

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

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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.

MAIL CODE		STATE CONTROLLER'S OFFICE										DOCUMENT NO		
ROUTE TO AGENCY												SMD 151002		
STATE CONTROLLER'S OFFICE		DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA										DATE: 10/02/2015		
REPORT NO: FC-145-10-D		TC-29 NOTICE OF SURPLUS MONEY INVESTMENTS												
FUND	AGCY	FY	REF/ ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS
-----DESCRIPTION-----														
3211												1210	3,732,000.00	
3228												1210	36,718,000.00	
3237												1210	296,000.00	
6001405												1210	635,000.00	
8026001												1210	21,000.00	
8031												1210	8,350,000.00	
8062002												1210	1,000.00	
8062003												1210	1,000.00	
9741												1210	16,835,000.00	
3211												1140		3,732,000.00
3228												1140		36,718,000.00
3237												1140		296,000.00
6001405												1140		635,000.00
8026001												1140		21,000.00
8031												1140		8,350,000.00
8062002												1140		1,000.00
8062003												1140		1,000.00
9741												1140		16,835,000.00

REASON FOR ABOVE ACTION  
 SA IN ACCORDANCE WITH SECTION 16470-76 OF THE GOVERNMENT CODE AND AUTHORIZATION FROM THE POOLED MONEY INVESTMENT BOARD, TO TRANSFER FUNDS DESIGNATED AS SURPLUS MONEY TO THE SURPLUS MONEY INVESTMENT FUND. THE SMD NUMBER ON THIS DOCUMENT IS IN LIEU OF A "JE" NUMBER. DOCUMENT NUMBERING CHANGE EFFECTIVE 9-22-99.

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 screenshot shows the 'Create/Update Journal Entries' interface. At the top, a breadcrumb trail reads: 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. Below this, the title 'Create/Update Journal Entries' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a blue border. Below the buttons, there are three input fields: 'Business Unit:' with the value '1234' and a search icon; 'Journal ID:' with the value 'NEXT'; and 'Journal Date:' with the value '10/02/2015' and a calendar icon. At the bottom, there is an 'Add' button. Red numbers 1 through 4 are overlaid on the left side of the screenshot to indicate the steps: 1 points to the breadcrumb trail, 2 points to the Business Unit field, 3 points to the Journal Date field, and 4 points to the Add button.

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)

Header	Lines	Totals	Errors	Approval	
Unit:	1234	Journal ID:	NEXT	Date:	02/27/2016
Long Description:	1	Record SCO JE SMD151002 dated 10/2/2015_SMIF Transfer			
*Ledger Group:	2	MODACCRL	Adjusting Entry:	Non-Adjusting Entry ▼	
Ledger:			Fiscal Year:	2015	
*Source:	3	ONL	Period:	4	
Reference Number:			ADB Date:	10/02/2015	
Journal Class:					
Transaction Code:		GL		<input type="checkbox"/> Auto Generate Lines	
Currency Defaults: USD / CRRNT / 1				<input type="checkbox"/> Save Journal Incomplete Status	
Attachments (0)			Commitment Control	<input type="checkbox"/> Autobalance on 0 Amount Line	
Reversal: Do Not Generate Reversal					
4				Save   Notify   Refresh	

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.

Header
Lines
Totals
Errors
Approval

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Unit: 1234

Journal ID: 0000053999

Date: 10/28/2015

Template List
Change Values

Inter/IntraUnit

\*Process: Edit Journal

Process

▼ Lines
Personalize

Select	Line	*Ledger	Approp Ref	Fund	ENY	Account	Amount	Budget Date
1	<input type="checkbox"/>	1	MODACCRL	<input type="text" value="32xx"/>	<input type="text" value="2015"/>	<input type="text" value="1120000"/>	296,000.00	10/02/2015
3	<input type="checkbox"/>	2	MODACCRL	<input type="text" value="32xx"/>	<input type="text" value="2015"/>	<input type="text" value="1109100"/>	--296,000.00	10/02/2015

↑

2
Lines to add:

+

-

⌂

4

Save

Notify

Refresh

DR: 1120000 - Deposits in Surplus Money Investment Fund  
CR: 1109100-Pending Cash Transfers-GL

If the transfer of funds is from SMIF to the Pending Cash Transfers –GL then post the opposite entry:  
DR 1109100 and CR 1120000

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Prepared by Department of Finance, Fiscal Systems and Consulting Unit

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.

Header

Lines

Totals

Errors

Approval

Unit: 1234

Journal ID: 0000053999

Date: 01/15/2016

Template List

Change Values

Inter/IntraUnit

\*Process: 1

Edit Journal ▼

2

Process

▼ **Totals**
Personalize | Find | View All | First 1 of 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	296,000.00	296,000.00 <span style="color: red; font-weight: bold; font-size: 1.2em;">3</span>	V	V

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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 screenshot shows the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected and highlighted with a blue border, and a red '3' is positioned above it. Below the tabs, the 'Unit' is set to '1234'. To the right, 'Journal ID' is '0000053999' and 'Date' is '10/02/2015'. Under 'Template List', there is a button labeled 'Inter/IntraUnit'. Below that, '\*Process:' is followed by a dropdown menu showing 'Submit Journal', with a red '1' above it. To the right of this dropdown is a button labeled 'Process', with a red '2' above it. A blue link 'Change Values' is also visible.

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

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