

AR19 - APPROVE COLLECTION – UNBILLED RECEIPT (SALARY ADVANCE PAYMENT)

Source Document: Departments Payment Batch Header
Report of Deposit Form and
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

In training course AR18 Record Collection-Unbilled Receipt (Salary Advance Payment) the AR Payment Processor prepared a **Payment Batch Header** to document details of a receipt to be applied to an employee's salary advance. In this course, the **AR Payment Approver** will receive the Payment Batch Header and supporting documents to review and approve the transaction. The AR Payment Approver will create the **Accounting Entries** for a Direct Journal Payment. Note: The **Open Item Key** is critical in order to link the salary advance issued in the AP Module and close the voucher

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER						
SALARY ADVANCE PAYMENT						
					DEPOSIT ID #	
					BATCH TOTAL	1,700.00
					BATCH COUNT	1
					FM	10 - APR
AMOUNT	TRANSACTION		FUND	ENY	ACCOUNT	Open Item Key - Employee Salary Advances
1,700.00	ORF - Salary Advance		00000244 agency bank acct	2015	1301300	Jane Doe EMP # 1261234
1,700.00						
ACCT CODES KEY:		FISCal				
Salary Advance		1301300		Note: SA must have Open Item Key information		
				Bank Deposit Slip #		1244000254
				Bank Deposit Date		4/15/2016
AR Payment Processor Notes:						
Print out AP Payment Vouchers as backup (to determine salary vs expense advance)						
BANK ACCOUNT = 244						
Set up on Payment Tab: Check, Check, ORF CASH						
Select the Journal Directly Box						
AR Payment Approver Notes:						
For Salary Advance - be sure to select the Journal Reference Info TAB and post Open Item Key (ties to Employee)						
(Refer to Job Aid 044 - Clearing Salary Advance)						
					AR Payment Processor	DATE
					AR Payment Approver	DATE

Useful information such as the bank deposit slip number and date are included on this form.

The **AR Payment Approver** will create the Accounting Entries. Steps are:

- 1 - Enter your Business Unit;
- 2 - Enter the Deposit ID
- 3 - Click Search

Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Deposit Unit:	1	=	▼	8860	
Deposit ID:	2	begins with	▼	493	
Payment Sequence:		=	▼		
Payment ID:		begins with	▼		
User ID:		begins with	▼		
Assigned Operator ID:		begins with	▼		

Case Sensitive

3 [Basic Search](#) [Save Search Criteria](#)

The **AR Payment Processor** will create the Accounting Entries. Steps are:

- 1 - Enter Amount as (-)
- 2 - Enter Fund: 00000244 (Departmental General Checking/Rev Fund)
- 3 - Enter ENY: Enactment Year
- 4 - Enter Account: 1301300 – Salary Advances
- 5 - Click in the Journal Reference Information tab to enter the Open Item Key. (The Open Item Key is an additional chartfield which matches the last seven digits of the employee’s Vendor ID number. The Open Item Key is used to link the employee’s salary advance issued in Accounts Payable to the deposit made in Accounts Receivable)

Accounting Entries		Deposit Control								
Unit:	8860	Deposit ID:	493							
Payment:	ORF - SAL ADV		Seq:							
Amount:	1700.00	USD	 							
<input type="checkbox"/> Complete	Entry Event:	<input type="text"/>								
Budget Status:										
5										
Distribution Lines Personalize Find View All   First										
ChartFields	Currency Details	Budget	Journal Reference Information 							
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account		
1	1 8860	Speed Type	-1700.00	USD		00000244	2015	1301300		
Total										
Lines:	0	Total Debits:	0.00	Currency:	USD	Total Credits:	669.63	Currency:	USD	Net:

Save Return to Search Previous in List Next in List Notify Refresh

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

- 6 - Enter the Open Item Key by clicking the look up button and selecting the correct Open Item Key from the list of values
- 7 - Click Save

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 493 Payment: ORF - SAL ADV Seq:

Amount: 1700.00 USD ⚡ 📄

Complete Entry Event: 🔍

Budget Status:

Distribution Lines Personalize | Find | View All | 📄 | 📅 First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Ref	Open Item Key		
1	1261234	🔍	+ -

