

Interfund Transfers - WEDGE 3.0 Training

Welcome

Welcome to the Illinois Office of the Comptroller!

Contacts

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

Functional

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

Katie Madonia, Director - Financial Reporting

katie.madonia@illinoiscomptroller.gov

217-782-5198

Elizabeth Johnson, Manager - Financial Reporting

elizabeth.johnson@illinoiscomptroller.gov

217-557-3368

Security

For questions regarding passwords and logging into the system.

Comptroller's Financial Reporting Staff - WEDGE Administration

Wedge@illinoiscomptroller.gov

217-782-2052

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System Access

Accessing the system

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



Password Self-Maintenance

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

Password Criteria

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

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

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Logging into the system for New Users

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



The screenshot shows the WEDGE 3.0 password creation interface. At the top left is the Seal of the State of Illinois. To its right, the text reads "STATE OF ILLINOIS COMPTROLLER" followed by "SUSANA A. MENDOZA". Below this is a dark blue header with "WEDGE 3.0 Logon To Wedge". The form contains two input fields: "New Password" and "Confirm Password". A "Submit" button is located below the fields, with a red arrow pointing to it.

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



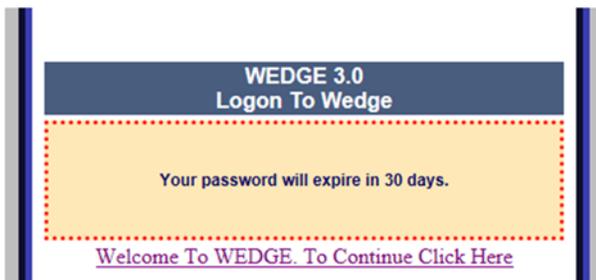
The screenshot shows the WEDGE 3.0 login confirmation screen. It features the same header as the previous screen: "STATE OF ILLINOIS COMPTROLLER" and "SUSANA A. MENDOZA". Below the header is a dark blue bar with "WEDGE 3.0 Logon To Wedge". A yellow banner contains the message "You have successfully reset your password" and a blue hyperlink "Click here to login".

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



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

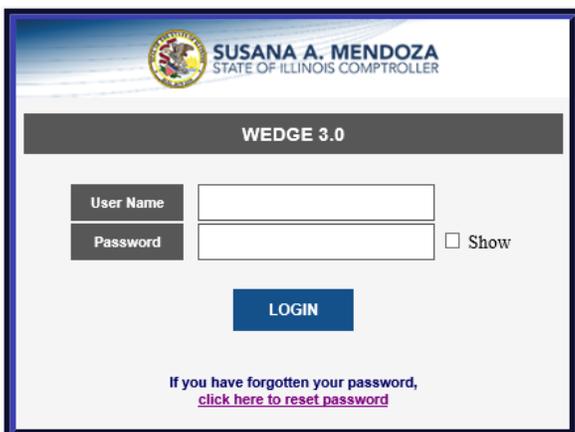


Click one time on the **Welcome To WEDGE. To Continue Click Here** hyperlink.

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

Logging into the system for Returning Users

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



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

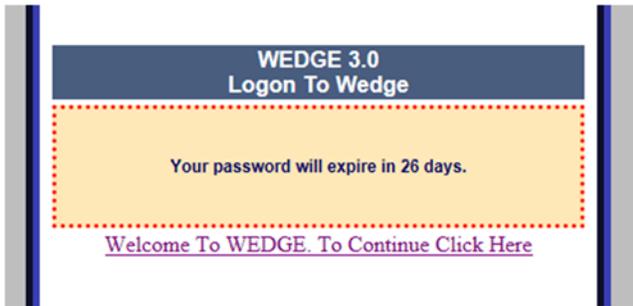
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User Name

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**.



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

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- 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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SUSANA A. MENDOZA
STATE OF ILLINOIS COMPTROLLER

WEDGE 3.0

User Name

Password Show

LOGIN

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

Logging Out

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

SCO-567

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

Accessing a form

Use the following procedure to access a form.

