

Architecture Revolving Fund Transfer Request Form - Supplemental Instructions

DGS is partnering with SCO to ensure all required information is entered on the wet original funding agreement before it leaves DGS hands. SCO went live in FI\$Cal July 1, 2019. This brought additional requirements pertaining to fund transfers. SCO now requires all agencies live in FI\$Cal to provide the following information:

Appropriation String

Year

Chapter

Item No. (GLBU-Reference-Fund e.g. 2450-001-0001)

Schedule No. (if applicable)

Reversion Date (Form 220/221 only)

Program

Element

Client Project ID (Major Cap Outlay projects only)

PMIA Loan Number and Bond Expenditure Sub-Cash Account (bond-funded projects only)

Note: A breakdown of what the item number consists of is at the end of this document.

FI\$Cal Voucher Chartfield String

Enactment Year

Account

Alt Account (if applicable)

Program

Reporting Structure

Note: The FI\$Cal Voucher Chartfield String does not apply to Deferred and Exempt departments. Please see the current departmental lists on the next page of this document.

It is imperative that the client agency fills in all fields accurately. This ensures the avoidance of processing delays and unnecessary corrections. DGS strongly recommends reaching out to your agency's assigned DOF analyst for a precursory review of the appropriation details to ensure they are correct; failure to do so may result in DOF requiring the issuance of a revised funding agreement due to incorrect information input on the wet original. Hand-written corrections are no longer allowed on any funding agreements. If you are unsure what information belongs in which fields, reach out to your internal budget and/or accounting offices for direction. They are familiar with these requirements.

Here are the steps to the fund transfer process:

1. Client agency submits a Fund Transfer Request Form to DGS one of two ways:
 - a. CRUISE Request – new projects only; this form can be found in CRUISE as a required document when the request is for an ARF-funded project
 - b. Directly to the assigned DGS Project Manager overseeing the project – existing projects already in progress
2. Upon receipt, the assigned DGS Project Manager reviews the request to ensure all required information has been populated. If the form has been properly filled out, the Project Manager will route the request to a DGS analyst for processing. If information is missing, the Project Manager will send the form back to the client and request the additional information.

3. The assigned DGS analyst generates the funding agreement and routes it within DGS for signature.
4. Once DGS signs the funding agreement, DGS will route the wet original hard copy to the client agency for review/approval along with a routing slip. Once the wet original funding agreement leaves DGS hands, DGS does not see the original document again.
5. Once the client signs the original, the client routes the hard copy to DOF for review/signature along with the routing slip. It is crucial that the client attach the DGS routing slip with the wet original to DOF.
6. Once DOF signs the original, DOF routes the hard copy to SCO for processing and will send an electronic copy of the fully approved funding agreement to the recipients listing on the routing slip.
7. Once SCO verifies that all the required information was provided and all required signatures were obtained, SCO will issue a Journal Entry (JE) to notify the client agency and DGS.
8. The DGS Accounting Office receives a notification from SCO via an overnight batch process that a JE has been issued. DGS Accounting will then key the fund transfer to the ARF project shown on the JE.

If you have any questions regarding this process, please reach out to the [DGS Project Management and Development Branch](#) for assistance.

Deferred Departments

Agency Name	Department Code	Department Name
Corrections and Rehabilitation Agency	5225	California Department of Corrections and Rehabilitation
Corrections and Rehabilitation Agency	5420	Prison Industry Authority
Government Operations Agency	7502	California Department of Technology
Government Operations Agency	7920	California State Teachers' Retirement System (Financial Management Functions)
Legislative, Judicial, and Executive Agency	0850	California State Lottery
Legislative, Judicial, and Executive Agency	0820	Department of Justice
Natural Resources Agency	3860	California Department of Water Resources
Transportation Agency	2740	California Department of Motor Vehicles
Transportation Agency	2660	California Department of Transportation

Deferred departments are defined as departments that have implemented or are in the process of implementing their own financial management system. As these departments' systems require upgrades or as departments desire expanded functionality, they will move onto FISCAL.

