculate Trial Balances** button, and all forms will be automatically refreshed.



- 3) Ensure that you see the Informative Message.



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



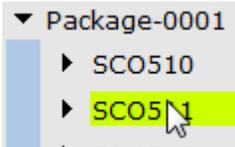
WEDGE 3.0 Training

5) Review the information on the SCO-530 form.

Account	Date	Transaction	Agency Amount	Comptroller Amount	Auditor Amount
101-Cash on Deposit with State Treasurer (including intransit items)					
Adjustment	06/29/2012	Agency:1-1-SCO531(New Entry)	52	-	-
Sub-totals			52	0	0
Account	Date	Transaction	Agency Amount	Comptroller Amount	Auditor Amount
431-Licenses and Fees					
Adjustment	06/29/2012	Agency:1-2-SCO531(New Entry)	(15)	-	-
Sub-totals			(15)	0	0
Account	Date	Transaction	Agency Amount	Comptroller Amount	Auditor Amount
440-Interest and Other Investment Income					
Adjustment	06/29/2012	Agency:1-3-SCO531(New Entry)	(37)	-	-
Sub-totals			(37)	0	0

SCO-511

1) Click one time on the SCO-511 node.



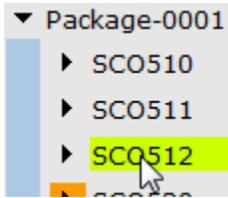
2) Review the information on the SCO-511 form.

Account	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)					
	52	0	0	52	2646
0-105\103-Petty Cash					
	0	0	0	0	2
1-180\105-Cash and Cash Equivalents					
	52	0	0	52	2648
0-140\135-Other Receivables					
	0	0	0	0	0
0-140\136-Allowance for Uncollectible Other Receivables					
	0	0	0	0	0
1-180\140-Other Receivables, Net					
	0	0	0	0	0
0-180\141-Due From Other Funds					
	0	0	0	0	0
0-180\150-Inventories					
	0	0	0	0	183
2-195\180-Total Assets					
	52	0	0	52	2831

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SCO-512

- 1) Click one time on the SCO-512 node.

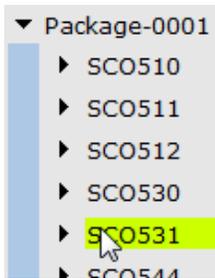


- 2) Review the information on the SCO-512 form.

Account	Balance Per SAMS	Prior Year GAAP Adjustment	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP E
0-435431-Licenses and Fees						
	0	0	(15)	0	0	(15)
1-582435-Licenses and Fees, Net						
	0	0	(15)	0	0	(15)
0-449441-Other Revenues						
	(401)	0	(37)	0	0	(438)
0-449442-Other Charges for Services						
	0	0	0	0	0	0

Revised SCO-531 Amounts

- 1) Click one time on the SCO-531 node.



- 2) Update the appropriate value in the Cash in Transit column.

441	Other Revenues (By:Agency)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
-----	----------------------------	--------------------------------	--------------------------------	--------------------------------

- 3) Update the appropriate value in the Cash in Transit column.

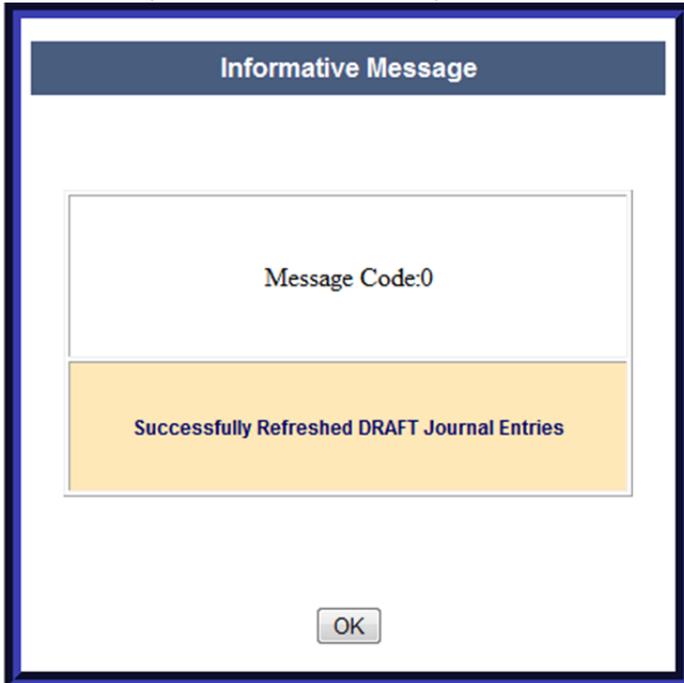
431	Licenses and Fees (By:Agency)	<input type="text" value="15"/>	<input type="text" value="37"/>	<input type="text" value="52"/>
-----	-------------------------------	---------------------------------	---------------------------------	---------------------------------

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



WEDGE 3.0 Training

- 5) Ensure that you see the “Successfully Refreshed Draft Journal Entries” Informative Message.



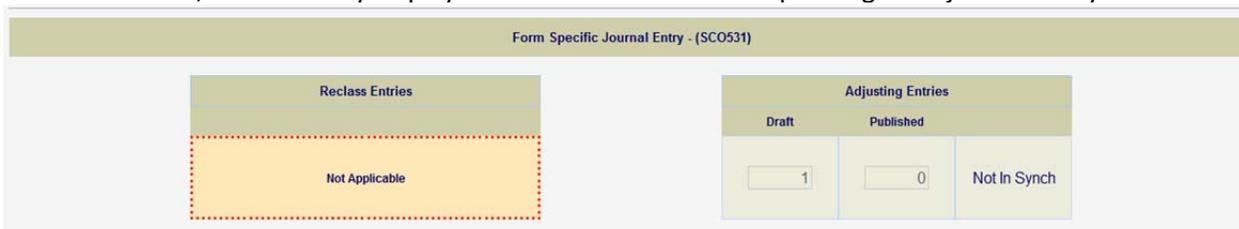
- 6) Click one time on the **OK** button.



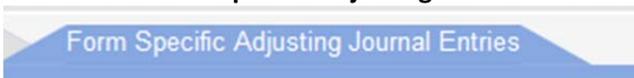
- 7) Click one time on the Manage Journal Entry (calculator) icon on the horizontal ribbon.



- 8) On the main tab, the summary display indicates that there is one pending draft journal entry.



- 9) Click on the **Form Specific Adjusting Journal Entries** tab



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10) The Journal Entry Management SCO-531 form will display the entry. Note the red message indicating the worksheet has not yet been published.

Account Number	Account Description	Debit	Credit
101	Cash on Deposit with State Treasurer (including intransit items)	52	
431	Licenses and Fees		(52)
		52	(52)

11) Click one time on the **Cog Wheel** Icon to publish the revised entry.

12) Click Publish Draft Journal

Journal Entry Management:SCO531

Publishing this worksheet will create a permanent record of the draft journal entry and will update the trial balances.

Publish Draft Journal Cancel

13) Ensure that you see the “Draft journal entry successfully posted” Informative Message.

Informative Message

Draft journal entry successfully posted.

OK

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

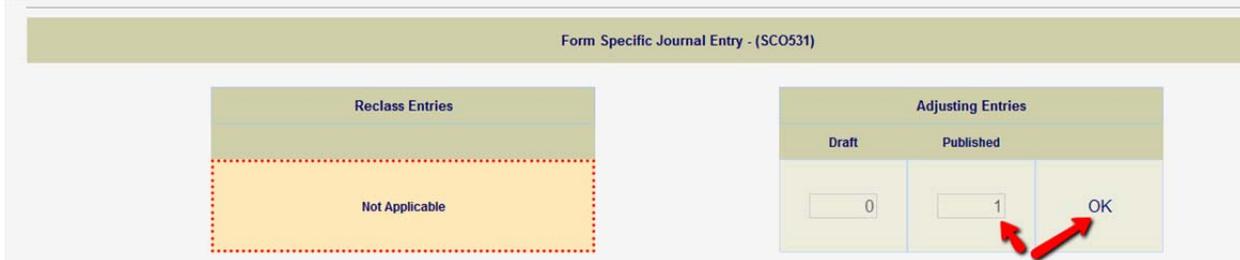


WEDGE 3.0 Training

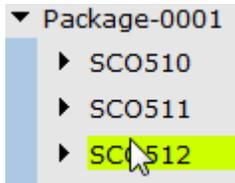
15) Note that the entry is now displayed as published, with the new time/date stamp.



16) On the main tab, note that the entry is now shown as published.



17) Review the trial balance forms to see the revised entry. Click one time on the SCO-512 node.



18) Click one time on the **Recalculate Trial Balances** button. This will update the SCO-511, SCO-512 and SCO-530 for the updated journal entry.



19) Review the revised information on the SCO-512 form.

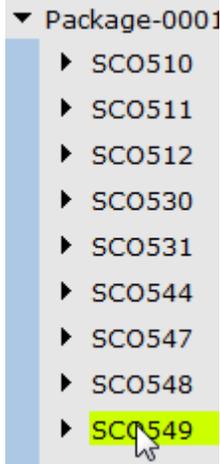
Account	Balance Per SAMS	Prior Year GAAP Adjustment	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis
0-435431-Licenses and Fees	0	0	(52)	0	0	(52)
1-582435-Licenses and Fees, Net	0	0	(52)	0	0	(52)
0-449441-Other Revenues	(401)	0	0	0	0	(401)

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SCO-549

Account Details Tab

1) Click one-time on the SCO-549 form node.



2) Ensure that you are on the Account Details tab.



3) Review the SCO-549 form layout.

Account Details Encumbrance

205-Account Payable and Accrued Liabilities

Recap By Report Account	Lapsed Period		Future Appropriations	Totals
	July Actual	August Estimate		
Sub Totals	0	0	0	0

Add

208-Due To Other Government-Federal

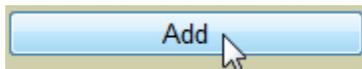
Recap By Report Account	Lapsed Period		Future Appropriations	Totals
	July Actual	August Estimate		
Sub Totals	0	0	0	0

Add

209-Due To Other Governments-Local

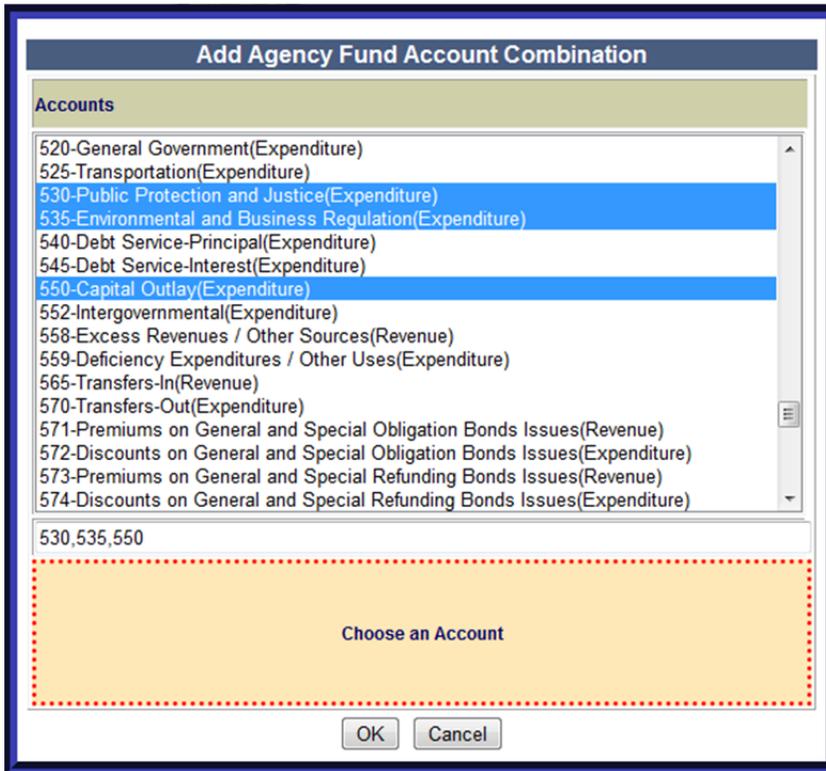
Recap By Report Account	Lapsed Period		Future Appropriations	Totals
	July Actual	August Estimate		
Sub Totals	0	0	0	0

4) Click one time on the **Add** button under account 205.



5) Select the appropriate account from the **Accounts** drop down menu. You may select more than one account by holding down the **control** key when making your selections.

WEDGE 3.0 Training



6) Click on OK, and note that accounts 530, 535, and 550 have been added.

Recap By Report Account		Lapsed Period		Future Appropriations	Totals	
		July Actual	August Estimate			
205-530-SCO549	Public Protection and Justice	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Delete"/>
205-535-SCO549	Environmental and Business Regulation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Delete"/>
205-550-SCO549	Capital Outlay	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Delete"/>
Sub Totals		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

7) Enter the appropriate amounts in the appropriate columns.

Recap By Report Account		Lapsed Period		Future Appropriations	Totals	
		July Actual	August Estimate			
205-530-SCO549	Public Protection and Justice	<input type="text" value="107"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="122"/>	
205-535-SCO549	Environmental and Business Regulation	<input type="text" value="450"/>	<input type="text" value="0"/>	<input type="text" value="200"/>	<input type="text" value="650"/>	
205-550-SCO549	Capital Outlay	<input type="text" value="215"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="215"/>	
Sub Totals		<input type="text" value="772"/>	<input type="text" value="0"/>	<input type="text" value="215"/>	<input type="text" value="987"/>	

WEDGE 3.0 Training

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



9) Scroll down to account 215.

215-Due to Other Funds	Lapsed Period				
	Recap By Report Account	July Actual	August Estimate	Future Appropriations	Totals
		0	0	0	0
	Sub Totals	0	0	0	0

10) Click on the **Add** button and enter account 510. Click **OK**.

Add Agency Fund Account Combination

Accounts

- 446-Refunds and Credit Memoranda-Other Charges for Services(Revenue)
- 447-Refunds and Credit Memoranda-Other Operating Grants(Revenue)
- 448-Refunds and Credit Memoranda-Other Capital Grants(Revenue)
- 505-Education(Expenditure)
- 510-Employment and Economic Development(Expenditure)**
- 515-Health and Social Services(Expenditure)
- 520-General Government(Expenditure)
- 525-Transportation(Expenditure)
- 530-Public Protection and Justice(Expenditure)
- 535-Environmental and Business Regulation(Expenditure)
- 540-Debt Service-Principal(Expenditure)
- 545-Debt Service-Interest(Expenditure)
- 550-Capital Outlay(Expenditure)
- 552-Intergovernmental(Expenditure)
- 558-Excess Revenues / Other Sources(Revenue)
- 559-Deficiency Expenditures / Other Uses(Expenditure)

510

Choose an Account

WEDGE 3.0 Training

11) Enter the appropriate amounts in the appropriate columns.

215-Due to Other Funds		Lapsed Period		Future Appropriations	Totals
Recap By Report Account		July Actual	August Estimate		
215-510-SCO549	Employment and Economic Development	215	0	0	215
Sub Totals		215	0	0	215

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



13) Scroll to the bottom of the screen and review the grand totals.

Grand Totals	987	0	215	1202
---------------------	------------	----------	------------	-------------

14) Click one time on the Manage Journal Entry (calculator) icon on the horizontal ribbon.



15) Click on the **Form Specific Adjusting Journal Entries** tab to see the draft journal entry. Note the **red** message indicating the entry has not yet been published.

Comprehensive Annual Financial Reporting
 SCO549
 Summary of Liabilities
 June 30, 2015



**STATE OF ILLINOIS
 COMPTROLLER
 LESLIE GEISSLER MUNGER**

Agency Number 360
 Fund Number 0001
 Record Type Agency

Journal Entry Management: SCO549 Worksheet (1)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

SCO549 Default Adjusting Journal Entry

Account Number	Account Description	Debit	Credit	
205	Account Payable and Accrued Liabilities		(987)	Delete
215	Due to Other Funds		(215)	Delete
510	Employment and Economic Development	215		Delete
530	Public Protection and Justice	122		Delete
535	Environmental and Business Regulation	650		Delete
550	Capital Outlay	215		Delete
		1202	(1202)	

WEDGE 3.0 Training

16) Click one time on the **cog wheel** to publish the journal entry

Journal Entry Management: SCO549 Worksheet (1)

2015-05-07 16:24:10.733-Elizabeth, Johnson(JOC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

SCO549 Default Adjusting Journal Entry

Account Number	Account Description	Debit	Credit	
205	Account Payable and Accrued Liabilities		(987)	Delete
215	Due to Other Funds		(215)	Delete
510	Employment and Economic Development	215		Delete
530	Public Protection and Justice	122		Delete
535	Environmental and Business Regulation	650		Delete
550	Capital Outlay	215		Delete
		1202	(1202)	

Add Account View History Add Note

17) Click one time on Publish Draft Journal Button

Journal Entry Management: SCO549

Publishing this worksheet will create a permanent record of the draft journal entry and will update the trial balances.

