

AR-3 APPROVE PAYROLL ACCOUNTS RECEIVABLE

Source Document: SCO Notice of Payroll Accounts Receivable Posting Document from AR Item Processor

Module: Accounts Receivable (AR)

Roles: AR Item Approver

The **AR Item Approver** will receive source documents from the AR Item Processor to approve a Payroll AR. The source documents are the SCO Notice of Payroll Accounts Receivable and the posting document which will provide the Group ID.

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS										
NOTICE OF PAYROLL ACCOUNTS RECEIVABLE										
OVERPAYMENT FOR A/R # 37546, CLEARANCE # 69973 OF 11-14-2014										
----- AGENCY APPROPRIATION -----										
FUND	AGY	FY	REF/ITM	FEDCATLG	CA PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000	-8860	-2014-	001	-00000000-	-99-	-	-	-	-00000000000	0000000
SOC. SEC. #		NAME OF EMPLOYEE		AGY.	UNIT	CLASS	SER.	PAY PER.	TIME WORKED	
		DOE JA		300	145	9999	101	0-09-2014	0	.00
SALARY GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62										
TYPE	RATE	TOTAL		GROSS						
1	\$.00	\$15.29		\$.00						
PAYMENT TYPE		RETIREMENT*	OASDI*	HB PREM*	HB ADM*					
K		\$.00	\$15.29	.00	\$.00					
DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR										
RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	OTHER DED.						
\$.00	\$.00	\$.00	\$.00	\$184.59 CR						
\$184.59 TO BE RECOVERED FROM EMPLOYEE BY PAYROLL DEDUCTION										

The **AR Item Approver** will approve the Payroll AR created by the AR Item Processor. Steps are:

- 1** - Enter your Business Unit in the **Find an Existing Value** tab
- 2** – Enter the Group ID; **3** - Click Search
- 4** – Search results will display at the bottom. Click on Group ID

Accounts Receivable > Pending Items > Online Items > Group Entry

Group Entry

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Search Criteria

1 Group Unit: = 8860

2 Group ID: begins with 1255

User ID: begins with

Assigned Operator ID: begins with

Origin ID: begins with

Entered Date: =

Posting Status: =

3 Search Clear Basic Search Save Search Criteria

Search Results

View All **4** First 1 of 1 Last

Group	Unit	Group ID	User ID	Assigned Operator ID	Origin ID	Entered Date	Posting Status	Posted Date
8860		1255	10001401	10001401	OBILL	11/16/2014	Not Posted	(blank)

The **AR Item Approver** will review the information in the Pending Items and Accounting Entries tab. If all the information is correct, select the Group Action tab

- 1** – In the Posting Action tab, change the Action to Batch Standard
- 2** – Click OK
- 3** – Click Save

Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit: 8860 Group ID: 1255

Entered: 11/16/2014 Status: Do Not Post Cash Drawer Receipt

Group Actions

Balance

Delete Group

Posting Action

Action: Batch Standard OK

1 ————— **2**

Accounting Entry Actions

Create Entries

Delete Entries

3 Save Return to Search Notify Add Update/Display