Exempt Departments

Agency Name	Department Code	Department Name
Education Agency - Higher Education	6610	California State University
Education Agency - Higher Education	6440	University of California
General Government Agency	8830	California Law Revision Commission
General Government Agency	8855	California State Auditor
General Government Agency	9612	Enhanced Tobacco Asset-Backed Bonds (SCO)

Agency Name	Department Code	Department Name
General Government Agency	8420	State Compensation Insurance Fund
Government Operations Agency	7900	California Public Employees' Retirement System
Government Operations Agency	7920	California State Teachers' Retirement System (Financial Retirement and Investment Functions)
Health and Human Services Agency	5160	Department of Rehabilitation
Legislative, Judicial, and Executive Agency	0100	California State Legislature
Legislative, Judicial, and Executive Agency	0160	State of California Office of Legislative Counsel

Exempt departments have statutory authority to use systems other than FISCAL for their financial management.

Item Number

The “Item No.” should look like this:

4440-301-0001

It may also be followed by a number in parentheses, which is the schedule number:

4440-301-0001(1)

This whole number is example of an item number that appears online in the 2019-20/Chapter 23 Final Budget Summary (AB74). The “1” in parentheses is the schedule number. If the appropriation has schedules they will be enumerated just below where the appropriation is listed in the budget summary as displayed here:

4440-003-0001—For support of State Department of State Hospitals,
for rental payments on lease-revenue bonds 40,475,000

Schedule:

(1) 4410-State Hospitals 40,475,000

The first four numbers are the organization code (or “GL BU”):

4440-301-0001(1)



The underlined numbers in the example are the **organization code** of the state agency/department the appropriation is setting money aside for. This is also called the “GL BU” or General Ledger Business Unit. You can look up the organization code by department at the end of the Budget Summary book (the thick white book) or look up the department by organization code by going to the [Department Index](#) page (URL: <http://www.ebudget.ca.gov/budget/2019-20MR/#/DepartmentIndex>). “Summary” or “Detail” information can also be found at the [California Budget 2019-20](#) home page (URL: <http://www.ebudget.ca.gov/>) at any one of the three sections

displayed on this page (The Governor’s Proposed Budget section; the May Revision section; or the Enacted Budget (Summer) section).

The next set of numbers is the **Item Reference Number**:

4440-301-0001(1)



The underlined words in the example are the **Item Reference Number** which reveals whether it’s Major Capital Outlay or Capital Improvement (Support) funding among other categories listed below. Note that recently we have encountered a new one not in the table below. This is a five-digit reference number “00118” and refers to deferred maintenance:

Item Reference Numbers

BUDGET ACT	NON-BUDGET ACT
Support—001 - 100	State Operations—501 - 600
Local Assistance—101 - 294	Local Assistance—601 - 789
State Mandates (LA)—295 - 300	State Mandates (LA)—795 - 800
Capital Outlay—301 - 400	Capital Outlay—801 - 900
Unassigned (language)—401 - 484	Unassigned—901 - 999
Reappropriations: Proposition 98 Reserve Account—485 - 489	
Reappropriations—490 - 494	
Reversions—495 - 500	

Finally, the last set of numbers is the **Fund Condition**.

Note: the aforementioned number in parentheses following this set of four numbers designates the Schedule, which, in the Budget Summary book (the thick white book) will be indented just under the description of the item number:

4440-301-0001(1)



The underlined numbers are the **fund condition followed by the schedule in parenthesis**. Go to the to the [Fund Conditions](http://www.ebudget.ca.gov/budget/2019-20/#/FundIndex) page (URL: <http://www.ebudget.ca.gov/budget/2019-20/#/FundIndex>) to find an index of all funds for the 2019-20 California Budget. Alternatively you could navigate to any of the department’s budget galleys, for instance, to get to the Department of State Hospitals (DSH) budget page go to the [California Budget](#) home page and then click the “Detail” button in the May Revision section. After landing on the [May Revision Detail](#) page, click the [Health and Human Services](#) hyperlink. Then find the [Department of State Hospitals](#) hyperlink in the list and click on it. Now scroll down to the bottom of the page and click on the [Proposed Budget Detail-Department of State Hospitals \(January 2019\)](#) hyperlink. After this page loads you should see “Fund Conditions” in the right side of the navigation bar at the top of the page. Click on it and you will land on the Fund Conditions page.

Note: the only fund condition not listed is “0001” which is the **General Fund**.