Publish Draft Journal Cancel

18) Ensure that you see the “Draft journal entry successfully posted” Informative Message.

Informative Message

Draft journal entry successfully posted.

OK

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



WEDGE 3.0 Training

20) Click one time on the SCO-511 node.



21) Click one time on the **Recalculate Trial Balance** icon



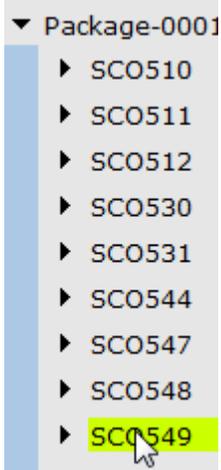
22) Review the information on the SCO-511 form.

Account	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-290\205-Account Payable and Accrued Liabilities	(987)	0	0	(987)	(2640)
0-210\208-Due To Other Government-Federal	0	0	0	0	0
1-290\210-Intergovernmental Payables	0	0	0	0	0
0-290\215-Due to Other Funds	(215)	0	0	(215)	(54)
2-295\290-Total Liabilities	(1202)	0	0	(1202)	(2694)

23) Review the information on the SCO-512, SCO-530, and SCO-548 forms, noting they have been updated for the new adjusting entry.

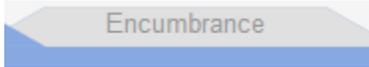
Encumbrances Tab

1) Click one-time on the SCO-549 form node.



WEDGE 3.0 Training

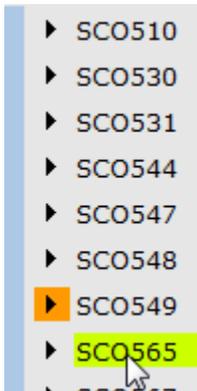
- 2) Click one time on the **Encumbrance** tab.



- 3) Verify the Amount of Liabilities Payable from Future Years' Appropriations, which has been automatically populated, agrees to the Grand Total of Future Appropriations from the Account Details Tab.

SCO-565

- 1) Click one-time on the SCO-565 form node.



- 2) Review the SCO-565 form layout. The form is comprised of 4 tabs. The **Main** tab summarizes the total amounts entered on the 3 subsequent tabs. The SCO-565 has an edit check to ensure that amounts reported on this form agree to the totals reported on the trial balance. Note the error message currently displayed, which indicates that the balances reported on the SCO-565 do not currently agree to the amounts reported on the trial balance.

WEDGE 3.0 Training

- 3) Click on the **SCO565 Amounts** tab. Amounts due to/from other funds that are not included on the SCO567 or SCO568 should be entered on this tab.

The screenshot shows the 'SCO565 Amounts' tab selected. The header includes 'Comprehensive Annual Financial Reporting', 'SCO565 Interfund Payable/Receivable Analysis', and the date 'June 30, 2015'. The State of Illinois logo and the name 'LESLIE GEISSLER MUNGER' are displayed. On the right, the 'Agency Number' is 360, 'Fund Number' is 0001, and 'Record Type' is 'Agency'. Below the header is a table titled 'Amounts On The SCO565 Form(This Form)' with columns: Source Form, Agency Number, Fund Number, Due Amount, Agency Classification, Providing Agency Classification, Amount Direction, and To Account. A 'Section Totals' row shows a value of 0. An 'Add' button is located below the table.

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



- 5) Select the appropriate agency from the **Agency** drop down menu.

The screenshot shows a dialog box titled 'Select Agency Fund Combination'. It features two dropdown menus. The 'Agency' dropdown is open, showing a list of agencies with '416-Central Management Services' selected. The 'Fund Number' dropdown is also open, showing a list of fund numbers. The 'Agency' dropdown has a value of '416' displayed next to it. The 'Fund Number' dropdown has a value of '0303' displayed next to it.

- 6) Select the appropriate fund from the **Fund Number** drop down menu.

A close-up of the 'Fund Number' dropdown menu. The dropdown is open, showing a list of fund numbers: 0001, 0011, 0141, 0202, 0303, and 0304. The number '0303' is highlighted in blue, and a mouse cursor is pointing at it.

WEDGE 3.0 Training

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



8) Click again on the Add button to add additional agency/fund combinations.

Amounts On The SCO565 Form(This Form)

Source Form	Agency Number	Fund Number	Due Amount	Agency Classification	Providing Agency Classification	Amount Direction	To Account	
SCO565	416	0303	0	PG	PG	Neutral	-1	Delete
SCO565	494	0309	0	PG	PG	Neutral	-1	Delete
Section Totals			0					

Add

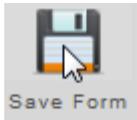
9) Enter the appropriate information in the **Due Amount** column.

Amounts On The SCO565 Form(This Form)

Source Form	Agency Number	Fund Number	Due Amount	Agency Classification	Providing Agency Classification	Amount Direction	To Account	
SCO565	416	0303	-50	PG	PG	Due To	215	Delete
SCO565	494	0309	-165	PG	PG	Due To	215	Delete
Section Totals			-215					

Add

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



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



12) Return to the Main tab, noting that the balance in account 215 agrees to the trial balance, and the error message no longer exists.

Main | SCO565 Amounts | SCO567 Amounts | SCO568 Amounts

Comprehensive Annual Financial Reporting
SCO565
Interfund Payable/Receivable Analysis
June 30, 2015

STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

Agency Number 360
Fund Number 0001
Record Type Agency

To Account	Due Amount
Grand Total, All Forms - Grouped By Account Number	
141 Due From Other Funds	0
215 Due to Other Funds	-215
144 Due From Component Units	0
216 Due to Component Units	0
147 Due From Primary Government	0
217 Due to primary government	0

WEDGE 3.0 Training

SCO-578

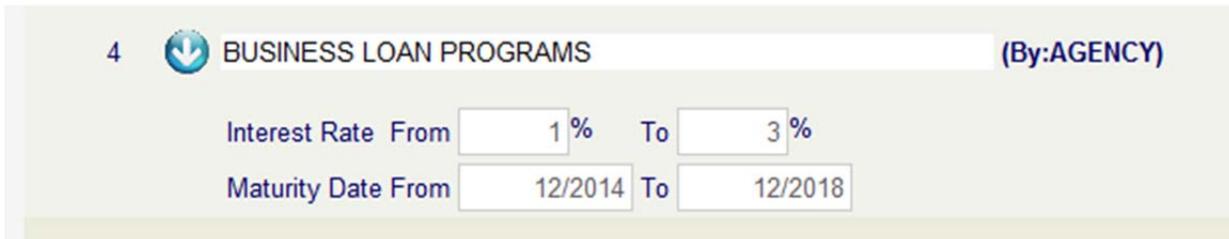
Initial Entry

1) Click one-time on the SCO-578 form node.



2) Review the SCO-578 form layout. The form is prepopulated with standard loans/notes receivable categories. Receivable categories not listed should be grouped into categories, described and reported under “Others”. If applicable, the prior year balance will be prepopulated.

3) Enter the appropriate interest rate and maturity date in the applicable spaces.



4) Enter the loan addition amount in the additions column.

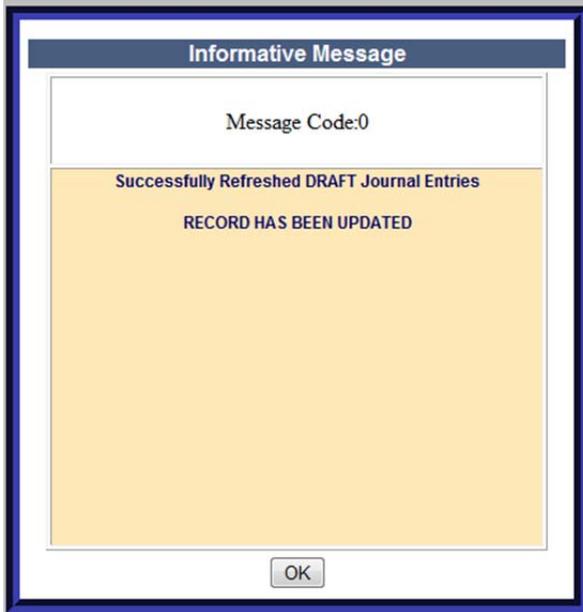


5) Click one time on the Save Form icon on the horizontal ribbon.



WEDGE 3.0 Training

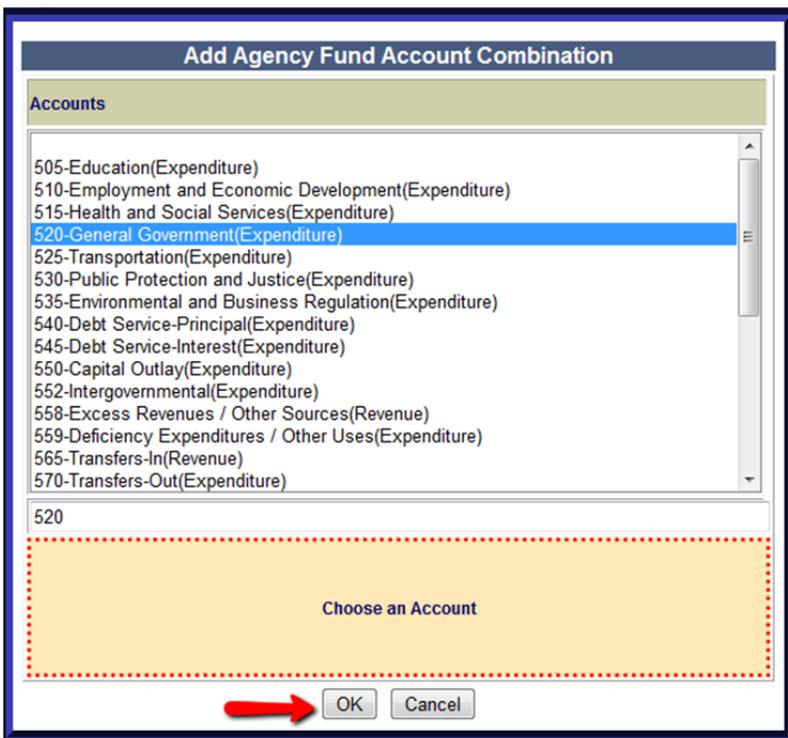
- 6) Ensure that you see the “Successfully Refreshed DRAFT Journal Entries” informative message.



- 7) Click one-time on the OK button.
- 8) Click on the Add Expenditure Account button.

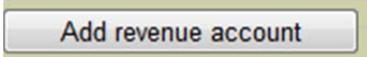


- 9) Enter account 520. Click OK

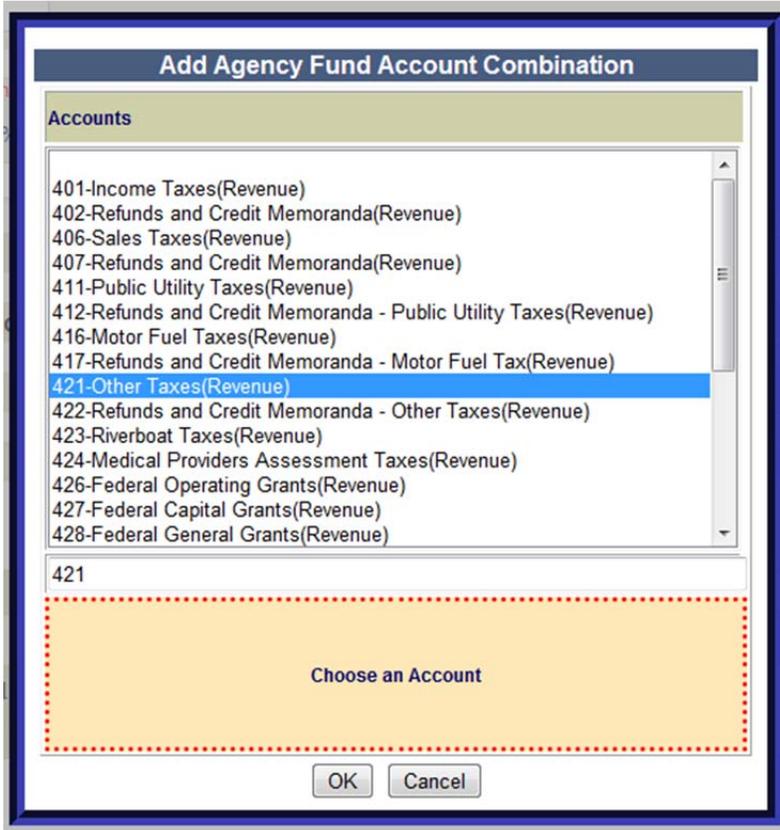


WEDGE 3.0 Training

10) Click on the **Add Revenue Account** button.



11) Enter account 421. Click **OK**.



12) Add Allowance for Uncollectible Loans and Notes Receivable.

Subtotal	0	100	0	100
Allowance for Uncollectible Loans and Notes Receivable	(0)			(20)
Loans and Notes Receivable, Net of Allowance	0			80
Long Term Portion	0			0

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

14) Click one time on the **Manage Journal Entry** (calculator) icon on the horizontal ribbon. From the **Main** tab, note, there are two journal entries pending action.



WEDGE 3.0 Training

Comprehensive Annual Financial Reporting
SCO578
Loans/Notes Receivables
June 30, 2015

STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

Agency Number
Fund Number
Record Type

Form Specific Journal Entry - (SCO578)

Reclass Entries		
Draft	Published	Not In Synch
1	0	Not In Synch

Adjusting Entries		
Draft	Published	Not In Synch
1	0	Not In Synch

This Form Has Been Designed To Allow You To Add Journal Entries For Your Form ALWAYS, Check the Latest WEDGE User Manual and Online Documentation for the Latest Instructions Managing Form Specific Journal Entries You MUST use the corresponding forms for managing their own journal entries

15) Click on the **Form Specific Adjusting Journal Entries** tab to see the draft journal entry. Note the red message indicating the entry has not yet been published.

Journal Entry Management: SCO578 Worksheet (1)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

2015-05-07 15:59:52.53-Elizabeth, Johnson(JOC)

SCO578 Default Adjusting Journal Entry

Account Number	Account Description	Debit	Credit	
152	Loans and Notes Receivable	100		Delete
153	Allowance for Uncollectible Loans and Notes Receivable		(20)	Delete
520	General Government		(80)	Delete
		100	(100)	

Add Account View History Add Note

16) Click one time on the Cog Wheel.

Journal Entry Management: SCO578 Worksheet (1)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

2015-05-07 15:59:52.53-Elizabeth, Johnson(JOC)

SCO578 Default Adjusting Journal Entry

Account Number	Account Description	Debit	Credit	
152	Loans and Notes Receivable	100		Delete
153	Allowance for Uncollectible Loans and Notes Receivable		(20)	Delete
520	General Government		(80)	Delete
		100	(100)	

Add Account View History Add Note

17) Click one time on the Publish **Draft Journal Button**. Ensure that you see the “New Journal Entries Have Been Created” informative message. Click **OK**.

WEDGE 3.0 Training

18) Click on the **Form Specific Journal Entry Reclassifying Journal Entries** tab to see the draft journal entry. Note, the red message indicating the entry has not yet been published.

Account Number	Account Description	Debit	Credit
421	Other Taxes	0	
520	General Government		(0)
		0	(0)

19) Click one time on the cog wheel to publish the journal entry.

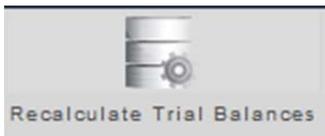
Account Number	Account Description	Debit	Credit
421	Other Taxes	0	
520	General Government		(0)
		0	(0)

20) Click one time on the Publish **Draft Journal Button**. Ensure that you see the “New Journal Entries Have Been Created” informative message. Click **OK**.

21) Click one time on the SCO-511 node.

- Package-0001(S)
 - ▶ SCO510
 - ▶ **SCO511**
 - ▶ SCO512
 - ▶ SCO530
 - ▶ SCO531

22) Click one time on the **Recalculate Trial Balance** icon.



WEDGE 3.0 Training

23) Review the information on the SCO-511 form.

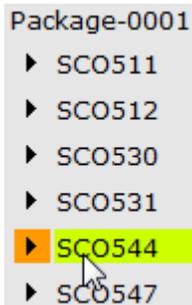
0-154\152-Loans and Notes Receivable	100	0	0	100	0
0-154\153-Allowance for Uncollectible Loans and Notes Receivable	(20)	0	0	(20)	0
1-158\154-Loans and Notes Receivable, Net	80	0	0	80	0

24) Review the information on the SCO-512, SCO-530, SCO-547 and SCO-548 forms, noting they have been updated for the new reclassifying and adjusting entries.

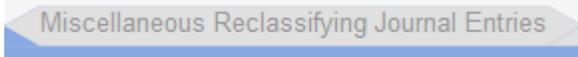
SCO-544

Initial Entry

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



2) Click one time on the **Miscellaneous Reclassifying Journal Entries** tab.



3) Click one time on the Miscellaneous Reclassifying Journal Entry Worksheet Add (duplicate paper) icon on the horizontal ribbon.



WEDGE 3.0 Training

- 4) Type the appropriate description in the **Create Miscellaneous Journal Entry** dialog box.