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



- 2) Expand the Annual Reporting node.



- 3) Expand the appropriate fiscal year node.



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4) Expand the appropriate fund package node.



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



The SCO-567 Dashboard

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

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[Main](#) [Agency Activity](#) [SAMS Mandatory Transfers](#) [Summary](#)

Comprehensive Annual Financial Reporting
SCO567

Interfund Transfers-Grantee Agency

June 30, 2018



**STATE OF ILLINOIS
COMPTROLLER**

SUSANA A. MENDOZA

Agency Number: 444

Fund Number: 0798

Record Type: Agency

Grantee Fund: Agency Wide Form – SCO580(0000)

There are no SCO567 Entries For Grantor Fund (0000)

Grantee Fund: General Revenue Fund(0001)

Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	Grantor Reviewed	Not Agreed	Agreed
Agency	Fund	Agency	Fund								
444	0001	444	0276	1	1	0	0	0	0	0	0
444	0001	444	0343	1	1	0	0	0	0	0	0
444	0001	444	0642	1	1	0	0	0	0	0	0
444	0001	444	0911	1	1	0	0	0	0	0	0
444	0001	444	0921	1	1	0	0	0	0	0	0
444	0001	444	0935	1	1	0	0	0	0	0	0
444	0001	444	1140	1	1	0	0	0	0	0	0

Grantee Fund: Rehabilitation Services Elementary and Secondary Education Act Fund(0798)

Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	Grantor Reviewed	Not Agreed	Agreed
Agency	Fund	Agency	Fund								
444	0798	586	0001	1	1	0	0	0	0	0	0
444	0798	586	0410	1	1	0	0	0	0	0	0
444	0798	586	0561	2	2	0	0	0	0	0	0

The Agency Activity Tab

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

The SAMS Mandatory Transfers Tab

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

Editing an existing transaction using the Edit dialog window

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

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

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

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

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4) Type the appropriate values in the remaining fields.

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



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



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

SCO567 Form(Agency Activity)														Current Year					
Grantee		Grantor		Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount			
GTE	GTR	GTE	GTR														Agency	Fund	Agency
PG	PG	G	G	444	0798	586	0001	Voc ED Career & Technical Ed	R	441		15	0	50	0	50	0	60	5

Editing an existing transaction directly on the Agency Activity Tab

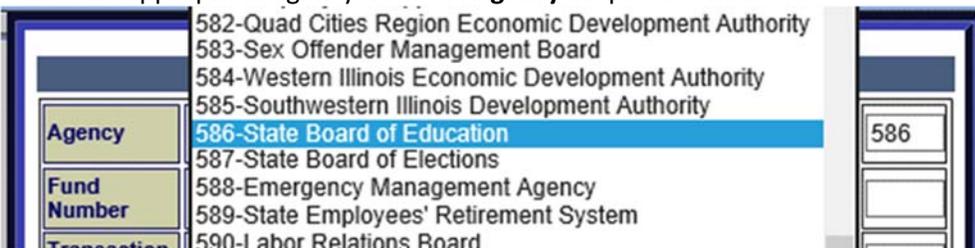
You can directly edit fields on the SCO-567 **Agency Activity** tab and the **SAMS Mandatory Transfers** tab. Note that drop down boxes for the **Transaction Type** field and **Revenue Source** field are not available. The calculated fields automatically update when changes are made directly on the **Agency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

Add a new transaction

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



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



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

0000
0001
0007
0016
0031
0130
0141
0143
0144
0159
0410
0412
0512
0560
0561
0567
0568
0569
0605
0640
0674
0686
9999

Agency Fund Combination

586
0410
P

Add a new SCO567 Entry

OK Cancel

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

Select Agency Fund Combination

586 State Board of Education 586
B-Interfund Borrowing
D-Designated Revenue
L-Transfer Like
P-Third Party Reimbursement
R-Reimbursement
S-Service
T-Transfer

0410
P

Add a new SCO567 Entry

OK Cancel

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

Transaction Description

Equipment Assistance Grant

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



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

SCO567 Form(Agency Activity)

Grantee										Grantor										Current Year			
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount			
PG	PG	G	G	444	0798	586	0410	Equipment Assistance Grant	P				0	0	0	0	0	0	0	0			

8) Enter the appropriate revenue source.

