

SCO FISCAL SYSTEM

AGENCY TRUST
ON-LINE INQUIRY

Introduction

Agency Trust On-line Inquiry provides agencies daily summary and detail banking activity through the use of two FISCAL System screens:

- FC00

- Summary Level

- Beginning Balances
 - Total Checks
 - Total Deposits
 - Total Adjustments
 - Ending Balances

- TT00

- Detail Level

- Each Check
 - Each Deposit
 - Each Adjustment

Introduction

In order to access FC00 or TT00, you must have access to the SCO FISCAL System.

Once you have logged onto SCOPROD, you can type “FC00” or “TT00” to logon to the desired system.

If you need access authorization, please contact Esther Setser at (916) 324-2340 and request forms FSA-1 and FSR-1. She will instruct you how to proceed through your department contact.

FC00

*Let's look first at the FC00
screen for summary inquiries:*

Current Ending Balance

Daily Totals for a specified range of dates

Guidelines for FC00

In order to get the desired results from an inquiry, a few terms should be understood:

- *Fund* - the 3-digit checking account number preceded by four zeroes (i.e. 0000094)
- *Acct* - 03700AAAA00, where AAAA is the agency number. The first 5 and last 2 digits are the same for all agencies.
- *Minus (-) Sign* - deposits are recorded as credits or minus sign.
- *Plus (+) Sign* - checks are recorded as debits or plus sign.

Guidelines for FC00

Continued

- *DOC Number* - The inquiry results will reflect the following DOC prefixes:
 - *ATC* - Checks
 - *ATD* - Deposits
 - *AT* - Adjustment

FC00

Current Balance Inquiry

FC00 Current Balance Inquiry

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File Edit View Tools Session Options Help

STATE CONTROLLERS OFFICE
ONLINE BALANCE/DETAIL INQUIRY

FUND: 0000094	AGENCY:	FY:	REF/ITEM
FED/CAT:	CAT:	PGM:	EL/CA
ACCT: 03700084000	TYPE:	SOURCE FUND:	
BALANCE: X	TITLES: X	PRIOR FY:	
DATE FROM: / /		DATE TO: / /	
CFIS: X	CFIS:	GAAP:	

FUND
4 zeroes plus
the 3-digit
Checking Account Number

ACCT
03700AAAA00
where AAAA is your
Agency Number

CFIS
Type an X

BALANCE
Type an X

TITLES
Type an X

FC00 Current Balance Inquiry

Results

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File Edit View Tools Session Options Help

STATE CONTROLLERS OFFICE
G/L ACCOUNT BALANCE

SEARCH KEY: 000009400000000 00000000 0000000037000840000
DATE FROM: 00 / 00 / 0000 DATE TO: 00 / 00 / 0000
DATE OF LAST ACTIVITY: 04 / 11 / 2003
FUND GENERAL/REVOLVING
STATE CONTROLLER'S OFFICE

ACCOUNT STATE CONTROLLER

DEBIT	CREDIT
\$0.00	\$942,788.98-

FC00

Daily Total Inquiry

FC00 Daily Total Inquiry

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File Edit View Tools Session Options Help

THE CONTROLLERS OFFICE
ONLINE BALANCE/DETAIL INQUIRY

FUND: 0000094 AGENCY: FY: REF/ITEM:
FED/CAT: CAT: PGM: EL/CO/TASK: /
ACCT: 03700084000 TYPE: SOURCE FUND:
BALANCE: TITLES: X PRIOR FY:
DATE FROM: 04 / 09 / 2003 DATE TO: 04 / 09 / 2003
CFIS: X CSR: GAAP:

FUND
4 zeroes plus
the 3-digit
Checking Account Number

DATE TO
Enter desired
ending date

CFIS
Type an X

BALANCE
Leave Blank

DATE FROM
Enter desired
beginning date

ACCT
03700AAAA00
where AAAA is your
Agency Number

TITLES
Type an X

FC00 Daily Totals Inquiry

Results

TN3270 - EXTRA! Personal Client

File Edit View Tools Session Options Help

P/1 STATE CONTROLLERS OFFICE PAGE : 01
GL ACCOUNT DETAIL

SEARCH KEY: 000009400000000 00000000 000000003700084000200304
DATE FROM: 04 / 09 / 2003 DATE TO: 04 / 09 / 2003
DATE OF LAST ACTIVITY: 04/08/2003
FUND: GENERAL/REVOLVING
STATE CONTROLLER'S OFFICE

ACCOUNT: STATE CONTROLLER

DATE	TC DOC	DESCRIPTION	DEBIT	CREDIT
B 04/09/2003				\$6,596,577.63-
D 04/09/2003	45 ATC2830840	00018 TT CHEC	4,361,557.44	
D 04/09/2003	45 ATD2830840	00018 TT DEPO		5,512,856.84
D 04/09/2003	46 AT 0006570	PIT OFST FTB#		4,609.19
E 04/09/2003				\$7,752,486.22-

18
checks

18
deposits

Adjustment -
FTB Offset

TT00

*Now let's look at the TT00
screen for detail inquiries:*

Check Number or Amount

Deposit Number or Amount

All Checks or Deposits in a date range

Monthly beginning/ending balances

Adjustments

Guidelines for TT00

In order to get the desired results from an inquiry, a few terms should be understood:

- *Acct No* - Agency 3-digit checking account number.
- *Asterisk (*)* - If an item is not known, an asterisk will search all.
- *System date default* - from 01/01/0000 to 12/31/9999, the system will display all information available in the on-line system, usually 2 months worth of postings. However, the previously entered dates will appear for each subsequent inquiry.
- *Minus (-) Sign* - after the amount represents a check.
- *Plus (+) Sign* - after the amount represents a deposit.

Guidelines for TT00

Continued

- *An “A”* - means absolute and functions like an asterisk (*) in two inquiry fields:
 - **Deposit Serial Number** - Typing an “A” after a DSN will result in beginning and ending balances as well as a detailed listing of all activity for the dates specified.
 - **Amount** - Typing an “A” after an amount will result in a list of all transactions for that amount, and will be identified by a minus (-) check or a plus (+) deposit.

Guidelines for TT00

Continued

- *Record Types* - The inquiry results will reflect the following Record Types (RT) for each detail line.
 - *0* - Beginning Balance
 - *1* - Check
 - *6* - Deposit
 - *3/4* - Check Adjustment
 - *7/8* - Deposit Adjustment
 - *9* - Ending Balance

TT00

Check Number Inquiry

TT00 Check Number Inquiry

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File Edit View Tools Session Options Help

STATE CONTROLLERS TRUST
CHECKING ACCOUNT DETAIL INQUIRY

ACCT NO: 094

DATE FROM: 01 / 01 / 0000 DATE TO: 12 / 31 / 9999

ENTER VALUE OR * IN ONE OF THE FOLLOWING-
DEPOSIT SERIAL NUMBER:
CHECK NUMBER: 00302283
JOURNAL ENTRY NUMBER:

OR

OPTIONAL SEARCH IF ONLY AMOUNT KNOWN-
AMOUNT: \$, , . +

ACCT NO.
3-digit Bank Account

DATE FROM
Press Tab key to leave
default dates

CHECK NUMBER
Enter the specific
Check Number

DATE TO
Press Tab key to leave
default dates

TT00 Check Number Inquiry

Results

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File Edit View Tools Session Options Help

P/1 STATE CONTROLLERS OFFICE PAGE : 01
CHECKING ACCOUNT DETAIL

SEARCH KEY: 09400000101999912310030228300 PS FC546

DATE FROM: 01 / 01 / 0000 DATE TO: 12 / 31 / 9999

RT	DATE	DESCRIPTION	COUNT	AMOUNT	DEP DATE	OFFICE
1	01/10/2003	00302283	00001	\$1,784,042.34-		

Check Information

Note: Record Type (RT) = 1

TT00

All Deposits for a Date Range
Inquiry

TT00 All Deposits for a Date Range Inquiry

Tn3270 - EXTRA! Personal Client
File Edit View Tools Session Options Help

STATE CONTROLLER SERVICE
TREASURY TRUST
CHECKING ACCOUNT DETAIL INQUIRY

ACCT NO: 094

DATE FROM: 01 / 10 / 0000 DATE TO: 01 / 11 / 2003

ENTER VALUE OR * IN ONE OF THE FOLLOWING-
DEPOSIT SERIAL NUMBER: *
CHECK NUMBER:
JOURNAL ENTRY NUMBER:

