GL-6 RECORD SURPLUS MONEY INVESTMENT FUND (SMIF) TRANSFER

Source Document: SCO Journal Entry

Module: General Ledger (GL)

Roles: GL Journal Processor

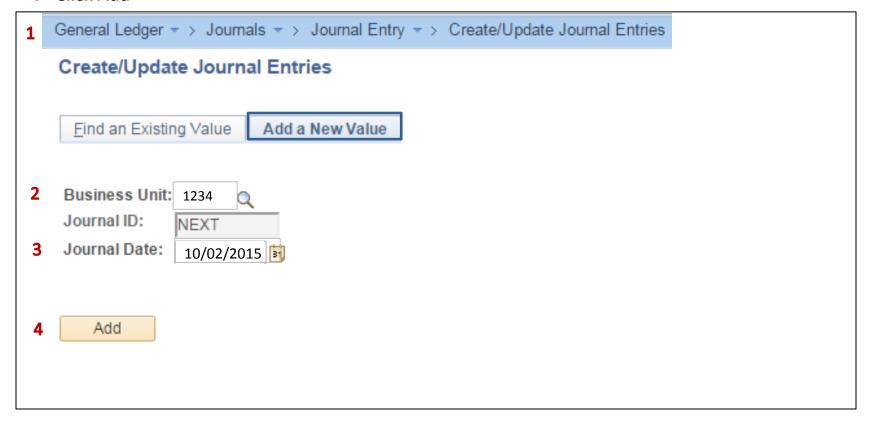
GL Journal Approver

The Source Document for recording Surplus Money Investment Fund (SMIF) Activity is the SCO Notice of Transfer, TC-29, used by the SCO to record deposits in and withdrawals from SMIF. The example below shows the transfer from Account 1140 – Cash In State Treasury to Account 1210 – Deposits in SMIF.

ROUTE TO AGENCY STATE CONTROLLER'S OFFICE					STATE CONTROLLER'S OFFICE DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA				DOCUM	DOCUMENT NO SMD 151002	
									SMD 15		
REPORT 1	NO: FC	-145-	10-B		TC-29 NOTICE OF SURPLUS MONEY INVESTMENTS					DATE: 10/02/2015	
FUND	AGCY	FY	REF/ ITEM	FEDERAL CATALOG	CT PG	EL COM		SOURCE ACCEPTION		DEBITS	CREDITS
3211								1:	210	3,732,000.00	
3228									210	36,718,000.00	
3237									210	296,000.00	
6001405									210	635,000.00	
3026001						/			210	21,000.00	
3031									210	8,350,000.00	
3062002									210	1,000.00	
3062003									210	1,000.00	
9741								1:	210	16,835,000.00	
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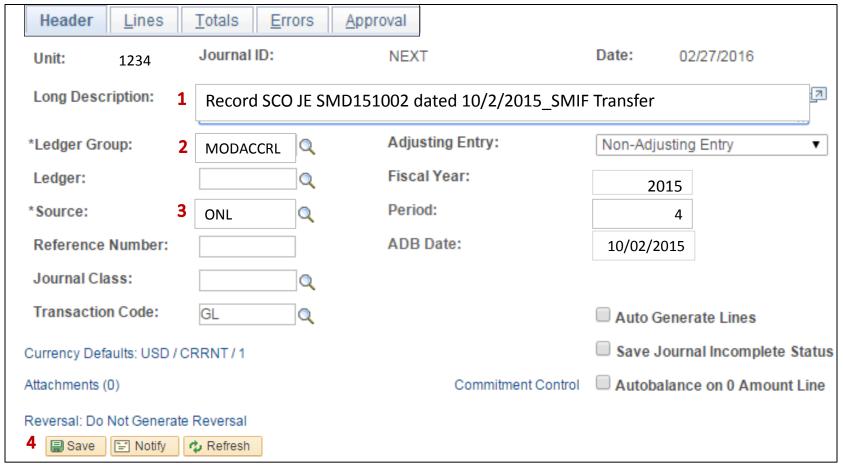
The **GL Journal Processor** will create a new GL Journal to post SMIF Transfers. Steps are:

- 1 Navigate to GL>Journals>Journal Entry>Create/Update Journal Entries
- 2 Enter your Business Unit in the Add a New Value tab
- 3 Enter the date of the SCO JE as the Journal Date
- 4 Click Add