Create Miscellaneous Journal Entry

Journal Entry Worksheet Type	RECLASS
Statement Type	Accounts on The Same Statement
Worksheet Description	To properly allocate expenditures

Please Provide All Required Information. You Can Select An Applicable Title From The List Or Type-In Your Own Title

OK Cancel

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



- 6) Ensure that you see the “Created Journal Entry DRAFT” Informative Message.

Informative Message

Message Code: 0

Created Journal Entry DRAFT

OK

WEDGE 3.0 Training

7) Review the blank Journal entry template.

Journal Entry Management: SCO544 Worksheet (1) 2014-05-23 12:34:54.877-Katie, Madonia(IOC)

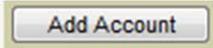
This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

To properly allocate expenditures

Account Number	Account Description	Debit	Credit
		0	(0)

Add Account View History Add Note

8) Click one time on the **Add Account** button.



9) Select the appropriate accounts from the **Accounts** drop down box. Note that you are able to select more than once account at a time, by holding down the control key when selecting accounts.

Add Agency Fund Account Combination

Accounts

- 443-Other Operating Grants(Revenue)
- 444-Other Capital Grants(Revenue)
- 445-Refunds and Credit Memoranda - Other Revenues(Revenue)
- 446-Refunds and Credit Memoranda-Other Charges for Services(Revenue)
- 447-Refunds and Credit Memoranda-Other Operating Grants(Revenue)
- 448-Refunds and Credit Memoranda-Other Capital Grants(Revenue)
- 505-Education(Expenditure)
- 510-Employment and Economic Development(Expenditure)
- 515-Health and Social Services(Expenditure)
- 520-General Government(Expenditure)
- 525-Transportation(Expenditure)
- 530-Public Protection and Justice(Expenditure)
- 535-Environmental and Business Regulation(Expenditure)
- 540-Debt Service-Principal(Expenditure)
- 545-Debt Service-Interest(Expenditure)
- 550-Capital Outlay(Expenditure)

530,535

Choose Account(s).
TO Choose Multiple Accounts, Hold Down The CTRL Key While Making Your Selection

OK Cancel

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



11) **NOTE:** There are Debit and Credit columns. By default, the Debit column is active. You can simply click on the Credit column to post the appropriate account value.

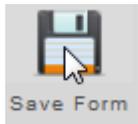
WEDGE 3.0 Training

Account Number	Account Description	Debit	Credit
530	Public Protection and Justice	0	
535	Environmental and Business Regulation	0	

12) Enter the appropriate amounts in the Debit and Credit columns.

Account Number	Account Description	Debit	Credit
530	Public Protection and Justice		(387)
535	Environmental and Business Regulation	387	
		387	-387

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



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



15) Click one time on the cog wheel icon to publish the entry.

Journal Entry Management: SCO544 Worksheet (1)

2014.05.23 12:35:48.47-Katie, Madonia (QC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above.

To properly allocate expenditures

Account Number	Account Description	Debit	Credit	
530	Public Protection and Justice		(387)	Delete
535	Environmental and Business Regulation	387		Delete
		387	(387)	

Add Account View History Add Note

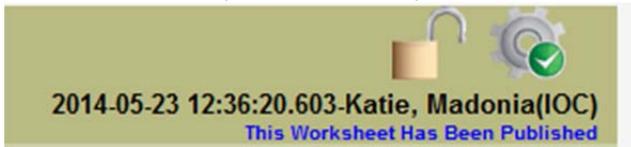
16) Click one time on the Publish Draft Journal button

Journal Entry Management: SCO544

By publishing this worksheet, a permanent record will be created in the target journal entry tables. Subsequent modifications to this worksheet will potentially reverse the target journal entries

WEDGE 3.0 Training

17) Note that the entry has now been published.



18) Review the SCO-512 and SCO-530, after clicking on the **Recalculate Trial Balance** tab, to see that the entry has properly carried forward to the trial balance.

Correcting Entry

1) To correct a miscellaneous journal entry, just update the appropriate values in the Debit and Credit columns.

Journal Entry Management:SCO544 Worksheet (1)

SCO544 Default Journal Entry

Account Number	Account Description	Debit	Credit
530	Public Protection and Justice		(390)
535	Environmental and Business Regulation	390	
		390	-390

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



3) Review the revised entry, noting the warning message that the entry has not yet been published.

Journal Entry Management:SCO544 Worksheet (1)

2014-05-23 12:36:49.413-Katie, Madonia(IOC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

To properly allocate expenditures

Account Number	Account Description	Debit	Credit
530	Public Protection and Justice		(390)
535	Environmental and Business Regulation	390	
		390	(390)

Add Account View History Add Note

4) Click one time on the **cog wheel** icon to publish the entry. Review the SCO-512 and SCO-530, after clicking on the **Recalculate Trial Balance** tab, to see that the entry has properly carried forward to the trial balance.

Deleting Journal Entry Content

1) Click one time on the **Delete** button adjacent to the appropriate account lines.

535	Environmental and Business Regulation	390		Delete
-----	---------------------------------------	-----	--	--------

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



WEDGE 3.0 Training

- Once the lines are deleted, the empty worksheet must still be published. Click on the **cog wheel** icon to publish the blank entry.

Journal Entry Management: SCO544 Worksheet (1)

2014-05-23 12:37:32.57-Katie, Madonia (OC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button At The Bottom.

To properly allocate expenditures

Account Number	Account Description	Debit	Credit
		0	(0)

Add Account View History Add Note

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



SCO-577

- Enter value of inventory on the appropriate line description.

Number	Description	Method Of Valuation	Cost	Reduction to Market	Lower of Cost or Market
1	Equipment, Parts and Accessories (By:Agency)	FIFO	300	50	250
2	Food Supplies (By:Agency)	FIFO	0	0	0

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



- Verify total at bottom of screen.

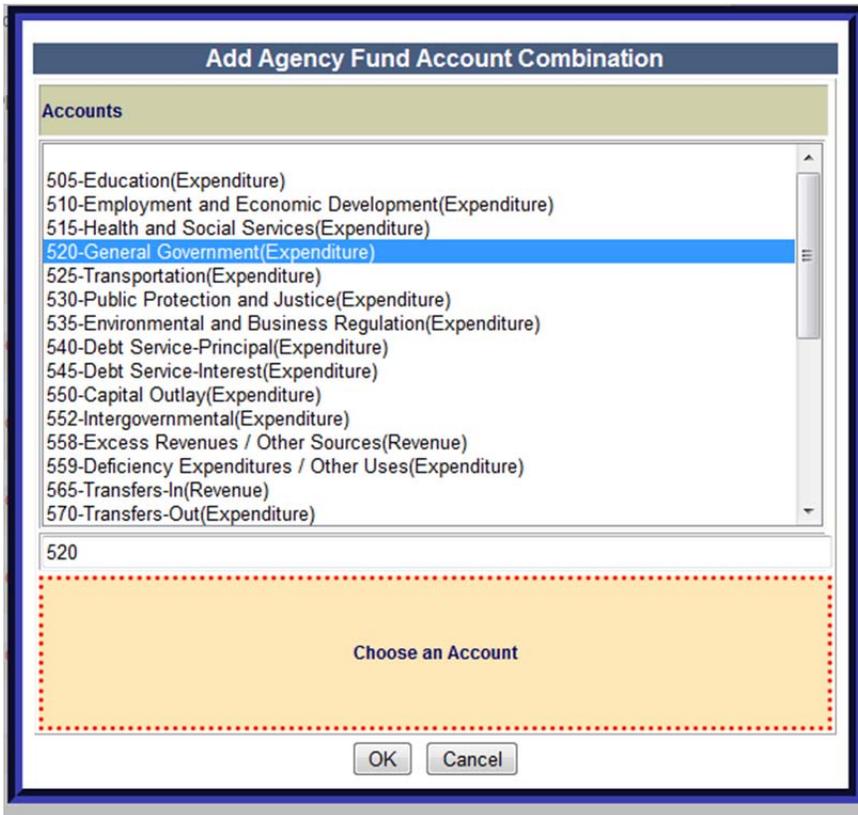
Totals		300	50	250
--------	--	-----	----	-----

- Click on the **Add expenditure account** button to select applicable account to prepare journal entry.

Account Number	Account Description	Total
Please select the applicable expenditure account charged with the original inventory purchase		
Add expenditure account		

- Select the applicable expenditure account charged with the original inventory purchase.

WEDGE 3.0 Training



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



- 7) Note display of account number and amount to be used for the automatic journal entry.

Account Number	Account Description	Total	
520	General Government	250	Delete

Please select the applicable expenditure account charged with the original inventory purchase

Add expenditure account

- 8) Click on **Manage Journal Entry** (calculator) icon on the horizontal ribbon.



- 9) Note there are 2 entries that are in draft mode, one reclassifying entry and one adjusting entry.

Form Specific Journal Entry - (SC0577)			
Reclass Entries			
Draft	Published	Not In Synch	
1	0		
Adjusting Entries			
Draft	Published	Not In Synch	
1	0		

WEDGE 3.0 Training

10) Click on **Form Specific Adjusting Journal Entries** tab.

Form Specific Adjusting Journal Entries

11) Click on the **cog wheel** to post the adjusting journal entry.

Journal Entry Management: SCO577 Worksheet (1) 2014-05-23 12:53:40.887 Katie, Madonia(IOC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button

Default Journal Entry

Account Number	Account Description	Debit	Credit	
150	Inventories	250		Delete
520	General Government		(250)	Delete
		250	(250)	

Add Account View History Add Note

12) Click on **Publish Draft Journal**.

Journal Entry Management: SCO577

Publishing this worksheet will create a permanent record of the draft journal entry and will update the trial balances.

Publish Draft Journal Cancel

13) Verify entry is now published.

2014-05-23 12:56:04.58-Katie, Madonia(IOC)
This Worksheet Has Been Published

14) Click on **Form Specific Reclassifying Journal Entries** tab.

Form Specific Journal Entry Reclassifying Journal Entries

15) Note entry is to reclassify portion of fund balance that is nonspendable relating to inventory balances. Click on **cog wheel** to post entry.

WEDGE 3.0 Training

Journal Entry Management: SCO577 Worksheet (1) 2014-05-23 12:53:41.037-Katie, Madonia(IOC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

Default Journal Entry

Account Number	Account Description	Debit	Credit	
318	Nonspendable for Inventories		(250)	Delete
340	Unassigned Fund Balance	250		Delete
		250	(250)	

Add Account View History Add Note

16) Verify entry is now published.

2014-05-23 12:56:04.58-Katie, Madonia(IOC)
This Worksheet Has Been Published

17) Click on the SCO-511 and Click on the **Recalculate Trial Balances** icon on the horizontal ribbon.

Package-0001(S)

- ▶ SCO510
- ▶ SCO511

Recalculate Trial Balances

18) Note balances are properly reflected on the trial balance.

0-180\150-Inventories			
250	0	0	250
0-350\318-Nonspendable for Inventories			
(250)	0	0	(250)
0-350\340-Unassigned Fund Balance			
250	0	0	250

SCO-551

1) Click one time on the SCO-551 node.

Package-0001(S)

- ▶ SCO510
- ▶ SCO511
- ▶ SCO512
- ▶ SCO530
- ▶ SCO531
- ▶ SCO544
- ▶ SCO547
- ▶ SCO548
- ▶ SCO549
- ▶ SCO551

WEDGE 3.0 Training

- 2) Enter the net receivable balance reported on the June 30, 20XX “Quarterly Summary of Accounts Receivable” C-97 Report. (Note the error message at the top of the form. This will appear until the amounts per the reconciliation at the top of the form agree to the balances per the trial balance at the bottom of the form.)

Thousands)

Error: Total calculated receivables per the SCO551 do not equal total receivable amounts per the trial balance.

Total Net Receivables as reported on June 30, 2015
“Quarterly Summary Accounts Receivable”, C-97 \$50

Add:

1. Accrued interest reported by Treasurer \$0

Other:(Explain)

Total additions: \$0

Subtract:

1. Due from other funds amount \$0

2. Due from primary government amount \$0

3. Due from component units amount \$0

Other:(Explain)

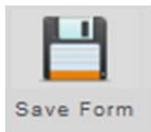
Total subtractions: \$0

Total calculated receivables (should agree to trial balance): \$50 

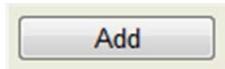
RECEIVABLE AMOUNTS PER TRIAL BALANCE

Account No.	Account Name	Amount
125	Taxes Receivable, Net	\$0
130	Intergovernmental Receivables, Net	\$0
140	Other Receivables, Net	\$0
154	Loans and Notes Receivable, Net	\$80
157	Loans and Notes Receivable, Net Long-Term	\$0
161	Restricted Assets-Other Receivables, Current	\$0
163	Restricted Assets-Loans and Notes Receivable, Net, Current	\$0
166	Restricted Assets-Loans and Notes Receivable, Long-Term	\$0
Total Receivable Amounts from WEDGE Trial Balance		\$80 

- 3) Click one time on the Save Form Icon on the horizontal ribbon.



- 4) As applicable, add additional lines for “other” additions to reconcile to net receivables reported on the trial balance. Click on the **add** button.



- 5) Add a detailed description of the adjustment and the amount.

WEDGE 3.0 Training

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



7) Review the form to ensure all receivables have been recorded and the total calculated receivables agrees to agency records. If complete, agency will no longer receive an error message at the top of the form.

		TOTAL (Nearest Thousands)
Total Net Receivables as reported on June 30, 2015 "Quarterly Summary Accounts Receivable", C-97		\$50
Add:		
1.	Accrued interest reported by Treasurer	\$0
Other:(Explain)		
1.	Add description of item	\$30
		<input type="button" value="Delete"/>
<input type="button" value="Add"/>		
Total additions:		\$30
Subtract:		
1.	Due from other funds amount	\$0
2.	Due from primary government amount	\$0
3.	Due from component units amount	\$0
Other:(Explain)		
<input type="button" value="Add"/>		
Total subtractions:		\$0
Total calculated receivables (should agree to trial balance):		\$80

RECEIVABLE AMOUNTS PER TRIAL BALANCE		
Account No.	Account Name	Amount
125	Taxes Receivable, Net	\$0
130	Intergovernmental Receivables, Net	\$0
140	Other Receivables, Net	\$0
154	Loans and Notes Receivable, Net	\$80
157	Loans and Notes Receivable, Net Long-Term	\$0
161	Restricted Assets-Other Receivables, Current	\$0
163	Restricted Assets-Loans and Notes Receivable, Net, Current	\$0
166	Restricted Assets-Loans and Notes Receivable, Long-Term	\$0
Total Receivable Amounts from WEDGE Trial Balance		\$80

WEDGE 3.0 Training

SCO-553

- 1) Click one time on the SCO-553 node.



- 2) Review the form and ensure any Government-wide adjustments have been recorded and the form reconciles to the trial balance. (Refer to the Non-Shared Fund GAAP Package training materials for a detailed example for completion of the form.)

Fund Equity to Net Position Reconciliation		
Fund Equity (Deficit)	\$0	
Adjustments from above		
Unavailable revenues	\$0	
Prepaid expenses	\$0	
Other	\$0	
Total Net Position	\$0	
Net position classification		
Please provide the breakdown of net position in the following categories necessary for disclosure.		
Unrestricted (if fund equity is committed, assigned, or unassigned, then net position should be classified as unrestricted)	\$0	
Restricted by enabling legislation:		
Capital projects	\$0	Provide description of enabling legislation
Debt service	\$0	Provide description of enabling legislation
Other	\$0	Provide description of enabling legislation
Restricted externally/third party		
Capital projects	\$0	Provide description of externally-imposed restriction
Debt service	\$0	Provide description of externally-imposed restriction
Other	\$0	Provide description of externally-imposed restriction
Permanent endowments:		
Nonexpendable	\$0	Provide description of externally-imposed restriction For use by permanent trust funds only
Expendable	\$0	Provide description of externally-imposed restriction For use by permanent trust funds only
Total Net Position	\$0	

WEDGE 3.0 Training

SCO-510

1) Click one time on the SCO-510 node.



2) Review entries on the SCO-510.

Account Number	Account Description	Prior Year GAAP BASIS	Current Year GAAP BASIS	Fluctuation	Fluctuation Amount	FluctuationType
101	Cash on Deposit with State Treasurer (including intransit items) (By:Agency)	2925	52	98.22%	-2873	Decrease

Appropriation Change
 New Program
 Statute Change

Provide A Detailed Explanation of Fluctuation

Providing Your Explanation:

3) Provide an explanation for all accounts listed on the SCO-510.

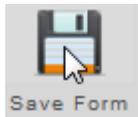
Account Number	Account Description	Prior Year GAAP BASIS	Current Year GAAP BASIS	Fluctuation	Fluctuation Amount	FluctuationType
101	Cash on Deposit with State Treasurer (including intransit items) (By:Agency)	2925	52	98.22%	-2873	Decrease

Appropriation Change
 New Program
 Statute Change

Provide A Detailed Explanation of Fluctuation

Decrease in cash on hand at year end is due to timing of remittance.