Transaction Type	GAAP Revenue Source	CFDA Number
P	426	

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

CFDA Number
10.579

10) Type the appropriate values in the remaining fields.

Expenditure	Receipts
25	32

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

Total Reimbursable Costs	Due Amount
25	-7

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



Additional note:

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

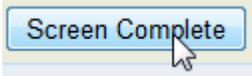
Marking a SCO-567 transaction as complete

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

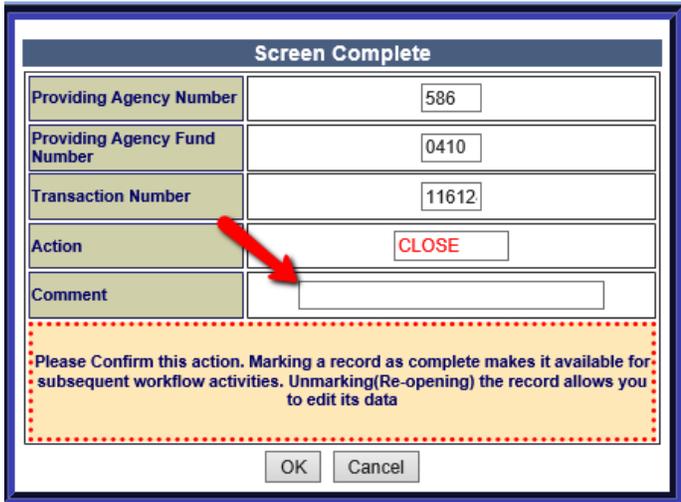
 <input type="text" value="Equipment Assistance Grant"/>

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



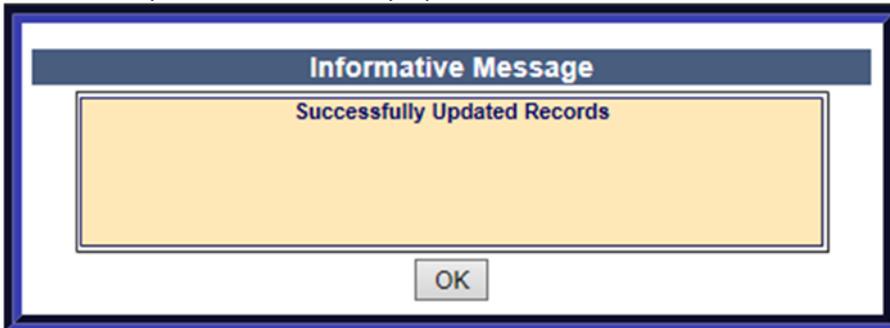
- 3) At this time, the user **may** opt to add a comment/description in the **Comment** field. Data entry is ***not required*** in this field.

A dialog box titled "Screen Complete" with a table of fields: "Providing Agency Number" (586), "Providing Agency Fund Number" (0410), "Transaction Number" (11612), "Action" (CLOSE), and "Comment" (empty). A red arrow points to the "Comment" field. Below the table is a warning message: "Please Confirm this action. Marking a record as complete makes it available for subsequent workflow activities. Unmarking(Re-opening) the record allows you to edit its data". At the bottom are "OK" and "Cancel" buttons.

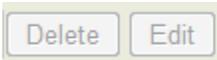
- 4) Click one time on the **OK** button.



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

A dialog box titled "Informative Message" with a yellow background and the text "Successfully Updated Records". An "OK" button is at the bottom.

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

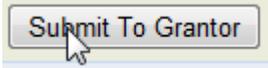


- 7) Click one time on the down arrow button to the left of the Transaction Description field.

A text input field with a down arrow button on the left. The text inside the field is "Equipment Assistance Grant".

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



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

A dialog box titled "Workflow Action" with a blue header bar. It contains a table with the following fields: "Providing Agency Number" (586), "Providing Agency Fund Number" (0410), "Transaction Number" (1161), "Action" (SUBMIT), and "Comment" (empty). A red arrow points to the "SUBMIT" button. Below the table is a yellow box with a red dotted border containing the text "Please Confirm workflow actionxxx". At the bottom are "OK" and "Cancel" buttons.

Workflow Action	
Providing Agency Number	586
Providing Agency Fund Number	0410
Transaction Number	1161
Action	SUBMIT
Comment	

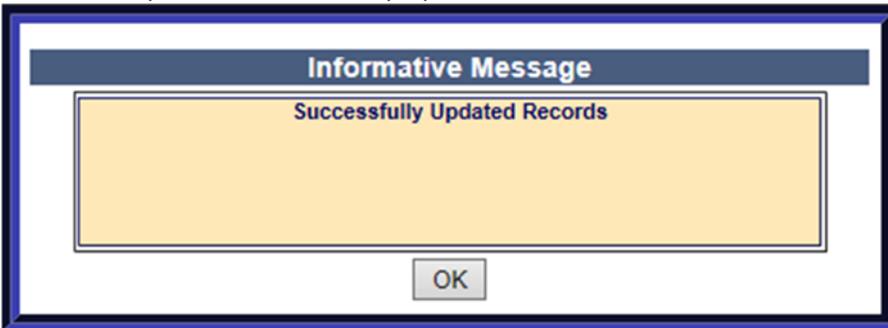
Please Confirm workflow actionxxx

OK Cancel

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



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



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



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



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

Grantee Fund: Rehabilitation Services Elementary and Secondary Education Act Fund(0798)											
Grantee		Grantor		COUNT_ALL	Draft	Final	Posted	Pending Review	Grantor Reviewed	Not Agreed	Agreed
Agency	Fund	Agency	Fund								
444	0798	586	0004	1	1	0	0	0	0	0	0
444	0798	586	0410	2	1	1	1	1	0	0	0
444	0798	586	0564	2	2	0	0	0	0	0	0

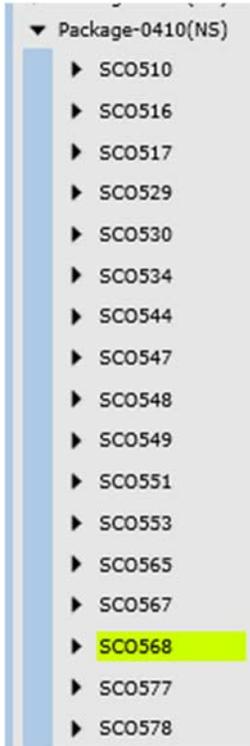
NOTE: The transaction is now marked as final, posted, and pending review (by Grantor).

SCO-568

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

Opening the SCO-568 form

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



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

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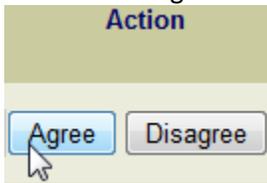
Grantor Fund: SBE Federal Department of Agriculture Fund(0410)													
Grantee		Grantor		Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	Grantor Reviewed	Disagreed	Agreed		
Agency	Fund	Agency	Fund										
425	0523	586	0410	2	2	0	0	0	0	0	0		
444	0798	586	0410	2	1	1	1	1	0	0	0		
482	0063	586	0410	4	4	0	0	0	0	0	0		
528	0001	586	0410	1	1	0	0	0	0	0	0		
664	1501	586	0410	1	1	0	0	0	0	0	0		
676	1501	586	0410	1	1	0	0	0	0	0	0		

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

SCO568 Form(Agency Activity)

Grantee										Grantor										Prior Year				Current Year			
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Grantee Accounts Payables	Grantee Expenditure	Grantee Accounts Payable	Total Activity	Refund To Grantor	Grantor Expenditure	Due From/To							
PG	PG	G	G	444	0798	586	0410	Equipment Assistance Grant	P	426	10.579		0	0	25	0	25	0	32	7							