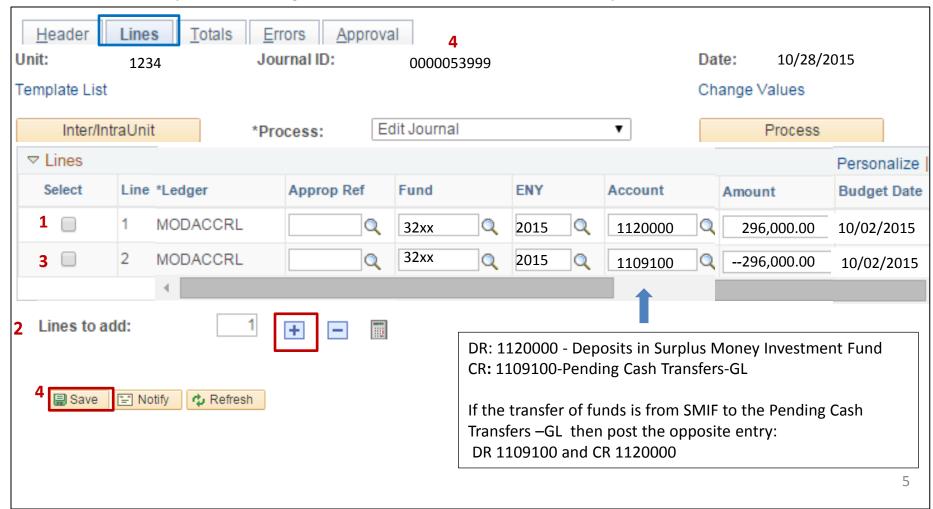
The **GL Journal Processor** will create the Journal **Header**. Steps are:

- 1 Enter a Long Description with the SCO Journal No., JE Date, and SMIF Transfer
- 2 Ledger Group will default to MODACCRL
- 3 Source should be **ONL** (Online Journal Entry)
- 4 Click Save or click on the Lines tab to enter Journal Lines. (After clicking save, click OK on the ALTACCT Message)



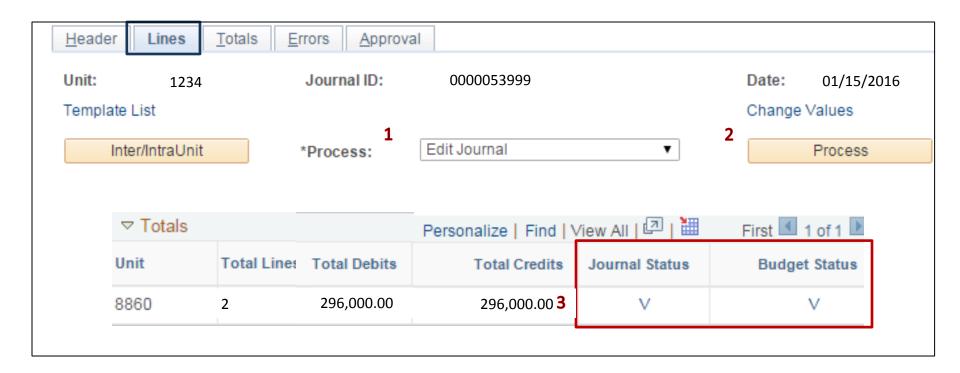
The **GL Journal Processor** will create the Journal **Lines**. Steps are:

- 1 Enter DR Line: Fund, ENY, Deposits in SMIF Account, and Amount
- 2 Click on + to insert a line
- 3 Enter CR Line: Fund, ENY, Pending Cash Transfer GL Account and Amount
- 4 Click Save. The system will assign a Journal ID. Note the Journal ID on your source document for reference.



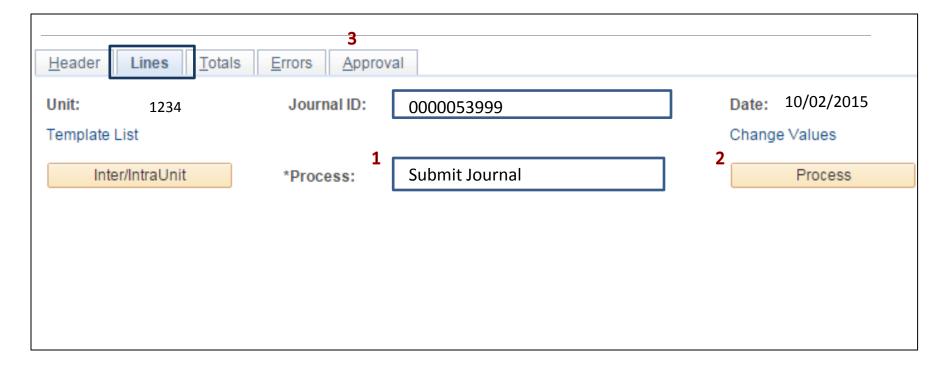
The **GL Journal Processor** will run the Edit Journal Process. Steps are:

- 1 Select Edit Journal
- 2 Click Process
- 3 Check that Journal Status and Budget Status show V for Valid.



The **GL Journal Processor** will Submit the Journal. Steps are:

- 1 In the Journal Lines tab, select Submit Journal
- 2 Click Process. The GL Journal Approver will receive an automatic notification of the journal
- 3 Click the Approval tab to view the journal workflow. Your journal will show as Pending



The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.