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



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



WEDGE 3.0 Training

Closing and Submitting a Fund Package

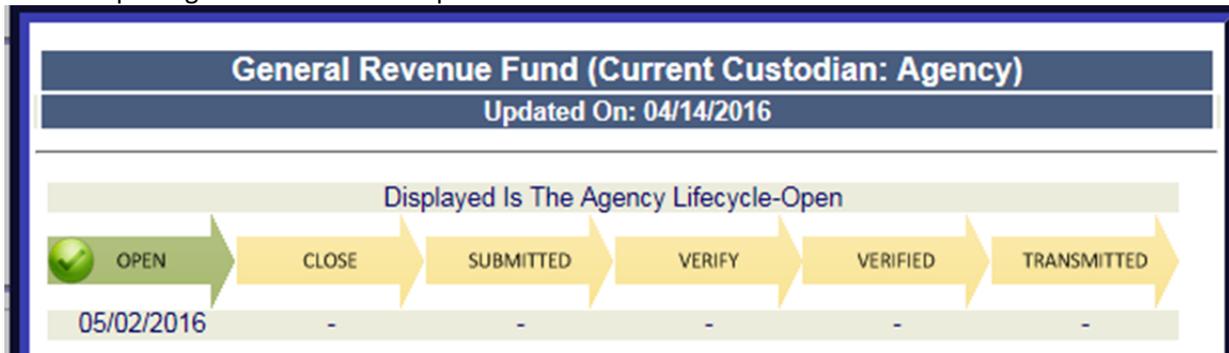
- 1) Click on the fund package node.



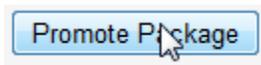
- 2) Click on the Form Information Icon.



- 3) The fund package status should be open.



- 4) Click one time on the **Promote Package** button.



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



WEDGE 3.0 Training

- 6) Click on the Form Information Icon.



- 7) The fund package will now be closed. To submit the package, check on the confirmation statement and click one time on the Promote Package button.

A screenshot of a web application window titled 'General Revenue Fund (Current Custodian: Agency)' with a subtitle 'Updated On: 04/14/2016'. Below the title is a horizontal progress bar with the text 'Displayed Is The Agency Lifecycle-Closed'. The progress bar shows six stages: 'OPEN' (green arrow with checkmark, date 05/02/2016), 'CLOSE' (green arrow with checkmark, date 05/02/2016), 'SUBMITTED' (yellow arrow), 'VERIFY' (yellow arrow), 'VERIFIED' (yellow arrow), and 'TRANSMITTED' (yellow arrow). Below the progress bar is a yellow warning box with a red dotted border. The text inside reads: 'Once you click submit, you will no longer be able to update and modify this package. Please confirm by clicking on the check box below.' Below this text is a red arrow pointing to an unchecked checkbox. The checkbox text is: 'I Confirm and understand that once I submit this package, the package will no longer be available for me to edit and the forms will be locked.'

- 8) Click one time on the OK button.



- 9) The fund package is now submitted to the IOC.

NOTE: Remember, fund packages are not considered complete until all manual forms are received.

A screenshot of a web application window titled 'General Revenue Fund (Current Custodian: Agency)' with a subtitle 'Updated On: 04/14/2016'. Below the title is a horizontal progress bar with the text 'Displayed Is The Agency Lifecycle-Submitted'. The progress bar shows six stages: 'OPEN' (green arrow with checkmark, date 05/02/2016), 'CLOSE' (green arrow with checkmark, date 05/02/2016), 'SUBMITTED' (green arrow with checkmark, date 05/02/2016), 'VERIFY' (yellow arrow), 'VERIFIED' (yellow arrow), and 'TRANSMITTED' (yellow arrow).

WEDGE 3.0 Training

Printing a Fund Package

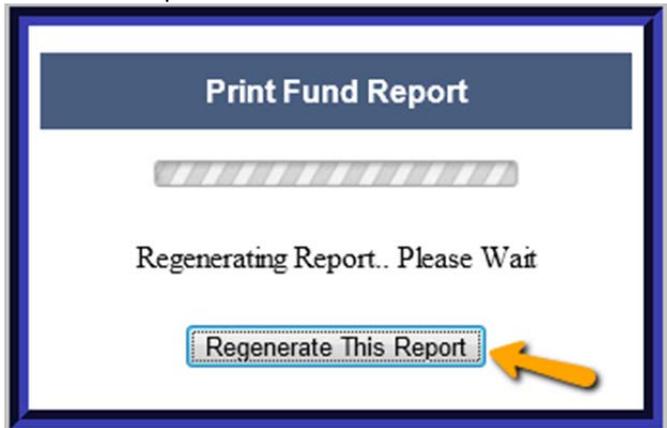
- 1) Click one time on the **Fund Package** node.



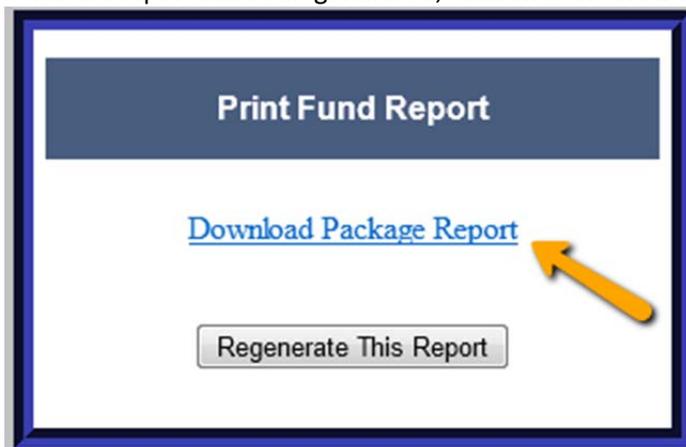
- 2) Click on the **Print** icon in the horizontal ribbon bar. (Both the **Print** icon and the **PDF** icon will produce the same report.)



- 3) Click on the **Regenerate This Report** button within the message box. This will ensure the most recent published forms will be printed.



- 4) Once the report has been generated, click once on the **Download Package Report** link.



WEDGE 3.0 Training

- 5) The entire report will be displayed on the screen. Note that the current date and time stamp is displayed, to ensure the most recent version of the forms are printed. From here, you may either print the report, using the floating **print** icon, or you may save a .pdf version of the report by clicking on the floating **save** icon.

State of Illinois
Fund Package Forms

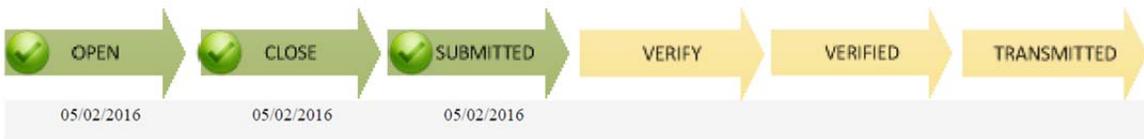


STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

Agency 360
Fund 0001
Record Type Agency
5/2/2016 10:29:33 AM

June 30, 2016

General Revenue Fund (Current Custodian: Agency)



WEDGE 3.0 Training

Non-Shared Fund Package Forms

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-516

The purpose of the Non-shared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-517

The purpose of the Non-shared SAMS Funds Trial Balance for Revenues and Expenditures is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-529

The purpose of the Fund Equity Reconciliation is to demonstrate the closing out of the operating statement to the equity section of the balance sheet.

SCO-530

The purpose of the Account Summary Analysis Form is to summarize adjustments and/or reclassifications by account number. This summary allows for a smoother transition when posting adjustments and/or reclassifications to the trial balance.

- Form is read-only

SCO-534

The purpose of the Non-shared SAMS Funds Cash Reconciliation Form is to reconcile the fund balance per SAMS to the balance of cash on deposit with the Treasurer per agency records, both at the beginning and end of the fiscal year. All activities during the fiscal year which have not been recorded on SAMS must be identified on the SCO-534.

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying and adjusting journal entries that **are not** made by other forms.

- Form is used to post reclassifying and adjusting journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547 and SCO-548
- Should only be used when there is no way to use an automated journal entry from another package form

WEDGE 3.0 Training

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-548

The purpose of the Adjusting Journal Entries is to provide a form to accumulate all adjusting journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-549

The purpose of the Summary of Liabilities Form is to assist agencies in determining and documenting a fund's liabilities and related accrued expenditures for GAAP reporting.

- Form summarizes liabilities
- Form allows an agency to post an automatic journal entry to post liabilities

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

SCO-553

The purpose of the Government-Wide Adjustments and Fund Balance to Net Position Reconciliation is to provide a form to accumulate all adjustments which need to be made to governmental funds to convert from modified accrual accounting to full accrual accounting (entries are not made to the trial balance of the GAAP package) and to assist the IOC in converting fund balances in governmental funds to net position for full accrual accounting.

- Form combines the detail from the previous manual SCO 546 and SCO 553 forms into one form.
- Adjustments are generally limited to 2 types of entries:
 - Reversal of unavailable revenue
 - Recording of prepaid expenses
- Net position must be properly classified (restricted/unrestricted) for reporting in the Government-Wide Statements

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

WEDGE 3.0 Training

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

SCO-577

The purpose of the Inventory analysis form is to determine the value of the fund's total inventory at fiscal year end.

- This form allows you to automatically post journal entries to record inventory on the trial balance and reclassify the portion of fund balance associated with inventory.
- The automatic entries will carry forward directly to the SCO-547 and SCO-548
- Form is only used when inventory values are in excess of \$150 thousand. Funds with inventory below this threshold are not required to record entries or complete this form.

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

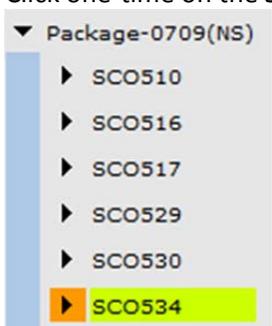
- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- The automatic entries will carry forward directly to the SCO-547 and SCO-548
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

Entering Information in Non-Shared Fund Package Forms

SCO-534

Initial Entry

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



WEDGE 3.0 Training

2) Review the SCO-534 form layout.

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

Comprehensive Annual Financial Reporting
SCO534
Nonshared SAMS Funds Cash Reconciliation
June 30, 2016

STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

Agency Number 406
Fund Number 0709
Record Type Agency

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)	2648	3	1545	2402	260	3248
2-Adjustment To Fund Balance Per SAMS							
2-1	Held SAMS Transfers In						
2.1.a	a) Prior Year (By:Agency)	-2402	0	0	2402	0	0
2.1.b	b) Current Year (By:Agency)	0	0	0	0	0	0

3) Enter the appropriate number in the Receipts column for Cash on Hand and Cash in Transit.

3-Activity during the period not recorded in SAMS

3-1 Cash On Hand

3.1.a a) Prior Year (By:Agency) 0 0

3.1.b b) Current Year (By:Agency) 55 55

3-2 Cash In Transit

3.2.a a) Prior Year (By:Agency) 0 0

3.2.b b) Current Year (By:Agency) 105 105

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



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



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

Grand Total	251	163	1545	4804	260	3413
--------------------	-----	-----	------	------	-----	------

7) Click one time on the **Agency Records** tab.



8) Compare the values in the Amounts Per SAMS to the Agency Records columns.

NOTE: The Target Total is the amount to which you are reconciling.

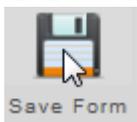
WEDGE 3.0 Training

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference
RECEIPTS				
431	Licenses and Fees (By:Agency)	-3	-3	0
Cumulative Agency Records		-3	-3	0
		Target Total	163	
DISBURSEMENTS				
510	Employment and Economic Development (By:Agency)	1545	1545	0
550	Capital Outlay (By:Agency)	0	0	0
Cumulative Agency Records		1545	1545	0
		Target Total	1545	
TRANSFERS IN				
565	Transfers-In (By:Agency)	-2402	-2402	0
Cumulative Agency Records		-2402	-2402	0
		Target Total	4804	

- 9) Based upon your records, change amounts in the Agency Records column to reach the Target Total.
NOTE: Receipts and Transfers in should be entered as a credit ("-") balance. Disbursements and Transfers Out should be entered as a debit ("+") balance.

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference
RECEIPTS				
431	Licenses and Fees (By:Agency)	-3	-163	-160
Cumulative Agency Records		-3	-163	-160
		Target Total	163	
DISBURSEMENTS				
510	Employment and Economic Development (By:Agency)	1545	1545	0
550	Capital Outlay (By:Agency)	0	0	0
Cumulative Agency Records		1545	1545	0
		Target Total	1545	
TRANSFERS IN				
565	Transfers-In (By:Agency)	-2402	-4804	-2402
Cumulative Agency Records		-2402	-4804	-2402
		Target Total	4804	

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



WEDGE 3.0 Training

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



12) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will post your changes to the SCO-516 and SCO-517 Trial Balance forms.



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

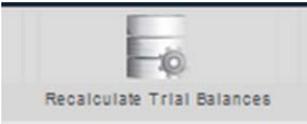


Review Posted SCO-534 Values on SCO-516

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



2) Click one time on the **Recalculate Trial Balances** button. This will update the SCO-516, SCO-517 and SCO-530 for the updated cash and fund balance amounts, as well as the receipt and disbursement amounts.



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



4) The SCO-516 is updated for the cash balance per the SCO-534. In addition, the ending fund balance from the prior year is pushed forward to the current year.

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)						
	3413	0	0	0	3413	251
1-180\105-Cash and Cash Equivalents						
	3413	0	0	0	3413	251
0-180\141-Due From Other Funds						
	0	0	0	0	0	2402
2-195\180-Total Assets						
	3413	0	0	0	3413	2653
3-0\195-Total Assets and Deferred Outflows of Resources						
	3413	0	0	0	3413	2653
0-350\340-Unassigned Fund Balance						
	(2636)	0	0	0	(2636)	0
0-350\344-Committed Fund Balance						
	0	0	0	0	0	(2636)
1-360\350-Total Fund Equity						
	(2636)	0	0	0	(2636)	(2636)
4-0\360-Total Liabilities, Deferred Inflows of Resources and Fund Equity						
	(2636)	0	0	0	(2636)	(2653)

WEDGE 3.0 Training

Review Posted SCO-534 Values on SCO-517

- 1) Click one time on the SCO-517 node.



- 2) The receipt and disbursement balance(s) per the SCO-534 have been posted to the **Agency Records** column on the SCO-517.

NOTE: Verify that the Transfers In, Disbursements, and Transfers Out per the SCO-534 have been posted to the Agency Records column.

Account	Agency Records	Prior Year GAAP Adjustment	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0.435431-Licenses and Fees	(163)	(2402)	0	0	0	2239	(2405)
1.582435-Licenses and Fees, Net	(163)	(2402)	0	0	0	2239	(2405)
0.582565-Transfers-In	(4804)	0	0	0	0	(4804)	0
2.01582-Total Revenues	(4967)	(2402)	0	0	0	(2565)	(2405)
0.01584-Closing Entry (Revenue)	0	0	0	0	0	0	2405
0.586510-Employment and Economic Development	1545	17	0	0	0	1528	1288
0.586550-Capital Outlay	0	0	0	0	0	0	0
0.586570-Transfers-Out	260	0	0	0	0	260	250
1.01586-Total Expenditures	1805	17	0	0	0	1788	1538
0.01587-Closing Entry (Expenditure)	0	0	0	0	0	0	(1538)

Completing the Closing Entry via the SCO-529 Form

- 1) Click one time on the SCO-529 node.



- 2) Review the SCO-529 form.

Closing Entry Has Not Been Calculated Yet. Click on the "Calculate Closing Entry" Button On The Toolbar To Post The Closing Entry

WEDGE 3.0 Training

- 3) Click one time on the **Calculate Closing Entry** icon on the horizontal ribbon to calculate the closing entry.



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



- 5) This screen will display the closing entry for the package.

Account Name	Amount
Beginning Balance July 1 (By:Agency)	-2636
Revenues (By:Agency)	-2565
Expenses-Expenditure (By:Agency)	1788
Ending Fund Balance June 30	-3413

- 6) Click one time on the Fund Package node.

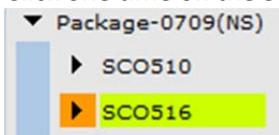


- 7) The screen will display summary totals, and indicate if your GAAP package is in balance. If the GAAP package is not in balance, you will need to ensure that the receipts, disbursements, transfers-in, and transfers-out per the Grand total on the SCO-534 agree to the SCO-517 revenues and expenditures in the **Agency Records** column.

Illinois Thoroughbred Breeders Fund(0709)
 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	3413	2653
2 Liability			0	0	0	0	-17
3 Fund Equity			-777	0	0	-3413	-2636
4 Revenue	-4967	-2402	0	0	0	-2565	-2405
5 Expenditure	1805	17	0	0	0	1788	1538
Sum Assets		Sum Liabilities	Sum Fund Equity				
3413		0	-3413				
Fund Is Balanced							

- Click one time on the SCO-516 node.