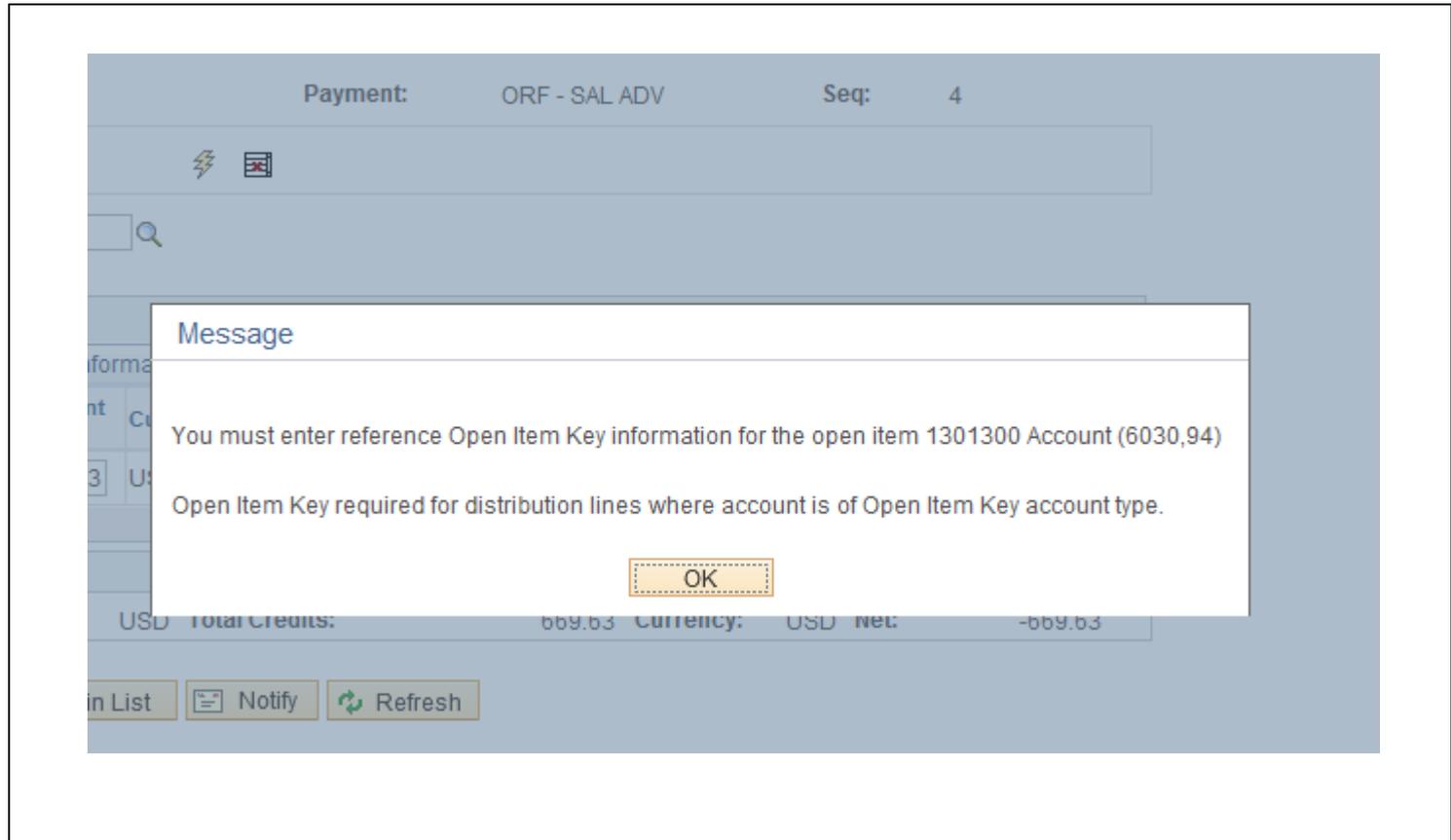
Total

Lines: 0 Total Debits: 0.00 Currency: USD Total Credits: 669.63 Currency: USD Net:

Save Return to Search Previous in List Next in List Notify Refresh

7

If the AR Payment Approver forgets to enter the Open Item Key information, the following message will appear. Click OK and enter the Open Item Key Information



AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

- 8 - Click the Lightning Bolt icon to create the cash offsetting entry
- 9 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR
- 10 - The net of the distribution lines should equal zero
- 11 - Click Save

Accounting Entries
Deposit Control

Unit: 8860
Deposit ID: 493
Payment: ORF - SAL ADV

Amount: 1700.00 USD
8

Complete
Entry Event:

Budget Status:

Distribution Lines Personalize | Find | View All |

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-1700.00	USD		000000244	2015	1301300
2	2 8860	Speed Type	1700.00	USD		000000244	9	1109300

Total
10

Lines: 2
Total Debits: 1700.00
Currency: USD
Total Credits: 1700.00
Net: 0.00

11
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

12 - Check the Complete box

Accounting Entries

Deposit Control

Unit: 8860

Deposit ID: 493

Payment: ORF - SAL ADV

Amount: 1700.00

USD

Complete

Entry Event:

Budget Status:

Distribution Lines
Personalize | Find | View All |

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-1700.00	USD		000000244	2015	1301300
2	2 8860	Speed Type	1700.00	USD		000000244		1109300

<

Total

Lines: 2

Total Debits: 1700.00

Currency: USD

Total Credits: 1700.00

Currency: USD

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

13 - Click Save

14 - Click the Budget Check icon and wait for the budget check process to complete

Accounting Entries

Deposit Control

Unit: 8860

Deposit ID: 493

Payment: ORF - SAL ADV

Amount: 1700.00

3 USD

Complete

Entry Event:

Budget Status:

Distribution Lines Personalize | Find | View All |

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-1700.00	3 USD		000000244	2015	1301300
2	2 8860	Speed Type	1700.00	3 USD		000000244		1109300

Total

Lines: 2 Total Debits: 1700.00 3 Currency: USD Total Credits: 1700.00 Currency: USD

14 Save

Return to Search

Previous in List

Next in List

Notify

Refresh

AR19 - Approve Collection – Unbilled Receipt (Salary Advance Payment) (cont'd)

15 - The Budget Status should display “Valid”

16 - Click Save

Accounting Entries
Deposit Control

Unit: 8860
Deposit ID: 493
Payment: ORF - SAL ADV

Amount: 1700.00
USD

Complete
Entry Event:

15

Budget Status: Valid

Distribution Lines
Personalize | Find | View All

ChartFields
Currency Details
Budget
Journal Reference Information
⋮

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	-1700.00	USD		000000244	2015	1301300
2	2 8860	1700.00	USD		000000244		1109300

Total

Lines: 2
Total Debits: 1700.00
Currency: USD
Total Credits: 1700.00
Net: 0.00

16 Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh