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.
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.
• **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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>00000094</td>
<td>4 zeroes plus the 3-digit Checking Account Number</td>
</tr>
<tr>
<td>ACCT</td>
<td>03700084000</td>
<td>where AAAA is your Agency Number</td>
</tr>
<tr>
<td>BALANCE</td>
<td>X</td>
<td>Type an X</td>
</tr>
<tr>
<td>TITLES</td>
<td>X</td>
<td>Type an X</td>
</tr>
<tr>
<td>CFIS</td>
<td>X</td>
<td>Type an X</td>
</tr>
<tr>
<td>FED/CAT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGM:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REF/ITEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOURCE FUND:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIOR FY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE FROM:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFIB:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAAP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STATE CONTROLLERS OFFICE</strong></td>
<td><strong>G/L ACCOUNT BALANCE</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>SEARCH KEY:</strong></td>
<td>0000940000000000000000000037000840000</td>
<td></td>
</tr>
<tr>
<td><strong>DATE FROM:</strong></td>
<td>00 / 00 / 0000</td>
<td></td>
</tr>
<tr>
<td><strong>DATE TO:</strong></td>
<td>00 / 00 / 0000</td>
<td></td>
</tr>
<tr>
<td><strong>DATE OF LAST ACTIVITY:</strong></td>
<td>04 / 11 / 2003</td>
<td></td>
</tr>
<tr>
<td><strong>FUND:</strong></td>
<td>GENERAL/REVOLVING</td>
<td></td>
</tr>
<tr>
<td><strong>STATE CONTROLLER'S OFFICE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACCOUNT:</strong></td>
<td>STATE CONTROLLER</td>
<td></td>
</tr>
<tr>
<td><strong>DEBIT:</strong></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>CREDIT:</strong></td>
<td>$942,788.98</td>
<td></td>
</tr>
</tbody>
</table>
FC00

Daily Total Inquiry
## FC00 Daily Total Inquiry

### FUND
4 zeroes plus the 3-digit Checking Account Number

<table>
<thead>
<tr>
<th>FUND</th>
<th>AGENCY</th>
<th>FY</th>
<th>REF/ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000094</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DATE TO
Enter desired ending date

<table>
<thead>
<tr>
<th>DATE FROM:</th>
<th>DATE TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 / 09 / 2003</td>
<td>04 / 09 / 2003</td>
</tr>
</tbody>
</table>

### ACCT
03700084000

### BALANCE
Leave Blank

### TITLES
Type an X

### CFIS
Type an X

### FEDE/CAT

### PGM

### EL/CO/TASK
/

### TITLES
Type an X

### SOURCE FUND

### PRIOR FY

### GAAP

### FC00 Daily Totals Inquiry

#### Results

<table>
<thead>
<tr>
<th>TC</th>
<th>DOC</th>
<th>DESCRIPTION</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>45</td>
<td>ATC2830840 00018 TT CHEC</td>
<td>4,361,557.44</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>45</td>
<td>ATD2830840 00018 TT DEPO</td>
<td></td>
<td>5,512,856.84</td>
</tr>
<tr>
<td>D</td>
<td>46</td>
<td>AT 0006570 PIT OFST FTB#</td>
<td></td>
<td>4,609.19</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td>7,752,486.22</td>
</tr>
</tbody>
</table>

- **18 checks**
- **18 deposits**
- **Adjustment - FTB Offset**
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

ACCT NO. 3-digit Bank Account

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

CHECK NUMBER: 00302283

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
**Check Information**

*Note: Record Type (RT) = 1*
TT00

All Deposits for a Date Range Inquiry
TT00 All Deposits for a Date Range Inquiry

ACCT NO. 3-digit Bank Account

DATE FROM
Enter desired range beginning date

DATE TO
Enter desired range ending date

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

STATE CONTROLLER
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

OPTIONAL SEARCH IF ONLY ACCOUNT IS KNOWN-
AMOUNT: $ , , , , , , , , , , +
### TT00 All Deposits for a Date Range Inquiry

#### Results

**Deposit Information**

*Note: Record Type (RT) = 6*

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Date</th>
<th>Description</th>
<th>Count</th>
<th>Amount</th>
<th>Dep Date</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>01/10/2003</td>
<td>5094030109</td>
<td>00001</td>
<td>$16,313.91</td>
<td>01/09/2003</td>
<td>PAY</td>
</tr>
</tbody>
</table>
TT00

All Activity for a Specified Period Showing Monthly Beginning and Ending Balances
TT00 All Activity for a Specified Date Range 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 ACCT NO. IS KNOWN-
ACCT: $ , , , , , , , , +

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

ACCT NO. 3-digit Bank Account
**TT00 All Activity for a Specified Date Range Inquiry**

**Results**

<table>
<thead>
<tr>
<th>RT</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>COUNT</th>
<th>AMOUNT</th>
<th>DEP DATE</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>01/01/2003</td>
<td>BEGIN BAL</td>
<td>00000</td>
<td>$166,435.40</td>
<td>12/13/2002</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01/07/2003</td>
<td>1059000220</td>
<td>00001</td>
<td>$4,409.00</td>
<td>12/30/2002</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01/07/2003</td>
<td>1059000221</td>
<td>00001</td>
<td>$10,829.00</td>
<td>01/03/2003</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>01/22/2003</td>
<td>1059000223</td>
<td>00001</td>
<td>$37,300.00</td>
<td>01/14/2003</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>01/28/2003</td>
<td>00000155</td>
<td>00001</td>
<td>$170,345.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>01/31/2003</td>
<td>END BAL</td>
<td>00000</td>
<td>$99,528.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>02/01/2003</td>
<td>BEGIN BAL</td>
<td>00000</td>
<td>$99,528.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>02/04/2003</td>
<td>1059000225</td>
<td>00001</td>
<td>$86,702.16</td>
<td>01/30/2003</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>02/05/2003</td>
<td>1059000226</td>
<td>00001</td>
<td>$22,760.00</td>
<td>01/31/2003</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>02/14/2003</td>
<td>END BAL</td>
<td>00000</td>
<td>$208,990.62</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Beginning Balance**

$(RT) = 0$

**Deposit Information**

$(RT) = 6$

**Check Information**

$(RT) = 1$

**Ending Balance**

$(RT) = 9$
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.
## Matrix of most common inquiries

**To look for the following:**

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