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- 8) Once the closing entry is posted to the SCO-516 Trial Balance form, the **Total Assets** will equal the **Total Liabilities plus the Fund Equity**.

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis
3-0195-Total Assets and Deferred Outflows of Resources					
	3413	0	0	3413	2653
4-0360-Total Liabilities, Deferred Inflows of Resources and Fund Equity					
	(2636)	(777)	0	(3413)	(2653)

SCO-544

To provide a detailed explanation of the SCO-553 - Government-Wide Adjustments and Fund Balance to Net Position Reconciliation, record the following adjusting journal entries using the SCO-544 form.

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



- 2) Click one time on the **Miscellaneous Adjusting Journal Entries** tab.



- 3) Click one time on the **Miscellaneous Adjusting Journal Entry Worksheet Add** (paper icon on the horizontal ribbon).



- 4) Type the appropriate description in the **Create Miscellaneous Journal Entry** dialog box.

A screenshot of a dialog box titled 'Create Miscellaneous Journal Entry'. The dialog box contains the following fields and options:

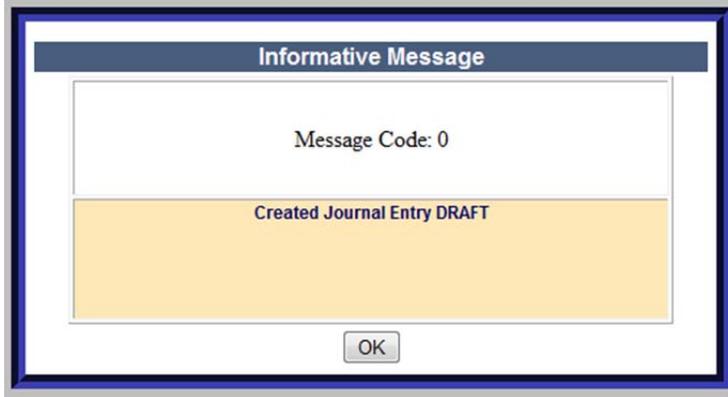
- Journal Entry Worksheet Type:** ADJUSTMENT
- Statement Type:** Accounts on Different Statements
- Worksheet Description:** To record receivables balance
- Instructions:** Please Provide All Required Information. You Can Select An Applicable Title From The List Or Type-In Your Own Title
- Buttons:** OK, Cancel

WEDGE 3.0 Training

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



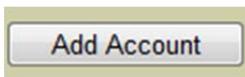
7) Ensure that you see the Created Journal Entry DRAFT informative message.



8) Review the blank journal entry template.

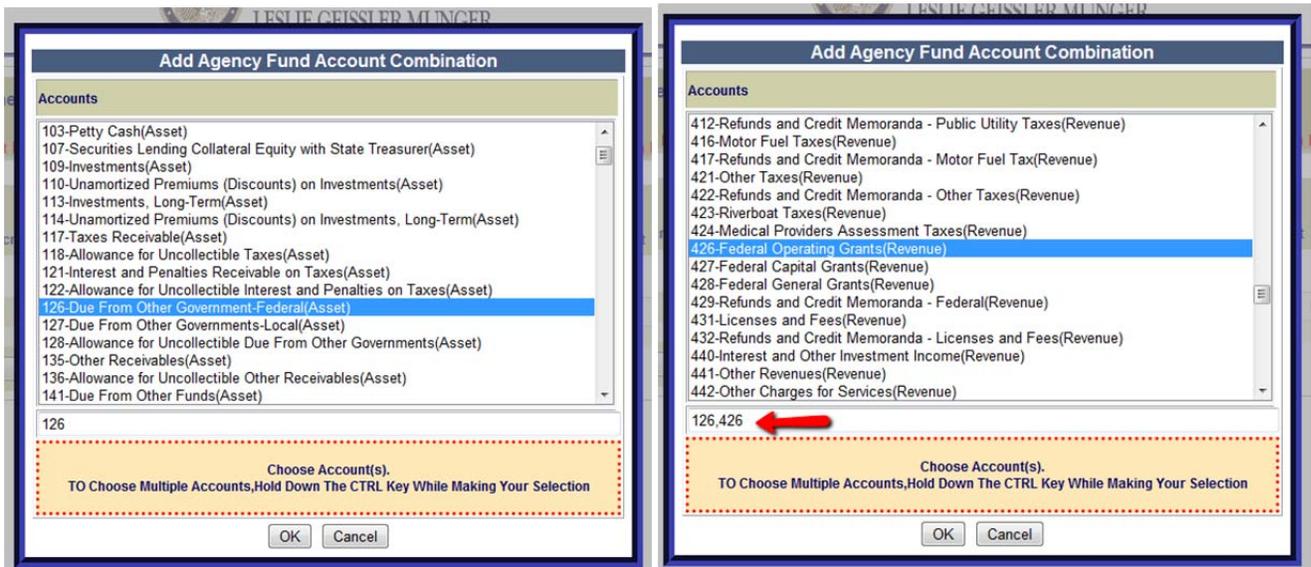


9) Click one time on the **Add Account** button.



WEDGE 3.0 Training

11) Select the appropriate accounts from the **Accounts** drop down box. Note that you are able to select more than one account at a time by holding down the control key when selecting accounts.



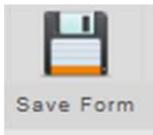
12) Click one time on the **OK** button.



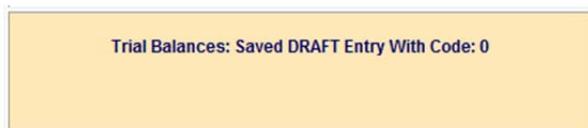
13) Enter the appropriate amounts in the Debit and Credit columns.



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



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



WEDGE 3.0 Training

16) Click one time on the cog wheel icon to publish the entry.

Journal Entry Management: SCO544 Worksheet (1)

2015-05-08 10:22:55.317-Elizabeth, Johnson(IOC)

This Worksheet Has Not Been Published. Once You Have Completed and Reviewed This Journal Entry, You Must Publish This Worksheet Using The Button Above

To record receivables balance

Account Number	Account Description	Debit	Credit	
126	Due From Other Government-Federal	500		Delete
426	Federal Operating Grants		(500)	Delete
		500	(500)	

Add Account View History Add Note

17) Click one time on the Publish Draft Journal button

Publish Draft Journal

18) Note the entry has now been published.



19) Using the steps 2-18 identified above, add a second journal entry to record Unavailable Revenue on the receivable amount.

Journal Entry Management: SCO544 Worksheet (2)

2015-05-08 10:25:20.13-Elizabeth, Johnson(IOC)

This Worksheet Has Been Published

To record unavailable revenue

Account Number	Account Description	Debit	Credit	
220	Unavailable Revenue - DIR		(400)	Delete
426	Federal Operating Grants	400		Delete
		400	(400)	

Add Account View History Add Note

20) Review the **SCO-516, SCO-517, and SCO-530** after clicking on the **Recalculate Trial Balance** tab to see that the entries have properly carried forward to the trial balance.

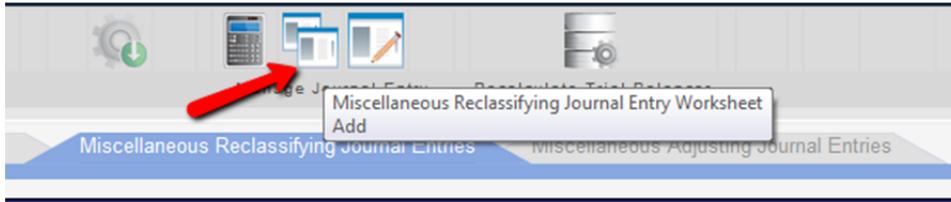
21) Click on the **SCO-529** to recalculate the closing entry after all journal entries have been recorded.

22) Review the **SCO-516** to verify whether the fund balance is appropriately classified.

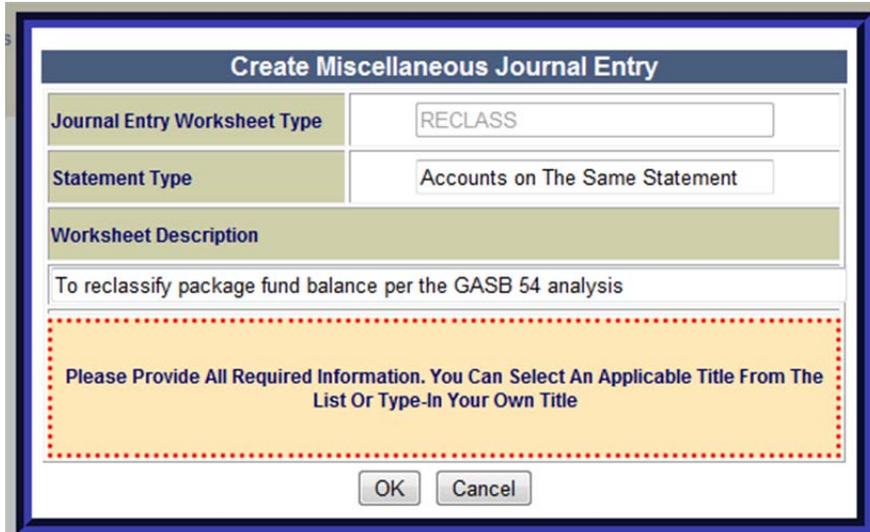
0-350\340-Unassigned Fund Balance	(1769)	(1030)	0	0	(2799)	0
0-350\344-Committed Fund Balance	0	0	0	0	0	(1769)
1-360\350-Total Fund Equity	(1769)	(1030)	0	0	(2799)	(1769)
4-0\360-Total Liabilities, Deferred Inflows of Resources and Fund Equity	(1769)	(1430)	0	0	(3199)	(2053)

WEDGE 3.0 Training

- 23) Using the **Miscellaneous Reclassifying Journal Entry** tab on the **SCO-544** form node, click one time on the Miscellaneous Reclassifying Journal Entry Worksheet Add (duplicate paper) icon on the horizontal ribbon. (**Note:** refer to the Shared Fund Package Forms training section for detailed instructions on how to add a **Miscellaneous Reclassifying Journal Entry.**)

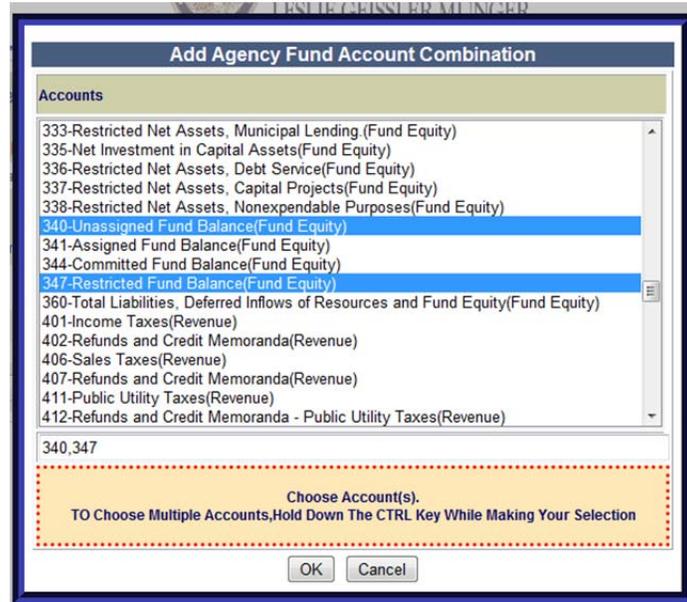


- 24) Type the appropriate description in the Create Miscellaneous Journal Entry dialog box. Click on the **OK** button.

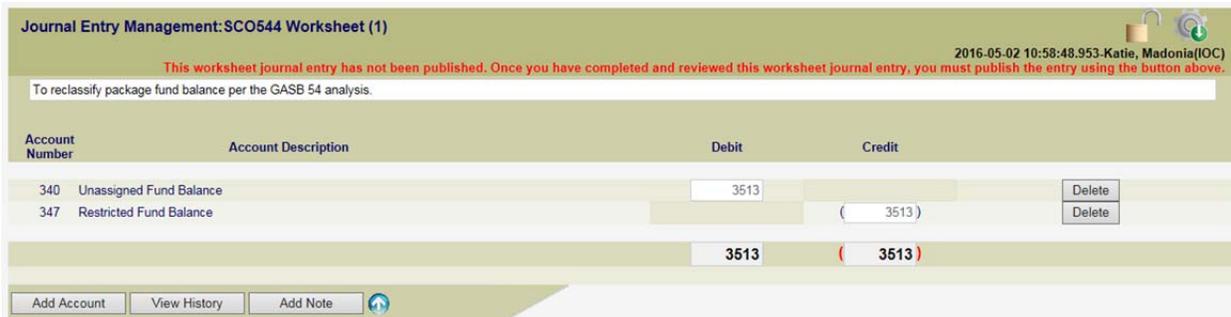
A screenshot of the "Create Miscellaneous Journal Entry" dialog box. The dialog has a title bar with the text "Create Miscellaneous Journal Entry". It contains several fields: "Journal Entry Worksheet Type" with a dropdown menu showing "RECLASS"; "Statement Type" with a dropdown menu showing "Accounts on The Same Statement"; and "Worksheet Description" with a text area containing "To reclassify package fund balance per the GASB 54 analysis". Below the text area is a yellow box with a red dotted border containing the text "Please Provide All Required Information. You Can Select An Applicable Title From The List Or Type-In Your Own Title". At the bottom of the dialog are "OK" and "Cancel" buttons.

WEDGE 3.0 Training

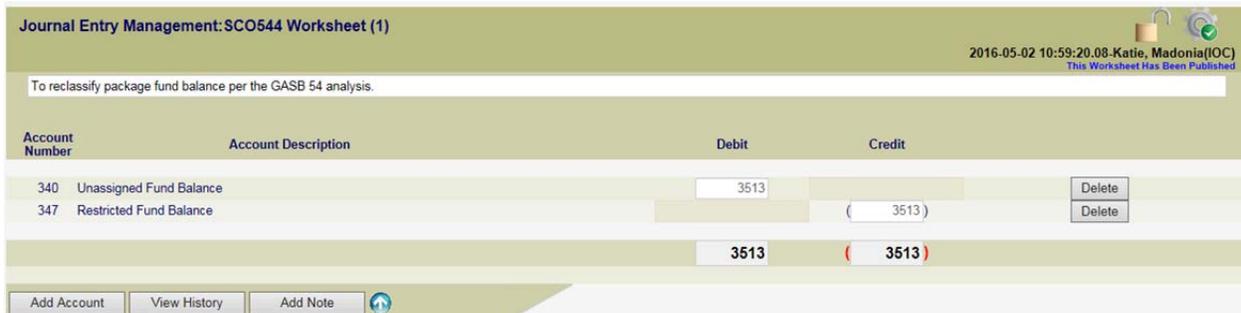
25) Add the appropriate Fund Equity Accounts to reclassify the fund balance to the appropriate account. Click the **OK** button.



26) Select the appropriate Debit and Credit boxes in order to reclassify the fund balance from Unassigned Fund Balance to Restricted Fund Balance and enter the fund balance amount (Refer to the SCO-516 for the appropriate amounts).



27) Click on the **SAVE Form** icon on the horizontal ribbon. Click one time on the **OK** button. Click on the Cog Wheel icon to publish the entry. Click one time on the Publish Draft Journal button and note the entry has been published.



28) Review the **SCO-516** and **SCO-530** after clicking on the **Recalculate Trial Balance** tab to see that the fund balance is now properly classified as Restricted. (**Note:** To better facilitate the completion of the SCO-553 form, for the

WEDGE 3.0 Training

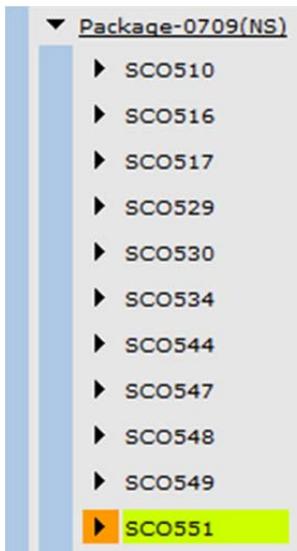
example, the IOC has classified the fund balance to Restricted. Typically, the fund balance classification will stay the same year over year.)

0-350\340-Unassigned Fund Balance	(2636)	2636	0	0	0	0
0-350\344-Committed Fund Balance	0	0	0	0	0	(2636)
0-350\347-Restricted Fund Balance	0	(3513)	0	0	(3513)	0

WEDGE 3.0 Training

SCO-551

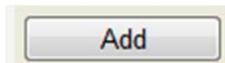
- 1) Click one time on the SCO-551 form node.



- 2) Enter the net receivable balance reported on the June 30, 20XX "Quarterly Summary of Accounts Receivable C-97 Report, if applicable. (Note the error message at the top of the form. This will appear until the amounts per the reconciliation at the top of the form agree to the balances per the trial balance at the bottom of the form.)

For this example, assume the C-97 form had a net receivable balance of \$0. The GAAP Package Journal entry to record Federal Receivables was based on an analysis of Federal expenditures and receipts. The receivable amount will be added to the SCO-551 form through an addition.