OR

OPTIMAL SEARCH IF ONLY AMOUNT IS KNOWN-
AMOUNT: \$, . +

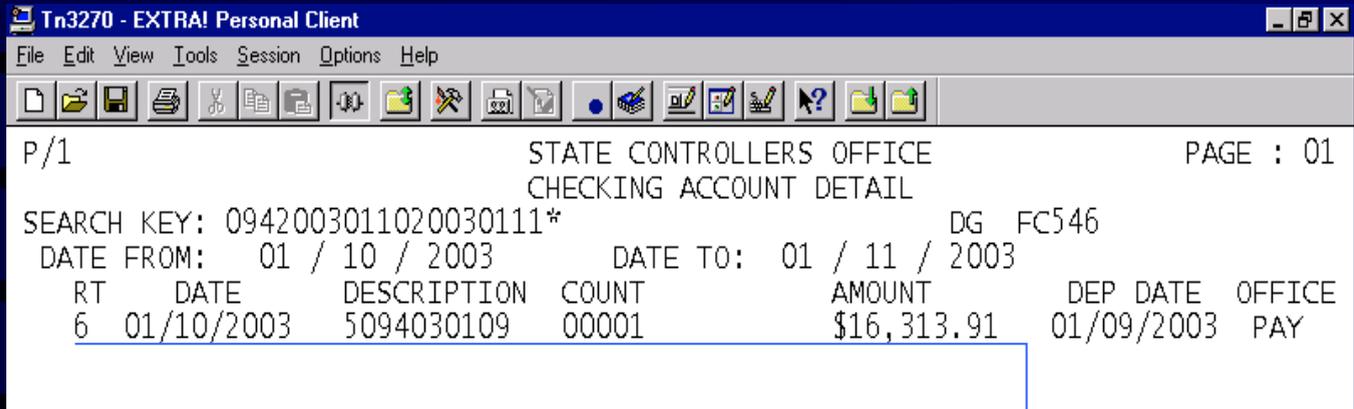
ACCT NO.
3-digit Bank Account

DATE FROM
Enter desired range
beginning date

DEPOSIT SERIAL NUMBER
Enter an asterisk (*)
to view all deposits

DATE TO
Enter desired range
ending date

TT00 All Deposits for a Date Range Inquiry Results



The screenshot shows a terminal window titled "Tn3270 - EXTRA! Personal Client". The window contains the following text:

P/1 STATE CONTROLLERS OFFICE PAGE : 01
CHECKING ACCOUNT DETAIL

SEARCH KEY: 0942003011020030111* DG FC546
DATE FROM: 01 / 10 / 2003 DATE TO: 01 / 11 / 2003

RT	DATE	DESCRIPTION	COUNT	AMOUNT	DEP DATE	OFFICE
6	01/10/2003	5094030109	00001	\$16,313.91	01/09/2003	PAY

A blue box highlights the first row of the table, and a line connects it to a callout box below.

Deposit Information

Note: Record Type (RT) = 6

TT00

All Activity for a Specified Period
Showing Monthly Beginning and
Ending Balances

TT00 All Activity for a Specified Date Range Inquiry

Tn3270 - EXTRA! Personal Client
File Edit View Tools Session Options Help

STATE CONTROLLERS OFFICE
TREASURY DEPARTMENT
CHECKING ACCOUNT DETAIL INQUIRY

ACCT NO: 059

DATE FROM: 01 / 01 / 0000 DATE TO: 12 / 31 / 9999

ENTER VALUE OR * IN ONE OF THE FOLLOWING-
DEPOSIT SERIAL NUMBER: A
CHECK NUMBER:
JOURNAL ENTRY NUMBER:

OR

OPTIONAL SEARCH IF ONLY AMOUNT IS KNOWN-
AMOUNT: \$, , . +

ACCT NO.
3-digit Bank Account

DATE FROM
Press Tab key to leave
default dates OR
enter a desired date

DEPOSIT SERIAL NUMBER
Type an "A"
to view all deposits, checks
and adjustments

DATE TO
Press Tab key to leave
default dates OR
enter a desired date

TT00 All Activity for a Specified Date Range Inquiry Results

Tn3270 - EXTRA! Personal Client

File Edit View Tools Session Options Help

P/1 STATE CONTROLLERS OFFICE PAGE : 01
CHECKING ACCOUNT DETAIL

SEARCH KEY: 0590000010199991231A DA FC546

DATE FROM: 01 / 01 / 0000 DATE TO: 12 / 31 / 9999

RT	DATE	DESCRIPTION	COUNT	AMOUNT	DEP DATE	OFFICE
0	01/01/2003	BEGIN BAL	00000	\$166,435.40		
6	01/07/2003	1059000220	00001	\$4,409.00	12/13/2002	
6	01/07/2003	1059000221	00001	\$10,829.00	12/30/2002	
6	01/07/2003	1059000222	00001	\$230.00	01/03/2003	
6	01/22/2003	1059000223	00001	\$37,300.00	01/14/2003	
1	01/28/2003	00000155	00001	\$170,345.55		
6	01/29/2003	1059000224	00001	\$50,670.61	01/23/2003	
9	01/31/2003	END BAL	00000	\$99,528.46		
0	02/01/2003	BEGIN BAL	00000	\$99,528.46		
6	02/04/2003	1059000225	00001	\$86,702.16	01/30/2003	
6	02/05/2003	1059000226	00001	\$22,760.00	01/31/2003	
9	02/14/2003	END BAL	00000	\$208,990.62		

**Beginning
Balance**
(RT) = 0

**Deposit
Information**
(RT) = 6

**Check
Information**
(RT) = 1

**Ending
Balance**
(RT) = 9

TT00

We have just reviewed 3 samples of TT00 inquiries.

The next slide shows a matrix of required field input to obtain the desired results for several common inquiries.

TT00

Matrix of most common inquiries

To look for the following:	Enter data in the following fields:							
	Acct No	Date From	Date To	Deposit Serial Number	Check Number	Journal Entry Number	Amount	(+ / -)
Check Number	X	(default)	(default)		X			
Check Amount	X	(default)	(default)				X	-
All Checks in a range of dates	X	X	X		*			
Deposit Number	X	(default)	(default)	X				
Deposit Amount	X	(default)	(default)				X	+
Amount Only (unknown check or deposit)	X	(default)	(default)				X	A
All Deposits in a range of dates	X	X	X	*				
Monthly Beginning/Ending balances	X	X	X	A				
Adjustments	X	X	X			*		

TT00 All Deposits for a Date Range Inquiry Results

STATE CONTROLLERS OFFICE PAGE 005 F 049
CHECKING ACCOUNT DETAIL

SEARCH KEY: 0940000010199991231A DA
DATE FROM: 01 / 01 / 0000 DATE TO: 12 / 31 / 9999

RT	DATE	DESCRIPTION	COUNT	AMOUNT	DEP DATE	OFFICE
6	03/05/2003	1094002303	00001	\$2,180,601.46	03/04/2003	
6	03/05/2003	1094002304	00001	\$66,000,000.00	03/04/2003	
6	03/05/2003	1094011578	00001	\$25,367.50	03/04/2003	
6	03/05/2003	1094011579	00001	\$3,044.65	03/04/2003	
6	03/05/2003	1094011580	00001	\$2,445.75	03/04/2003	UCP
6	03/05/2003	1094011581	00001	\$7,601.20	03/04/2003	UCP

An additional feature is the page function in the top right corner of the screen.

If there are multiple pages, you can type over the first number and skip to a desired page to more quickly transition through the pages. The maximum pages is 999.

TT00

Inquiry Input Screen General Rules

- Always input the 3 fields:
 - Acct No.
 - Date From*
 - Date To*

* can leave as default or specify a date range (only prior month and current month available)
- Input data or “ * ” in one of the following fields:
 - Deposit Serial Number**
 - Check Number
 - Journal Entry Number
 - Amount**

** Entering an “A” will show all applicable activity types for the date range.

Thank You!

for taking the time to review the

**SCO FISCAL SYSTEM
AGENCY TRUST
ON-LINE INQUIRY**

We hope this information has been helpful.

*If you have any further questions please contact
Jan Waggener at (916) 322-9002.*