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



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

Agree/Disagree

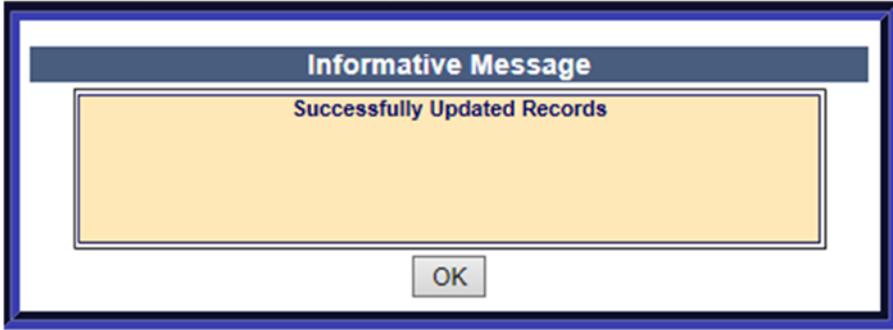
Providing Agency Number	<input type="text" value="586"/>
Providing Agency Fund Number	<input type="text" value="0410"/>
Transaction Number	<input type="text" value="116124"/>
Action	<input type="text" value="AGREE"/>
Comment	<input type="text"/>

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



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



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



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



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

Grantor Fund: SBE Federal Department of Agriculture Fund(0410)											
Grantee		Grantor		Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	Grantor Reviewed	Disagreed	Agreed
Agency	Fund	Agency	Fund								
425	0523	586	0410	2	2	0	0	0	0	0	0
444	0798	586	0410	2	1	1	1	0	1	0	1
482	0063	586	0410	4	4	0	0	0	0	0	0
528	0001	586	0410	1	1	0	0	0	0	0	0
664	1501	586	0410	1	1	0	0	0	0	0	0
676	1501	586	0410	1	1	0	0	0	0	0	0

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Rejecting an interfund transaction from a grantee agency

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



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



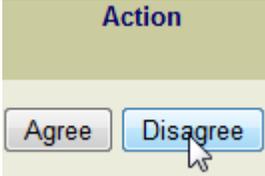
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3) Review the information in the submitted transaction.

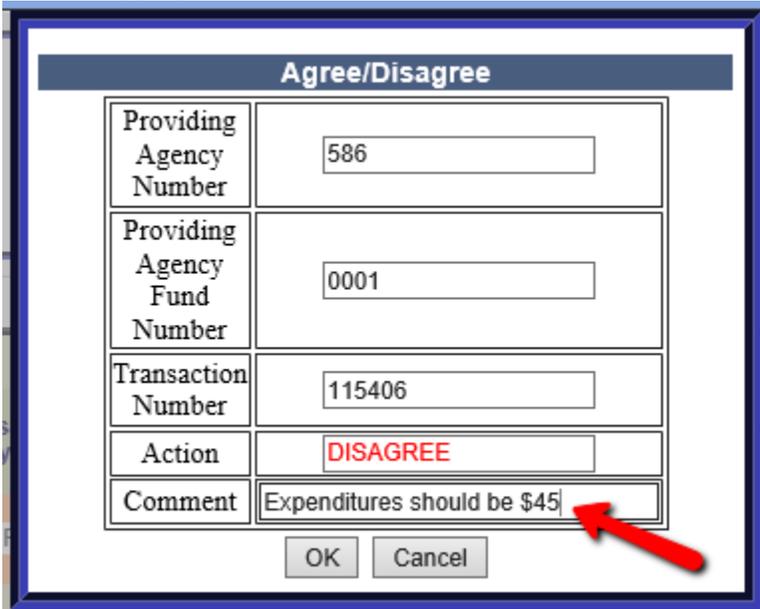
SCO568 Form(Agency Activity)

Grantee		Grantor		Prior Year										Current Year						
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description	Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Grantee Accounts Payables	Grantee Expenditure	Grantee Accounts Payable	Total Activity	Refund To Grantor	Grantor Expenditure	Due From/To
PG	PG	G	G	444	0798	586	0001	Voc ED Career & Technical Ed	R	441			-15	0	50	0	50	0	60	-5

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



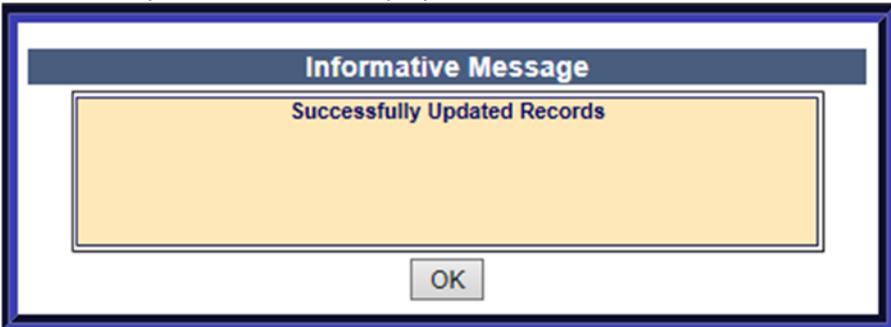
5) Enter an appropriate comment in the Comment field. A comment **is required** for any transaction that is disagreed.



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



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



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



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



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

Grantor Fund: General Revenue Fund(0001)													
Grantee				Grantor									
Agency	Fund	Agency	Fund	Transaction Count	Draft	Screen Completed	Grantee Posted	Pending Grantor Review	Grantor Reviewed	Disagreed	Agreed		
425	0523	586	0001	3	3	0	0	0	0	0	0		
444	0798	586	0001	1	1	0	0	0	0	1	0		
507	0212	586	0001	1	1	0	0	0	0	0	0		

Grantor Fund: Education Assistance Fund(0007)

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

SCO567 Form(Agency Activity)																							
Grantee												Grantor					Current Year						
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description				Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount
PG	PG	G	G	444	0798	586	0001	Voc ED Career & Technical Ed	R	441				15	0	50	0	50	0	60	5		
PG	PG	G	G	444	0798	586	0410	National School Lunch Program						3	0	0	0	0	0	0	0		
PG	PG	G	G	444	0798	586	0410	Equipment Assistance Grant	P	426	10.579			0	0	25	0	25	0	32	-7		
PG	PG	G	G	444	0798	586	0561	Spec Ed - Preschool Grants (Disc)						37	22	0	0	0	0	0	0		
PG	PG	G	G	444	0798	586	0561	Spec Ed - Grants to States (Formul						112	8	0	0	0	0	0	0		

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

SCO567 Form(Agency Activity)

Grantee													Grantor										Current Year	
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description					Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount
PG	PG	G	G	444	0798	586	0001	Voc ED Career & Technical Ed					R	441			15	0	50	0	50	0	45	20

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

SCO567 Form(Agency Activity)

Grantee													Grantor										Current Year	
GTE	GTR	GTE	GTR	Agency	Fund	Agency	Fund	Transaction Description					Transaction Type	GAAP Revenue Source	CFDA Number	Pass Thru Entity ID	PY Due Amount	PY Accounts Payables	Expenditure	Accounts Payable	Total Reimbursable Costs	Refund To Grantor	Receipts	Due Amount
PG	PG	G	G	444	0798	586	0001	Voc ED Career & Technical Ed					R	441			15	0	50	0	50	0	45	20
PG	PG	G	G	444	0798	586	0410	National School Lunch Program									3	0	0	0	0	0	0	0
PG	PG	G	G	444	0798	586	0410	Equipment Assistance Grant					P	426	10.579		0	0	25	0	25	0	32	-7
PG	PG	G	G	444	0798	586	0561	Spec Ed - Preschool Grants (Disc)									37	22	0	0	0	0	0	0