- 3) Click one time on the Add button.



- 4) Add a detailed description of the adjustment and the amount.

A screenshot of a dialog box titled "Add Item: SCO551". The dialog box has a yellow background and a blue border. It contains two main fields: "ITEM DESCRIPTION" and "AMOUNT". The "ITEM DESCRIPTION" field contains the text "To record Federal receivables". The "AMOUNT" field contains the number "500". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

WEDGE 3.0 Training

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



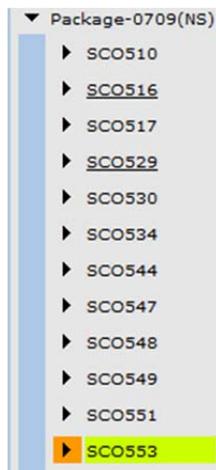
6) Review the form to ensure all receivables have been recorded and the total calculated receivables agree to agency records. If complete, agency will no longer receive an error message at the top of the form.

		TOTAL (Nearest Thousands)
Total Net Receivables as reported on June 30, 2015 "Quarterly Summary Accounts Receivable", C-97		\$0
Add:		
1.	Accrued interest reported by Treasurer	\$0
Other:(Explain)		
1.	To record Federal receivables	\$500 <input type="button" value="Delete"/>
<input type="button" value="Add"/>		
Total additions:		\$500
Subtract:		
1.	Due from other funds amount	\$0
2.	Due from primary government amount	\$0
3.	Due from component units amount	\$0
Other:(Explain)		
<input type="button" value="Add"/>		
Total subtractions:		\$0
Total calculated receivables (should agree to trial balance):		\$500

RECEIVABLE AMOUNTS PER TRIAL BALANCE		
Account No.	Account Name	Amount
125	Taxes Receivable, Net	\$0
130	Intergovernmental Receivables, Net	\$500
140	Other Receivables, Net	\$0
154	Loans and Notes Receivable, Net	\$0
157	Loans and Notes Receivable, Net Long-Term	\$0
161	Restricted Assets-Other Receivables, Current	\$0
163	Restricted Assets-Loans and Notes Receivable, Net, Current	\$0
166	Restricted Assets-Loans and Notes Receivable, Long-Term	\$0
Total Receivable Amounts from WEDGE Trial Balance		\$500

SCO-553

1) Click one time on the SCO-553 Form node.



WEDGE 3.0 Training

- 2) Review the SCO-553 form layout. **Note:** the error message indicates at least one government-wide adjusting journal entry needs to be completed due to the credit to account 220 recorded using form SCO-544 above as well as the total net position per the reconciliation at the bottom of the form does not agree to the net position per the breakdown by classification. Both items must be resolved in order to complete the package.

Error: Total debits do not agree to total credits in the government-wide adjusting entry 1.
Error: Total Net Position per the reconciliation does not agree to Total Net Position per the detail breakdown by classification.

Government-Wide Adjustments

The entries listed below represent the Government-Wide adjusting journal entries that need to be posted by the Comptroller's Office at the Government-Wide level. (Entries do not impact the GAAP Package)

1 To reverse unavailable revenue entry made for modified accrual basis of accounting (revenues not meeting the availability criteria)

Account Number	Debit	Credit
220	\$400	\$0
Total:	\$400	\$0

Above totals are not equal

Add Revenue Account

2 To record prepaid expense at June 30.

Account Number	Debit	Credit
151	\$0	\$0
Total:	\$0	\$0

Add Expense Account

Add New Entry

Fund Equity to Net Position Reconciliation

Fund Equity (Deficit)	\$3,513
Adjustments from above	
Unavailable revenues	\$400
Prepaid expenses	\$0
Other	\$0
Total Net Position	\$3,913

Total net positions are not equal.

Net position classification
Please provide the breakdown of net position in the following categories necessary for disclosure.

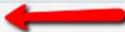
Unrestricted (if fund equity is committed, assigned, or unassigned, then net position should be classified as unrestricted)	\$0
Restricted by enabling legislation:	
Capital projects	\$0
Debt service	\$0
Other	\$0
Restricted externally/third party	
Capital projects	\$0
Debt service	\$0
Other	\$0
Permanent endowments:	
Nonexpendable	\$0
Expendable	\$0
Total Net Position	\$0

WEDGE 3.0 Training

3) Click one time on the Add Revenue Account button to complete the Government-Wide Adjusting Journal entry.

Account Number	Debit	Credit
220	\$400	\$0
Total:	\$400	\$0

Above totals are not equal

Add Revenue Account 

4) Select the appropriate revenue account in the **Add Agency Fund Account Combination** dialog box. **Note:** Revenue account(s) selected should agree to the account used in the adjusting journal entry recorded using the SCO-544 form.

Add Agency Fund Account Combination

Accounts

- 401-Income Taxes(Revenue)
- 402-Refunds and Credit Memoranda(Revenue)
- 406-Sales Taxes(Revenue)
- 407-Refunds and Credit Memoranda(Revenue)
- 411-Public Utility Taxes(Revenue)
- 412-Refunds and Credit Memoranda - Public Utility Taxes(Revenue)
- 416-Motor Fuel Taxes(Revenue)
- 417-Refunds and Credit Memoranda - Motor Fuel Tax(Revenue)
- 421-Other Taxes(Revenue)
- 422-Refunds and Credit Memoranda - Other Taxes(Revenue)
- 423-Riverboat Taxes(Revenue)
- 424-Medical Providers Assessment Taxes(Revenue)
- 426-Federal Operating Grants(Revenue)
- 427-Federal Capital Grants(Revenue)
- 428-Federal General Grants(Revenue)

426

Choose an Account

5) Click one time on the OK button.



6) Enter the appropriate amount in the credit column

Account Number	Debit	Credit
220	\$400	\$0
426	\$0	\$0
Total:	\$400	\$0

Above totals are not equal

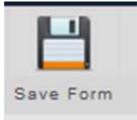
Add Revenue Account 

Account Number	Debit	Credit
220	\$400	\$0
426	\$0	\$400
Total:	\$400	\$400

Add Revenue Account

WEDGE 3.0 Training

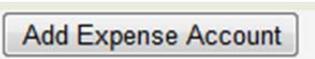
7) Click one time on the **Save Form** icon on the horizontal ribbon.



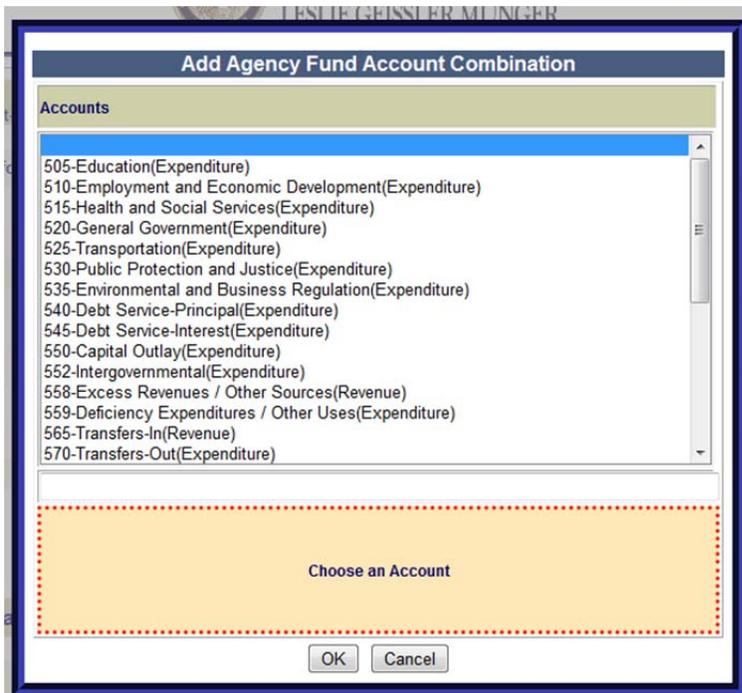
8) Click one time on the **OK** button.



9) Add information regarding the fund's prepaid expenses as of June 30. Click one time on the **Add Expense Account** button.



10) Select the appropriate expense account from the drop down menu



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



12) Using the journal entry template provided on the form, enter the amount of prepaid expense as a debit and the corresponding expense as a credit. Note, this entry will not impact the GAAP Package but is solely used for the preparation of the Government-Wide statements.



WEDGE 3.0 Training

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



14) Review the Fund Equity to Net Position Reconciliation. **Note:** the applicable balances from the Government-Wide adjusting journal entries above have been carried down to the reconciliation.

Fund Equity to Net Position Reconciliation	
Fund Equity (Deficit)	\$3,513
Adjustments from above	
Unavailable revenues	\$400
Prepaid expenses	\$200
Other	\$0
Total Net Position	\$4,113

15) Complete the bottom of the reconciliation form based on the fund equity classification on the SCO-516 to ensure net positions are equal between the top and bottom of the form. (**Note:** if fund equity is committed, assigned, or unassigned, the net position should be classified as unrestricted. Otherwise, the net position should be classified as restricted).

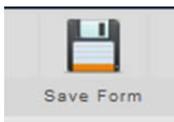
Enter the Total Net Position amount using the appropriate classification.

Unrestricted (if fund equity is committed, assigned, or unassigned, then net position should be classified as unrestricted)	\$0	
Restricted by enabling legislation:		
Capital projects	\$0	Provide description of enabling legislation
Debt service	\$0	Provide description of enabling legislation
Other	\$0	Provide description of enabling legislation
Restricted externally/third party		
Capital projects	\$0	Provide description of externally-imposed restriction
Debt service	\$0	Provide description of externally-imposed restriction
Other	\$4,113	Provide description of externally-imposed restriction
<input type="text" value="Please enter description"/>		

16) Enter a description of the enabling legislation in the dialog box. (**Note:** if Net Position has been classified as restricted, a description is required for the respective field)

Restricted externally/third party		
Capital projects	\$0	Provide description of externally-imposed restriction
Debt service	\$0	Provide description of externally-imposed restriction
Other	\$4,113	30 ILCS 105/5.26

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



WEDGE 3.0 Training

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



19) Review the completed form, noting the error messages have been resolved and net position properly reconciles.

Government-Wide Adjustments			
The entries listed below represent the Government-Wide adjusting journal entries that need to be posted by the Comptroller's Office at the Government-Wide level. (Entries do not impact the GAAP Package)			
1	To reverse unavailable revenue entry made for modified accrual basis of accounting (revenues not meeting the availability criteria)		
	Account Number	Debit	Credit
	220	\$400	\$0
	426	\$0	\$400
	Total:	\$400	\$400
	<input type="button" value="Add Revenue Account"/>		
2	To record prepaid expense at June 30.		
	Account Number	Debit	Credit
	151	\$200	\$0
	510	\$0	\$200
	Total:	\$200	\$200
	<input type="button" value="Add Expense Account"/>		
	<input type="button" value="Add New Entry"/>		
Fund Equity to Net Position Reconciliation			
Fund Equity (Deficit)	\$3,513		
Adjustments from above			
Unavailable revenues	\$400		
Prepaid expenses	\$200		
Other	\$0		
Total Net Position	\$4,113		
Net position classification Please provide the breakdown of net position in the following categories necessary for disclosure.			
Unrestricted (if fund equity is committed, assigned, or unassigned, then net position should be classified as unrestricted)	\$0		
Restricted by enabling legislation:			
Capital projects	\$0	Provide description of enabling legislation	▲▼
Debt service	\$0	Provide description of enabling legislation	▲▼
Other	\$0	Provide description of enabling legislation	▲▼
Restricted externally/third party			
Capital projects	\$0	Provide description of externally-imposed restriction	▲▼
Debt service	\$0	Provide description of externally-imposed restriction	▲▼
Other	\$4,113	\$0 ILCS 105/5.26	▲▼
Permanent endowments:			
Nonexpendable	\$0	Provide description of externally-imposed restriction	▲▼
Expendable	\$0	Provide description of externally-imposed restriction For use by permanent trust funds only	▲▼
Total Net Position	\$4,113		

Note: The remaining forms in a Non-Shared Package are the same as those in a Shared Fund Package, and may be completed using the instructions for the Shared Fund Package.

WEDGE 3.0 Training

Non-Shared Agency Package Forms

The preparation of non-shared agency package forms is very similar to the preparation of non-shared fund package forms.

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-516

The purpose of the Non-shared SAMS Funds Trial Balance For Assets, Liabilities and Fund Equity is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-530

The purpose of the Account Summary Analysis Form is to summarize reclassifications by account number. This summary allows for a smoother transition when posting reclassifications to the trial balance.

- Form is read-only

SCO-534

The purpose of the Non-shared SAMS Funds Cash Reconciliation Form is to reconcile the fund balance per SAMS to the balance of cash on deposit with the Treasurer per agency records, both at the beginning and end of the fiscal year. All activities during the fiscal year which have not been recorded on SAMS must be identified on the SCO-534.

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying journal entries that **are not** made by other forms.

- Form is used to post reclassifying journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547
- Should only be used when there is no way to use an automated journal entry from another package form

SCO-545

The purpose of the Trial Balance Entry Form is to post account balances, per agency records, that **are not** posted by other forms.

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

WEDGE 3.0 Training

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

SCO-576

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

- New WEDGE form in FY16
- Form summarizes the gross additions and deletions to balance sheet accounts for the current year.
- Form also used to report amounts on hand due to other agency/funds at year end.

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- Agency should use the SCO-545 Trial Balance Entry form to record the ending loan/notes receivable balance or the SCO-544 Miscellaneous Journal Entry forms to record the loans/notes receivable activity.
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

WEDGE 3.0 Training

Entering Information in Non-Shared Agency Package Forms

SCO-534

Initial Entry

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



- 2) Review the SCO-534 form layout.

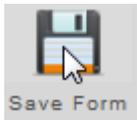
NOTE: The Main tab is displayed pre-populated with the appropriate amounts.

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)	22934	121203	120143	0	0	23994
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

- 3) 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)	1498	-1498				
3.2.b	b) Current Year (By:Agency)		2000				2000

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



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



- 6) Review the "Cash on deposit with the State Treasurer" per Agency Records values in the **Grand Total** row.

Grand Total		24432	121705	120143	0	0	25994
--------------------	--	-------	--------	--------	---	---	-------

- 7) 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



- 8) 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.



- 9) 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.



WEDGE 3.0 Training

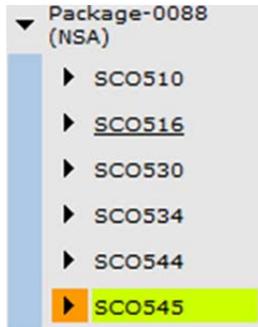
4) The cash balance per the SCO-534 has been posted to the Agency Records column on the SCO-516.

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
0-105101-Cash on Deposit with State Treasurer (including intransit items)	25994	0	0	0	25994	24432
1-180105-Cash and Cash Equivalents	25994	0	0	0	25994	24432

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.

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.

WEDGE 3.0 Training

- 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.



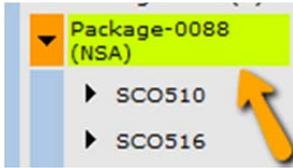
- 3) The total assets and liabilities in the **Agency Records** column will now display the proper balance.

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

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105101-Cash on Deposit with State Treasurer (including intransit items)	25994	0	0	0	25994	24432
1-180105-Cash and Cash Equivalents	25994	0	0	0	25994	24432
0-180107-Securities Lending Collateral Equity with State Treasurer	7000	0	0	0	7000	8524
0-125117-Taxes Receivable	6500	0	0	0	6500	9001
0-125118-Allowance for Uncollectible Taxes	0	0	0	0	0	(2061)
1-180125-Taxes Receivable, Net	6500	0	0	0	6500	6940
0-210209-Due To Other Governments-Local	(32494)	0	0	0	(32494)	(31380)
1-290210-Intergovernmental Payables	(32494)	0	0	0	(32494)	(31380)
0-290224-Obligations Under Securities Lending of State Treasurer	(7000)	0	0	0	(7000)	(8524)

WEDGE 3.0 Training

- Click one time on the Fund Package node.



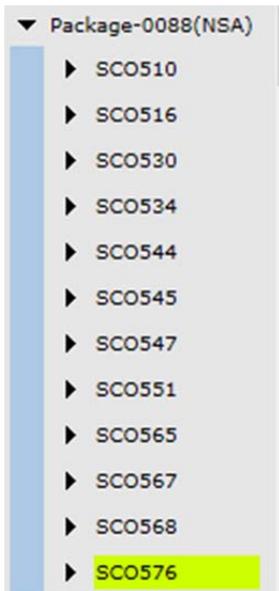
- The screen will display summary totals, and indicate if your GAAP package is in balance. If the GAAP package is not in balance, you will need to ensure that the assets and liabilities on the SCO-516 **Agency Records** column are equal.

Non-Home Rule Municipal Retailers' Occupation Tax Fund(0088)
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	39494	39904
2 Liability			0	0	0	-39494	-39904
3 Fund Equity			0	0	0	0	0
Sum Assets			39494	-39494	0		
Sum Liabilities							
Sum Fund Equity							
Fund Is Balanced							

SCO-576

- Click one time on the SCO-576 node.



- 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

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, 107, 125, 140, 210, 224 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 SCO534 receipts and disbursements.

Assets					
101	 Cash on Deposit with State Treasurer (including intransit items)	\$24,432	\$121,705	\$120,143	\$25,994

- 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

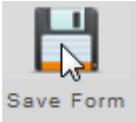
Error: The ending balance for a/c's 107, 125, 140, 210, 224 does not agree to the trial balance.
--

WEDGE 3.0 Training

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)	\$24,432	\$121,705	\$120,143	\$25,994
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	\$8,524	\$135,000	\$136,524	\$7,000
116	Investments, Total	\$0	\$0	\$0	\$0
125	Taxes Receivable, Net	\$6,940	\$121,265	\$121,705	\$6,500
130	Intergovernmental Receivables, Net	\$0	\$0	\$0	\$0
140	Other Receivables, Net	\$8	\$0	\$8	\$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		\$39,904	\$377,970	\$378,380	\$39,494
Liabilities					
205	Account Payable and Accrued Liabilities	\$0	\$0	\$0	\$0
210	Intergovernmental Payables	\$31,380	\$121,257	\$120,143	\$32,494
216	Due to Component Units	\$0	\$0	\$0	\$0
224	Obligations Under Securities Lending of State Treasurer	\$8,524	\$135,000	\$136,524	\$7,000
278	Other Obligations, Current	\$0	\$0	\$0	\$0
Total Liabilities		\$39,904	\$256,257	\$256,667	\$39,494

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



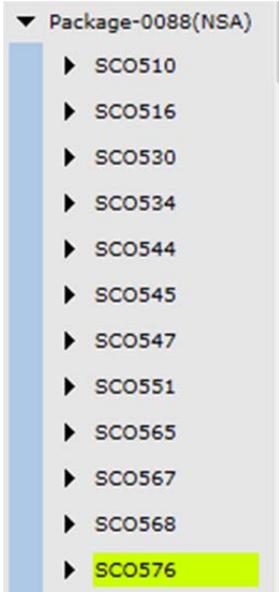
9) Click one time on the **OK** button.



WEDGE 3.0 Training

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

OK Cancel

WEDGE 3.0 Training

- 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)	\$75

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



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



WEDGE 3.0 Training

Locally Held Fund Package Forms

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-521

The purpose of the Locally Held Funds Trial Balance For Assets, Liabilities and Fund Equity is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-522

The purpose of the Locally Held Funds Trial Balance for Revenues and Expenditures is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-529

The purpose of the Fund Equity Reconciliation is to demonstrate the closing out of the operating statement to the equity section of the balance sheet.

SCO-530

The purpose of the Account Summary Analysis Form is to summarize adjustments and/or reclassifications by account number. This summary allows for a smoother transition when posting adjustments and/or reclassifications to the trial balance.

- Form is read-only

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying and adjusting journal entries that **are not** made by other forms.

- Form is used to post reclassifying and adjusting journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547 and SCO-548
- Should only be used when there is no way to use an automated journal entry from another package form

SCO-545

The purpose of the Trial Balance Entry Form is to post account balances, per agency records, that **are not** posted by other forms.

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

WEDGE 3.0 Training

SCO-548

The purpose of the Adjusting Journal Entries is to provide a form to accumulate all adjusting journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-549

The purpose of the Summary of Liabilities Form is to assist agencies in determining and documenting a fund's liabilities and related accrued expenditures for GAAP reporting.

- Form summarizes liabilities
- Form allows an agency to post an automatic journal entry to post liabilities

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

SCO-553

The purpose of the Government-Wide Adjustments and Fund Balance to Net Position Reconciliation is to provide a form to accumulate all adjustments which need to be made to governmental funds to convert from modified accrual accounting to full accrual accounting (entries are not made to the trial balance of the GAAP package) and to assist the IOC in converting fund balances in governmental funds to net position for full accrual accounting.

- New form in WEDGE for FY 15
- Form combines the detail from the previous manual SCO 546 and SCO 553 forms into one form.
- Adjustments are generally limited to 2 types of entries:
 - Reversal of unavailable revenue
 - Recording of prepaid expenses
- Net position must be properly classified (restricted/unrestricted) for reporting in the Government-Wide Statements

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

WEDGE 3.0 Training

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

SCO-577

The purpose of the Inventory analysis form is to determine the value of the fund's total inventory at fiscal year end.

- This form allows you to automatically post journal entries to record inventory on the trial balance and reclassify the portion of fund balance associated with inventory
- The automatic entries will carry forward directly to the SCO-547 and SCO-548
- Form is only used when inventory values are in excess of \$150 thousand. Funds with inventory below this threshold are not required to record entries or complete this form

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- Agency should use the SCO-545 Trial Balance Entry form to record the ending loan/notes receivable balance or the SCO-544 Miscellaneous Journal Entry forms to record the loans/notes receivable activity.
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

Entering Information in Locally Held Package Forms

Post Agency Records using the SCO-545

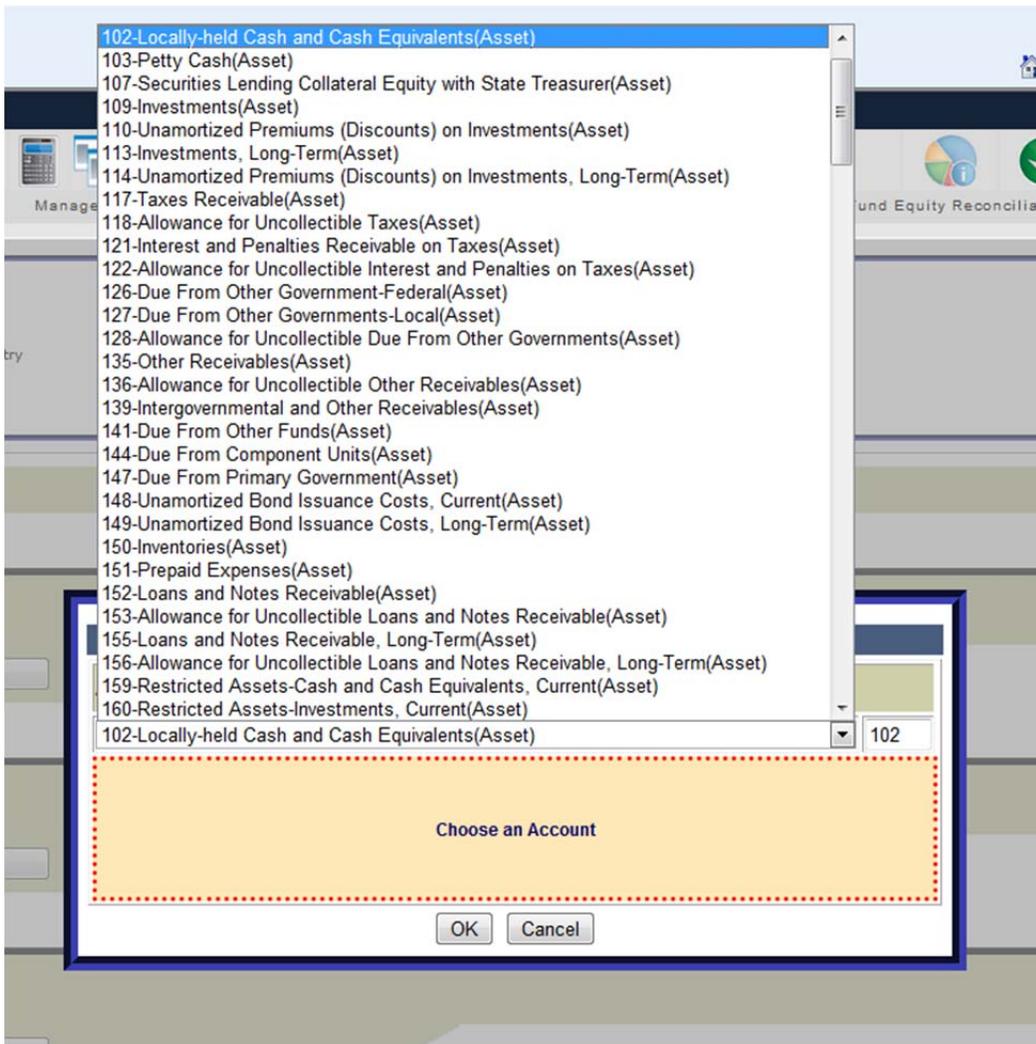
- 1) Click one time on the SCO-545 node.



- 2) Add the appropriate account(s), using the applicable agency record amount(s).

NOTE: There are five categories; ensure that you select the appropriate account number(s) for the categories utilized.

WEDGE 3.0 Training



3) Add the appropriate balances for each account number. **IMPORTANT: All credit amounts must have negative signage.**

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference	
Asset					
102	Locally-held Cash and Cash Equivalents (By:Agency)	0	1093	1093	Delete
Cumulative Agency Records		0	1093	1093	
Add					
Liability					
Cumulative Agency Records					
Add					
Fund Equity					
341	Assigned Fund Balance (By:Agency)	0	-867	-867	Delete
Cumulative Agency Records		0	-867	-867	
Add					

WEDGE 3.0 Training

Revenue	Current	Cumulative	Total	Action
440 Interest and Other Investment Income (By:Agency)	0	-230	-230	Delete
Cumulative Agency Records	0	-230	-230	
<input type="button" value="Add"/>				

Expenditure	Current	Cumulative	Total	Action
510 Employment and Economic Development (By:Agency)	0	50	50	Delete
Cumulative Agency Records	0	50	50	
<input type="button" value="Add"/>				

- 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 update the amounts on the SCO-521 and SCO-522 Trial Balance forms.



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



Review Posted SCO-545 Values on SCO-521

- 1) Click one time on the SCO-521 node.



WEDGE 3.0 Training

2) Prior to recalculating the trial balance form, the **Agency Records** column will show no balances.

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105\102-Locally-held Cash and Cash Equivalents	0	0	0	0	0	913
1-180\105-Cash and Cash Equivalents	0	0	0	0	0	913
0-140\135-Other Receivables	0	0	0	0	0	1
1-180\140-Other Receivables, Net	0	0	0	0	0	1
0-180\141-Due From Other Funds	0	0	0	0	0	0
2-195\180-Total Assets	0	0	0	0	0	914
3-0\195-Total Assets and Deferred Outflows of Resources	0	0	0	0	0	914

3) Click one time on the **Recalculate Trial Balances** icon on the horizontal ribbon.



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



5) The totals in the **Agency Records** column will now display the proper balance.

WEDGE 3.0 Training

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105102-Locally-held Cash and Cash Equivalents	1093	0	0	0	1093	913
1-180105-Cash and Cash Equivalents	1093	0	0	0	1093	913
0-140135-Other Receivables	0	0	0	0	0	1
1-180140-Other Receivables, Net	0	0	0	0	0	1
0-180141-Due From Other Funds	0	0	0	0	0	0
2-195180-Total Assets	1093	0	0	0	1093	914
3-0195-Total Assets and Deferred Outflows of Resources	1093	0	0	0	1093	914
0-290205-Account Payable and Accrued Liabilities	0	0	0	0	0	(45)
0-290215-Due to Other Funds	0	0	0	0	0	(2)
1-295290-Total Liabilities	0	0	0	0	0	(47)
2-360295-Total Liabilities and Deferred Inflows of Resources	0	0	0	0	0	(47)
3-350340-Unassigned Fund Balance	0	(226)	0	0	(226)	0
3-350341-Assigned Fund Balance	(867)	0	0	0	(867)	(867)
1-360350-Total Fund Equity	(867)	(226)	0	0	(1093)	(867)
3-0360-Total Liabilities, Deferred Inflows of Resources and Fund Equity	(867)	(226)	0	0	(1093)	(914)

Review the SCO-522

- 1) Click one time on the SCO-522 node.



- 2) The revenues and expenditures per the SCO-545 have been posted to the **Agency Records** column on the SCO-522.

Account	Agency Records	Prior Year GAAP Adjustment	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-430426-Federal Operating Grants	0	2	0	0	0	(2)	(65)
1-582430-Federal Government, Net	0	2	0	0	0	(2)	(65)
0-582440-Interest and Other Investment Income	(230)	0	0	0	0	(230)	0
0-449441-Other Revenues	0	(1)	0	0	0	1	(619)
0-449445-Refunds and Credit Memoranda - Other Revenues	0	0	0	0	0	0	0
1-582449-Other Revenues, Net	0	(1)	0	0	0	1	(619)
2-01582-Total Revenues	(230)	1	0	0	0	(231)	(684)
0-01584-Closing Entry (Revenue)	0	0	231	0	0	231	684

WEDGE 3.0 Training

Completing the Closing Entry via the SCO-529 Form

1) Click one time on the SCO-529 node.



2) Click one time on the **Calculate Closing Entry** icon on the horizontal ribbon to calculate the closing entry.



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



4) The closing entry will be displayed, as well as the ending fund balance.

Comprehensive Annual Financial Reporting		Agency Number 406	
SCO529		Fund Number 1114	
Fund Equity Reconciliation		Record Type Agency	
June 30, 2016			
 STATE OF ILLINOIS COMPTROLLER LESLIE GEISSLER MUNGER			
Account Name	Amount		
Beginning Balance July 1 (By:Agency)	-867		
Revenues (By:Agency)	-231		
Expenses-Expenditure (By:Agency)	5		
Ending Fund Balance June 30	-1093		

5) Click one time on the Fund package node.



WEDGE 3.0 Training

- 6) The screen will indicate that the fund is in balance. **(Once the fund is in balance, you may post any additional reclassifying or adjusting journal entries.)**

Agricultural Products Promotional Fund(1114)									
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	1093	914		
2  Liability			0	0	0	0	-47		
3  Fund Equity			-226	0	0	-1093	-867		
4  Revenue	-230	1	0	0	0	-231	-684		
5  Expenditure	50	45	0	0	0	5	570		
		Sum Assets	Sum Liabilities	Sum Fund Equity					
		1093	0	-1093					
		Fund Is Balanced							

WEDGE 3.0 Training

Locally Held Agency Package Forms

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-521

The purpose of the Locally Held Funds Trial Balance For Assets, Liabilities and Fund Equity is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-530

The purpose of the Account Summary Analysis Form is to summarize reclassifications by account number. This summary allows for a smoother transition when posting reclassifications to the trial balance.

- Form is read-only

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying journal entries that **are not** made by other forms.

- Form is used to post reclassifying journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547
- Should only be used when there is no way to use an automated journal entry from another package form

SCO-545

The purpose of the Trial Balance Entry Form is to post account balances, per agency records, that **are not** posted by other forms.

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

WEDGE 3.0 Training

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

SCO-576

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

- New WEDGE form in FY16
- Form summarizes the gross additions and deletions to balance sheet accounts for the current year.
- Form also used to report amounts on hand due to other agency/funds at year end.

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- Agency should use the SCO-545 Trial Balance Entry form to record the ending loan/notes receivable balance or the SCO-544 Miscellaneous Journal Entry forms to record the loans/notes receivable activity.
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

WEDGE 3.0 Training

Entering Information in Locally Held Agency Package Forms

Post Agency Records using the SCO-545

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



- 2) Add the appropriate account(s), using the applicable agency record amount(s).
NOTE: Only use the asset and liability categories; ensure that you select the appropriate account number(s) for the categories utilized.

Then add the agency balances for the applicable accounts.

IMPORTANT: All credit amounts must have negative signage.



Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference	
Asset					
102	Locally-held Cash and Cash Equivalents (By:Agency)	0	1000	1000	Del
Cumulative Agency Records		0	1000	1000	
Add					
Liability					
205	Account Payable and Accrued Liabilities (By:Agency)	0	-1000	-1000	Del
Cumulative Agency Records		0	-1000	-1000	
Add					

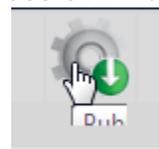
- 3) Click one time on the **Save Form** icon on the horizontal ribbon.



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



- 5) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will update the amounts on the SCO-521 Trial Balance form.



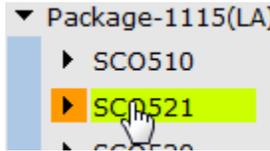
- 6) Click one time on the **OK** button.



WEDGE 3.0 Training

Review Posted SCO-545 Values on SCO-521

- 1) Click one time on the SCO-521 node.



- 2) Prior to recalculating the trial balance form, the total liabilities in the **Agency Records** column will be zero.

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105102-Locally-held Cash and Cash Equivalents	0	0	0	0	0	0
1-195105-Cash and Cash Equivalents	0	0	0	0	0	0

- 3) Click one time on the **Recalculate Trial Balances** icon on the horizontal ribbon.



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



- 5) The total in the **Agency Records** column will now display the proper balance. **Note that total assets should equal total liabilities for Locally Held Agency Funds. NOTE: ALL other adjustments can now be made as reclassifying entries on the SCO-544 form.**

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis
0-105102-Locally-held Cash and Cash Equivalents	1000	0	0	0	1000
1-195105-Cash and Cash Equivalents	1000	0	0	0	1000
2-0195-Total Assets	1000	0	0	0	1000
0-2951205-Account Payable and Accrued Liabilities	(1000)	0	0	0	(1000)
0-2951278-Other Obligations, Current	0	0	0	0	0
1-3601295-Total Liabilities	(1000)	0	0	0	(1000)

- 6) Complete the SCO-576 form, similar to the example for a NSA package.

WEDGE 3.0 Training

Proprietary Fund Package Forms

SCO-510

The purpose of the Explanation of GAAP Account Changes is to identify and explain material changes in GAAP accounts from the prior year to the current year. Material changes for statewide reporting purposes are determined by applying two separate tests, as defined below. A change meeting either test is considered material and must be explained.

SCO-526

The purpose of the Proprietary Funds Trial Balance For Assets, Liabilities and Net Assets is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-527

The purpose of the Proprietary Funds Trial Balance for Revenues and Expenses is to provide a worksheet for conversion of agency records to the GAAP basis.

- Form is read-only

SCO-529

The purpose of the Fund Equity Reconciliation is to demonstrate the closing out of the operating statement to the equity section of the balance sheet.

SCO-530

The purpose of the Account Summary Analysis Form is to summarize adjustments and/or reclassifications by account number. This summary allows for a smoother transition when posting adjustments and/or reclassifications to the trial balance.

- Form is read-only

SCO-534

The purpose of the Non-shared SAMS Funds Cash Reconciliation Form is to reconcile the fund balance per SAMS to the balance of cash on deposit with the Treasurer per agency records, both at the beginning and end of the fiscal year. All activities during the fiscal year which have not been recorded on SAMS must be identified on the SCO-534.

SCO-544

The purpose of the Miscellaneous Journal Entries Form is to post reclassifying and adjusting journal entries that **are not** made by other forms.

- Form is used to post reclassifying and adjusting journal entries that are not made by other forms
- Entries on this form will automatically carry to the SCO-547 and SCO-548
- Should only be used when there is no way to use an automated journal entry from another package form

SCO-545

The purpose of the Trial Balance Entry Form is to post account balances, per agency records, that **are not** posted by other forms.

WEDGE 3.0 Training

SCO-547

The purpose of the Reclassifying Journal Entries is to provide a form to accumulate all reclassifying journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-548

The purpose of the Adjusting Journal Entries is to provide a form to accumulate all adjusting journal entries.

- Form is read only – this is a change from the previous system
- Form is populated with entries posted on other forms, including the SCO-544 Miscellaneous Journal Entries form

SCO-551

The purpose of the SAMS to GAAP Reconciliation – Accounts Receivable is to reconcile amounts reported in the Quarterly Accounts Receivable Reports to the amounts reported in the GAAP trial balance.

- Form reconciles receivables to quarterly accounts receivable reports
- Pensions, Universities and Component Units will continue to prepare the form manually

SCO-565

The purpose of the Interfund Payable/Receivable Analysis Form is to summarize the amounts owed and the amounts receivable between funds of the State of Illinois financial reporting entity. In reporting these amounts, generally accepted accounting principles require a distinction between due to/from other funds, due to/from primary governments and due to/from component units.

- Form summarizes the detail of the amounts due to/from other funds and due to/from component units

SCO-567/568

The purpose of the Interfund Grantee/Grantor activity forms is to provide receivable and liability adjustments relating to transactions with other State funds, to provide mandatory transfer documentation and to determine required reclassification entries necessary to eliminate certain interfund activity.

- Forms summarize grantee and grantor information relating to interfund transactions
- Forms require the grantee to input data and the grantor to approve the transactions

SCO-578

The purpose of the Loans/Notes Receivable form is to summarize the detail of loans and notes receivable for each fund at fiscal year-end.

- The form allows you to automatically post journal entries to record the balance of loans and notes receivable and related allowance for uncollectibles at fiscal year end to the appropriate expenditure account and to record any repayments of loans and notes receivable during the current fiscal year
- Agency should use the SCO-545 Trial Balance Entry form to record the ending loan/notes receivable balance or the SCO-544 Miscellaneous Journal Entry forms to record the loans/notes receivable activity.
- Information to complete the form should be obtained from the loan/note payment schedule contained in the loan/note agreement

WEDGE 3.0 Training

Entering Information in Proprietary Fund Package Forms

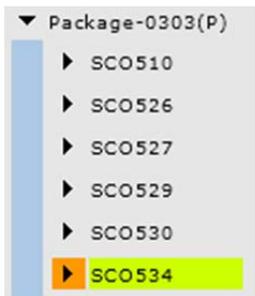
Proprietary Fund Packages are prepared in 1 of 2 ways:

- User can enter the **cash basis** revenues and expenses using the SCO-534, and once the package has been balanced, entries are posted to record all accruals. Preparation is identical to the preparation of a Non-shared package.
- User can enter the **accrual basis** revenues and expenses, using a combination of the SCO-534 and SCO-545. In this instance, the user should enter the accrual basis revenues and expenses on **Agency Records** tab. Cash, Net Assets, Revenues and Expenses will all be populated from the SCO-534. Any other account not populated by the SCO-534 should then be populated using the SCO-545. **Note:** Users **should not** attempt to populate an account using both forms, as they will overlay one balance over the other (balances will not be added together).

SCO-534

Initial Entry

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



- 2) Review the activity on the **Main** tab.

A screenshot of the SCO-534 Main tab interface. The interface shows a header with 'STATE OF ILLINOIS COMPTROLLER' and 'LESLIE GEISSLER MUNGER'. Below the header is a table with columns: Number, Report Aspect, Balance Prior Year, Receipts, Disbursements, Transfers-In, Transfers-Out, and Balance At June 30, Current Year. The table contains one row of data for '1.1.a a) Fund Balance Per The Statewide Accounting Management System(SAMS) (By:Agency)' with values: 12561, 42469, 45812, 2, 223, 8997.

Number	Report Aspect	Balance Prior Year	Receipts	Disbursements	Transfers-In	Transfers-Out	Balance At June 30, Current Year
1.1.a	a) Fund Balance Per The Statewide Accounting Management System(SAMS) (By:Agency)	12561	42469	45812	2	223	8997

- 3) Click one time on the **Agency Records** tab.



- 4) Compare the values in the Amounts Per SAMS to the Agency Records columns.

NOTE: *The Target Total is the amount to which you are reconciling.*

Based upon your records, change amounts in the Agency Records column to reach the Target Total.

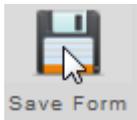
NOTE: *Receipts and Transfers in should be entered as a credit ("-") balance. Disbursements and Transfers out should be entered as a debit ("+") balance.*

WEDGE 3.0 Training

Account Number	Account Description	Amounts Per SAMS	Agency Records	Difference
RECEIPTS				
605	Charges for Sales and Services (By:Agency)	-42469	-44928	-2459
625	Other Revenue (By:Agency)	0	0	0
677	Capital Contributions (By:Agency)	0	0	0
Cumulative Agency Records		-42469	-44928	-2459
		Target Total	44928	

DISBURSEMENTS				
635	Cost of Sales and Services (By:Agency)	45811	45800	-11
655	Depreciation (By:Agency)	0	0	0
660	General and Administrative (By:Agency)	0	0	0
665	Other Expenses (By:Agency)	0	0	0
674	Interest Expense, Non-Operating (By:Agency)	0	0	0
676	Other Expenses, Non-Operating (By:Agency)	0	0	0
Cumulative Agency Records		45811	45800	-11
		Target Total	45800	

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



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



- 7) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will post your changes to the SCO-526 and SCO-527 Trial Balance forms.



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



WEDGE 3.0 Training

Review Posted SCO-534 Values on SCO-526

- 1) Click one time on the SCO-526 node.



- 2) Click one time on the **Recalculate Trial Balances** button. This will update the SCO-526, SCO-527 and SCO-530 for the updated cash and fund balance amounts, as well as the receipt and disbursement amounts.



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



- 4) The SCO-526 is updated for the cash balance per the SCO-534. In addition, the ending net assets from the prior year are pushed forward to the current year.

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
0-105101-Cash on Deposit with State Treasurer (including intransit items)						
	8994	0	0	0	8994	10099
1-180105-Cash and Cash Equivalents						
0-3501309-Unrestricted Net Assets						
	(26391)	0	0	0	(26391)	(15137)
0-3501318-Nonspendable for Inventories						

Review Posted SCO-534 Values on SCO-527

- 1) Click one time on the SCO-517 node.



- 2) The receipt and disbursement balance(s) per the SCO-534 have been posted to the **Agency Records** column on the SCO-527.

NOTE: Verify that the *Transfers In, Disbursements, and Transfers Out* per the SCO-534 have been posted to the *Agency Records* column.

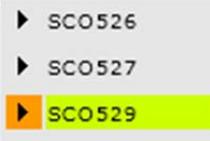
Account	Agency Records	Prior Year GAAP Adjustment	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis	Prior Year GAAP Basis
1-6301605-Charges for Sales and Services							
	(44928)	(14579)	0	0	0	(30349)	(58929)
1-6301625-Other Revenue							
	0	0	0	0	0	0	(68)
1-6721630-Total Operating Revenues							
	(44928)	(14579)	0	0	0	(30349)	(58997)
1-6701635-Cost of Sales and Services							
	45800	(1759)	0	0	0	47559	43292

WEDGE 3.0 Training

0-6851679-Transfers-In	(2)	0	0	0	0	(2)	0
0-6851682-Transfers-Out	223	0	0	0	0	223	0

Completing the Closing Entry via the SCO-529 Form

1) Click one time on the SCO-529 node.



2) Click one time on the **Calculate Closing Entry** icon on the horizontal ribbon to calculate the closing entry.



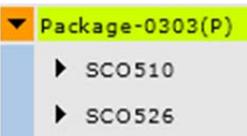
3) Click one time on the **OK** button.



4) This screen will display the closing entry for the package.

Account Name	Amount
Beginning Balance July 1 (By:Agency)	-26391
Revenues (By:Agency)	-30351
Expenses-Expenditure (By:Agency)	47748
Ending Fund Balance June 30	-8994

5) Click one time on the Fund Package node.



6) 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 receipts, disbursements, transfers-in, and transfers-out per the Grand total on the SCO-534 agree to the SCO-517 revenues and expenditures in the **Agency Records** column.

WEDGE 3.0 Training

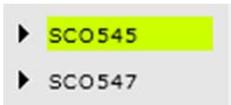
State Garage Revolving Fund(0303)
Current Custodian Entity: Agency-Open
Viewed Statistics Record Type Is (Agency)

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	8994	37895
2 Liability			0	0	0	0	-11504
3 Fund Equity			17397	0	0	-8994	-26391
4 Revenue	-44930	-14579	0	0	0	-30351	-58997
5 Expenditure	45800	-1735	0	0	0	47535	56272
6 Expense	223	10	0	0	0	213	254
Sum Assets			Sum Liabilities	Sum Fund Equity			
8994			0	-8994			
Fund Is Balanced							

7) Once the fund is in balance, the user may post the applicable journal entries to record accruals.

SCO-545 – data entry of accrual basis activity in the Agency Records

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

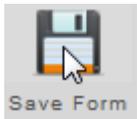


2) Add the applicable balance sheet accounts, and the appropriate balances.

Account Number	Account Description	Amounts Per SAMS	Agency Records
Asset			
167	Capital Assets, Not Being Depreciated (By:Agency)	0	10000
169	Accumulated Depreciation (By:Agency)	0	-5000
Cumulative Agency Records		0	5000

Add

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



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



5) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will update the amounts on the SCO-526 Trial Balance form.

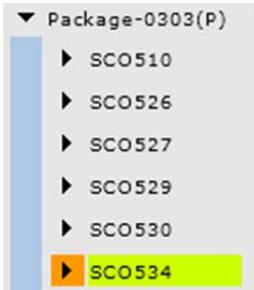


WEDGE 3.0 Training

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



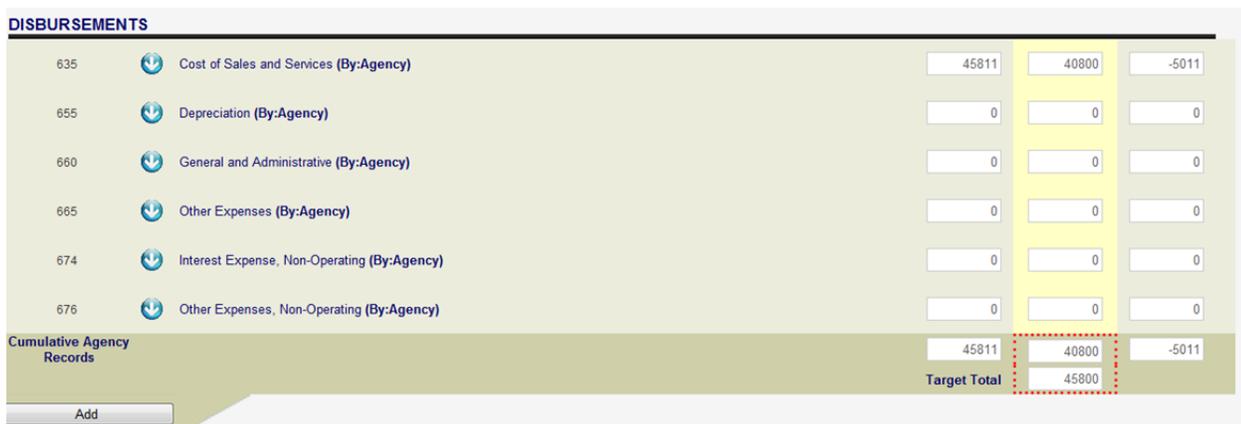
- 7) Click one-time on the SCO-534 form node.



- 8) Click one time on the **Agency Records** tab.



- 9) Revise the applicable revenue/expense account for the amounts reported on the SCO-545.
NOTE: The agency records will no longer reconcile to the *Target Totals*.



The screenshot shows a table titled "DISBURSEMENTS" with columns for account numbers, descriptions, and three numerical values. The table is partially highlighted in yellow. A red dashed box highlights the "Cumulative Agency Records" row, specifically the middle two numerical values (40800 and 45800). The "Target Total" row is also visible at the bottom of the table.

Account Number	Description	Value 1	Value 2	Value 3
635	Cost of Sales and Services (By:Agency)	45811	40800	-5011
655	Depreciation (By:Agency)	0	0	0
660	General and Administrative (By:Agency)	0	0	0
665	Other Expenses (By:Agency)	0	0	0
674	Interest Expense, Non-Operating (By:Agency)	0	0	0
676	Other Expenses, Non-Operating (By:Agency)	0	0	0
Cumulative Agency Records		45811	40800	-5011
Target Total			45800	

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



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



- 12) Click one time on the **Publish Agency Records** icon on the horizontal ribbon. This will post your changes to the SCO-526 and SCO-527 Trial Balance forms.

WEDGE 3.0 Training



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



Review Posted SCO-534 Values on SCO-526

1) Click one time on the SCO-526 node.



2) Click one time on the **Recalculate Trial Balances** button. This will update the SCO-526, SCO-527 and SCO-530 for the updated cash and fund balance amounts, as well as the receipt and disbursement amounts.



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



4) The SCO-526 is updated for the capital asset balance per the SCO-545

Account	Agency Records	Agency Adjust	Comptroller Adjust	Auditor Adjust	Current Year GAAP Basis
0-170\167-Capital Assets, Not Being Depreciated					
	10000	0	0	0	10000
0-170\168-Capital Assets, Being Depreciated					
	0	0	0	0	0
0-170\169-Accumulated Depreciation					
	(5000)	0	0	0	(5000)
1-195\170-Total Capital Assets					
	5000	0	0	0	5000

Revising the Closing Entry via the SCO-529 Form

1) Click one time on the SCO-529 node.



WEDGE 3.0 Training

- 2) Click one time on the **Calculate Closing Entry** icon on the horizontal ribbon to calculate the closing entry.



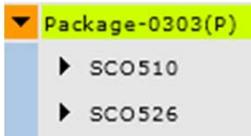
- 3) Click one time on the **OK** button.



- 4) This screen will display the closing entry for the package.

Account Name	Amount
Beginning Balance July 1 (By:Agency)	-26391
Revenues (By:Agency)	-30351
Expenses-Expenditure (By:Agency)	42748
Ending Fund Balance June 30	-13994

- 5) Click one time on the Fund Package node.



- 6) 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 receipts, disbursements, transfers-in, and transfers-out per the Grand total on the SCO-534 agree to the SCO-517 revenues and expenditures in the **Agency Records** column.

State Garage Revolving Fund(0303)
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	13994	37895
2 Liability			0	0	0	0	-11504
3 Fund Equity			12397	0	0	-13994	-26391
4 Revenue	-44930	-14579	0	0	0	-30351	-58997
5 Expenditure	40800	-1735	0	0	0	42535	56272
6 Expense	223	10	0	0	0	213	254
Sum Assets		Sum Liabilities	Sum Fund Equity				
13994		0	-13994				
Fund Is Balanced							